

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JUNE 24, 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
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – May 27, 2019
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure to April 30, 2019
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you card from the Daigle family.
  - (b) Thank you letter from Chocolate Fest Inc.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – June 12, 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. T-7 – A By-Law to Stop Up and Close a Portion of Budd Avenue – Second Reading – Reading in its Entirety
- (b) By-Law No. T-7 – A By-Law to Stop Up and Close a Portion of Budd Avenue – Third and Final Reading – Short Title Only
- (c) 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 – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Renaming of a Portion of Progress Drive
- (c) Awarding of Tender RFP # TOSS19-05: Website Redesign
- (d) Engagement Letter – MRSB Chartered Professional Accountants
- (e) Awarding of Tender: Garcelon Interior Fit-Up – St. Stephen, NB – Tender # TOSS19-06
- (f) Reappointment – St. Croix Public Library Board
- (g) Purchase and Sale – PID # 15035165 (Route 170)
- (h) Purchase and Sale – Portion of PID # 15021918 (Land Behind Old Town Hall Building)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: June 24, 2019

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

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

**AGENDA**

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

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

DATE: June 24, 2019

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on May 27, 2019 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MAY 27, 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; and Town Clerk Joan Flewelling.

**ABSENT:** Chief Administrative Officer Jeff Renaud.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Parker

Seconded by Councillor Harding

**77/19** **THAT** the Agenda be approved as circulated.

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) Mayor MacEachern proclaimed the week of May 26 – June 1, 2019 as Disability Awareness Week.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

78/19 THAT the Minutes of the Regular Council meeting held on April 29, 2019 be approved as circulated. CARRIED

SPECIAL COUNCIL MEETING

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

79/19 THAT the Minutes of the Special Council meeting held on May 15, 2019 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

80/19 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 Councillor Parker  
Seconded by Councillor Hyslop

81/19 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. 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 Deputy Mayor Carr  
Seconded by Councillor Harding

- 82/19 **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 May 15, 2019 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Chisholm  
Seconded by Councillor Wheaton

- 83/19 **THAT** the Minutes of the Committee of Council meeting held on May 22, 2019 be approved as circulated. **CARRIED**

**PLANNING ADVISORY COMMITTEE MEETINGS**

Moved by Councillor Parker  
Seconded by Councillor Harding

- 84/19 **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. **CARRIED**

11 STAFF REPORTS

**STAFF REPORTS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

- 85/19 **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; 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" – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 86/19 **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. **CARRIED**

**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**

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 87/19 **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. **CARRIED**

**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**

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 88/19 **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. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 89/19 **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. **CARRIED**

**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**

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 90/19 **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. **CARRIED**

14. **NEW BUSINESS**

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 91/19 **THAT** the Royal Canadian Mounted Police April 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**UNSIGHTLY PREMISES – 6 MURCHIE AVENUE**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 92/19 **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. **CARRIED**

**OPENING OF PUBLIC STREET – PROGRESS DRIVE**

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 93/19 **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 those portions of Progress Drive outlined on the attached Plan of Survey prepared by Murphy Surveys (1990) Ltd. dated January 23, 2019. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 94/19 **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. **CARRIED**

**COMMERCIAL PROPERTY IMPROVEMENT INCENTIVE POLICY**

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 95/19 **THAT** the Council of the Town of St. Stephen approves the Commercial Property Improvement Incentive Policy No. 68 attached. **CARRIED**

**COMMUNITY GRANTS FUND**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 96/19 **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 |

**CARRIED**

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

Moved by Councillor Chisholm

Seconded by Councillor Harding

**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.

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

Moved by Councillor Hyslop  
Seconded by Councillor Parker

- 97/19 THAT the voting on the above-noted motion be postponed in order to discuss and clarify information at next month's Committees meeting on June 12<sup>th</sup>, and it will be considered at the next Regular Session on June 24, 2019. **CARRIED**

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

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

- 98/19 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. **CARRIED**

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

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 99/19 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. **CARRIED**

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

Moved by Councillor Chisholm  
Seconded by Councillor Harding

- 100/19 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. **CARRIED**

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

Moved by Councillor Harding  
Seconded by Councillor Chisholm

- 101/19 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 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. **CARRIED**

**LINE PAINTING OPERATIONS**

Moved by Councillor Wheaton  
Seconded by Councillor Hyslop

- 102/19 **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. **CARRIED**

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

Moved by Councillor Parker  
Seconded by Councillor Hyslop

- 103/19 **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.

**CARRIED**

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

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 104/19 **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. **CARRIED**

**EASEMENT TO BEACON APARTMENTS INC.**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

105/19

**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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Attended all Town meetings.

**Councillor Hyslop**

- Attended all Town meetings.
- Attended Canada 1<sup>st</sup> Basketball Annual General Meeting.
- Attended a Charlotte County Museum board meeting.
- Attended a Canada 1<sup>st</sup> Basketball Committee meeting.
- Attended the Sports Wall of Fame banquet and induction ceremony.
- Attended the Charlotte County Spring Business Networking Mixer.

**Councillor Parker**

- Attended a Planning Advisory Committee meeting.
- Attended and participated in the Town booth at the Kiwanis Trade Show.
- Attended the Charlotte County Spring Business Networking Mixer.
- Attended all Town meetings.

**Councillor Wheaton**

- Attended all Town meetings.
- Attended a Chocolate Fest and Chocolate Museum Operating Committee meeting.
- Chocolate Fest (35<sup>th</sup> Birthday Blast) will be held August 4 – 8, 2019 and flyers will be circulated in the near future, along with information on Facebook.
- Attended and participated in the Town booth at the Kiwanis Trade Show.
- Attended a “Small Shop Festival” meeting – plans for Festival Day on August 23, same day as the Sea Dogs hockey game.

- Attended the Hospice of Charlotte annual fundraiser dinner.
- Attended the “Bugz” production at St. Stephen Elementary School.
- Stated it is unfortunate the Maritime Bus pilot service will end on May 31<sup>st</sup>, and a Southwest NB Transit Authority Board Inc. meeting will be held on June 4<sup>th</sup>, and its Annual General Meeting will be held in July.
- International Festival will be held August 7 – 11, 2019 and information is on Facebook.
- Stated the St. Croix Historical Society, 527 Main Street, Calais will host a presentation on the history of the Calais/St. Stephen Streetcar on June 3, 2019 from 7:00 – 9:00 p.m. EDT

Councillor Harding

- Attended a meeting with Sergeant Stubbs.
- Attended a Planning Advisory Committee meeting.
- Attended all Town meetings.
- Attended and participated in the Town booth at the Kiwanis Trade Show.

Councillor Chisholm

- Attended all Town meetings.
- Attended the Sports Wall of Fame banquet and induction ceremony which was a great success.
- Attended and participated in the Town booth at the Kiwanis Trade Show.

Mayor MacEachern

- Attended an “armchair discussion” at the Huntsman Fundy Discovery Aquarium with the Minister of Fisheries, Oceans, and the Canadian Coast Guard.
- Attended the grand opening of “Puny Human”.
- Attended the SPARK Initiative at St. Stephen’s University.
- Met with students at the St. Stephen Middle School with respect to their birdhouses project.
- Attended the Turn Around Achievement Awards ceremony and dinner.
- Attended a Regional Service Commission policing meeting.
- Attended Canada 1<sup>st</sup> Basketball Annual General Meeting.

16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

106/19 THAT the meeting adjourn at 7:48 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, MAY 27, 2019 @ 7:00 P.M.**

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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
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  - (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

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- (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
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- (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: June 24, 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 April 30, 2019 be received.

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

|  | <b>Actual To Date For the<br/>Four Months Ending<br/>April 30, 2019</b> | <b>Budget For the<br/>Year Ending<br/>December 31, 2019</b> | <b>Remaining</b> | <b>Percentage<br/>Used</b> |
|--|---|---|------------------|----------------------------|
| <b>Revenue</b>                         |   |   |                  |                            |
| Taxes                                  | 1,783,395   | 5,350,179   | \$3,566,784      | 33%                        |
| Services Provided to Other Governments | 37,770  | 222,218   | 184,448          | 17%                        |
| Sale of Services                       | 210,999   | 561,000   | 350,001          | 38%                        |
| Other Revenue From Own Sources         | 77,317  | 207,656   | 130,339          | 37%                        |
| Unconditional Grants                   | 531,785   | 1,595,353   | 1,063,568        | 33%                        |
| Conditional Transfers                  | 0   | 4,200   | 4,200            | 0%                         |
| Other Transfers                        | 423,732   | 1,307,994   | 884,262          | 32%                        |
| <b>Total Revenue</b>                   | <b>3,064,998</b>  | <b>9,248,600</b>  | <b>6,183,602</b> | <b>33%</b>                 |
| <b>Expenditure</b>                     |   |   |                  |                            |
| General Government Services            | 336,532   | 1,060,813   | 724,281          | 32%                        |
| Protective Services                    | 650,468   | 2,295,612   | 1,645,144        | 28%                        |
| Transportation Services                | 773,372   | 2,096,199   | 1,322,827        | 37%                        |
| Environmental Health Services          | 69,276  | 230,625   | 161,349          | 30%                        |
| Environmental Development Services     | 112,919   | 322,448   | 209,529          | 35%                        |
| Recreational and Cultural Services     | 606,061   | 2,023,621   | 1,417,560        | 30%                        |
| Fiscal Services                        | 73,311  | 1,211,282   | 1,137,971        | 6%                         |
| Other                                  | (3,455)   | 8,000   | 11,455           | -43%                       |
| <b>Total Expenditures</b>              | <b>2,618,484</b>  | <b>9,248,600</b>  | <b>6,630,116</b> | <b>28%</b>                 |
| <b>Surplus (Deficit)</b>               | <b>\$446,514</b>  | <b>\$0</b>  |                  |                            |

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

|                                  | <u>Actual To Date For the<br/>Four Months Ending<br/>April 30, 2019</u> | <u>Budget For the<br/>Year Ending<br/>December 31, 2019</u> | <u>Remaining</u> | <u>Percentage<br/>Used</u> |
|----------------------------------|---|---|------------------|----------------------------|
| <b>Revenue</b>                   |   |   |                  |                            |
| Sale of Service                  | \$543,057   | \$2,034,570   | \$1,491,513      | 27%                        |
| Other Revenue From Own Source    | 62,868  | 208,302   | 145,434          | 30%                        |
| Other Transfers                  | 29,840  | 89,521  | 59,681           | 33%                        |
| <b>Total Revenue</b>             | <u>635,765</u>  | <u>2,332,393</u>  | <u>1,696,628</u> | 27%                        |
| <b>Expenditures</b>              |   |   |                  |                            |
| Water Supply                     | 348,116   | 1,070,324   | 722,208          | 33%                        |
| Sewerage Collection and Disposal | 205,106   | 716,897   | 511,791          | 29%                        |
| Fiscal Services                  | 41,625  | 545,172   | 503,547          | 8%                         |
| <b>Total Expenditures</b>        | <u>594,847</u>  | <u>2,332,393</u>  | <u>1,737,546</u> | 26%                        |
| <b>Surplus (Deficit)</b>         | <u>\$40,918</u>   | <u>\$0</u>  |                  |                            |

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

DATE: June 24, 2019

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

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

**PAID BILLS**

THAT the paid bills in the amount of \$2,260,659.06 (two million, two hundred and sixty thousand, six hundred and fifty-nine dollars and six cents) be received.

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

**May 2019**

|  |                        |
|--|------------------------|
| Town of St. Stephen Utility Operating Fund (Fund Transfer for Refinancing Debenture - BA27-2009, Cheque #1186) | \$ 970,000.00          |
| Town of St. Stephen General Capital Fund (Fund Transfer for Debenture Issue, Cheque #1188)                     | \$ 239,000.00          |
|  | <u>\$ 1,209,000.00</u> |

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

|  |                     |
|--|---------------------|
| Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums) | 8,195.04            |
| Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)      | 11,981.46           |
| <b>Total</b>   | <u>\$ 20,176.50</u> |

**Visa:****April, 2019**

|   |                 |
|---|-----------------|
| Allan MacEachern (General Government: Mayor Travel, Civic Relations, Other Council; WS: Trans & Dist Training, Source Training)   | 2,069.65        |
| Jeff Renaud (General Government: CAO/DO Conference Fees, CAO/DO Travel, Prepaid Expenses,, CAO/DO Memberships, Asst. Treasurer Memberships, Office Furniture and Supplies; SCD: Training; WS: Training) | 3,467.65        |
| Frank Godsoe (Civic Centre) (Civic Center: Arena Training and Development, Canteen Merchandise, Licenses; Events: Supplies; Recreation: Advertising)  | 2,603.61        |
| Michelle Vest (Civic Center: Tablecloths, Admin Office and Supplies, Canteen Supplies)  | 133.61          |
| <b>Total</b>  | <u>8,274.52</u> |

**Service New Brunswick:****April, 2019**

|  |                         |
|--|-------------------------|
| Invoice #1211489 (Charges for payment acceptance for Utility Invoices through Service New Bruswick services) | 172.03                  |
| <b>Total</b>   | <u>172.03</u>           |
| <b>GRAND TOTAL:</b>  | <u><u>28,623.05</u></u> |

**Town of St. Stephen**  
BNK4 - Civic Center Bank Account  
Cheques from 000001 to 000045 dated between 05/01/2019 and 05/31/2019

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**CHEQUE REGISTER**

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| <b>Number</b>                     | <b>Issued</b>   | <b>Amount</b>          | <b>SC</b> | <b>Status</b> | <b>Status Date</b> |
|-----------------------------------|---|------------------------|-----------|---------------|--------------------|
| 000043                            | 05/14/2019 TOWN OF ST. STEPHEN<br>48000.00 GG-TRANSFER-FROM CIVIC CENTE | 48,000.00<br>48,000.00 | A/P       | OUT-STD       | 05/14/2019         |
| <b>Cheque Totals Issued:</b>      |   | <b>48,000.00</b>       |           |               |                    |
| <b>Void:</b>                      |   | <b>0.00</b>            |           |               |                    |
| <b>Total Cheques Generated:</b>   |   | <b>48,000.00</b>       |           |               |                    |
| <b>Total # of Cheques Listed:</b> |   | <b>1</b>               |           |               |                    |

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024189 dated between 05/01/2019 and 05/31/2019

**CHEQUE REGISTER**

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| Number | Issued  | Amount                         | SC  | Status  | Status Date |
|--------|---|--------------------------------|-----|---------|-------------|
| 022872 | 05/19/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI<br>MAY192019 GG-SERIES"BD"-INTEREST                                      | 637.50<br>637.50               | A/P | CLEARED | 05/31/2019  |
| 022875 | 05/30/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI<br>MAY302019 GG-SERIES"BH"-INTEREST                                      | 4,366.25<br>4,366.25           | A/P | CLEARED | 05/31/2019  |
| 022878 | 05/15/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI<br>MAY152019 GG-SERIES"BK"-INTEREST                                      | 3,293.50<br>3,293.50           | A/P | CLEARED | 05/31/2019  |
| 022879 | 05/15/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI<br>MAY152019* GG-SERIES"BK"-PRINCIPAL                                    | 35,000.00<br>35,000.00         | A/P | CLEARED | 05/31/2019  |
| 023918 | 05/01/2019 HERITAGE COURT HOLDINGS LIMITED<br>RC000029449 GG-TOWNHALL-LEASE-MAY/19  | 5,417.62<br>5,417.62           | A/P | CLEARED | 05/31/2019  |
| 023919 | 05/01/2019 SHARPE'S LAWN CARE<br>448 RC-PARKS-TURF MAINTENANCE PL   | 17,250.00<br>17,250.00         | A/P | CLEARED | 05/31/2019  |
| 023921 | 05/01/2019 ACCT #903240047015<br>APRIL2019 VOLUNTEER FIRE MEMBERSHIP DU   | 250.00<br>250.00               | A/P | OUT-STD | 05/01/2019  |
| 023922 | 05/01/2019 ACCT 8025-280<br>APRIL2019 LOCAL 770 UNION DUES - APRIL/19   | 1,326.65<br>1,326.65           | A/P | CLEARED | 05/31/2019  |
| 023923 | 05/01/2019 BELL MOBILITY INC.<br>523889487APR19 CC-ADMIN-CELL PHONE CHARGES<br>523889487APR19GG GG/TS/PS/RC-CELL PHONE CHARGI | 1,308.86<br>127.72<br>1,181.14 | A/P | CLEARED | 05/31/2019  |
| 023924 | 05/01/2019 CHAMPION COMMERCIAL PRODUCTS INC.<br>00728379 WINDSOCK   | 657.21<br>657.21               | A/P | CLEARED | 05/31/2019  |
| 023925 | 05/01/2019 CHANDLER<br>1821635 PS-FIRE-TRAINING ON FIRE ALARM   | 220.80<br>220.80               | A/P | CLEARED | 05/31/2019  |
| 023926 | 05/01/2019 DISHER HOMES LTD.<br>BUILDINGPERMIT PS-BUILDINGINSPECTOR-OVERPAY   | 325.00<br>325.00               | A/P | CLEARED | 05/31/2019  |
| 023927 | 05/01/2019 HICKS MORLEY HAMILTON STEWART STORIE LLP<br>484110 GG-LEGAL-GENERAL  | 386.46<br>386.46               | A/P | CLEARED | 05/31/2019  |
| 023928 | 05/01/2019 IRVING ENERGY DISTRIBUTION AND MARKETING<br>949220 TS-ST5-DIESEL<br>APRIL022019INTEREST TS-ST5-MAR 2019 INTEREST   | 432.48<br>407.47<br>25.01      | A/P | CLEARED | 05/31/2019  |
| 023929 | 05/01/2019 JEFF RENAUD<br>APRIL2019 GG-CAO-MONTHLY VEHICLE ALLOW  | 250.00<br>250.00               | A/P | CLEARED | 05/31/2019  |
| 023930 | 05/01/2019 MARITIME COFFEE SERVICE<br>RC00070944 CC-BUILDING-WATER COOLER REN   | 80.50<br>80.50                 | A/P | CLEARED | 05/31/2019  |
| 023931 | 05/01/2019 MICHELLE VEST<br>EQUIPMENT GG-EVENTS-SOUND EQUIPMENT   | 229.99<br>229.99               | A/P | CLEARED | 05/31/2019  |
| 023932 | 05/01/2019 MILLTOWN MACHINE & FABRICATION LTD.<br>20443 TS-ST5-REPAIR STREET POLE<br>20452 TS-#21-INSTALL LIFTING RAMS        | 2,187.03<br>351.16<br>1,835.87 | A/P | CLEARED | 05/31/2019  |
| 023933 | 05/01/2019 MINISTER OF FINANCE<br>WEEK182019 EMPLOYEE DEDUCTIONS-APRIL 28   | 209.30<br>209.30               | A/P | CLEARED | 05/31/2019  |
| 023934 | 05/01/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.<br>436357 PM-RCMP-FLOOR MATS  | 46.74<br>46.74                 | A/P | CLEARED | 05/31/2019  |
| 023935 | 05/01/2019 PITNEY WORKS<br>APRIL142019 GG/PS-POSTAGE METER REFILL   | 678.83<br>678.83               | A/P | CLEARED | 05/31/2019  |
| 023936 | 05/01/2019 PROMO HEROES<br>17159 CC-STAFF-CLOTHING ALLOWANCE  | 674.13<br>316.02               | A/P | CLEARED | 05/31/2019  |

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024189 dated between 05/01/2019 and 05/31/2019

**CHEQUE REGISTER**

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| Number | Issued          |                                       | Amount   | SC  | Status  | Status Date |
|--------|-----------------|---------------------------------------|----------|-----|---------|-------------|
|        | 17163           | CC-STAFF-CLOTHING ALLOWANCE           | 358.11   |     |         |             |
| 023937 | 05/01/2019      | RECEIVER GENERAL                      | 1,091.11 | A/P | CLEARED | 05/31/2019  |
|        | APRIL2019       | EMPLOYEE DEDUCTIONS - APRIL/19        | 1,091.11 |     |         |             |
| 023938 | 05/01/2019      | SHANNON MICHAEL                       | 1,487.64 | A/P | CLEARED | 05/31/2019  |
|        | APRIL2019       | PS-ANIMALCONTROL-MONTHLY FEI          | 1,487.64 |     |         |             |
| 023939 | 05/01/2019      | SOURCE ONE SUPPLIES                   | 742.57   | A/P | CLEARED | 05/31/2019  |
|        | 20703           | PS-FIRE-HAND SOAP, BATH TISSUE        | 63.78    |     |         |             |
|        | 20704           | CC-BUILDING-EYEWASH SOLUTION          | 55.49    |     |         |             |
|        | 20727           | CC-POOL-CHEMICALS                     | 591.48   |     |         |             |
|        | 20772           | PM-LIBRARY-GLOVES                     | 31.82    |     |         |             |
| 023940 | 05/01/2019      | SOURCE ATLANTIC                       | 56.93    | A/P | CLEARED | 05/31/2019  |
|        | 3208047         | TS-STC-CLOTHING ALLOWANCE             | 56.93    |     |         |             |
| 023941 | 05/01/2019      | ST. STEPHEN UTILITY DEPT.             | 40.00    | A/P | CLEARED | 05/31/2019  |
|        | APRIL2019       | EMPLOYEE DEDUCTIONS - APRIL/19        | 40.00    |     |         |             |
| 023942 | 05/01/2019      | ST. CROIX RIDGERUNNERS INC.           | 172.50   | A/P | OUT-STD | 05/01/2019  |
|        | APRIL182019     | GG-SPONSORSHIP-SPONSORSHIP            | 172.50   |     |         |             |
| 023944 | 05/01/2019      | STATIONERY PLUS                       | 1,714.04 | A/P | CLEARED | 05/31/2019  |
|        | 47159           | GG-TOWN HALL-CORRECTION TAPE          | 34.62    |     |         |             |
|        | 47210           | CC-POOL-DESK PAD PROTECTOR, I         | 30.87    |     |         |             |
|        | 47294           | CC-ADMIN-PENS, STICKY NOTES, M        | 89.57    |     |         |             |
|        | 47345           | GG-TOWN HALL-BINDING CASE             | 16.59    |     |         |             |
|        | 47364           | GG-TOWN HALL-STAPLER, STAPLE!         | 88.71    |     |         |             |
|        | 47465           | CC-ADMIN-LASER TONER                  | 114.87   |     |         |             |
|        | 47501           | CC-ADMIN-STAPLES, STAPLER, COI        | 72.13    |     |         |             |
|        | 47631           | GG-TOWN HALL-ENVELOPES, PENS          | 40.23    |     |         |             |
|        | 47741           | GG-TOWNHALL-PENS                      | -5.74    |     |         |             |
|        | 47742           | GG-TOWN HALL-PEN                      | 1.73     |     |         |             |
|        | 47919           | PS-FIRE-TICKETS                       | 17.42    |     |         |             |
|        | 47987           | CC-ADMIN-LABELS, CALCULATOR           | 51.50    |     |         |             |
|        | 48158           | TS-STC-FLAGS                          | 497.55   |     |         |             |
|        | 48170           | GG-TOWN HALL-FILE FOLDERS, LA!        | 136.52   |     |         |             |
|        | 48210           | GG-TOWN HALL-PAPER, BATTERIE!         | 216.87   |     |         |             |
|        | 48333           | GG-TOWN HALL-TONER, DRUM, BIN         | 277.39   |     |         |             |
|        | 48409           | CC-ADMIN-METAL BADGE, NAME BA         | 33.21    |     |         |             |
| 023945 | 05/01/2019      | UNIFIRST CANADA LTD.                  | 472.89   | A/P | CLEARED | 05/31/2019  |
|        | 7100165621      | CC-BUILDING-FLOOR MATS                | 157.63   |     |         |             |
|        | 7100166363      | CC-BUILDING-FLOOR MATS                | 157.63   |     |         |             |
|        | 7100167102      | CC-BUILDING-FLOOR MATS                | 157.63   |     |         |             |
| 023947 | 05/08/2019      | AIR LIQUIDE CANADA INC.               | 176.43   | A/P | CLEARED | 05/31/2019  |
|        | 69789788        | TS-SHOP-BLUESHIELD 8, 16              | 176.43   |     |         |             |
| 023948 | 05/08/2019      | AJW MECHANICAL LTD.                   | 1,266.23 | A/P | CLEARED | 05/31/2019  |
|        | 31358           | PM-5 KINGS-HEATING SYSTEM WOF         | 1,266.23 |     |         |             |
| 023949 | 05/08/2019      | ALLAN MACEACHERN                      | 26.40    | A/P | CLEARED | 05/31/2019  |
|        | ARMCHAIRMEETING | GG-MAYOR-ARM CHAIR MEETING            | 26.40    |     |         |             |
| 023950 | 05/08/2019      | BORDER INVESTIGATIONS & SECURITY INC. | 966.00   | A/P | CLEARED | 05/31/2019  |
|        | 15121           | PS-BYLAW-APR 22 - MAY03/19 FEE        | 966.00   |     |         |             |
| 023951 | 05/08/2019      | CENTRAL AUTO PARTS LTD                | 2,130.95 | A/P | CLEARED | 05/31/2019  |
|        | 8520            | TS-#21-REBUILD INJECTOR PUMP          | 2,130.95 |     |         |             |

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024189 dated between 05/01/2019 and 05/31/2019

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| Number | Issued  | Amount  | SC  | Status  | Status Date |
|--------|---|---|-----|---------|-------------|
| 023952 | 05/08/2019 CHAMPION COMMERCIAL PRODUCTS INC.<br>525923 PM-AIRPORT-BATTERIES, CABLE TI   | 1,014.79<br>1,014.79                            | A/P | CLEARED | 05/31/2019  |
| 023953 | 05/08/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002<br>APRIL2019 GG-MUNICIPALPLAN-APRIL/19   | 26,454.92<br>26,454.92                          | A/P | CLEARED | 05/31/2019  |
| 023954 | 05/08/2019 CNH CAPITAL<br>IN91139 TS-#16-WING PUSH POLE   | 1,617.82<br>1,617.62                            | A/P | CLEARED | 05/31/2019  |
| 023955 | 05/08/2019 CONTROLS & EQUIPMENT LTD.<br>41464 PS-FIRE-HVAC & TEMP CONTROLS  | 773.95<br>773.95                                | A/P | CLEARED | 05/31/2019  |
| 023956 | 05/08/2019 ENBRIDGE GAS NEW BRUNSWICK<br>2019042401008-1016227-0 CC-BUILDING-NATURAL GAS<br>00  | 2,471.30<br>2,471.30                            | A/P | CLEARED | 05/31/2019  |
| 023957 | 05/08/2019 IRVING ENERGY DISTRIBUTION AND MARKETING<br>514920 TS-STG-DIESEL   | 700.98<br>700.98                                | A/P | CLEARED | 05/31/2019  |
| 023958 | 05/08/2019 KONICA MINOLTA BUSINESS SOLUTIONS<br>258186993 GG-TOWN HALL-COPIER MAINTENA  | 109.01<br>109.01                                | A/P | CLEARED | 05/31/2019  |
| 023959 | 05/08/2019 LAWSON PRODUCTS, INC. (ONTARIO_<br>9306602221 TS-SHOP-M20-2.5 X 250 HHCS 931-1   | 137.99<br>137.99                                | A/P | CLEARED | 05/31/2019  |
| 023960 | 05/08/2019 LIFESAVING SOCIETY - NB Branch<br>2685 CC-POOL-AFFILIATION FEE, SWIM F<br>2738 CC-POOL-CANADIAN LIFESAVING M<br>6930A CC-POOL-LIFESAVING INSTRUCTOF                            | 721.94<br>326.00<br>275.94<br>120.00            | A/P | OUT-STD | 05/08/2019  |
| 023961 | 05/08/2019 LSW WEAR PARTS LTD.<br>50767 TS-STREET SWEEPER-SWEEPER BI  | 698.63<br>698.63                                | A/P | CLEARED | 05/31/2019  |
| 023962 | 05/08/2019 MINISTER OF FINANCE<br>WEEK192019 EMPLOYEE DEDUCTIONS - MAY 05   | 209.30<br>209.30                                | A/P | CLEARED | 05/31/2019  |
| 023963 | 05/08/2019 N.B. ASSOC FIRE CHIEFS<br>2019C-9 PS-FIRE-NBAFC CONFERENCE 2019  | 425.00<br>425.00                                | A/P | CLEARED | 05/31/2019  |
| 023964 | 05/08/2019 NEW BRUNSWICK TRAILS COUNCIL INC.<br>LTP2019 RC-PARKS-2019/2020 LOCAL TRAIL  | 304.75<br>304.75                                | A/P | CLEARED | 05/31/2019  |
| 023965 | 05/08/2019 ORR ELECTRIC & ALARM LTD.<br>3833 PM-RCMP-LIGHT IN BASEMENT NOT<br>3849 TS-STG-KING ST CROSSWALK LIGH<br>3851 TS-OLDWHARFWALKWAYLIGHTS-D<br>3854 TS-POLELIGHT-REHOOKED AFTER I | 1,150.33<br>88.45<br>698.79<br>172.50<br>190.59 | A/P | CLEARED | 05/31/2019  |
| 023966 | 05/08/2019 PARTS FOR TRUCKS INC.<br>30345527-00 TS-#12-PLOW BLADE<br>34292743-00 TS-#6-BATT CABLE, COPPER LUGS  | 5,748.88<br>5,629.25<br>119.83                  | A/P | CLEARED | 05/31/2019  |
| 023967 | 05/08/2019 PAYROLL TRANSFER<br>WEEK192019* GG-TRANSFER-APRIL 26 - MAY 09, 2   | 80,506.00<br>80,506.00                          | A/P | CLEARED | 05/31/2019  |
| 023968 | 05/08/2019 RECEATION NEW BRUNSWICK<br>2020-058 RC-RECREATION-2019-2020 MEMBE  | 435.85<br>435.85                                | A/P | CLEARED | 05/31/2019  |
| 023969 | 05/08/2019 RECEIVER GENERAL FOR CANADA<br>WEEK192019 GG-REMITTANCE-APRIL 26 - MAY 09  | 38,192.80<br>38,192.80                          | A/P | CLEARED | 05/31/2019  |
| 023970 | 05/08/2019 SAUNDERS EQUIPMENT LTD.<br>0000075902 TS-#21-THROTTLE CABLE, CLEVIS 2  | 437.05<br>437.05                                | A/P | CLEARED | 05/31/2019  |
| 023971 | 05/08/2019 SEAN MORTON<br>HOTDOGS PS-FIRE-MEAL FOR OFFICE COVER,  | 46.28<br>46.28                                  | A/P | CLEARED | 05/31/2019  |
| 023972 | 05/08/2019 SOURCE ONE SUPPLIES  | 71.42   | A/P | CLEARED | 05/31/2019  |

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Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 024189 dated between 05/01/2019 and 05/31/2019

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| Number | Issued              |   | Amount    | SC  | Status  | Status Date |
|--------|---------------------|---|-----------|-----|---------|-------------|
|        | 20802               | RC-HORT-GARBAGE BAGS                            | 71.42     |     |         |             |
| 023973 | 05/08/2019          | SOURCE ATLANTIC                                 | 698.04    | A/P | CLEARED | 05/31/2019  |
|        | 3208051             | TS-SHOP-SHOVELS, SAFETY JACKETS                 | 698.04    |     |         |             |
| 023974 | 05/08/2019          | SOUTHERN SANITATION LTD.                        | 347.88    | A/P | CLEARED | 05/31/2019  |
|        | 180041              | CC-BUILDING-GARBAGE REMOVAL                     | 347.88    |     |         |             |
| 023975 | 05/08/2019          | ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED | 290.31    | A/P | CLEARED | 05/31/2019  |
|        | 202314              | GG-TOWN-EVENTS                                  | 56.52     |     |         |             |
|        | 202696              | GG-TOWN-EVENTS                                  | 56.52     |     |         |             |
|        | 203220              | GG-TOWN HALL-EVENTS                             | 56.52     |     |         |             |
|        | 203221              | TS-STC-SPRING CLEAN UP NOTICE                   | 120.75    |     |         |             |
| 023976 | 05/08/2019          | ST. CROIX CATHOLIC PARISH                       | 40.00     | A/P | CLEARED | 05/31/2019  |
|        | 2                   | GG-RENT-TURN THE CORNER MEE                     | 40.00     |     |         |             |
| 023977 | 05/08/2019          | STEVE'S ENVIRONMENTAL SERVICE LTD.              | 610.65    | A/P | CLEARED | 05/31/2019  |
|        | 30788               | TS-SHOP-PUMP OUT GREASE IN SF                   | 610.85    |     |         |             |
| 023978 | 05/08/2019          | TOSS SOLUTIONS                                  | 13,876.91 | A/P | CLEARED | 05/31/2019  |
|        | 2404                | GG-TOWN HALL-NEW OFFICE DESK                    | 6,630.90  |     |         |             |
|        | 2421                | GG-TOWN HALL-NEW OFFICE DESK                    | 7,246.01  |     |         |             |
| 023979 | 05/08/2019          | ULTRA ALARM SERVICES                            | 465.75    | A/P | CLEARED | 05/31/2019  |
|        | VFP081706           | CC-BUILDING-FIRE ALARM SYSTEM                   | 465.75    |     |         |             |
| 023980 | 05/08/2019          | KONICA MINOLTA BUSINESS SOLUTIONS               | 156.20    | A/P | CLEARED | 05/31/2019  |
|        | 258186797           | CC-ADMIN-PHOTOCOPIER MAINTEN                    | 156.20    |     |         |             |
| 023981 | 05/08/2019          | SOURCE ONE SUPPLIES                             | 82.00     | A/P | CLEARED | 05/31/2019  |
|        | 20852*              | CC-WT-OPTIBUFF, FLOOR PADS                      | 82.00     |     |         |             |
| 023982 | 05/08/2019          | ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED | 87.43     | A/P | CLEARED | 05/31/2019  |
|        | 29314               | GG-TOWN HALL-CAO BUSINESS CA                    | 38.30     |     |         |             |
|        | 29357               | GG-TOWN HALL-DOG LICENCE BOC                    | 49.13     |     |         |             |
| 023983 | 05/08/2019          | YELLOW PAGES GROUP                              | 10.47     | A/P | CLEARED | 05/31/2019  |
|        | 19-7115328          | GG-TOWN HALL-911 LISTING-MAY 2                  | 10.47     |     |         |             |
| 023984 | 05/10/2019          | FUNDY BUILDING INSPECTION & DRAFTING SERVICE    | 2,484.00  | A/P | CLEARED | 05/31/2019  |
|        | 19-41               | PS-BUILDINGINSPECTOR-APR 21 - M                 | 2,484.00  |     |         |             |
| 023985 | 05/14/2019          | BELL ALIANT                                     | 3,842.40  | A/P | CLEARED | 05/31/2019  |
|        | 06336721APR19       | TS-AIRPORT-LANDLINE PHONES                      | 158.57    |     |         |             |
|        | 11368891APR19       | GG-TOWNHALL-LANDLINE PHONES                     | 1,393.48  |     |         |             |
|        | 11378668APR19       | PS/TS-199UNIONST-LANDLINE PHO                   | 357.52    |     |         |             |
|        | 11395944APR19       | PS-FIRE-LANDLINE PHONES                         | 907.60    |     |         |             |
|        | 15772965APR19       | RC-REC/POOL-LANDLINE PHONES                     | 234.43    |     |         |             |
|        | 46435731APR19       | RC-PARKS-CHOCOLATE PARK CAM                     | 111.49    |     |         |             |
|        | 47424130APR19       | CC-ADMIN-LANDLINE PHONES                        | 679.31    |     |         |             |
| 023986 | 05/14/2019          | CANADIAN SPRINGS                                | 33.56     | A/P | CLEARED | 05/31/2019  |
|        | 19100841050119MAR19 | GG-TOWNHALL-WATER                               | 33.56     |     |         |             |
| 023987 | 05/14/2019          | CARQUEST  | 857.91    | A/P | CLEARED | 05/31/2019  |
|        | 14838-100687        | TS-#5-HOSE, COUPLING, ADAPTERS                  | 117.71    |     |         |             |
|        | 14838-100700        | TS-#5-HOSE, COUPLING/ADAPTERS                   | 99.77     |     |         |             |
|        | 14838-100926        | TS-SHOP-SCAN TOOL YEARLY UPD.                   | 583.42    |     |         |             |
|        | 14838-101081        | TS-SHOP-HYD FITTINGS                            | 12.17     |     |         |             |
|        | 14838-101200        | TS-#12-BLACK RUST PREVENTATIVE                  | 44.84     |     |         |             |
| 023988 | 05/14/2019          | COX ELECTRONICS & COMMUNICATIONS                | 22.99     | A/P | CLEARED | 05/31/2019  |
|        | 1-026882            | GG-TOWN HALL-VGA ADAPTER                        | 22.99     |     |         |             |

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| 023989 | 05/14/2019 DYNAMIC ONLINE MARKETING CORP.<br>125361 PS-FIRE-EXTRICATION TOOL   | 362.25<br>362.25   | A/P | CLEARED | 05/31/2019  |
| 023990 | 05/14/2019 Frank Godsoe<br>CPANBPDESESSION GG-ASSTTREASUER-CPA NB PD SE  | 116.20<br>116.20   | A/P | CLEARED | 05/31/2019  |
| 023991 | 05/14/2019 GULLISON'S COURIER SERVICE<br>716262 TS-#21-FR CENTRAL AUTO<br>716268 TS-STREET SWEEPER-FR LSW<br>716293 TS-#12-FR PARTS FOR TRUCKS<br>716364 TS-#6-FR LSW<br>716368 TS-#22-TO PIERCY'S<br>718377 TS-STREET SWEEPER-FR LSW<br>909480 TS-#11-FR CASE EQUIPMENT   | 483.00<br>34.50<br>92.00<br>149.50<br>80.50<br>34.50<br>46.00<br>46.00   | A/P | CLEARED | 05/31/2019  |
| 023992 | 05/14/2019 IRVING ENERGY DISTRIBUTION AND MARKETING<br>614675 TS-ST-S-DIESEL<br>914434 TS-ST-S-DIESEL  | 166.36<br>91.72<br>74.64   | A/P | CLEARED | 05/31/2019  |
| 023993 | 05/14/2019 KEITH'S BUILDING SUPPLIES<br>184280 PS-FIRE-LUMBER<br>184952 RC-HORT-LEATHER GLOVES   | 211.95<br>188.97<br>22.98  | A/P | CLEARED | 05/31/2019  |
| 023995 | 05/14/2019 KENT BUILDING SUPPLIES<br>15492465 RC-PARKS-LINT FREE ROLLER, 4PC<br>1551192 RC-PARKS-PAINT<br>1551637 CC-ARENA-PAINT SET, MICROFIBEF<br>1553156 RC-HORT-FLOWER BOXES MAINTEN<br>1553157 RC-HORT-FLOWER BOXES MAINTEN<br>1555779 TS-SHOP-HEX NUTS, STOP NUTS<br>1556347 PS-FIRE-SUBFLOOR, SUBFLOOR/AC<br>1557153 PS-FIRE-WOODFLLER, PREMIER PC<br>1558900 RC-HORT-PAINT<br>1559126 TS-SHOP-TOGGLE SPST 20A 125 VA<br>1559563 RC-HORT-POTTING SOIL, SHAKE'N I<br>1580032 TS-SHOP-ANCR/ZIP-IT<br>1580292 RC-HORT-POTTING SOIL<br>1562075 TS-SHOP-STOP NUTS, BOLTS | 1,122.74<br>43.29<br>80.94<br>238.57<br>53.00<br>186.74<br>6.83<br>64.99<br>29.80<br>156.10<br>5.88<br>150.18<br>16.03<br>75.76<br>14.63 | A/P | CLEARED | 05/31/2019  |
| 023996 | 05/14/2019 LAWSON PRODUCTS, INC. (ONTARIO_<br>9306649463 TS-SHOP-NUTS, CAP SCREWS, DRILL   | 202.20<br>202.20   | A/P | CLEARED | 05/31/2019  |
| 023997 | 05/14/2019 MINISTER OF FINANCE<br>WEEK202019 EMPLOYEE DEDUCTIONS-MAY 12 -  | 209.30<br>209.30   | A/P | CLEARED | 05/31/2019  |
| 023998 | 05/14/2019 N. B. ELECTRIC POWER<br>19051703MAY19 TS-AIRPORT-ELECTRICITY<br>19051801MAY19 TS-AIRPORT-ELECTRICITY<br>216000030308MAY19 TS-ST-S-AREA LIGHTS<br>83278804MAY19 TS-ST-S-PARKS SHED   | 12,463.82<br>311.97<br>51.85<br>11,866.33<br>233.67  | A/P | CLEARED | 05/31/2019  |
| 023999 | 05/14/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.<br>437455 PM-RCMP-FLOOR MATS   | 46.74<br>46.74   | A/P | CLEARED | 05/31/2019  |
| 024000 | 05/14/2019 SOURCE ONE SUPPLIES<br>20943 RC-MILLPOOL-CHEMICALS FOR POOL   | 9,375.66<br>9,375.66   | A/P | CLEARED | 05/31/2019  |
| 024001 | 05/14/2019 ST. STEPHEN AREA CHAMBER<br>2735 GG-CIVIC-NETWORKING MIXER SPC  | 200.00<br>200.00   | A/P | CLEARED | 05/31/2019  |

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| 024003 | 05/14/2019 THE WRISTBAND MAN<br>1537 CC-ADMIN-COLOURED WRISTBAND   | 425.24<br>425.24               | A/P | CLEARED | 05/31/2019  |
| 024004 | 05/14/2019 TIM TOZER<br>CPAPDCOURSE2019 GG-TREASURER-CPA PD COURSE :   | 118.20<br>118.20               | A/P | CLEARED | 05/31/2019  |
| 024005 | 05/14/2019 WATER & ICE NORTH AMERICA INC.<br>46130 CC-POOL-SAND FILTER, GASKETS,                             | 235.78<br>235.78               | A/P | CLEARED | 05/31/2019  |
| 024007 | 05/14/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.<br>437672 GG-TOWNHALL-FLOOR MATS                               | 95.36<br>95.36                 | A/P | CLEARED | 05/31/2019  |
| 024008 | 05/15/2019 GARCELON CIVIC CENTER<br>2019GRANT GG-CIVIC-2019 COMMUNITY GRANT                                  | 1,100.00<br>1,100.00           | A/P | CLEARED | 05/31/2019  |
| 024009 | 05/15/2019 GRANVILLE PARK DEVELOPMENTS LTD.<br>2019GRANT GG-CIVIC-2019 HOUSING UNIT DEVE                     | 12,355.00<br>12,355.00         | A/P | OUT-STD | 05/15/2019  |
| 024010 | 05/15/2019 JOHN O'HALLORAN<br>2019GRANT GG-CIVIC-2019 HOUSING DEVELOPI                                       | 4,000.00<br>4,000.00           | A/P | CLEARED | 05/31/2019  |
| 024011 | 05/15/2019 PAYROLL TRANSFER<br>WEEK202019 GG-TRANSFER-MAY 03 - 10/19   | 64,279.00<br>64,279.00         | A/P | CLEARED | 05/31/2019  |
| 024012 | 05/15/2019 ST. STEPHEN MIDDLE SCHOOL<br>2019GRANT GG-CIVIC-2019 COMMUNITY GRANT                              | 2,500.00<br>2,500.00           | A/P | OUT-STD | 05/15/2019  |
| 024013 | 05/20/2019 ALL GAS TANKS<br>97648 PS-FIRE-NITROGEN BOTTLE, NITRC<br>97699 TS-SHOP-SAFETY CHAPS               | 254.09<br>89.70<br>164.39      | A/P | CLEARED | 05/31/2019  |
| 024014 | 05/20/2019 BORDER INVESTIGATIONS & SECURITY INC.<br>15131 PS-BYLAW-MAY 06-17/19 FEE                          | 966.00<br>966.00               | A/P | CLEARED | 05/31/2019  |
| 024015 | 05/20/2019 CANADIAN SPRINGS<br>R190967561773 TS-SHOP-WATER   | 29.84<br>29.84                 | A/P | CLEARED | 05/31/2019  |
| 024016 | 05/20/2019 CHOCOLATE FEST INC.<br>1909 GG-GRANT-RED WRAP SPONSORSI   | 1,500.00<br>1,500.00           | A/P | CLEARED | 05/31/2019  |
| 024017 | 05/20/2019 CINTAS CANADA LIMITED<br>5013388990 TS-SHOP-FIRST AID SUPPLIES                                    | 274.05<br>274.05               | A/P | CLEARED | 05/31/2019  |
| 024018 | 05/20/2019 CNH CAPITAL<br>IN91252 TS-#16-PUSHPOLE ARM ASSEMBLY   | 1,690.07<br>1,690.07           | A/P | CLEARED | 05/31/2019  |
| 024019 | 05/20/2019 COX ELECTRONICS & COMMUNICATIONS<br>1-026996 CC-MCA-CORDLESS PH BK, CABLE\$                       | 73.55<br>73.55                 | A/P | CLEARED | 05/31/2019  |
| 024020 | 05/20/2019 DISHER HOMES LTD.<br>05072019-06 CC-ARENA-BLUEPRINTS  | 54.34<br>54.34                 | A/P | CLEARED | 05/31/2019  |
| 024021 | 05/20/2019 DOW JENNIFER<br>CLOTHINGALLOW19* RC-HORT-CLOTHING ALLOWANCE                                       | 103.49<br>103.49               | A/P | CLEARED | 05/31/2019  |
| 024022 | 05/20/2019 FRONTLINE OUTFITTERS<br>0000041801 PS-FIRE-CLOTHING ALLOWANCE<br>0000041914 PS-FIRE-MUSKTRAT HATS | 2,923.43<br>2,651.37<br>272.06 | A/P | CLEARED | 05/31/2019  |
| 024023 | 05/20/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC<br>19-45 PS-BUILDINGINSPECTOR-MAY 05-1{               | 2,484.00<br>2,484.00           | A/P | CLEARED | 05/31/2019  |
| 024024 | 05/20/2019 GREENIUS<br>AUCC02262019 PS/RC/CC-SUBSCRIPTIONS-2019 FE   | 2,771.32<br>2,771.32           | A/P | OUT-STD | 05/20/2019  |
| 024025 | 05/20/2019 IRVING ENERGY DISTRIBUTION AND MARKETING<br>330277 CC-BUILDING-NATURAL GAS                        | 2,068.98<br>2,068.98           | A/P | OUT-STD | 05/20/2019  |
| 024026 | 05/20/2019 JET ICE<br>104437 CC-ARENA-ICE PAINT, LINE PAINT  | 1,222.60<br>1,222.60           | A/P | CLEARED | 05/31/2019  |

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| 024027 | 05/20/2019 LIFESAVING SOCIETY - NB Branch<br>2755 CC-POOL-LEADERSHIP RECERTIFIC   | 107.50<br>107.50  | A/P | OUT-STD | 05/20/2019  |
| 024028 | 05/20/2019 MAYFIELD GARDENS INC.<br>73 RC-HORT-ROSE FOOD, FERTILIZER  | 1,475.32<br>1,475.32  | A/P | CLEARED | 05/31/2019  |
| 024029 | 05/20/2019 MINISTER OF FINANCE<br>WEEK212019 EMPLOYEE DEDUCTIONS-MAY 19-2   | 209.30<br>209.30  | A/P | CLEARED | 05/31/2019  |
| 024030 | 05/20/2019 MURPHY SURVEYS LTD.<br>19040 GG-CIVIC-SUBDIVISION SURVEY BL  | 1,690.50<br>1,690.50  | A/P | CLEARED | 05/31/2019  |
| 024032 | 05/20/2019 N. B. ELECTRIC POWER<br>10126106MAY19 TS-XINGLIGHTS-KING ST<br>17935200MAY19 TS-KING/UNIONST-TRAFFIC LIGHTS<br>18169205MAY19 RC-POOL-MILLTOWN POOL<br>18988703MAY19 TS/PS-199UNIONST-ELECTRICITY<br>19055406MAY19 RC-ARENA-ELECTRICITY<br>50660140MAY19 RC-PARKS-ROTARY CHANGING RO<br>54187672MAY19 TS-KING/QUEENST-TRAFFIC LIGHTS<br>54253127MAY19 CC-BUILDING-ELECTRICITY<br>54653258MAY19 TS-KING/SUPERSTORE-TRAFFIC LIK<br>55160607MAY19 RC-COTTONMILL-LIGHTS<br>55917471MAY19 TS-STW-WATERFRONT LIGHTS<br>57955782MAY19 RC-BANDSTAND-CHOCOLATE PARK<br>57955808MAY19 GG-120MILLTOWNBLVD-ELECTRICI<br>713152078MAY19 PS-RCMP-ELECTRICITY<br>72924306MAY19 RC-PARKS-BANDSTAND<br>73006038MAY19 RC-LIBRARY-ELECTRICITY<br>82122207MAY19 RC-PARKS-BASKETBALL COURT<br>84960501MAY19 RC-PARKS-RIVERSIDE DR LIGHTS | 29,273.93<br>26.21<br>41.15<br>351.45<br>1,431.99<br>651.11<br>26.21<br>43.26<br>24,289.59<br>70.87<br>59.25<br>62.12<br>27.86<br>105.96<br>935.12<br>42.21<br>1,004.19<br>26.21<br>79.17 | A/P | CLEARED | 05/31/2019  |
| 024033 | 05/20/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.<br>438470 PM-RCMP-FLOOR MATS  | 46.74<br>46.74  | A/P | CLEARED | 05/31/2019  |
| 024034 | 05/20/2019 ORKIN CANADA CORPORATION<br>IN-9284429 CC-BUILDING-PEST CONTROL  | 77.05<br>77.05  | A/P | CLEARED | 05/31/2019  |
| 024035 | 05/20/2019 ORR ELECTRIC & ALARM LTD.<br>3867 TS-TRAFFIC LIGHTS-REPAIR   | 86.25<br>86.25  | A/P | CLEARED | 05/31/2019  |
| 024036 | 05/20/2019 PRIME LIFT<br>4665 TS-SHOP-NYLON TREE RIVETS, SHE  | 1,037.06<br>1,037.06  | A/P | CLEARED | 05/31/2019  |
| 024037 | 05/20/2019 SEAN MORTON<br>PROMOTIONALGIFTS PS-FIRE-CHEF'S APRONS AS GIFTS   | 235.75<br>235.75  | A/P | CLEARED | 05/31/2019  |
| 024038 | 05/20/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM<br>203738 GG-TOWN-EVENTS   | 56.52<br>56.52  | A/P | CLEARED | 05/31/2019  |
| 024039 | 05/20/2019 TRACTION FREDERICTON (591)<br>591219645 TS-#7, #13, #11-15W40CK, HD X-LIFE<br>591219852 TS-#7-FAIHAB-8-360C-SW, FAIHAB-8   | 539.07<br>438.38<br>100.69  | A/P | OUT-STD | 05/20/2019  |
| 024040 | 05/20/2019 FUNDY FASHIONS INC.<br>2021 CC-GYM-EQUIPMENT REPAIR  | 74.75<br>74.75  | A/P | CLEARED | 05/31/2019  |
| 024041 | 05/20/2019 IRVING ENERGY DISTRIBUTION AND MARKETING<br>648317 TS-STW-DIESEL<br>APRILINTEREST19 TS-STW-APRIL INTEREST  | 1,520.02<br>1,516.61<br>3.41  | A/P | OUT-STD | 05/20/2019  |
| 024042 | 05/20/2019 ORKIN CANADA CORPORATION   | 152.38  | A/P | CLEARED | 05/31/2019  |

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|        | IN-9284190                       | PS-FIRE-PEST CONTROL            | 152.38    |     |         |             |
| 024051 | 05/21/2019 A.M.A.N.B.            |                                 | 385.00    | A/P | OUT-STD | 05/21/2019  |
|        | 43RDANNUALCONFERENCE             | GG-CAO-43RD ANNUAL CONFERENCE   | 385.00    |     |         |             |
| 024058 | 05/27/2019 SERVICE NEW BRUNSWICK |                                 | 64,290.29 | A/P | CLEARED | 05/31/2019  |
|        | PID012360902019                  | GG-GRAVELPIT-MAXWELL CROSSIN    | 287.04    |     |         |             |
|        | PID012529152019                  | GG-VACANTLANDBYTRACKS-CHUR      | 50.33     |     |         |             |
|        | PID012574432019                  | GG-VACANTLAND-UPPER MILLS RD    | 139.12    |     |         |             |
|        | PID012582192019                  | GG-AIRPORTFACILITIES-173 RTE 17 | 2,374.03  |     |         |             |
|        | PID012610232019                  | GG-MILLTOWNTOWNDUMPSITE-MC      | 178.43    |     |         |             |
|        | PID012624922019                  | GG-TIMBERLAND-CHURCH ST EXTE    | 23.71     |     |         |             |
|        | PID012626582019                  | GG-GRAVELPIT, LAND-BURNT HILL F | 184.68    |     |         |             |
|        | PID012747602019                  | GG-RIGHTOFWAY(CORECONST-WE      | 6.19      |     |         |             |
|        | PID012772502019                  | GG-VACANTLAND-VALLEY RD         | 101.33    |     |         |             |
|        | PID012833732019                  | RC-LANDONLY, BOATLANDING-RIVE   | 22.26     |     |         |             |
|        | PID012970502019                  | RC-OLDDUMPSITE-ELM ST           | 138.94    |     |         |             |
|        | PID012993042019                  | RC-PARKLAND-183 MILLTOWN BLVD   | 75.44     |     |         |             |
|        | PID012994862019                  | RC-PARKLAND-MILLTOWN BLVD       | 68.02     |     |         |             |
|        | PID013001362019                  | RC-PARKLAND&GARDENS-268 MILL    | 375.96    |     |         |             |
|        | PID013015062019                  | GG-NARROWCOMMERCIALLOT-46 F     | 476.27    |     |         |             |
|        | PID013015632019                  | GG-VACANTCOMMERCIALLOT-42 KI    | 529.19    |     |         |             |
|        | PID013017122019                  | GG-VACANTCOMMERCIALLOT-48 &     | 485.89    |     |         |             |
|        | PID013017382019                  | GG-PARKINGLOT-UNION ST          | 948.32    |     |         |             |
|        | PID013019512019                  | GG-VACNON/RESLOT-38 KING ST     | 485.89    |     |         |             |
|        | PID013041872019                  | GG-BEHINDSPCABLDG-PRINCE WIL    | 538.11    |     |         |             |
|        | PID013056062019                  | RC-GAZEBO&PARK-66 MILLTOWN B    | 428.14    |     |         |             |
|        | PID013056142018                  | GG-ENTRYTOPARKINGAREA-MILLT     | 220.54    |     |         |             |
|        | PID013057052019                  | GG-COMMBLDG&LOT-120 MILLTOW     | 2,008.51  |     |         |             |
|        | PID013058122019                  | GG-RETAIL, APARTMENT&LOT-128-1  | 827.03    |     |         |             |
|        | PID013059452019                  | GG-VACANTCOMMERCIALLOT-138 M    | 192.43    |     |         |             |
|        | PID013059862019                  | GG-VACANTPARKLAND-MILLTOWNI     | 42.25     |     |         |             |
|        | PID013060422019                  | GG-VACANTCOMMERCIALLOT-50 M     | 887.59    |     |         |             |
|        | PID013060912019                  | GG-TOWNHALL&LOT-32 MILLTOWN     | 1,970.02  |     |         |             |
|        | PID013062652019                  | GG-RCMPOFFICE&LOT-16 HAWTHO     | 6,534.60  |     |         |             |
|        | PID013067882019                  | GG-VACANTCOMMERCIALLOT-134 M    | 284.49    |     |         |             |
|        | PID013073472019                  | RC-VACANTLAND-PRINCE WILLIAM    | 213.95    |     |         |             |
|        | PID013077842019                  | GG-VACANTEXCESSS/DLAND-REAF     | 197.17    |     |         |             |
|        | PID013083782019                  | GG-FORMERLYFARMLAND-BOUNDA      | 314.12    |     |         |             |
|        | PID013093762019                  | GG-MONUMENT&LOT-450 MILLTOW     | 200.34    |     |         |             |
|        | PID013106972019                  | RC-LOTRIVERSIDE/PLEASANT-PLEA   | 53.17     |     |         |             |
|        | PID013114972019                  | GG-VACANTLOT-PLEASANT ST        | 115.01    |     |         |             |
|        | PID013119762019                  | GG-VACANTLOT-RIVERSIDE DR       | 13.60     |     |         |             |
|        | PID013124952019                  | GG-REMNANTTRIANGULARPARCL-F     | 4.58      |     |         |             |
|        | PID013127352019                  | GG-VACANTLAND-CHURCH ST         | 135.20    |     |         |             |
|        | PID013130142019                  | RC-MILLTOWNPARK/TENNISCRT-QL    | 423.43    |     |         |             |
|        | PID013332932019                  | GG-PLAYGROUNDLOTS#53&54-ABB     | 47.00     |     |         |             |
|        | PID013369322019                  | RC-ELMPARK"PARK"-ELM PARK       | 86.57     |     |         |             |
|        | PID013371382019                  | GG-MUNICIPALBLDG&LAND-199 UNI   | 12,421.74 |     |         |             |
|        | PID150019362019                  | GG-RESTAURANT&LOT-1 BUDD AVE    | 8,500.68  |     |         |             |

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|        | PID15001952019                  | RC-SMALLPARKATCOVE-COVE LOC   | 80.38    |     |         |             |
|        | PID150019692019                 | RC-ROTARYFIELD-QUEEN ST W     | 32.15    |     |         |             |
|        | PID150027102019                 | GG-TIMBERLAND-ROYREE RD       | 43.79    |     |         |             |
|        | PID150123392019                 | GG-VACANTLOT-PRINCESS ST      | 210.24   |     |         |             |
|        | PID150219002019                 | GG-WATERLOT-UPRIVER OF BRIDG  | 68.16    |     |         |             |
|        | PID150219182019                 | GG-COMMERCIALWATERLOT-SOUT    | 3,528.64 |     |         |             |
|        | PID150252162019                 | RC-BLDG,POOL&LOT-COTTON MILL  | 2,589.16 |     |         |             |
|        | PID15035165*2019                | GG-REARLANDINTOWN-RT3 170 DE  | 17.31    |     |         |             |
|        | PID150351652019                 | GG-VACANTLOT-RTE 170          | 73.90    |     |         |             |
|        | PID150403482019                 | GG-TIMBERLAND&FORMERDUMP-W    | 148.96   |     |         |             |
|        | PID150413122019                 | GG-VACANTLOT-41 BUDD AVE      | 86.01    |     |         |             |
|        | PID150536062019                 | GG-BIAPARKINGAREA-MILLTOWN B  | 4,121.89 |     |         |             |
|        | PID150536222019                 | GG-BIAPARKINGDEWOLFE-KING ST  | 266.86   |     |         |             |
|        | PID150885602019                 | GG-FUTURESTREET-BOUNDARY ST   | 12.36    |     |         |             |
|        | PID150938182019                 | GG-PARKING&VACANTCOMMLND-B    | 1,091.67 |     |         |             |
|        | PID151047972019                 | RC-PARKLAND-177 MILLTOWN BLVD | 118.72   |     |         |             |
|        | PID151075432019                 | GG-GREENAREAALONGR/R-PROGR    | 35.29    |     |         |             |
|        | PID151457332019                 | GG-VACANTLAND99-4-PROGRESS I  | 1,349.74 |     |         |             |
|        | PID151457412019                 | GG-VACANTLAND-PROGRESS DRIV   | 224.19   |     |         |             |
|        | PID151494202019                 | GG-VACANTLAND-PROGRESS DRIV   | 603.95   |     |         |             |
|        | PID151517562019                 | GG-GREENAREA-PROGRESS DR      | 24.26    |     |         |             |
|        | PID151530422019                 | GG-(GREENSPACE)-REAR BELL AVE | 109.85   |     |         |             |
|        | PID151626882019                 | GG-VACANTLAND-OFF OF BREWER   | 611.22   |     |         |             |
|        | PID151630742019                 | GG-BEAVERPOND-MCDOUGALL BR    | 19.84    |     |         |             |
|        | PID151680082019                 | GG-VACANTSHORELOT-TODD ST     | 189.22   |     |         |             |
|        | PID151708552019                 | GG-VACANTSTRIP@ROAD-PROGRE    | 164.72   |     |         |             |
|        | PID151736102019                 | GG-LANDFORPUBLICPURPOSES-M/   | 209.00   |     |         |             |
|        | PID151759042019                 | RC-SALMONFALLSLOT06-1-DEVELC  | 202.89   |     |         |             |
|        | PID151781062019                 | GG-VACANTLOT-CHURCH ST        | 39.57    |     |         |             |
|        | PID151781142019                 | GG-VACANTLOT/SMALL-CHURCH S   | 4.41     |     |         |             |
|        | PID151781302019                 | GG-VACANTLOT07-5-WAS 122 CHUF | 317.57   |     |         |             |
|        | PID151781482019                 | GG-VACANTLOT07-6-WAS 124 CHUF | 266.86   |     |         |             |
|        | PID151781552019                 | GG-VACANTLOT07-4-CHURCH ST    | 207.30   |     |         |             |
|        | PID151850022019                 | GG-VACANTLOT-MILLTOWN BLVD    | 100.17   |     |         |             |
|        | PID151876512019                 | GG-CIVICCENTERPOOLAREA-22 BU  | 3,193.16 |     |         |             |
|        | PID151937172019                 | GG-VACANTCOMMLAND(HAYMAN)-    | 317.57   |     |         |             |
| 024061 | 05/29/2019 BRIGGS PLUMBING INC. |                               | 636.78   | A/P | OUT-STD | 05/29/2019  |
|        | 116353                          | RC-MILLPOOL-PVC REPAIRS ON TH | 293.73   |     |         |             |
|        | 116406                          | PM-LIBRARY-PRESSURE GAUGE, E: | 343.05   |     |         |             |
| 024063 | 05/29/2019 CANADIAN TIRE        |                               | 1,104.27 | A/P | OUT-STD | 05/29/2019  |
|        | N17092280                       | TS-SHOP-BATTERIES             | 83.89    |     |         |             |
|        | N17093725                       | CC-ARENA-BLEACH               | 5.05     |     |         |             |
|        | N17093726                       | CC-GYM-SKYWIRE                | 22.98    |     |         |             |
|        | N17093728                       | TS-SHOP-PLASTIC               | 18.39    |     |         |             |
|        | N17093742                       | TS-SHOP-RUBBER HOSE           | 68.99    |     |         |             |
|        | N17093767                       | RC-HORT-FLOWER SUPPLIES       | 283.20   |     |         |             |
|        | N17093785                       | RC-HORT-WATER                 | 70.38    |     |         |             |
|        | N17093791                       | RC-HORT-GLOVES, LEAF RAKE     | 33.32    |     |         |             |
|        | N17094137                       | TS-SHOP-PAINT BRUSHES, BATTER | 91.93    |     |         |             |

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Town of St. Stephen  
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|        | N17433202        | RC-HORT-HEATER                           | 62.42            |     |         |             |
|        | N17433240        | CC-ARENA-THERMOMETER                     | 22.99            |     |         |             |
|        | N17433243        | RC-PARKS-THGCU FLEXIBLE, CUT F           | 23.66            |     |         |             |
|        | N17433244        | RC-HORT-BOOTS, SPRAY PAINT               | 127.57           |     |         |             |
|        | N17433286        | RC-HORT-SPRAY PAINT                      | 117.16           |     |         |             |
|        | N17433296        | TS-SHOP-MOUSE TRAPS, TOGGLE I            | 21.82            |     |         |             |
|        | N17433304        | PS-FIRE-HOSE                             | 50.52            |     |         |             |
| 024064 | 05/29/2019       | CHARLOTTE COUNTY JANITORIAL              | <b>1,291.61</b>  | A/P | OUT-STD | 05/29/2019  |
|        | 4276             | PS-FIRE-JANITORIAL-APRIL 2019            | 161.00           |     |         |             |
|        | 4278             | PM-RCMP-JANITORIAL-APRIL 2019            | 1,130.61         |     |         |             |
| 024065 | 05/29/2019       | CNH CAPITAL                              | <b>2,251.33</b>  | A/P | OUT-STD | 05/29/2019  |
|        | IN91317          | TS-#16-PUSHPOLE WING ASSEMBL             | 1,786.73         |     |         |             |
|        | IN91384          | TS-#16-DAMPER                            | 464.60           |     |         |             |
| 024066 | 05/29/2019       | CYCLE WORKS                              | <b>112.59</b>    | A/P | OUT-STD | 05/29/2019  |
|        | 362355           | PS-FIRE-OIL, FILTER                      | 112.59           |     |         |             |
| 024067 | 05/29/2019       | DAVIS FUELS                              | <b>2,585.00</b>  | A/P | OUT-STD | 05/29/2019  |
|        | 20305            | TS/PS-199 UNION ST-HEATING FUEL          | 672.39           |     |         |             |
|        | 20454            | TS/PS-189UNIONSTREET-HEATING I           | 634.77           |     |         |             |
|        | 20567            | TS/PS-199UNIONSTREET-HEATING I           | 524.45           |     |         |             |
|        | 20615            | TS/PS-199 UNION ST-HEATING FUEL          | 553.39           |     |         |             |
| 024068 | 05/29/2019       | DOW JENNIFER                             | <b>178.08</b>    | A/P | OUT-STD | 05/29/2019  |
|        | GORILLATUBS      | RC-HORT-FLOWER SUPPLIES                  | 128.10           |     |         |             |
|        | SWINGSETBEARINGS | RC-PARKS-SWING SET BEARINGS              | 49.96            |     |         |             |
| 024069 | 05/29/2019       | FERO WASTE & RECYCLING INC.              | <b>3,777.12</b>  | A/P | OUT-STD | 05/29/2019  |
|        | 0001633413       | GG-TOWN-ZONE II GARBAGE COLLI            | 3,777.12         |     |         |             |
| 024070 | 05/29/2019       | GARCELON CIVIC CENTER                    | <b>19,518.11</b> | A/P | OUT-STD | 05/29/2019  |
|        | ACESTICKETSSALES | CC-ACES-TICKET SALES                     | 19,518.11        |     |         |             |
| 024071 | 05/29/2019       | IRVING ENERGY DISTRIBUTION AND MARKETING | <b>5,454.98</b>  | A/P | OUT-STD | 05/29/2019  |
|        | 941379           | TS-STG-GAS                               | 5,454.98         |     |         |             |
| 024072 | 05/29/2019       | KATHLEEN HART                            | <b>33.60</b>     | A/P | OUT-STD | 05/29/2019  |
|        | REFUND           | CC-GYMMEMBERSHIP-PARTIAL REF             | 33.60            |     |         |             |
| 024073 | 05/29/2019       | KEM CANADA MFG                           | <b>253.68</b>    | A/P | OUT-STD | 05/29/2019  |
|        | 123563           | TS-SHOP-DONOSURF 122 @ 20 L              | 253.68           |     |         |             |
| 024074 | 05/29/2019       | KONICA MINOLTA BUSINESS                  | <b>118.24</b>    | A/P | OUT-STD | 05/29/2019  |
|        | 7152558          | CC-ADMIN-COPIER LEASE-JUNE 20            | 118.24           |     |         |             |
| 024075 | 05/29/2019       | L.E.WHITTAKER CO., LTD.                  | <b>200.57</b>    | A/P | OUT-STD | 05/29/2019  |
|        | 41145            | PS-FIRE-FX HYDROSTATIC TESTIN            | 200.57           |     |         |             |
| 024076 | 05/29/2019       | LAWSON PRODUCTS, INC. (ONTARIO_          | <b>193.86</b>    | A/P | OUT-STD | 05/29/2019  |
|        | 9306684389       | TS-SHOP-ELBOWS, SCREWS, WASH             | 193.86           |     |         |             |
| 024077 | 05/29/2019       | LSW WEAR PARTS LTD.                      | <b>1,155.76</b>  | A/P | OUT-STD | 05/29/2019  |
|        | 50879            | TS-STREET SWEEPER-POLY ZZ COI            | 577.88           |     |         |             |
|        | 50884            | TS-STREET SWEEPER-SWEEPER BI             | 577.88           |     |         |             |
| 024078 | 05/29/2019       | MARION JAMER                             | <b>407.80</b>    | A/P | OUT-STD | 05/29/2019  |
|        | NBAFCCONFERENCE  | PS-FIRE-NBAFC CONFERENCE 2019            | 407.80           |     |         |             |
| 024079 | 05/29/2019       | MINISTER OF FINANCE                      | <b>209.30</b>    | A/P | OUT-STD | 05/29/2019  |
|        | WEEK222019       | EMPLOYEE DEDUCTIONS-MAY 26-J             | 209.30           |     |         |             |
| 024080 | 05/29/2019       | PAYROLL TRANSFER                         | <b>79,839.00</b> | A/P | CLEARED | 05/31/2019  |
|        | WEEK212019       | GG-TRANSFER-MAY 10 - 23/19               | 79,839.00        |     |         |             |

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| 024081 | 05/29/2019 PITNEY WORKS                             | 125.37    | A/P | OUT-STD | 05/29/2019  |
|        | MAY132019CC CC-POSTAGEMETER-REFILL                  | 0.87      |     |         |             |
|        | MAY132019GG GG/PS-POSTAGEMETER-REFILL               | 124.50    |     |         |             |
| 024082 | 05/29/2019 RECEIVER GENERAL FOR CANADA              | 37,477.08 | A/P | CLEARED | 05/31/2019  |
|        | WEEK212019 GG-REMITTANCE-MAY 10 - 23/19             | 37,477.08 |     |         |             |
| 024083 | 05/29/2019 SAINT JOHN SEA DOGS                      | 4,000.00  | A/P | OUT-STD | 05/29/2019  |
|        | 10885 CC-EXHIBITION GAME-SEA DOGS                   | 4,000.00  |     |         |             |
| 024084 | 05/29/2019 SOUTHERN SANITATION LTD.                 | 400.32    | A/P | OUT-STD | 05/29/2019  |
|        | 180204 CC-BUILDING-GARBAGE COLLECTI                 | 347.88    |     |         |             |
|        | 180268 PM-AIRPORT-GARBAGE COLLECTI                  | 52.44     |     |         |             |
| 024085 | 05/29/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS   | 9,550.52  | A/P | OUT-STD | 05/29/2019  |
|        | 201965-202845 GG-TOWN-REGIONAL LANDFILL CO          | 9,550.52  |     |         |             |
| 024086 | 05/29/2019 STATIONERY PLUS                          | 1,452.16  | A/P | OUT-STD | 05/29/2019  |
|        | 48664 GG-TOWN HALL-FILE FOLDERS                     | 16.55     |     |         |             |
|        | 48748 TS-SHOP-INKJET CARTRIDGES, BIN                | 179.23    |     |         |             |
|        | 48892 CC-ADMIN-PAPER, FLIP CHART PAC                | 277.29    |     |         |             |
|        | 48970 GG-TOWN HALL-COFFEE K-CUPS, F                 | 118.92    |     |         |             |
|        | 49042 CC-ADMIN-FILE AND TRAY SORTER                 | 38.97     |     |         |             |
|        | 49049 GG-TOWN HALL-RUBBER STAMPS                    | 37.64     |     |         |             |
|        | 49079 GG-TOWN HALL-DRUM UNIT                        | 79.64     |     |         |             |
|        | 49140 GG-TOWN HALL-ENVELOPES, COFF                  | 50.47     |     |         |             |
|        | 49331 GG-TOWN HALL-LASER TONER, ER/                 | 142.47    |     |         |             |
|        | 49453 TS-SHOP-MOBILE PESESTAL TRUFF                 | 287.45    |     |         |             |
|        | 49702 TS-SHOP-FLAG                                  | 87.39     |     |         |             |
|        | 49758 PS-FIRE-PAPER, BATTERIES                      | 136.14    |     |         |             |
| 024087 | 05/29/2019 THYSSENKRUPP ELEVATOR (CANADA) LIMITED   | 1,206.36  | A/P | OUT-STD | 05/29/2019  |
|        | 1560485 CC-ELEVATOR-3 MONTH MAINTENA                | 1,206.36  |     |         |             |
| 024088 | 05/29/2019 TIM TOZER                                | 108.40    | A/P | OUT-STD | 05/29/2019  |
|        | PSASREFRESH GG-TREASURER-CPA PSAS REFRE:            | 108.40    |     |         |             |
| 024089 | 05/29/2019 TOWN OF ST. STEPHEN                      | 678.49    | A/P | CLEARED | 05/31/2019  |
|        | 678.49 GG-GENERALCAPITALFUND-TRANS                  | 678.49    |     |         |             |
| 024090 | 05/29/2019 TRACTION FREDERICTON (591)               | 66.54     | A/P | OUT-STD | 05/29/2019  |
|        | 591220027 PS-FIRE-FIBERGLASS HDLE/EXTEN             | 66.54     |     |         |             |
| 024091 | 05/29/2019 VALLEY EQUIPMENT LTD                     | 2,836.21  | A/P | OUT-STD | 05/29/2019  |
|        | IX87768 TS-#6-GASKETS, CLAMPS, ELBOW                | 1,609.89  |     |         |             |
|        | IX88032 PS-#202-BRAKE DRUMS, SHOES                  | 2,723.08  |     |         |             |
|        | IX88033 TS-#6-BAND-MOUNTINGS                        | 118.17    |     |         |             |
|        | IX88102 TS-#6-DAY & ROSS FREIGHT                    | 110.07    |     |         |             |
|        | IX88487 PS-#202-REMAN SHOE KIT                      | -1,725.00 |     |         |             |
| 024092 | 05/29/2019 WATER & ICE NORTH AMERICA INC.           | 1,710.67  | A/P | OUT-STD | 05/29/2019  |
|        | 46297 RC-MILL POOL-PUMPS                            | 1,710.67  |     |         |             |
| 024093 | 05/29/2019 WURTH CANADA LIMITED                     | 281.35    | A/P | OUT-STD | 05/29/2019  |
|        | 23516707 TS-SHOP-HAND CLEANER, LINCH PI             | 281.35    |     |         |             |
| 024094 | 05/29/2019 IRVING ENERGY DISTRIBUTION AND MARKETING | 44.67     | A/P | OUT-STD | 05/29/2019  |
|        | APRIL2019INTEREST CC-NATURAL GAS-APRIL 2019 INTEI   | 130.21    |     |         |             |
|        | REVERSEINTEREST CC-STS-REVERSE MARCH/19 INTEF       | -85.54    |     |         |             |
| 024095 | 05/29/2019 KONICA MINOLTA BUSINESS                  | 193.71    | A/P | OUT-STD | 05/29/2019  |
|        | 7152685 GG-TOWN HALL-COPIER MAINTENA                | 193.71    |     |         |             |

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| 024097 | 05/29/2019 | UAP INC.                          | <b>900.59</b>     | A/P | OUT-STD | 05/29/2019  |
|        | 961-474852 | TS-SHOP-WRENCH, RG. SKT 30 MM     | 50.92             |     |         |             |
|        | 961-475003 | TS-SHOP-1 2 DR 30MM DP IMP        | 28.05             |     |         |             |
|        | 961-475056 | TS-SHOP-STIKIT DISCS              | 23.78             |     |         |             |
|        | 961-475386 | TS-#18, #6-DIESEL EXHAUST FLUID   | 51.93             |     |         |             |
|        | 961-475540 | TS-#22-HYDRAULIC HOSES, COUPL     | 39.27             |     |         |             |
|        | 961-475617 | TS-#21-THROTTLE BALL JOINTS, UN   | 49.66             |     |         |             |
|        | 961-475679 | TS-#12-RUST HOLE PLUGS            | 1.93              |     |         |             |
|        | 961-475704 | TS-SHOP-MANDREL SET               | 14.19             |     |         |             |
|        | 961-475716 | TS-SHOP-GUN WAND ASSEMBLY, N      | 113.48            |     |         |             |
|        | 961-475892 | TS-SHOP-BRUSH 4 KNOTTED (CON)     | 13.79             |     |         |             |
|        | 961-476535 | TS-#32-FITTING, HYD HOSE, COPPE   | 154.26            |     |         |             |
|        | 961-476576 | TS-#37-COUPLINGS, HYD. HOSE       | 114.78            |     |         |             |
|        | 961-476709 | TS-#6-COPPER LUGS, COPPER SPL     | 20.10             |     |         |             |
|        | 961-476755 | TS-SHOP-NAPA W W FLUID-40         | 58.70             |     |         |             |
|        | 961-476821 | TS-#37-COUPLINGS                  | 165.75            |     |         |             |
|        |            | <b>Cheque Totals Issued:</b>      | <b>679,803.94</b> |     |         |             |
|        |            | <b>Void:</b>                      | <b>0.00</b>       |     |         |             |
|        |            | <b>Total Cheques Generated:</b>   | <b>679,803.94</b> |     |         |             |
|        |            | <b>Total # of Cheques Listed:</b> | <b>159</b>        |     |         |             |

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 007860 dated between 05/01/2019 and 05/31/2019

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|--------|--|--|-----|---------|-------------|
| 007435 | 05/15/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1<br>MAY152019**   | 11,884.25<br>11,884.25   | A/P | CLEARED | 05/31/2019  |
| 007436 | 05/15/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1<br>MAY152019***  | 125,000.00<br>125,000.00   | A/P | CLEARED | 05/31/2019  |
| 007777 | 05/01/2019 BELL MOBILITY INC.<br>523889487APR19UTI   | 1,910.94<br>1,910.94   | A/P | CLEARED | 05/31/2019  |
| 007778 | 05/01/2019 MILLTOWN MACHINE & FABRICATION LTD.<br>20447  | 103.71<br>103.71   | A/P | CLEARED | 05/31/2019  |
| 007779 | 05/01/2019 ORCHARD'S PAINT 2014 LTD.<br>776260   | 24.11<br>24.11   | A/P | OUT-STD | 05/01/2019  |
| 007780 | 05/01/2019 PITNEY BOWES LEASING<br>3201095706  | 724.51<br>724.51   | A/P | CLEARED | 05/31/2019  |
| 007781 | 05/01/2019 PITNEY WORKS<br>APRIL142019*  | 123.95<br>123.95   | A/P | CLEARED | 05/31/2019  |
| 007782 | 05/01/2019 SAINT JOHN LABORATORY SERVICES LTD.<br>447-19   | 1,261.32<br>1,261.32   | A/P | CLEARED | 05/31/2019  |
| 007783 | 05/01/2019 SOURCE ONE SUPPLIES<br>20764  | 96.53<br>96.53   | A/P | CLEARED | 05/31/2019  |
| 007784 | 05/01/2019 SOURCE ATLANTIC<br>3203294  | 1,055.13<br>1,055.13   | A/P | CLEARED | 05/31/2019  |
| 007785 | 05/01/2019 STATIONERY PLUS<br>47159*<br>47345*<br>47364*<br>47492<br>47631*<br>47741*<br>47742*<br>48170*<br>48210*<br>48333*<br>48510 | 514.99<br>34.64<br>16.59<br>88.71<br>111.39<br>40.22<br>-5.74<br>1.71<br>136.51<br>10.24<br>16.58<br>64.14 | A/P | CLEARED | 05/31/2019  |
| 007786 | 05/01/2019 TRACTION FREDERICTON (591)<br>591218834   | 211.88<br>211.88   | A/P | CLEARED | 05/31/2019  |
| 007787 | 05/08/2019 ALL GAS TANKS<br>97505<br>97506   | 971.29<br>499.95<br>471.34   | A/P | CLEARED | 05/31/2019  |
| 007788 | 05/08/2019 A ONE PUMPING SERVICE LTD.<br>6433  | 559.48<br>559.48   | A/P | CLEARED | 05/31/2019  |
| 007789 | 05/08/2019 BARTLETT RANDY<br>APRIL232019   | 100.40<br>100.40   | A/P | CLEARED | 05/31/2019  |
| 007790 | 05/08/2019 BRIGGS PLUMBING INC.<br>116294<br>116303  | 720.86<br>484.91<br>235.75   | A/P | CLEARED | 05/31/2019  |
| 007791 | 05/08/2019 COLE-PARMER CANADA COMPANY<br>00627647  | 3,597.34<br>3,597.34   | A/P | CLEARED | 05/31/2019  |
| 007792 | 05/08/2019 EMCO CORPORATION  | 4,788.21   | A/P | CLEARED | 05/31/2019  |

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Town of St. Stephen  
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 Cheques from 000001 to 007860 dated between 05/01/2019 and 05/31/2019

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| Number | Issued             |  | Amount    | SC  | Status  | Status Date |
|--------|--------------------|--|-----------|-----|---------|-------------|
|        | 12510917-00        | WS-TRANS&DIST-REPAIRS TO AQU.                | 197.14    |     |         |             |
|        | 125110117-00       | WS-TRANS&DIST-FLUSHING HYDRA                 | 3,376.48  |     |         |             |
|        | 12511077-00        | WS-TRANS&DIST-BIONAX CAPS                    | 647.35    |     |         |             |
|        | 12511078-00        | WS-TRANS&DIST-4 DUAL WEDGE TI                | 396.52    |     |         |             |
|        | 12511095-00        | WS-TRANS&DIST-S/O TOOL F/PE W                | 170.72    |     |         |             |
| 007793 | 05/08/2019         | MARK'S COMMERCIAL                            | 554.77    | A/P | CLEARED | 05/31/2019  |
|        | BBI-0000759900     | WS-TRANS&DIST-CLOTHING ALLOW                 | 554.77    |     |         |             |
| 007794 | 05/08/2019         | SOUTHWEST CONCRETE & CONS LTD                | 2,716.88  | A/P | CLEARED | 05/31/2019  |
|        | IN000006750        | WS-TRANS&DIST-EQUIPMENT RENT                 | 1,319.83  |     |         |             |
|        | IN000006801        | WS-TRANS&DIST-EQUIPMENT RENT                 | 1,397.25  |     |         |             |
| 007795 | 05/08/2019         | ST. CROIX PRINTING & PUBLISHING COMPANY LIMI | 360.24    | A/P | CLEARED | 05/31/2019  |
|        | 29273              | WS-SOURCE-WATER WORKS RECC                   | 360.24    |     |         |             |
| 007796 | 05/08/2019         | THE PANEL SHOP                               | 936.68    | A/P | CLEARED | 05/31/2019  |
|        | ITPS002747         | WS-WELLHOUSE#4-TROUBLESHOC                   | 798.68    |     |         |             |
|        | ITPS002751         | WS-SCADA-ANTIVIRUS UPDATE                    | 138.00    |     |         |             |
| 007797 | 05/08/2019         | WURTH CANADA LIMITED                         | 271.04    | A/P | CLEARED | 05/31/2019  |
|        | 23480946           | WS-TRANS&DIST-SUPER SPRAY AL                 | 271.04    |     |         |             |
| 007798 | 05/08/2019         | XYLEM CANADA COMPANY                         | 10,690.40 | A/P | CLEARED | 05/31/2019  |
|        | 3558314976         | SCD-LIFTSTATION#1-IMPELLERS                  | 10,690.40 |     |         |             |
| 007799 | 05/14/2019         | BARTLETT RANDY                               | 106.00    | A/P | OUT-STD | 05/14/2019  |
|        | APRIL-MAY/19TRAVEL | WS-SOURCE-APRIL-MAY/19 VEHICL                | 106.00    |     |         |             |
| 007800 | 05/14/2019         | BELL ALIANT                                  | 316.85    | A/P | CLEARED | 05/31/2019  |
|        | 11366812APR19      | WS-SOURCE-PUMP STATION                       | 136.38    |     |         |             |
|        | 19002807APR19      | SCD-DISPOSAL-OLD BAY WWTP                    | 180.47    |     |         |             |
| 007801 | 05/14/2019         | CARQUEST                                     | 583.42    | A/P | CLEARED | 05/31/2019  |
|        | 14838-100926*      | WS-SHOP-SCAN TOOL YEARLY UPE                 | 583.42    |     |         |             |
| 007802 | 05/14/2019         | COX ELECTRONICS & COMMUNICATIONS             | 105.78    | A/P | CLEARED | 05/31/2019  |
|        | 1-026982           | WS-SOURCE-2A POWER SUPPLY                    | 105.78    |     |         |             |
| 007803 | 05/14/2019         | EMCO CORPORATION                             | 6,310.83  | A/P | CLEARED | 05/31/2019  |
|        | 12510820-00        | WS-TRANS&DIST-6X2CC 2506 DS SI               | 138.30    |     |         |             |
|        | 12511132-00        | WS-TRANS&DIST-ADAPTORS, COUF                 | 1,690.39  |     |         |             |
|        | 12511132-01        | WS-TRANS&DIST-ADAPTORS, CRNF                 | 1,605.70  |     |         |             |
|        | 12511133-00        | WS-TRANS&DIST-SERV BOX L/ROD:                | 2,047.64  |     |         |             |
|        | 12511136-00        | WS-TRANS&DIST-MUNICIPEX PIPES                | 189.51    |     |         |             |
|        | 12511138-00        | WS-TRANS&DIST-PUMPERNOZ, PUI                 | 639.29    |     |         |             |
| 007804 | 05/14/2019         | GIDDENS CHARLES                              | 68.98     | A/P | OUT-STD | 05/14/2019  |
|        | WATERFILTER        | WS-TRANS&DIST-FILTER REPLACE                 | 68.98     |     |         |             |
| 007805 | 05/14/2019         | GULLISON'S COURIER SERVICE                   | 287.50    | A/P | CLEARED | 05/31/2019  |
|        | 716264             | WS-SOURCE-TO RPC                             | 34.50     |     |         |             |
|        | 716296             | WS-SOURCE-TO RPC                             | 34.50     |     |         |             |
|        | 716317             | WS-#103-FR CASE EQUIPMENT                    | 115.00    |     |         |             |
|        | 716326             | WS-SOURCE-TO RPC                             | 34.50     |     |         |             |
|        | 716369             | WS-SOURCE-TO RPC                             | 34.50     |     |         |             |
|        | 909473             | WS-SOURCE-TO RPC                             | 34.50     |     |         |             |
| 007806 | 05/14/2019         | KEITH'S BUILDING SUPPLIES                    | 110.51    | A/P | CLEARED | 05/31/2019  |
|        | 184255             | WS-TRANS&DIST-LUMBER                         | 24.09     |     |         |             |
|        | 184262             | WS-TRANS&DIST-YELLOW D SCREV                 | 10.56     |     |         |             |
|        | 184525             | WS-TRANS&DIST-TAPE TEFLON OR                 | 39.07     |     |         |             |

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|        | 184740          | WS-TRANS&DIST-RECIP BLAD         | 36.79     |     |         |             |
| 007807 | 05/14/2019      | KENT BUILDING SUPPLIES           | 700.65    | A/P | CLEARED | 05/31/2019  |
|        | 1554275         | WS-SOURCE-ROPE LIGHT, LED TAP    | 97.04     |     |         |             |
|        | 1556576         | WS-SOURCE-ANCR/SHIELD, BIT/CAI   | 191.91    |     |         |             |
|        | 1557122         | WS-TRANS&DIST-WALL CABINET       | 205.85    |     |         |             |
|        | 1558998         | WS-SOURCE-WALL CABINET           | 205.85    |     |         |             |
| 007808 | 05/14/2019      | N. B. ELECTRIC POWER             | 10,123.38 | A/P | CLEARED | 05/31/2019  |
|        | 36869807MAY19   | WS-3-119MAXWELLXING-BUILDING     | 943.67    |     |         |             |
|        | 50228902MAY19   | WS-MAXWELLXING-PUMPS             | 398.73    |     |         |             |
|        | 52557428MAY19   | SCD-218OLDBAYROD-WASTEWATE       | 5,018.43  |     |         |             |
|        | 53473043MAY19   | WS-SOURCE-CHLORINE RESIDUAL      | 64.23     |     |         |             |
|        | 61230004MAY19   | WS-MAXWELLXING-PUMPS             | 3,373.67  |     |         |             |
|        | 82291006MAY19   | WS-SOURCE-RESERVOIR              | 324.65    |     |         |             |
| 007809 | 05/14/2019      | SOURCE ONE SUPPLIES              | 20.68     | A/P | CLEARED | 05/31/2019  |
|        | 20950           | WS-SOURCE-MOP HEADS              | 20.68     |     |         |             |
| 007810 | 05/14/2019      | XPLORNET                         | 126.49    | A/P | CLEARED | 05/31/2019  |
|        | INV26506840     | WS-MAXWELLCROSSING-SATELLIT      | 126.49    |     |         |             |
| 007811 | 05/20/2019      | CINTAS CANADA LIMITED            | 708.91    | A/P | CLEARED | 05/31/2019  |
|        | 5013388991      | WS-TRANS&DIST-FIRST AID SUPPLI   | 708.91    |     |         |             |
| 007812 | 05/20/2019      | GREENIUS                         | 923.78    | A/P | OUT-STD | 05/20/2019  |
|        | AUCC02262019*   | WS-ST5- 2019 ONLINE TRAINING SL  | 923.78    |     |         |             |
| 007813 | 05/20/2019      | MCGIBBON INDUSTRIES LTD.         | 1,725.00  | A/P | CLEARED | 05/31/2019  |
|        | 64              | WS-TRANS&DIST-GRAVEL             | 1,725.00  |     |         |             |
| 007814 | 05/20/2019      | N. B. ELECTRIC POWER             | 7,814.11  | A/P | CLEARED | 05/31/2019  |
|        | 53123617MAY19   | SCD-ST5-DECHLORINATION CHAME     | 162.25    |     |         |             |
|        | 53158875MAY19   | SCD-ST5-BUDD AVE LIFT STATION    | 4,060.39  |     |         |             |
|        | 54807440MAY19   | SCD-ST5-158A MILLTOWN BLVD LIF   | 33.75     |     |         |             |
|        | 56356048MAY19   | SCD-ST5-18 RIVERSIDE DR LIFT ST. | 32.25     |     |         |             |
|        | 61204006MAY19   | SCD-ST5-2-216 KING ST LIFT STATI | 403.96    |     |         |             |
|        | 61224002MAY19   | SCD-ST5-358A MILLTOWN BLVD LIF   | 1,828.25  |     |         |             |
|        | 61236008MAY19   | SCD-ST5-BUDD AVE LIFT STATION    | 877.08    |     |         |             |
|        | 76139807MAY19   | SCD-ST5-5-4 RIVERSIDE DR LIFT ST | 155.96    |     |         |             |
|        | 84934906MAY19   | SCD-ST5-6-58A RIVERSIDE DR LIFT  | 174.08    |     |         |             |
|        | 84943406MAY19   | WS-ST5-TOLL HILL RESERVOIR       | 86.14     |     |         |             |
| 007815 | 05/20/2019      | RESEARCH & PRODUCTIVITY COUNCIL  | 2,923.97  | A/P | CLEARED | 05/31/2019  |
|        | 254124          | WS-SOURCE-DRINKING WATER LAE     | 1,806.90  |     |         |             |
|        | 254191          | WS-SOURCE-DRINKING WATER LAE     | 437.72    |     |         |             |
|        | 254337          | WS-SOURCE-DRINKING WATER LAE     | 283.65    |     |         |             |
|        | 255028          | WS-SOURCE-DRINKING WATER LAE     | 395.70    |     |         |             |
| 007816 | 05/20/2019      | SCP DISTRIBUTORS INC CANADA      | 1,495.00  | A/P | CLEARED | 05/31/2019  |
|        | FF008560        | WS-SOURCE-CHLORINE               | 1,495.00  |     |         |             |
| 007817 | 05/20/2019      | SERVICE NEW BRUNSWICK            | 15,713.16 | A/P | CLEARED | 05/31/2019  |
|        | PID012581442019 | SCD-SEWAGETREATMENT&WOODL        | 7,541.04  |     |         |             |
|        | PID012610312019 | WS-HOUSE, BLDGS&WOODLAND-M/      | 3,783.93  |     |         |             |
|        | PID012611972019 | SCD-RIGHT-OF-WAY-OLD BAY RD      | 12.36     |     |         |             |
|        | PID012613042019 | WS-LAND&PUMPHOUSE-MAXWELL        | 665.71    |     |         |             |
|        | PID012704122019 | WS-RESEVOIRSITE- ST DAVID RIDG   | 311.38    |     |         |             |
|        | PID012773422019 | WS-LITTLELAKEDAM-RTE 3           | 129.80    |     |         |             |

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|        | PID013081212019 | WS-WATERRESERVOIRLOT-PLEAS,                 | 355.07    |     |         |             |
|        | PID013093432019 | SCD-VACANTLOT-MILLTOWN BLVD                 | 70.50     |     |         |             |
|        | PID013119502019 | SCD-FORMERPOLSITE-334 MILLTOV               | 507.24    |     |         |             |
|        | PID150287562019 | SCD-SEWERAGESITEINFILL-BUDDA                | 1,896.64  |     |         |             |
|        | PID151757062019 | SCD-LOT&R/RRW-BUDD AVE                      | 372.71    |     |         |             |
|        | PID161635792019 | SCD-VACANTLOT-MILLTOWN BLVD                 | 66.78     |     |         |             |
| 007818 | 05/20/2019      | SOURCE ATLANTIC                             | 310.17    | A/P | CLEARED | 05/31/2019  |
|        | 3217915         | WS-TRANS&DIST-THERMO BOOTS,                 | 310.17    |     |         |             |
| 007819 | 05/20/2019      | ST. CROIX PRINTING & PUBLISHING COMPANY LIM | 88.55     | A/P | CLEARED | 05/31/2019  |
|        | 29368           | WS-TRANS&DIST-BUSINESS CARDE                | 88.55     |     |         |             |
| 007820 | 05/20/2019      | TOWN OF ST. STEPHEN                         | 63,764.90 | A/P | CLEARED | 05/31/2019  |
|        | 63764.90        | WS-FUNDTRANSFER-TO GENERAL                  | 63,764.90 |     |         |             |
| 007821 | 05/29/2019      | BARTLETT RANDY                              | 219.14    | A/P | OUT-STD | 05/29/2019  |
|        | LUNCHFORCREW    | WS-SOURCE-LUNCH FOR CREW WC                 | 96.74     |     |         |             |
|        | MAY07-16/19     | WS-SOURCE-PERSONAL VEHICLE U                | 122.40    |     |         |             |
| 007822 | 05/29/2019      | BRENNTAG CANADA INC.                        | 3,010.72  | A/P | OUT-STD | 05/29/2019  |
|        | 46019420        | WS-SOURCE-CHLORINE                          | 6,690.72  |     |         |             |
|        | 46021796        | WS-SOURCE-EMPTY CYLINDER RE                 | -3,680.00 |     |         |             |
| 007823 | 05/29/2019      | BRIGGS PLUMBING INC.                        | 472.82    | A/P | OUT-STD | 05/29/2019  |
|        | 116338          | WS-PUMP HOUSE-WORKING ON WA                 | 224.25    |     |         |             |
|        | 116351          | WS-TRANS&DIST-REMOVE COPPEF                 | 248.57    |     |         |             |
| 007824 | 05/29/2019      | BROWN'S PAVING LIMITED                      | 1,140.80  | A/P | OUT-STD | 05/29/2019  |
|        | 15882           | WS-TRANS&DIST-PALLET OF COLD                | 1,140.80  |     |         |             |
| 007825 | 05/29/2019      | CANADIAN TIRE                               | 824.95    | A/P | OUT-STD | 05/29/2019  |
|        | N17092283       | WS-SOURCE-CLEANING SUPPLIES                 | 69.74     |     |         |             |
|        | N17092289       | WS-TRANS&DIST-MC 1-1/4 COMBO                | 64.38     |     |         |             |
|        | N17093625       | SCD-DISPOSAL-ZEPPROSPRAYBOT                 | 10.67     |     |         |             |
|        | N17093724       | WS-SOURCE-LADDER                            | 229.99    |     |         |             |
|        | N17093748       | WS-SOURCE-60 PC SCREWDRIVER                 | 75.77     |     |         |             |
|        | N17093771       | SCD-DISPOSAL-PLUMBERS PUTTY                 | 10.79     |     |         |             |
|        | N17093792       | WS-SOURCE-DRILL BATTERY, DRILI              | 149.30    |     |         |             |
|        | N17433238       | SCD-DISPOSAL-RUST PAINT, MARKI              | 15.85     |     |         |             |
|        | N17433268       | WS-SOURCE-PAINT ACCEC.                      | 146.08    |     |         |             |
|        | N17433298       | WS-SOURCE-SAWHORSE, BOLTS                   | 52.38     |     |         |             |
| 007826 | 05/29/2019      | N. B. SOUTHERN RAILWAY COMPANY LIMITED      | 115.00    | A/P | OUT-STD | 05/29/2019  |
|        | 78498*          | WS/SCD-TRANS&DIST-JGP AGREEI                | 115.00    |     |         |             |
| 007827 | 05/29/2019      | PITNEY WORKS                                | 1,258.43  | A/P | OUT-STD | 05/29/2019  |
|        | MAY132019UTI    | WS/SCD-POSTAGEMETER-REFILL                  | 1,258.43  |     |         |             |
| 007828 | 05/29/2019      | SAINT JOHN LABORATORY SERVICES LTD.         | 2,083.46  | A/P | OUT-STD | 05/29/2019  |
|        | 498-19          | SCD-DISPOSAL-TREATMENT PLANT                | 2,083.46  |     |         |             |
| 007829 | 05/29/2019      | STATIONERY PLUS                             | 311.30    | A/P | OUT-STD | 05/29/2019  |
|        | 48664*          | WS/SCD-TOWN HALL-FILE FOLDER                | 16.56     |     |         |             |
|        | 48970*          | WS/SCD-TOWN HALL-COFFEE K-CU                | 118.92    |     |         |             |
|        | 49049*          | WS/SCD-TOWN HALL-RUBBER STAM                | 37.64     |     |         |             |
|        | 49140*          | WS/SCD-TOWN HALL-ENVELOPES, I               | 50.47     |     |         |             |
|        | 49331*          | SCD/WS-TOWN HALL-LASER TONEF                | 1.60      |     |         |             |
|        | 49520           | SCD-DISPOSAL-FLASH DRIVE                    | 17.12     |     |         |             |
|        | 49837           | SCD-DISPOSAL-SHEET HOLDER                   | 68.99     |     |         |             |

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| 007830 | 05/29/2019 THE PANEL SHOP<br>ITPS002772    | 155.25<br>155.25     | A/P | OUT-STD | 05/29/2019  |
| 007831 | 05/29/2019 UAP INC.<br>961-474861          | 304.76<br>43.53      | A/P | OUT-STD | 05/29/2019  |
|        | 961-475419                                 | 117.25               |     |         |             |
|        | 961-476744                                 | 143.98               |     |         |             |
| 007832 | 05/29/2019 WOLSELEY CANADA INC.<br>8011663 | 1,828.11<br>1,828.11 | A/P | OUT-STD | 05/29/2019  |
|        |  |                      |     |         |             |
|        | <b>Cheque Totals Issued:</b>               | <b>295,232.07</b>    |     |         |             |
|        | <b>Void:</b>                               | <b>0.00</b>          |     |         |             |
|        | <b>Total Cheques Generated:</b>            | <b>295,232.07</b>    |     |         |             |
|        | <b>Total # of Cheques Listed:</b>          | <b>58</b>            |     |         |             |

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

DATE: June 24, 2019

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

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

**COMMUNICATION FOR INFORMATION FILE**  
THAT Communication for Information, note and file, be adopted.



*Thank You*

*Thank you for your  
generous gift and support  
of us at this difficult time*

*Beth Daigle  
Family*



Town of St. Stephen  
**RECEIVED**  
MAY 27 2019

May 24<sup>th</sup>, 2019

**ATTENTION: Town of St. Stephen**

Re: Chocolate Fest Sponsorship

To whom it may concern,

Chocolate Fest Inc. would like to take the time to thank you, our valued sponsor, for your generous donation. Chocolate Fest 2019 would not be possible without the support of our fantastic sponsors. It is because of you that Chocolate Fest continues to thrive after a "sweet" 35 years.

The partnerships of tireless event teams, volunteers, and sponsors are what make Chocolate Fest spectacular for our residents and tourists alike. Each event is carefully planned and executed, and it all comes together to create a memorable, family-oriented festival for Canada's Chocolate Town.

Thank you once again for your generous donation.

Best regards,

Handwritten signature of Emma Brown in cursive.

Emma Brown, Oversight Manager

Handwritten signature of Jennifer Lord in cursive.

Jennifer Lord, Assistant Festival Coordinator  
Chocolate Fest 2019

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

DATE: June 24, 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 June 12, 2019 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, JUNE 12, 2019 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. 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 Deputy Mayor Carr that the above-noted two (2) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(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 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.

ABSENT: Councillor Marg Harding.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Parker and SECONDED by Councillor Hyslop that the agenda be approved with one (1) addition: Request for Decision Report: TR 09-19 from the Assistant Treasurer (HST issues related to proposed Town Hall move to the Garcelon Civic Center) be added as (vii) under the Finance and Administration Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Next Stages for the Municipal Climate Adaptation Planning Process – Briana Cowie, Climate Change Program Manager, Eastern Charlotte Waterways, presented the next stages for the Municipal Climate Adaptation Planning Process as follows:

Phase 1 (June – August, 2019)

- Council presentation
- List of possible stakeholder experts to perform consultation
- Review and update previous vulnerability and risk assessments conducted
- Prepare a list of potential adaptive action solutions to present to Council and the community

Phase 2 (September - November, 2019)

- Hold a community engagement event for feedback on possible adaptive action solutions
- Refine and prioritize the list of adaptive actions
- Create implementation schedule
- Identify possible funding avenues to support adaptive action projects

Phase 3 (December – February, 2020)

- Complete adaptation plan
- Present plan to community members
- Present plan to Council
- Ratify the plan through Council
- Enact the implementation schedule

Councillors Hyslop and Parker, both past members of the Steering Committee, have agreed to serve on a Technical Advisory Committee and they will provide names to Eastern Charlotte Waterways of people or organizations who could be interested in joining the committee.

5. ITEMS

POLICE AND FIRE - Chaired by Mayor MacEachern in the absence of Councillor Harding

- (i) Report of the NCO, RCMP – Corporal Scott MacKenzie advised that he will be Acting Sergeant over the next nine months during the absence of Sergeant Pete Stubbs, whose wife today gave birth to their third daughter.

In addition to Sergeant Stubbs' report, Acting Sergeant MacKenzie advised that two people have been arrested with charges pending as a result of a recent search warrant.

Also, in addition to his report, Acting Sergeant MacKenzie advised that the detachment was involved in the PARTY program at St. Stephen High School which was a presentation regarding alcohol and teens.

- (ii) Report of the Fire Department – Report: FD 10-19 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) Informational Report – Rodent Control – Information Report: CAO 19-19 from the Chief Administrative Officer was received and reviewed.

As discussed at last month's meeting, the Chief Administrative Officer was directed to recommend proposed changes to by-laws which could possibly assist with decreasing the rodent population, and those recommendations will be brought back to a future meeting.

- (iii) Potential Renaming of a Portion of Progress Drive – Request for Decision Report: CAO 17-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 24, 2019 to approve the renaming of a portion of Progress Drive as "Tidal Way" as outlined on the Plan of Survey.

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

- (i) Recognition of 15 Years of Municipal Government Administration – Mayor MacEachern spoke to the letter from the Canadian Association of Municipal Administrators dated April 12, 2019 and congratulated the Chief Administrative Officer.
- (ii) Award of Professional Certification Level 3 – Mayor MacEachern spoke to the letter from the Association of Municipal Administrators of N.B. dated May 13, 2019 and congratulated the Chief Administrative Officer

- (iii) Report of the Chief Administrative Officer – Report: CAO 18-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (iv) Report of the Finance Department – Report: TR 08-19 from the Treasurer was received and reviewed for informational purposes.
- (v) Tender Results: Website Redesign – Request for Decision Report: CAO 16-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered, once again, at the next Regular Session of Council on Monday, June 24, 2019, which was postponed from last month's session for further discussion and clarification.
- (vi) Tender Results: Garcelon Civic Center Interior Fit-Up (Town Hall Relocation) – Request for Decision: CAO 20-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 24, 2019 to award the tender to King Construction Ltd. of Hanwell, NB, being the low tender, contingent on a satisfactory report from MRSB Chartered Professional Accountants of Prince Edward Island who will examine the effects of the relocation of the Town Hall on HST recovery, if any.
- (vii) HST issues related to proposed Town Hall move to the Garcelon Civic Center – Request for Decision Report: TR 09-19 from the Assistant Treasurer was received and reviewed, and Committee directed the Chief Administrative Officer to sign the engagement letter with MRSB Chartered Professional Accountants of Prince Edward Island for the estimated fee of \$3,000.00, plus HST, to provide Sales and Commodity Tax Consultation Services related to the renovation project and relocation of municipal administrative offices to the Garcelon Civic Center.

A motion will be considered at the next Regular Session of Council on Monday, June 24, 2019 to authorize, retroactively, the Chief Administrative Officer to sign the above-noted engagement letter.

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

- (i) Garcelon Civic Center Report – Information Report: GCC 06-19 from the Operations/Maintenance Coordinator was received and reviewed for informational purposes.

Councillor Chisholm introduced Kev Sumner, the new Director of Community Services, who will submit monthly reports commencing next month.

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

- (i) Events and Community Relations – Report: EDC 07-19 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Reappointment – St. Croix Public Library Board – The letter from the Library Director dated May 21, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 24, 2019 to reappoint Jane Lindsay to the St. Croix Public Library Board for one (1) year.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 08-19 from the Director of Operations was received and reviewed for informational purposes.

6. **NEW BUSINESS**

No new business.

7 **ADJOURNMENT**

The meeting moved into closed session at 6:10 p.m. and returned to open session at 6:15 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 6:15 p.m.

\_\_\_\_\_  
Joan Flewelling

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, JUNE 12, 2019 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. 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
  - (i) Next Stages for the Municipal Climate Adaptation Planning Process – Presentation by Briana Cowie, Climate Change Program Manager, Eastern Charlotte Waterways, as outlined on the information sheet attached.
5. ITEMS

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

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 10-19 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) Informational Report – Rodent Control – Information Report: CAO 19-19 from Chief Administrative Officer attached.
- (iii) Potential Renaming of a Portion of Progress Drive – Request for Decision Report: CAO 17-19 from Chief Administrative Officer attached.

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

- (i) Recognition of 15 Years of Municipal Government Administration – Mayor MacEachern will speak to letter from Canadian Association of Municipal Administrators dated April 12, 2019 attached.
- (ii) Award of Professional Certification Level 3 – Mayor MacEachern will speak to letter from Association of Municipal Administrators of N.B. dated May 13, 2019 attached.
- (iii) Report of the Chief Administrative Officer – Information Report: CAO 18-19 from Chief Administrative Officer attached.
- (iv) Report of the Finance Department – Information Report: TR 08-19 from Treasurer attached.
- (v) Tender Results: Website Redesign – Request for Decision Report: CAO 16-19 from Chief Administrative Officer attached.
- (vi) Tender Results: Garcelon Civic Center Interior Fit-Up (Town Hall Relocation) – Request for Decision: CAO 20-19 from Chief Administration Officer attached.

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

- (i) Garcelon Civic Center Report – Information Report: GCC 06-19 from Operations/Maintenance Coordinator attached.

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

- (i) Events and Community Relations – Information Report: EDC 07-19 from Events Development Coordinator attached.
- (ii) Reappointment – St. Croix Public Library Board – Letter from Library Director dated May 21, 2019 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 08-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: June 24, 2019

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

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

**STAFF REPORTS**

**THAT** the following staff reports for the month of May 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 18-19**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** June 13, 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 May 2019 can be summarized as follows:

**1. Municipal Plan Review:**

- Draft document has been received from consultants. Currently under staff review before being placed before committee/council.

**2. Development:**

- Received a proposal from a potential developer regarding incentives under the Town policy. Request currently under review before presentation at July committee.
- Thanks to the approvals granted by Council, Beacon apartments has received everything required from the municipality at the time of this report. Assisted local home-based business in expanding the services offered at their location through zoning verification

**3. Requests for Assistance:**

CAO office has received a number of requests for assistance/support. These are being evaluated to determine whether current operating budgets can/should accommodate such requests, or whether they should be referred to council for consideration under Council's community grants fund.

**4. Potential Land Sales**

- CAO, under the direction received, has negotiated terms and directed legal counsel to prepare documentation for potential land sales. These will be presented to Council for consideration.

**5. Town Hall Relocation Project**

- Tenders have been received and evaluated. Presentation to Committee pending.

**6. Website Redevelopment Project**

- CAO has advised the vendors who submitted proposals that the project award would be delayed.

Respectfully submitted,  
Jeff Renaud  
Chief Administrative Officer



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



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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:** June 12, 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 April 30, 2019.
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).  
-Accounts payable closed to April 30, 2019.  
-Review of procedures for electronic payments-In progress.  
-Review for update of purchasing policy-In progress
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).  
-Bi-weekly 91 employees, Monthly 25 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 124 employees.  
-Review of procedures for new software for payroll direct deposit-In progress.
- 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 November 30, 2018.  
-Department Head and Council Statements to April 30, 2019.

**2) Meetings:**

- A) Committee meeting-May 15, 2019.
- B) Tender opening-New Town Hall-May 15, 2019.
- C) CPA professional development courses-May 22 and June 6, 2019.
- D) Health and Safety Policy roll out meeting-May 24, 2019.
- E) Accounting software user group meeting-June 4, 2019.
- F) Weekly Garcelon Civic Center management staff meetings.
- G) 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) Waterfront Revitalization:
  - 7) Waterfront Enhancements (GTF).
  - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
  - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 11) 2019 Capital Plans-16 capital projects.
  - 12) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 13) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to April 30, 2018.
  
- C) 2018 Audit anticipating to Council for approval in July, 2019 -In progress.
  
- D) Multiple HST remittances-In Progress.
  
- E) Various insurance issues-In Progress.
  
- F) Municipal Asset Management Plan Project-In Progress.
  
- G) Administering the Charles F Todd Trust Fund-In Progress.  
-Provide information for 2019 scholarships.
  
- H) Computer server maintenance.



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



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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:** June 12, 2019  
**Subject:** June Committee Meeting

---

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

**1: Water system:**

- a) Repaired Water Meters.
- b) Flushed Water Mains.
- c) Supplied Locates.
- d) Repaired 6 Water Laterals.
- e) Attended MPWWA courses

**2: Streets:**

- a) Assisted Parks Department with Planters.
- b) Repaired 2 sewer mains.
- c) Continued Spring Sweeping
- d) Repaired street signs.
- e) Cold patched pot holes.

**3: Waste Water:**

- a) Videoed 9 Sewer Laterals.
- b) Flushed 3 Sewer Mains.
- c) Made repairs to Lift Station 4.
- d) Videoed 2 Sewer Mains.

## **Progress Updates**

June 4, 2019

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

The water main has been commissioned. Remaining restoration activities consist primarily of asphalt seal and lawns, with some concrete curb and guiderail at the roundabout.

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

The asphalt sidewalk is now complete. Remaining work includes completion of the asphalt seal and lawn restoration

### **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 tender for the wharf rehabilitation has been awarded. The schedule from the successful contractor has not yet been received but contract documents and bonding are currently being processed. 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**

A temporary water system has been installed on Maple Street. The water main installation is scheduled to commence in the next week. Correction of asphalt deficiencies on Elm Park are scheduled for June.

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

The project is complete and final progress claim is being prepared.

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

This project has been awarded. Contract documents and bonding are currently being processed.

### **Waterfront Trail Predesign – Project No. 19-9933**

A kickoff meeting was held in May to initiate the pre-design report and gather feedback from project stakeholders. Work will continue through June with the final report to be delivered in late June or early July.



**Town of St. Stephen  
Information Report to Council  
Report: FD 010-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:**  
**Date of Meeting:** Wednesday, June 12, 2019  
**Subject:** Committee Meeting for June

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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 | 14        |
|                        | <b>Total</b>       | <b>22</b> |

| <b>Alarms</b>                 | <b># Calls</b> | <b># FF</b> | <b># Hours</b> |
|-------------------------------|----------------|-------------|----------------|
| 1. Alarm system activation    | 3              | 18          | 18             |
| 2. Grease Fire                | 1              | 8           | 8              |
| 3. Structure Fire             | 6              | 58          | 145            |
| 4. Grass / Brush Fire         | 8              | 83          | 97             |
| 5. MVA                        | 4              | 49          | 63             |
| <b>Total</b>                  |                |             |                |
| SSFD                          | 22             |             |                |
| Other FD                      | 104            |             |                |
| St Stephen PW                 | 5              |             |                |
| St Andrews PW                 | 4              |             |                |
| St. George PW                 | 1              |             |                |
| <b>Total calls dispatched</b> | <b>136</b>     |             |                |

## **2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Semi-annual volunteer payroll.
4. JHSC meeting for policy roll-out with department heads.
5. Coordinating and instructing the 2019 Firefighter 1 Program on behalf of the Fundy Firefighters Association and NBCC.
6. Fire pit inspections
7. Ladder truck research
8. Work related to SSFD training grounds.
9. Muscular Dystrophy Truck Pull event for International Festival.
10. Attended NBAFC Convention and NBCC Association Training Representative meeting.
11. Training report to Fundy Firefighters Association
12. Vacation schedule.

## **4. Equipment**

1. The three pumpers went through annual inspection and flow testing.
2. Work is ongoing towards the install of the new bunker gear extractor unit.

## **5. Personnel**

1. I have been appointed by the Office of the Fire Marshal to represent the Volunteer Fire Service on the Provincial Fire Service Training Advisory Committee.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## May REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for May By-Law –Enforcement.  
We handled 25 occurrences.

| CATEGORY                  | DETAIL   | FOLLOW UP  |
|---------------------------|--|--|
| Assist Other<br>Dept. (3) | <i>DPW called to complain about local<br/>business blocking entrance to parking lot</i>                                  | Patrol made and it was<br>determined that the<br>business owns the<br>property and the fir<br>dept. as no issue with<br>this |
|                           | Dept of Health called with regards to rat<br>complaints  | <i>Conversation centered<br/>around education for the<br/>public about how to not<br/>attract them</i>                       |
|                           | Attended the RCM Police detachment<br>along with building inspector to file<br>complaint of assault and uttering threats | <i>File is still under<br/>investigation</i>   |

|                                   |  |  |
|-----------------------------------|--|--|
|                                   |  |  |
| <p>Assist General Public (13)</p> | <p>Person called with regards to chickens running at large on Pleasant St.</p> <p>Received information about a gentleman building a rock wall along the edge of the street.</p> <p>Gentleman called concerning a sign at this business</p> <p>Local business called about placing a c can at her business and putting a roof on them</p> <p>Complaint of a tractor trailer tractor being parked at a residence, and the neighbors a concerned</p> <p>Complaint of person throwing refuse on Town property.</p> <p><i>Gentleman was in to get a copy of the zoning by-law for proper set backs etc.</i></p> <p>Person was into the office about his neighbor pilling up refuse on his property line</p> <p>Person was in to complain about his neighbor throwing refuse onto his back property line</p> | <p>Patrol made and spoke to the tenant there and he will keep them in the pen.</p> <p>Patrol made to ensure it has the proper set back</p> <p>Passed onto the building inspector</p> <p>Building inspector looked after the matter.</p> <p>Letter was sent to the property owner setting out the by-law.</p> <p>Patrol made and the person is not violating any by-law</p> <p>Copy of the by- law was presented to him</p> <p>Patrol made and spoke to the person and he will remove same</p> <p>Letter has been sent to the property owner to clean up same</p> |

|                    |  |   |
|--------------------|--|---|
|                    | <p><i>This office attended court in St. John on three different occasions this month, One to deal with traffic enforcement and Two to deal with an ongoing dog attack file.</i></p> <p><i>Also dealt with an unsightly garbage issue</i></p> |   |
| Parking (7)        | <p><i>6 Warnings were given for parking</i></p> <p><i>1 ticket paid</i></p>  |   |
| Dog Complaints (2) | <p><i>Received calls from persons about dogs off of leashes and taking liberties on their lawn.</i></p>  | <p><i>This was passed onto the animal control officer, also spoke to the party involved</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. I received a call from the RCMP of a dog bite in Milltown. I was unable to communicate with the owner so it was turned over to the By-Law office for investigation. I received numerous calls of a black lab running on King St. so far unable to catch. I received a call of a lady picking up a small blind dog on the street, I impounded the dog and later returned it to it's frantic owner. I received a call of a mother and four pups in complainants garage, which turned out to be raccoons referred tem to the wildlife people. I impounded a lab mix dog and impounded same, owner not located as of yet..

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

| <b>BUILDING INSPECTION 2019</b> | <b>2019</b>      | <b>2018</b>        | <b>2019</b>           | <b>2018</b>         | <b>2019</b>         | <b>2018</b>         | <b>2019</b>           | <b>2018</b>           |
|---------------------------------|------------------|--------------------|-----------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|
| <b>MAY</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                | 0                  | \$120,000.00          | \$0.00              | 2                   | 6                   | \$350,000.00          | \$560,200.00          |
| Residential Renos/Additions     | 12               | 10                 | \$31,000.00           | \$175,999.00        | 21                  | 18                  | \$175,600.00          | \$765,200.00          |
| New Com/Indus/Instit.           | 1                | 1                  | \$2,200,000.00        | \$2,500.00          | 1                   | 1                   | \$7,544,000.00        | \$3,000.00            |
| Com./Indus./Inst. Renos         | 3                | 4                  | \$96,000.00           | \$62,000.00         | 11                  | 8                   | \$488,000.00          | \$185,000.00          |
| Institutional                   | 0                | 3                  | \$0.00                | \$22,500.00         | 0                   | 3                   | \$0.00                | \$179,000.00          |
| Demolition                      | 0                | 1                  | \$0.00                | \$700.00            | 0                   | 1                   | \$0.00                | \$96,690.00           |
| <b>TOTALS</b>                   | <b>17</b>        | <b>19</b>          | <b>\$2,447,000.00</b> | <b>\$263,699.00</b> | <b>35</b>           | <b>37</b>           | <b>\$8,557,600.00</b> | <b>\$1,789,090.00</b> |
|                                 | <b>Cur. Mth</b>  |                    |                       |                     |                     |                     |                       |                       |
| Demolition Permits              | 0                | N/A                |                       |                     |                     |                     |                       |                       |
| Stop Work Orders Issued         | 1                | N/A                |                       |                     |                     |                     |                       |                       |
| Pre-site Inspections            | 24               | N/A                |                       |                     |                     |                     |                       |                       |
| Electrical waivers issued       | 1                | N/A                |                       |                     |                     |                     |                       |                       |
| Active Unsightly Premises       | 7                | N/A                |                       |                     |                     |                     |                       |                       |
| Sign Permits                    | 4                | N/A                |                       |                     |                     |                     |                       |                       |



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Jeremy McShane, Operations/Maintenance Coordinator  
**Resource Staff:** Kari Kluke and Nikki Mott  
**Date of Meeting:** June 12<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 will be out from June 12<sup>th</sup> till June 29<sup>th</sup>.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Attended annual Recreation NB conference in St John.
6. Attending FRPA meeting June 14<sup>th</sup>.
7. 4 on 4 Ice dogs hockey tournament June 8<sup>th</sup>

### **Aquatics Department**

1. Re-certified 8 lifeguards with their Workplace Standard First Aid on June 1st. Offering another course on June 14th with another 8 candidates.
2. Started a National Lifeguard Pool course with 5 candidates on June 2nd. Exam will take place June 24th.
3. Preparing Milltown Pool for opening on June 24th. Booking rentals for schools the week of the 18th.
4. Ordered tennis balls, pick-up ball roller and T-shirt's for the Road Runners tennis camp.
5. Spring swimming lessons session ending June 15th.

### **Administration/Accounting**

1. **Monthly Projects**
  - a. Prepared Accounts Receivable and Revenue Reports and submitted to Financial Coordinator.
  - b. Processed deposits and reconciled daily shifts.
  - c. Sent monthly invoices to various organizations.

- d. Hired and trained a summer student.
- e. Processed Employee Membership Applications.

**2. Statistics:**

- a. Approximately 1931 membership check-ins were recorded for the month.
- b. Approximately 114 monthly memberships, 49 annual memberships, and 20 group membership were purchased/renewed throughout the month.
- c. Approximately 50 punch cards sold throughout the month.

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

DATE: June 24, 2019

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

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

**BY-LAW NO. T-7 - A BY-LAW TO STOP UP AND CLOSE A PORTION OF BUDD AVENUE – SECOND READING – READING IN ITS ENTIRETY**

THAT By-Law No. T-7, "A By-Law to Stop Up and Close a Portion of Budd Avenue" – be given Second Reading – Reading in its Entirety.

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

DATE: June 24, 2019

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

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

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

THAT By-Law No. T-7, "A By-Law to Stop Up and Close a Portion of Budd Avenue" – be given Third and Final Reading – Short Title Only.





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” – SECOND READING – READING IN ITS ENTIRETY**

THAT 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 given Second Reading – Reading in its Entirety.



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

DATE: June 24, 2019

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

THAT the Royal Canadian Mounted Police May 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  
May 2019**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **May 1, 2019 to May 31<sup>st</sup>, 2019 inclusive**. During this time period, the RCMP responded to **319** calls for service within the Municipality of St. Stephen.

**TRAFFIC**

|  |    |
|--|----|
| Check stops.....   | 26 |
| Driving While Disqualified or License Suspension.....                    | 4  |
| 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..... | 12 |
| Off-Road Vehicle Act – Offences Only.....                                | 3  |
| Traffic Collision – Non-Fatal Injury.....                                | 2  |
| Traffic Collision – Property Damage – Non-Reportable.....                | 4  |
| Traffic Collision – Property Damage – Reportable.....                    | 1  |
| Traffic Tickets.....   | 26 |
| Traffic Warnings.....  | 4  |

**PROVINCIAL STATUTES:**

|  |   |
|--|---|
| False/Abandoned 911.....                                   | 7 |
| Family Relations Act – Other Activities.....               | 2 |
| Intoxicated Persons Detention Act.....                     | 2 |
| Liquor Act – Offences Only.....                            | 1 |
| Mental Health Act.....                                     | 3 |
| Trespass Act – Provincial/Territorial – Offences Only..... | 3 |
| Youth Criminal Justice Act – Offences Only.....            | 2 |

**CRIMINAL CODE:**

|   |   |
|---|---|
| Assault.....  | 3 |
| Breach of Peace .....   | 1 |
| Breach of Recognizance – other 811 CC.....                          | 1 |
| Break and Enter – Business.....                                     | 1 |
| Criminal Harassment .....   | 1 |
| Disturbing the peace/Causing a disturbance.....                     | 2 |
| Fail to comply probation order.....                                 | 1 |
| Harassing communications .....                                      | 2 |
| Mischief – Damage to, or Obstruct enjoyment of property.....        | 7 |
| Operation while impaired (alcohol)/over 80mg% of Motor Vehicle..... | 1 |
| Operation while impaired (drugs) of Motor Vehicle.....              | 1 |
| Other theft under \$5000.....                                       | 6 |
| Sexual Assault.....   | 2 |
| Theft under/equal to \$5000 from a motor vehicle .....              | 1 |
| Unsafe storage of firearms.....                                     | 1 |

**OTHER FEDERAL STATUTES:**

|  |   |
|--|---|
| Canada Health Act – Other Activities .....           | 1 |
| Firearms Act – Other Activities.....                 | 1 |
| Importation/Exportation – Schedule IV 6(1) CDSA..... | 1 |

**OTHER INVESTIGATIONS:**

|  |     |
|--|-----|
| Animal Calls.....  | 3   |
| Assistance to Canadian Federal Dept/Agency .....           | 5   |
| Assistance to Canadian Police (non-RCMP).....              | 2   |
| Assistance to Canadian Provincial/Territorial Agency ..... | 7   |
| Assistance to General Public .....                         | 14  |
| Assistance to Non-Government Canadian Agency .....         | 4   |
| Assistance to US Police Agency (except FBI).....           | 1   |
| Crime Prevention .....                                     | 2   |
| False Alarms.....  | 6   |
| Information File.....                                      | 3   |
| Items Lost/Found – except Passports .....                  | 3   |
| Offender Management.....                                   | 3   |
| Police Certificates/Letters .....                          | 114 |
| Suspicious Person/Vehicle/Property .....                   | 6   |
| Unfounded.....   | 6   |
| Wellbeing Check.....                                       | 1   |

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

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

DATE: June 24, 2019

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

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

**RENAMING OF A PORTION OF PROGRESS DRIVE**

THAT the Council of the Town of St. Stephen approves the request from Tidal Health Solutions Ltd. for the renaming of a portion of Progress Drive, highlighted on the attached Plan of Survey, as "Tidal Way"



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

DATE: June 24, 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: June 24, 2019

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

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

**ENGAGEMENT LETTER – MRSB CHARTERED PROFESSIONAL ACCOUNTANTS**

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to sign an engagement letter, retroactively to June 13, 2019, with MRSB Chartered Professional Accountants of Prince Edward Island to provide Sales and Commodity Tax Consultation Services related to the potential relocation of municipal administrative offices to the Garcelon Civic Center for the estimated fee of \$3,000.00 (three thousand dollars), plus HST

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

DATE: June 24, 2019

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

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

**AWARDING OF TENDER: GARCELON INTERIOR FIT-UP -- ST. STEPHEN, NB --  
TENDER # TOSS19-06**

THAT of the four (4) tenders received, the low tender of \$405,000 (four hundred and five thousand dollars), plus HST, from King Construction Ltd. of Hanwell, NB, for the Garcelon Interior Fit-Up (renovation project) for the relocation of municipal administrative offices to the Garcelon Civic Center be accepted contingent on results satisfactory to the Chief Administrative Officer and Treasurer, jointly, of the review of potential tax implications related to the proposed relocation of Town Hall.

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

**DATE:** June 24, 2019

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

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

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

**THAT** Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective July 1, 2019 and expiring June 30, 2020.

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

DATE: June 24, 2019

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

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

**PURCHASE AND SALE – PID # 15035165 (Route 170)**

**WHEREAS** the Council of the Town of St. Stephen, at its closed session on May 15, 2019, as per Section 68(1)(d) of the NB *Local Governance Act*, directed the Chief Administrative Officer to negotiate terms of an Agreement of Purchase and Sale with Valley Auto Parts Ltd. for the purchase of town-owned property known as PID # 15035165 situate at Route 170, Dufferin;

**AND WHEREAS** the Council of the Town of St. Stephen and Valley Auto Parts Ltd. have agreed to terms of an Agreement of Purchase and Sale, in the form presented to Council at its closed session on June 12, 2019, as per Section 68(1)(d) of the NB *Local Governance Act*, for the above-noted property;

**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 Valley Auto Parts 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: June 24, 2019

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

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

**PURCHASE AND SALE – PORTION OF PID # 15021918 (Land Behind Old Town Hall Building)**

**WHEREAS** the Council of the Town of St. Stephen, at its closed session on April 17, 2019, as per Section 68(1)(d) of the NB *Local Governance Act*, directed the Chief Administrative Officer to negotiate terms of an Agreement of Purchase and Sale with Heritage Resources Inc. for the purchase of a portion of town-owned property known as PID # 15021918;

**AND WHEREAS** the Council of the Town of St. Stephen and Heritage Resources Inc. have agreed to terms of an Agreement of Purchase and Sale, in the form presented to Council at its closed session on June 12, 2019, as per Section 68(1)(d) of the NB *Local Governance Act*, for a portion of the above-noted property;

**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 Heritage Resources Inc., 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: June 24, 2019

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.