

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 26, 2018 @ 7:00 P.M.

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 22, 2018
 - (b) Special Council Meeting – November 14, 2018
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Thank you card from the Richardson Family.
 - (b) Thank you card from “A Walk to Remember 2018” Committee.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committee of Council Meeting – November 14, 2018
 - (b) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – November 14, 2018

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Parks and Recreation Department
- (e) Fire Department
- (f) By-Laws and Building Inspection Services
- (g) Development / Property Management Office
- (h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-7.13 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – First Reading – Short Title Only
- (b) By-Law No. A-7.13 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Organizational Review and Workplace Evaluation
- (c) Change of Date: December 2018 Regular Town Council Meeting
- (d) Approval of Music: Joint Christmas Promotion Committee
- (e) Dialogue NB Communities Program
- (f) Truck Replacement – Transportation Services

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on October 22, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 22, 2018 @ 7:00 P.M.

1 MOMENT OF SILENCE

Mayor MacEachern requested a moment of silence.

2. RECORDING OF ATTENDANCE

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

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Harding
Seconded by Councillor Hyslop

202/18 **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

There were no petitions/presentations/proclamations.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

203/18 **THAT** the Minutes of the Regular Council meeting held on September 24, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

204/18 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2018 be received.

CARRIED

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

205/18 **THAT** the paid bills in the amount of \$746,640.63 (seven hundred and forty-six thousand, six hundred and forty dollars and sixty-three cents) be received.

CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Harding

Seconded by Councillor Parker

206/18 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on October 10, 2018 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

207/18 **THAT** the Minutes of the Committee of Council meeting held on October 16, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding

Seconded by Councillor Parker

208/18 **THAT** the following staff reports for the month of September 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Wheaton

209/18 **THAT** the Royal Canadian Mounted Police September 2018 report for the St. Stephen Municipal Post, District # 1. be received for information and filed.
CARRIED

EASTERN CHARLOTTE WATERWAYS INC. – PARTNERS FOR CLIMATE PROTECTION

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

210/18 **WHEREAS** the Council of the Town of St. Stephen, at its Regular Session on May 23, 2017, endorsed the recommendation by Eastern Charlotte Waterways Inc., and the Partners for Climate Protection (PCP) program, of committing to reducing its greenhouse gas emissions from its municipal operations by thirty percent (30%) below 2015 levels (the baseline year) by the year 2030;

AND WHEREAS the Council of the Town of St. Stephen, at the above-noted Regular Session, agreed to continue to partner with Eastern Charlotte Waterways Inc. for the development of the town's Local Action Plan, contingent upon successful funding applications;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen identifies Councillors Ken Parker and David Hyslop to serve on a Steering Committee with Eastern Charlotte Waterways Inc. to assist with the development of a Local Action Plan. Town Administrative support will be provided by the Director of Operations. **CARRIED**

APPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

- 211/18** **THAT** Elva Hatt be appointed to the Board of Trustees of the St. Croix Public Library for a two (2) year term effective November 1, 2018 and expiring October 31, 2020. **CARRIED**

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

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 212/18** **THAT** based on the results of the tender for waterfront revitalization, Dillon Project No. 18-7081 (SCF Project No. 6920-2066) opened on August 13, 2018, all received bids were in excess of available funding and, therefore, the tender will not be awarded.

AND THAT the Council of the Town of St. Stephen accepts the recommendation of Dillion Consulting Limited to retender in late winter 2019. **CARRIED**

COLLECTIVE AGREEMENT BETWEEN THE TOWN OF ST. STEPHEN AND CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL UNION NO. 770

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

- 213/18** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into the four (4) year Collective Agreement with CUPE Local Union No. 770 retroactive to January 1, 2018 and expiring on December 31, 2022, as recommended by the negotiating team and in the form presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the Business Improvement Area (BIA) annual general meeting.
- Attended a BIA regular monthly meeting.
- Attended the Beacon Waterfront Apartments' open house.
- Attended an event planning meeting with the Aces.
- Attended the Business Gala hosted by the St. Stephen Area Chamber of Commerce.

- Attended all Town meetings.

Councillor Hyslop

- As a member of the Canada 1st Basketball Committee, attended the reception at 8 King Street to celebrate the 125th anniversary of the first basketball game played in St. Stephen on possibly the oldest court in the world.
- Plans to attend the Charlotte County Museum's annual general meeting on October 24th @ 6:30 p.m.
- Plans to attend a meeting with the Eastern Charlotte Waterways on October 23rd @ 3:00 p.m.
- Attended all Town meetings.

Councillor Parker

- Attended all Town meetings.
- Attended the Chamber of Commerce Business Gala.
- Plans to attend a meeting in the near future with respect to composters.
- Plans to attend a meeting with the Eastern Charlotte Waterways on October 23rd @ 3:00 p.m.

Councillor Wheaton

- Attended all Town meetings.
- Participated in the "Big Bike" Heart and Stroke Foundation annual fundraiser.
- Attended a Chocolate Fest meeting.
- Attended several Southwest NB Transit Authority board meetings.
- As a Planning Committee member, invited Council to attend the Transportation Forum at the W. C. O'Neill Arena in St. Andrews on October 30th from 10:00 a.m. – 2:00 p.m. hosted by Southwest NB Transit Authority.
- Attended the annual Union of Municipalities of New Brunswick annual conference in Fredericton.
- Volunteered at the Charlotte County Hospital Radiothon.
- Attended the "Lunch and Learn – You're Hired, You're Fired" at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Attended the reception at 8 King Street to celebrate the 125th anniversary of the first basketball game played in St. Stephen on possibly the oldest court in the world.
- Attended a session on "Culture, Identity and Belonging" presented by the Multicultural Association of Charlotte County.
- Attended the Business Gala hosted by the St. Stephen Area Chamber of Commerce.
- Attended a Christmas Promotion meeting.

Councillor Harding

- Attended all Town meetings.
- Attended the Business Gala hosted by the St. Stephen Area Chamber of Commerce.

Councillor Chisholm

- Attended a budget meeting with the Chief Administrative Officer
- Attended all Town meetings.

Mayor MacEachern

- Attended the annual Union of Municipalities of New Brunswick annual conference in Fredericton.
- Participated in the Charlotte County Hospital Radiothon.
- Attended the "Lunch and Learn – You're Hired, You're Fired" at the Garcelon Civic Center hosted by the St. Stephen Area Chamber of Commerce.
- Toured the world's largest freezer vessel recently docked at Bayside Port.
- Attended the reception at 8 King Street to celebrate the 125th anniversary of the first basketball game played in St. Stephen on possibly the oldest court in the world.
- Attended the Business Gala hosted by the St. Stephen Area Chamber of Commerce.
- Participated in the "Big Bike" Heart and Stroke Foundation annual fundraiser.

16. QUESTION PERIOD

There were no questions from the public and Krisi Marples, editor of *The Saint Croix Courier* and *Courier Weekend*, had no questions or comments.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

214/18 **THAT** the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*.

The Council came out of closed session at 8:35 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

215/18 THAT the meeting adjourn at 8:35 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, OCTOBER 22, 2018 @ 7:00 P.M.

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 - 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 – October 10, 2018
 - (b) Committee of Council Meeting – October 16, 2018

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Parks and Recreation Department
- (e) Fire Department
- (f) By-Laws and Building Inspection Services
- (g) Development / Property Management Office
- (h) Garcelon Civic Center

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Eastern Charlotte Waterways Inc. – Partners for Climate Protection
- (c) Appointment – St. Croix Public Library Board
- (d) Tender: Waterfront Revitalization Project – St. Stephen, NB, Dillon Project No. 18-7081 (SCF Project No. 6920-2066)
- (e) Collective Agreement between the Town of St. Stephen and Canadian Union of Public Employees (CUPE) Local Union No. 770

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

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

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on November 14, 2018 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, NOVEMBER 14, 2018 @ 5:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

216/18 **THAT** the Agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

- (i) **Teed Saunders Doyle & Co.** – Peter Logan, Auditor, presented the 2017 Audited Financial Statements. He commended the Treasurer and his staff for their preparation.

5. **NEW BUSINESS**

2017 AUDITED FINANCIAL STATEMENTS

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

217/18 **THAT** the 2017 Audited Financial Statements be approved as presented.
CARRIED

6. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

218/18

THAT the meeting adjourn at 5:08 p.m. CARRIED

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
WEDNESDAY, NOVEMBER 14, 2018 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (i) Teed Saunders Doyle & Co. – Presentation of 2017 Audited Financial Statements.

5. NEW BUSINESS
 - (i) 2017 Audited Financial Statements

6. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2018 be received.

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

	Actual To Date For the Eight Months Ending August 31, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Taxes	3,571,177	5,356,765	\$1,785,588	87%
Services Provided to Other Governments	136,092	253,708	117,616	54%
Sale of Services	342,107	605,134	263,027	57%
Other Revenue From Own Sources	142,198	195,842	53,644	73%
Unconditional Grants	1,023,316	1,442,611	419,295	71%
Conditional Transfers	16,004	4,200	(11,804)	381%
Other Transfers	1,015,186	1,492,537	477,351	68%
Total Revenue	6,246,080	9,350,797	3,104,717	67%
Expenditure				
General Government Services	727,439	1,044,472	317,033	70%
Protective Services	1,223,483	2,260,064	1,036,581	54%
Transportation Services	1,253,205	1,938,884	685,679	65%
Environmental Health Services	164,780	247,794	83,014	66%
Environmental Development Services	192,993	292,874	99,881	66%
Recreational and Cultural Services	1,278,202	1,929,757	651,555	66%
Fiscal Services	643,287	1,628,952	985,665	39%
Other	(10,128)	8,000	18,128	-127%
Total Expenditures	5,473,261	9,350,797	3,877,536	59%
Surplus (Deficit)	\$772,819	\$0		

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

	Actual To Date For the Eight Months Ending August 31, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,135,143	\$2,065,570	\$930,427	55%
Other Revenue From Own Source	136,528	200,300	63,772	68%
Other Transfers	59,681	89,521	29,840	67%
Total Revenue	<u>1,331,352</u>	<u>2,355,391</u>	<u>1,024,039</u>	57%
Expenditures				
Water Supply	696,214	1,081,783	385,569	64%
Sewerage Collection and Disposal	447,832	726,650	278,818	62%
Fiscal Services	402,093	546,958	144,865	74%
Total Expenditures	<u>1,546,139</u>	<u>2,355,391</u>	<u>809,252</u>	66%
Surplus (Deficit)	<u>(\$214,787)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,250,527.75 (one million, two hundred and fifty thousand, five hundred and twenty-seven dollars and seventy-five cents) be received.

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

Visa:

September, 2018

Allan MacEachern (Airport: Petroleum Site License; Maxwell Crossing: Petroleum Site Storage License)	110.00
Jeff Renaud (General Government: CAO Travel, Civic Relations; Fire: Equipment Maintenance)	1,091.75
Civic Center (Civic Center: Canteen Supplies, Office Supplies, Small Equipment Purchase, Arena Training and Development; Parks: Supplies, Pool Supplies)	3,385.73

Service New Brunswick, 2018

August, 2018

Invoice #1140647 (Payment Acceptance Fees for payments made through Service New Brunswick)	576.84
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September, 2018

Invoice #1150973 (Payment Acceptance Fees for payments made through Service New Brunswick)	119.57
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Chamber of Commerce Group Insurance Plan, 2018

October, 2018

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,009.66
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	9,387.15

Total **\$ 21,680.70**

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

August 2018

Dillon Consulting Limited (Engineering - Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street) - Project No. 187576, Cheque #116)	\$	41,520.75
Town of St. Stephen (Utility Operating Fund - Fund Transfer, Cheque #1169)	\$	106.30

September 2018

Town of St. Stephen (Utility Operating Fund - Fund Transfer, Cheque #1173)	\$	1,653.14
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October 2018

Town of St. Stephen (Utility Operating Fund - Fund Transfer, Cheque #1175)	\$	3,333.61
		<hr/>
	\$	46,613.80
		<hr/>

TOWN OF ST. STEPHEN BILLS PAID (CHARLES F. TODD TRUST FUND):

October 2018

Royal Canadian Legion, Milltown Branch No. 48 (Poppy Fund - 2018 Income Distribution, Cheque #91)	200.00
Total	<u>\$ 200.00</u>

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 007494 dated between 10/01/2018 and 10/31/2018

CHEQUE REGISTER

Printed: 1:26:19PM 11/21/2018

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Number	Issued	Amount	SC	Status	Status Date
007397	10/02/2018 CANADIAN TIRE	118.63	A/P	CLEARED	10/31/2018
	N16577329 WS-SOURCE-LADDER & PLATFORM	80.43			
	N16577376 SCD-DISPOSAL-FITTINGS	6.18			
	N16577988 SCD-DISPOSAL-WIRE CONNECTOR	32.02			
007398	10/02/2018 GREENLAW'S GARAGE LTD.	333.50	A/P	CLEARED	10/31/2018
	4001 WS-#305-A/C RECHARGE	333.50			
007399	10/02/2018 KEITH'S BUILDING SUPPLIES	85.06	A/P	CLEARED	10/31/2018
	177447 WS-TRANS&DIST-PICK HEAD, PICK	48.28			
	177494 SCD-DISPOSAL-HARDWARE CLOTH	14.94			
	178250 WS-TRANS&DIST-SHOVEL	21.84			
007400	10/02/2018 KENT BUILDING SUPPLIES	27.06	A/P	CLEARED	10/31/2018
	1444786 SCD-DISPOSAL-ANCR/WEDGES, HE	27.06			
007401	10/02/2018 N. B. ELECTRIC POWER	152.33	A/P	CLEARED	10/31/2018
	61204006SEP18 SCD-2-216KINGST-LIFT STATION	152.33			
007402	10/02/2018 PITNEY WORKS	1,218.12	A/P	CLEARED	10/31/2018
	JULY232018UTI WS/SCD-ADMIN-POSTAGE METER F	1,218.12			
007403	10/02/2018 SOUTHWEST CONCRETE & CONS LTD	50,255.00	A/P	CLEARED	10/31/2018
	IN000005155 WS-HAPPYVALLEY-LIVE TAP	50,255.00			
007404	10/11/2018 ALL GAS TANKS	32.14	A/P	CLEARED	10/31/2018
	95385 WS-SOURCE-CHISEL BLADE	32.14			
007405	10/11/2018 BELL MOBILITY INC.	687.90	A/P	CLEARED	10/31/2018
	523889487SEPUTI WS/SCD-CELL PHONE CHARGES	687.90			
007406	10/11/2018 BERNIE MCFARLANE ELECTRICAL	765.00	A/P	OUT-STD	10/11/2018
	001 WS-SOURCE-CONTRACT PRICE	765.00			
007407	10/11/2018 BRENNTAG CANADA INC.	5,198.35	A/P	CLEARED	10/31/2018
	10925256 WS-SOURCE-CHLORINE	6,564.76			
	40828105 SCD-DISPOSAL-EMPTY CYLINDER F	-2,760.00			
	40914496 WS-SOURCE-CHLORINE	6,562.26			
	40920909 WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
	40926611 WS-SOURCE-EMPTY CHLORINE CYI	-3,680.00			
	40928145 SCD-DISPOSAL-CHLORINE NSE	4,951.33			
	40928815 SCD-DISPOSAL-EMPTY CLYLINDER	-2,760.00			
007409	10/11/2018 CANADIAN SPRINGS	3.45	A/P	CLEARED	10/31/2018
	9926454150 WS-SOURCE-WATER	3.45			
007410	10/11/2018 CINTAS CANADA LIMITED	565.02	A/P	CLEARED	10/31/2018
	5011650410 WS-TRANS&DIST-FIRST AID SUPPLI	565.02			
007411	10/11/2018 COX ELECTRONICS & COMMUNICATIONS	28.74	A/P	CLEARED	10/31/2018
	1-020963 WS-SOURCE-PHONE CORD FOR CE	28.74			
007412	10/11/2018 HERBIE JESSO	132.23	A/P	CLEARED	10/31/2018
	CLOTHINGALLOW WS-STC-CLOTHING ALLOWANCE	132.23			
007413	10/11/2018 JAMER MATERIALS LTD.	1,547.32	A/P	CLEARED	10/31/2018
	3673 WS-TRANS&DIST-STONE, GRAVEL	1,547.32			
007414	10/11/2018 KEITH'S BUILDING SUPPLIES	65.54	A/P	CLEARED	10/31/2018
	178912 WS-TRANS&DIST-PINCH POINT BAR	65.54			
007415	10/11/2018 NORTHERN CONSTRUCTION INC.	15,385.39	A/P	CLEARED	10/31/2018
	00001340 SCD-DISPOSAL-ASPHALT	2,814.06			
	00001388 WS-STC-ASPHALT	12,571.33			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 007494 dated between 10/01/2018 and 10/31/2018

CHEQUE REGISTER

Printed: 1:26:19PM 11/21/2018

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Number	Issued	Amount	SC	Status	Status Date
007416	10/11/2018 NULANTIC WATER INC. NUI00597 SCD-DISPOSAL-PM KIT, 500PPD, TU	269.95 269.95	A/P	CLEARED	10/31/2018
007417	10/11/2018 OK TIRE & AUTO SERVICE IN046658 WS-#102-BALANCE TIRES	79.49 79.49	A/P	CLEARED	10/31/2018
007418	10/11/2018 PUROLATOR COURIER LTD. 439041830* SCD-DISPOSAL-TO NULANTIC WATE	43.77 43.77	A/P	CLEARED	10/31/2018
007419	10/11/2018 SCP DISTRIBUTORS INC CANADA FF001687 WS-SOURCE-EMPTY CLYINDER RE FF006293 WS-SOURCE-CHLORINE GAS FF006551 WS-TRANS&DIST-EMPTY CHLORINE	286.35 -736.00 1,390.35 -368.00	A/P	CLEARED	10/31/2018
007420	10/11/2018 SOURCE ATLANTIC 3014884 SCD-DISPOSAL-CLOTHING ALLOWA	206.99 206.99	A/P	CLEARED	10/31/2018
007421	10/11/2018 SOUTHERN SANITATION LTD. 159385 WS-PUMP HOUSE-GARBAGE COLLE	316.25 316.25	A/P	CLEARED	10/31/2018
007422	10/11/2018 STATIONERY PLUS 33960* WS/SCD-TOWNHALL-PENS, CALCUL 35657* WS/SCD-TOWNHALL-FACIAL TISSUI 35698* WS/SCD-TOWN HALL- EVELOPES, B 36173 WS-UTILITY-#9 ENVELOPES FOR UT 36225* WS/SCD-TOWNHALL-FOLDER, FILE	302.62 77.03 24.73 217.10 -80.48 64.24	A/P	CLEARED	10/31/2018
007423	10/11/2018 THOMAS INDUSTRIAL SALES 30041 WS-TRANS&DIST-AIR VALVES	1,500.75 1,500.75	A/P	CLEARED	10/31/2018
007424	10/11/2018 THOMAS CONNICK 106 WS-SOURCE-WATER TOWER MOWI	275.00 275.00	A/P	CLEARED	10/31/2018
007425	10/11/2018 XPLORNET INV23783519 WS-MAXWELLCROSSING-SATELLIT	129.19 129.19	A/P	CLEARED	10/31/2018
007426	10/11/2018 CANADIAN TIRE N16410086 WS-TRANS&DIST-ALIGNMENT, DOO N16577389 WS-SOURCE-SOCKET SET N16882223 WS-TRANS&DIST-DOLLY N16882278 WS-#102-OIL N16882283 SCD-DISPOSAL-TAPE MEASURE N16882284 WS-TRANS&DIST-CIL GG SSX N16882324 SCD-DISPOSAL-KNIFE N16882329 WS-SOURCE-SPRAY 9, COMET, CLF N16882339 SCD-DISPOSAL-WHEELS N16882350 WS-SOURCE-GLASS CLEANER, BAT N16882361 WS-TRANS&DIST-SCREW DRIVERS	1,023.41 128.19 149.44 109.19 251.09 34.49 104.79 40.80 40.66 21.83 94.10 48.83	A/P	CLEARED	10/31/2018
007447	10/18/2018 BELL ALIANT 11366812SEP18 WS-SOURCE-PUMP STATION 19002807SEP18 SCD-DISPOSAL-WASTERWATER TR	311.10 136.38 174.72	A/P	CLEARED	10/31/2018
007448	10/18/2018 CREIGHTON-CARTER LTD. 961-459993 WS-#305-PIPE DF ASSY 961-460064 WS-#305-FOG LIGHT BULB 961-460739 SCD-DISPOSAL-HYDRAULIC HOSE, 961-461047 WS-#8-COUPPLINGS, HYD HOSES, IN 961-461856 SCD-#4-OIL FILTER, AIR FILTER	277.03 65.47 11.64 38.39 80.73 80.80	A/P	CLEARED	10/31/2018
007449	10/18/2018 EMCO CORPORATION	14,144.21	A/P	CLEARED	10/31/2018

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 007494 dated between 10/01/2018 and 10/31/2018

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Number	Issued		Amount	SC	Status	Status Date
	12509534-01	WS-SOURCE-COUPPLINGS	1,517.38			
	12509742-00	WS-SOURCE-SS INS F/PE, GATE VA	675.74			
	12509742-01	WS-SOURCE-PULLING CABLE	211.95			
	12509747-00	WS-SOURCE-VALVES, COUPLINGS,	774.80			
	12509747-01	WS-SOURCE-VALVES, ADAPTORS, (3,578.48			
	12509747-02	WS-SOURCE-ADPT CB-MIP	237.59			
	12509747-03	WS-TRANS&DIST-ADAPTERS	2,034.17			
	12509748-00	WS-TRANS&DIST-PUMPER CAPS, H	4,523.85			
	12509750-00	WS-SOURCE-COUPPLINGS	478.63			
	12509772-00	WS-SOURCE-BALL VALVES	111.62			
007450	10/18/2018	N. B. ELECTRIC POWER	3,428.52	A/P	CLEARED	10/31/2018
	36869807	OCT18 WS-3-119MAXWELLXING-BUILDING	857.01			
	50228902	OCT18 WS-MAXWELLXING-PUMPS	71.09			
	53473043	OCT18 WS-SOURCE-CHLORINE RESIDUAL	28.47			
	61230004	OCT18 WS-MAXWELLXING-PUMPS	2,336.50			
	82291006	OCT18 WS-SOURCE-RESERVOIR	135.45			
007451	10/18/2018	NULANTIC WATER INC.	1,124.87	A/P	CLEARED	10/31/2018
	NUI00607	SCD-DISPOSAL-SINGLE REMOTE MI	1,124.87			
007452	10/18/2018	PITNEY WORKS	1,891.97	A/P	OUT-STD	10/18/2018
	SEPTEMBER132018	UTI WS/SCD-POSTAGE METER REFILL	1,891.97			
007453	10/18/2018	RESEARCH & PRODUCTIVITY COUNCIL	1,731.04	A/P	CLEARED	10/31/2018
	224762*	WS-SOURCE-DRINKING WATER LAE	277.81			
	237707	WS-SOURCE-DRINKING WATER LAE	72.37			
	237816	WS-SOURCE-DRINKING WATER LAE	72.37			
	237971	WS-SOURCE-DRINKING WATER LAE	291.81			
	238038	WS-SOURCE-DRINKING WATER LAE	277.81			
	238102	WS-SOURCE-DRINKING WATER LAE	322.16			
	238129	WS-SOURCE-DRINKING WATER LAE	416.71			
007454	10/18/2018	THE PANEL SHOP	884.12	A/P	CLEARED	10/31/2018
	ITPS002564	SCD-DISPOSAL-SCADA TROUBLES	884.12			
007455	10/18/2018	CHLORATECH INC.	94.06	A/P	CLEARED	10/31/2018
	103161	WS-SOURCE-SABLE GRIT	94.06			
007456	10/25/2018	CUSTOM EMBROIDERY PLUS	118.78	A/P	OUT-STD	10/25/2018
	530	SCD-DISPOSAL-EMBROIDERED T-SI	80.78			
	541	SCD-DISPOSAL-EMBROIDERED HAT	38.00			
007457	10/25/2018	GULLISON'S COURIER SERVICE	138.00	A/P	CLEARED	10/31/2018
	252040	WS-SOURCE-TO RPC	34.50			
	252080	WS-SOURCE-TO RPC	34.50			
	458142	WS-SOURCE-TO RPC	34.50			
	909384	WS-SOURCE-TO RPC	34.50			
007458	10/25/2018	JAMER MATERIALS LTD.	2,493.15	A/P	CLEARED	10/31/2018
	3691	WS-TRANS&DIST-GRAVEL	2,493.15			
007459	10/25/2018	KENT BUILDING SUPPLIES	10.68	A/P	CLEARED	10/31/2018
	1469774	SCD-DISPOSAL-SCREWS	10.68			
007460	10/25/2018	MINISTER OF FINANCE <i>(Yearly Area Occupation Fee)</i>	18.38	A/P	OUT-STD	10/25/2018
	DOT08110658-2018	WS-TRANS&DIST-2018-2019 YEARL'	18.38			
007461	10/25/2018	N. B. ELECTRIC POWER	17,618.43	A/P	CLEARED	10/31/2018
	52557428	OCT18 SCD-218OLDBAYRD-WASTEWATER	13,747.91			

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Town of St. Stephen
 BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
	53123617OCT102018	SCD-STS-DECHLORINATION CHAME			
	53158875OCT102018	SCD-STS-BUDD AVE LIFT STATION			
	54807440OCT102018	SCD-STS-158A MILLTOWN BLVD. LIF			
	56356048OCT102018	SCD-STS-18 RIVERSIDE DR LIFT ST,			
	61224002OCT18	SCD-STS-358A MILLTOWN BLVD LIF			
	61236008OCT2018	SCD-STS-BUDD AVE LIFT STATION			
	76139807OCT18	SCD-STS-54 RIVERSIDE DR LIFT ST,			
	84934906OCT18	SCD-STS-6-58A RIVERSIDE DR LIFT			
	84943406OCT18	WS-STS-TODD HILL RESERVOIR			
007462	10/25/2018 NORTHERN CONSTRUCTION INC.	20,987.90	A/P	CLEARED	10/31/2018
	00001412 WS-TRANS&DIST-ASPHALT	18,283.49			
	00001426 WS-TRANS&DIST-ASPHALT	2,704.41			
007463	10/25/2018 PITNEY BOWES LEASING	724.51	A/P	OUT-STD	10/25/2018
	3200933288 WS-TOWN HALL-3RD QUARTER LEA	724.51			
007464	10/25/2018 PITNEY BOWES	269.65	A/P	OUT-STD	10/25/2018
	1009614330* WS/SCD-TOWN HALL-INK CARTRIDG	269.65			
007465	10/25/2018 RESEARCH & PRODUCTIVITY COUNCIL	575.91	A/P	CLEARED	10/31/2018
	228643 WS-SOURCE-DRINKING WATER LAE	72.37			
	228667 WS-SOURCE-DRINKING WATER LAE	72.37			
	238797 WS-SOURCE-DRINKING WATER LAE	287.50			
	238798 WS-SOURCE-DRINKING WATER LAE	71.30			
	239314 WS-SOURCE-DRINKING WATER LAE	72.37			
007466	10/25/2018 SAINT JOHN LABORATORY SERVICES LTD.	1,819.07	A/P	OUT-STD	10/25/2018
	812-18 SCD-DISPOSAL-WASTE WATER TRE	1,819.07			
007467	10/25/2018 SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	10/25/2018
	159526 WS-BUDD AVE-GARBAGE COLLECT	125.24			
007468	10/25/2018 THE PANEL SHOP	563.96	A/P	OUT-STD	10/25/2018
	ITPS002586 WS-SOURCE-PUMP ISSUES-MAXWE	563.96			
007483	10/01/2018 MEGA-LAB MANUFACTURING CO. LTD.	880.56	A/P	OUT-STD	10/01/2018
	0000149657 SCD-DISPOSAL- CAPTIVE 8	880.56			
	Cheque Totals Issued:	151,265.69			
	Void:	0.00			
	Total Cheques Generated:	151,265.69			
	Total # of Cheques Listed:	52			

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Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000038 dated between 10/01/2018 and 10/31/2018

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Number	Issued	Amount	SC	Status	Status Date
000036	10/11/2018 TOWN OF ST. STEPHEN 46000.00 GG-FUNDTRANSFER-FROM CIVIC C	46,000.00 46,000.00	A/P	OUT-STD	10/11/2018
Cheque Totals Issued:		46,000.00			
Void:		0.00			
Total Cheques Generated:		46,000.00			
Total # of Cheques Listed:		1			

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 023093 dated between 10/01/2018 and 10/31/2018

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Number	Issued	Amount	SC	Status	Status Date
022739	10/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000028075 GG-TOWNHALL-LEASE-OCT/18	5,417.62 5,417.62	A/P	OUT-STD	10/01/2018
022795	10/02/2018 ACCT #903240047015 SEPTEMBER/18 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	OUT-STD	10/02/2018
022796	10/02/2018 ACCT 8025-280 SEPTEMBER2018 LOCAL 770 UNION DUES-SEPTEMBE	1,167.08 1,167.08	A/P	OUT-STD	10/02/2018
022797	10/02/2018 ALLAN MACEACHERN NBPOWER GG-MAYOR-NB POWER IN ST. ANDF	29.20 29.20	A/P	OUT-STD	10/02/2018
022798	10/02/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002 SEPTEMBER2018 GG-MUNCIPALPLAN-SEPTEMBER/18	24,743.50 24,743.50	A/P	OUT-STD	10/02/2018
022799	10/02/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVI 18-090 PS-BUILDINSPECTOR-SEPT 16 - SEI	2,484.00 2,484.00	A/P	OUT-STD	10/02/2018
022800	10/02/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 825037 TS-STS-GAS	5,566.92 5,566.92	A/P	OUT-STD	10/02/2018
022801	10/02/2018 JEFF RENAUD SEPTEMBER2018 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	10/02/2018
022802	10/02/2018 KEITH'S BUILDING SUPPLIES 178192 TS-SHOP-SPRAY VALVE, MED FILTE	162.08 162.08	A/P	OUT-STD	10/02/2018
022803	10/02/2018 KENT BUILDING SUPPLIES 1444398 CC-ARENA-DOOR TRIM 1444642 TS-SHOP-PAINT 1444728 TS-SHOP-EYEBOLTS 1444778 CC-ARENA-SELF FEED BIT, 8SHANK 1446967 CC-ARENA-ANGLE PROF WH BRIST 1454226 RC-ELMSTNATUREPARK-HEX NUTS 1454768 RC-PARKS-3" BI-METAL HOLE SAW 1455582 TS-SHOP-PROPANE EXCHANGE 1457975 RC-PARKS-U-BOLTS, DECK SCREW	1,126.91 303.53 131.35 23.30 110.00 84.97 33.45 19.78 28.69 391.84	A/P	OUT-STD	10/02/2018
022805	10/02/2018 MARION JAMER 88.00 PS-FIRE-EMERGENCY DRIVING TRA	88.00 88.00	A/P	OUT-STD	10/02/2018
022806	10/02/2018 MICHELLE VEST 1528.89 CC-CANTEEN-SUPPLIES FOODSAFETYCOURSE CC-CANTEEN-FOOD SAFETY TRAIN	2,338.89 1,528.89 810.00	A/P	OUT-STD	10/02/2018
022807	10/02/2018 MIDLAND COURIER 9784180 PS-FIRE-TO LEVITT SAFETY, MARC	108.05 108.05	A/P	OUT-STD	10/02/2018
022808	10/02/2018 N. B. ELECTRIC POWER 10126106SEP18 TS-XINGLIGHTS-KING ST 19055406SEP18 RC-ARENA-ELECTRICITY 54253127SEP18 CC-BUILDING-ELECTRICITY 54653258SEP18 TS-KING/SUPERSTORE-TRAFFIC LIK	28,599.54 26.21 361.19 28,156.35 55.79	A/P	OUT-STD	10/02/2018
022809	10/02/2018 O'CONNELL MIKE SEPTEMBER2018 RC-RECREATIONDIRECTOR-MONTI	200.00 200.00	A/P	OUT-STD	10/02/2018
022810	10/02/2018 PAYROLL TRANSFER WEEK392018 GG-TRANSFER-SEPT 14-SEPT 27/18	69,428.00 69,428.00	A/P	OUT-STD	10/02/2018
022811	10/02/2018 PITNEY WORKS JULY232018CC CC-ADMIN-POSTAGE METER REFILI JULY232018GG GG/PS-ADMIN-POSTAGE METER RE	201.23 2.29 198.94	A/P	OUT-STD	10/02/2018

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
022812	10/02/2018 RECEIVER GENERAL FOR CANADA WEEK392018 GG-REMITTANCE-SEPT 14 - SEPT 2	31,136.29 31,136.29	A/P	OUT-STD	10/02/2018
022813	10/02/2018 SAKO INDUSTRIAL SUPPLY 17005 PS-FIRE-OMNI GUARD	327.75 327.75	A/P	OUT-STD	10/02/2018
022814	10/02/2018 SHANNON MICHAEL WEEK402018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/02/2018
022815	10/02/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 27520 GG-TURNINGTHECORNER-CARDS, I 28188 GG-TURNINGTHECORNER-ENVELO	227.99 108.39 119.60	A/P	OUT-STD	10/02/2018
022816	10/02/2018 ST. CROIX PUBLIC LIBRARY OCT-DEC/18 GG-GRANT-OCT-DEC/18	9,431.75 9,431.75	A/P	OUT-STD	10/02/2018
022817	10/02/2018 ST.STEPHEN DEVELOPMENT BOARD OCT-DEC/18 GG-GRANT-OCT-DEC/18	20,000.00 20,000.00	A/P	OUT-STD	10/02/2018
022818	10/02/2018 ST. STEPHEN UTILITY DEPT. SEPTEMBER2018 EMPLOYEE DEDUCTIONS-SEPTEME	40.00 40.00	A/P	OUT-STD	10/02/2018
022819	10/02/2018 STATIONERY PLUS 35989 CC-ADMIN-PAPER, FLIP CHARTS, D' 37524 CC-OFFICE-PAPER, PENS, FILE BO	227.91 125.59 102.32	A/P	OUT-STD	10/02/2018
022820	10/02/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 315585 CC-BUILDING-NATURAL GAS	454.56 454.56	A/P	OUT-STD	10/02/2018
022821	10/03/2018 BORDER INVESTIGATIONS & SECURITY INC. 14915 PS-BYLAW-SEPT 21 - SEPT 28/18 FE	966.00 966.00	A/P	OUT-STD	10/03/2018
022822	10/03/2018 MINISTER OF FINANCE WEEK402018 EMPLOYEE DEDUCTIONS-SEPT 30 -	209.30 209.30	A/P	OUT-STD	10/03/2018
022823	10/11/2018 A.E. HORNE & SON LTD. 00567161-01 PS-FIRE-LITHIUM BATTERY CUSTO	50.85 50.85	A/P	OUT-STD	10/11/2018
022824	10/11/2018 ALLAN MACEACHERN UMNB GG-MAYOR-UMNB MEETING	108.00 108.00	A/P	OUT-STD	10/11/2018
022825	10/11/2018 ARMSTRONG'S COMMUNICATION LTD. 469885 RC-MILLPOOL-ALARM SYSTEM MON	96.60 96.60	A/P	OUT-STD	10/11/2018
022826	10/11/2018 BELL MOBILITY INC. 523889487SEPPC CC-CELLPHONECHARGES-SEPT/18 523889487SEPGEN GG/PS/TS/RC-CELL PHONE CHARGE	854.56 127.72 726.84	A/P	OUT-STD	10/11/2018
022827	10/11/2018 BRUNSWICK NEWS INC 20011629 PS-FIRE-BUCKET SIT MONEY SAVEI	128.00 128.00	A/P	OUT-STD	10/11/2018
022828	10/11/2018 CANADIAN TIRE N16577384 RC-PARKS-METAL SPRAY GUN N16882202 RC-MILLPOOL-BATTERIES, CHLORII N16882203 CC-ARENA-BOOTS N16882209 TS-SHOP-GRASS SEED N16882210 RC-MILLPOOL-COMET, MOP N16882224 TS-SHOP-WATER, KEY N16882227 RC-HORT-MICRO FIBRE CLOTHES N16882236 RC-HORT-JUMPSTART 24PK H2O N18882240 CC-ARENA-ENDS FOR HOSES N16882260 TS-SHOP-EYES N16882277 RC-PARKS-WATER N16882279 RC-HORT-ANT B GONE, MIRACLE GI	837.99 80.49 68.57 114.94 183.98 26.39 84.71 41.38 76.68 29.88 6.85 76.68 37.12	A/P	OUT-STD	10/11/2018

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Number	Issued	Amount	SC	Status	Status Date
	N16882355 RC-ROD WILSON FIELD-ZINC PLATE	10.32			
022829	10/11/2018 CARQUEST	110.78	A/P	OUT-STD	10/11/2018
	14838-87806 TS-#12-FINISHING PUTTY	34.79			
	14838-88306 TS-SHOP-HOSES, COUPLINGS/ADAI	75.99			
022830	10/11/2018 CNH CAPITAL	278.30	A/P	OUT-STD	10/11/2018
	IN89118 TS-#11-HY-TRAN 5GA FLOOR	278.30			
022831	10/11/2018 CYCLE WORKS	95.64	A/P	OUT-STD	10/11/2018
	882384 PM-AIRPORT-TRACTOR SUPPLIES	95.64			
022832	10/11/2018 DEMPSEY'S PLUMBING & HEATING	112.13	A/P	OUT-STD	10/11/2018
	2888 CC-ARENA-CLEARED BLOCKAGE FF	112.13			
022833	10/11/2018 DILLON CONSULTING LIMITED	6,676.72	A/P	OUT-STD	10/11/2018
	188397 GG-MUNCIPAL ASSET MANAGEMEN	6,676.72			
022834	10/11/2018 EAGAN, BILL	130.58	A/P	OUT-STD	10/11/2018
	SEP142018 GG-CIVIC-TURNING THE CORNER	130.56			
022835	10/11/2018 EAST COAST INTERNATIONAL TRUCKS	368.68	A/P	OUT-STD	10/11/2018
	31209S TS-SHOP-FLUID INHIBITOR, 10W30 F	368.68			
022836	10/11/2018 FRONTLINE OUTFITTERS	676.41	A/P	OUT-STD	10/11/2018
	0000038353 PS-FIRE-CLOTHING ALLOWANCE	676.41			
022837	10/11/2018 GHISLAINE WHEATON	446.20	A/P	OUT-STD	10/11/2018
	UMNB GG-COUNCILLOR-UMNB MEETING	446.20			
022838	10/11/2018 HARDWARE SPECIALTY LTD.	452.81	A/P	OUT-STD	10/11/2018
	134510 CC-EXTERIOR DOORS -REKEY DOC	452.81			
022839	10/11/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP	2,727.82	A/P	OUT-STD	10/11/2018
	459522 GG-LEGAL-GENERAL	2,727.82			
022840	10/11/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	1,276.48	A/P	OUT-STD	10/11/2018
	920351 TS-ST5-DIESEL	468.60			
	928308 TS-ST5-DIESEL	806.56			
	OCTINTEREST18 TS-ST5-OCTOBER INTEREST CHAR	1.32			
022841	10/11/2018 JEFF RENAUD	386.40	A/P	OUT-STD	10/11/2018
	ICMA&UMNB GG-CAO-ICMA & UMNB MEETINGS	386.40			
022842	10/11/2018 KEM CANADA MFG	1,365.35	A/P	OUT-STD	10/11/2018
	120069 CC-BUILDING-CLEANING SUPPLIES	592.93			
	120433 TS-SHOP-DEFENSE PROTECTIVE FI	250.57			
	120482 TS-SHOP-CHAIN & CABLE LUBE, W-	311.87			
	120628 TS-SHOP-HAND CLEANER	209.98			
022843	10/11/2018 KONICA MINOLTA BUSINESS SOLUTIONS	401.44	A/P	OUT-STD	10/11/2018
	253994873 GG-TOWN-COPIER MAINTENANCE	84.54			
	253994874 CC-ADMIN-COPIER MAINTENANCE	316.90			
022844	10/11/2018 KONICA MINOLTA BUSINESS	286.68	A/P	OUT-STD	10/11/2018
	6888041 CC-COPIER-LEASE OCT 18	118.24			
	6888202 GG-TOWN HALL-COPIER LEASE-OC	168.44			
022845	10/11/2018 LIFESAVING SOCIETY - NB Branch	178.50	A/P	OUT-STD	10/11/2018
	2485 CC-POOL-CANADIAN LIFESAVING M	178.50			
022846	10/11/2018 MAYFIELD GARDENS INC.	1,634.84	A/P	OUT-STD	10/11/2018
	60 RC-HORT-FLOWER SUPPLIES	346.84			
	61 RC-FIELDS-MARKING LIME	1,288.00			
022847	10/11/2018 MCINNES COOPER	4,498.35	A/P	OUT-STD	10/11/2018
	2018021896 GG-LEGAL-BY-LAW ENFORCEMENT	768.21			

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Number	Issued	Amount	SC	Status	Status Date
	2018021907	GG-LEGAL-GENERAL			
	2018021929	GG-LEGAL-PROPERTY DAMAGE			
022848	10/11/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/11/2018
	WEEK412018	EMPLOYEE DEDUCTIONS-OCT 7 1:			
		209.30			
022849	10/11/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48	A/P	OUT-STD	10/11/2018
	419787	PM-RCMP-FLOOR MATS			
	420713	PM-RCMP-FLOOR MATS			
		46.74			
		46.74			
022850	10/11/2018 ORR ELECTRIC & ALARM LTD.	908.11	A/P	OUT-STD	10/11/2018
	3471	PM-RCMP-INTERROGATIONROOM I			
	3480	PM-LIBRARY-REPLACED BALLAST II			
	3481	TS-STG-KING STREET LIGHT REPAIR			
	3484	TS-STG-CHARLOTTE MALL STREET			
		160.70			
		111.39			
		463.52			
		172.50			
022851	10/11/2018 PAYROLL TRANSFER	67,982.00	A/P	OUT-STD	10/11/2018
	WEEK412018*	GG-TRANSFER-SEP 28-OCT 11/18			
		67,982.00			
022852	10/11/2018 PIZZA DELIGHT	189.11	A/P	OUT-STD	10/11/2018
	347156	RC-HORT-STAFF MEAL			
		189.11			
022853	10/11/2018 PROMO HEROES	746.81	A/P	OUT-STD	10/11/2018
	18004*	RC-MILLPOOL-UNIFORMS			
		746.81			
022854	10/11/2018 PUROLATOR COURIER LTD.	47.22	A/P	OUT-STD	10/11/2018
	439041630	GG-TREASURY-TO NB HIGHWAY CC			
		47.22			
022855	10/11/2018 RECEIVER GENERAL FOR CANADA	29,972.30	A/P	OUT-STD	10/11/2018
	WEEK412018	GG-REMITTANCE-SEP 28 - OCT 11/1			
		29,972.30			
022856	10/11/2018 SEAN MORTON	41.37	A/P	OUT-STD	10/11/2018
	BEDDING	PS-FIRE-BEDDING FOR NIGHT SHIF			
		41.37			
022857	10/11/2018 SHANNON MICHAEL	371.91	A/P	OUT-STD	10/11/2018
	WEEK412018	PS-ANIMALCONTROL-WEEKLY FEE,			
		371.91			
022858	10/11/2018 SOURCE ONE SUPPLIES	619.21	A/P	OUT-STD	10/11/2018
	19198	PM-LIBRARY-POWDERED GLOVES,			
	19318	TS-SHOP-GARBAGE BAGS			
	19383	CC-POOL-CHEMICALS			
	19394	CC-POOL-CHEMICALS			
	19408	CC-ARENA-GLOVES, MULTI-SURFAC			
		88.34			
		204.03			
		183.10			
		29.88			
		113.86			
022859	10/11/2018 SPEEDY ST-STEPHEN 8768	92.00	A/P	OUT-STD	10/11/2018
	8768-288251	CC-ARENA-INSTALL RINK GLASS			
		92.00			
022860	10/11/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	440.68	A/P	OUT-STD	10/11/2018
	28336	PS-FIRE-911 BOOKMARKS			
	28349	PS-FIRE-FIRE REPORTS			
	28350	PS-FIRE-BUSINESS CARDS			
		228.09			
		118.29			
		94.30			
022861	10/11/2018 ST. STEPHEN PRESCRIPTION	18.98	A/P	OUT-STD	10/11/2018
	3-674422	RC-MILLPOOL-FIRST AID SUPPLIES			
		18.98			
022862	10/11/2018 ST. STEPHEN SIGN SHOP	495.65	A/P	OUT-STD	10/11/2018
	AUG272018	RC-PARKS-ELM ST. SIGNS			
		495.65			
022863	10/11/2018 STATIONERY PLUS	957.11	A/P	OUT-STD	10/11/2018
	33923	TS-STG-FLAGS			
	33960	GG-TOWNHALL-PENS, CALCULATOR			
	34346	GG-TOWNHALL-INK ROLLER			
	34347	GG-TOWNHALL-PAPER			
	35388	RC-HORT-INKJET CARTRIDGES			
		508.22			
		77.04			
		-5.39			
		-48.19			
		72.08			

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Number	Issued	Amount	SC	Status	Status Date
	35652	RC-PARKS-MARKER BOARD, MARKI			
	35657	GG-TOWNHALL-FACIAL TISSUE, CAI			
	35698	GG-TOWN HALL- EVELOPES, BINDI			
	36071	GG-COMPUTER-DRUM			
	36153	RC-PARKS-POSTER BOARDS			
	36225	GG-TOWNHALL-FOLDER, FILE FOLD			
	36244	TS-SHOP-PERMANENT MARKERS			
022864	10/11/2018 UNIFIRST CANADA LTD.	233.78	A/P	OUT-STD	10/11/2018
	7100144948	CC-LOBBY-FLOOR MATS			
	7100145574	CC-LOBBY-FLOOR MATS			
022865	10/11/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	10/11/2018
	420251	GG-TOWN-FLOOR MATS			
022866	10/11/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	610.42	A/P	OUT-STD	10/11/2018
	187040	CC-ADVERTISING-GARCELON DAY			
	187041	GG-CIVIC-TOWN EVENTS			
	187042	GG-CIVIC-CASUAL WORKER GCC			
	187270	CC-ADVERTISING-GARCELON DAY			
	187363	CC-ADVERTISING-GARCELON DAY			
	187364	GG-CIVIC-TOWN EVENTS			
022891	10/18/2018 AIR LIQUIDE CANADA INC.	338.98	A/P	OUT-STD	10/18/2018
	68990856	TS-SHOP-CYLINDER LEASES, YEAR			
022892	10/18/2018 ANNEX PUBLISHING BOOK DIVISION	462.88	A/P	OUT-STD	10/18/2018
	IN61762	PS-FIRE-SPARKY CRAYONES, FIRE			
022893	10/18/2018 A ONE PUMPING SERVICE LTD.	103.50	A/P	OUT-STD	10/18/2018
	6693	PS-FIRE-PORTABLE TOILET RENTAI			
022894	10/18/2018 BELL ALIANT	4,047.49	A/P	OUT-STD	10/18/2018
	06336721SEP18	TS-AIRPORT-LANDLINE			
	11368891SEP18	GG-TOWNHALL-LANDLINE PHONES			
	11378668SEP18	PS/TS-199UNIONSTREE-LANDLINE F			
	11395944SEP18	PS-FIRE-LANDLINE PHONES			
	15772965SEP18	RC-REC/POOL-LANDLINE PHONES			
	46435731SEP18	RC-PARKS-CHOCOLATE PARK CAM			
	47424130SEP18	CC-ADMIN-LANDLINE PHONES			
022895	10/18/2018 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	10/18/2018
	14925	PS-BYLAW-OCT 5 - OCT 12/18 FEE			
022896	10/18/2018 CANADIAN SPORT TOURISM ALLIANCE	152.65	A/P	OUT-STD	10/18/2018
	2018-5835	GG-EVENTS-OCT/18-SEP/19 MEMBE			
022897	10/18/2018 CANADA BREAD COMPANY LIMITED	51.12	A/P	OUT-STD	10/18/2018
	127714900435	CC-CANTEEN-HOT DOG BUNS			
	128414900542	CC-CANTEEN-HOT DOG BUNS			
022898	10/18/2018 CARMICHAEL ENGINEERING LTD.	3,404.85	A/P	OUT-STD	10/18/2018
	FR-1616727	CC-POOL-BOILER UNIT SERVICE			
022899	10/18/2018 COCA COLA REFRESHMENTS CANADA COMPANY	1,126.48	A/P	OUT-STD	10/18/2018
	15330200569	CC-CANTEEN-SUPPLIES			
	15331200583	CC-CANTEEN-SUPPLIES			
	15331200584	CC-CANTEEN-SUPPLIES			
022901	10/18/2018 CREIGHTON-CARTER LTD.	1,766.42	A/P	OUT-STD	10/18/2018
	961-460012	TS-SHOP-PUTTY KNIFE			

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	961-460020	TS-SHOP-HDH 80W90	360.06			
	961-460062	RC-PARKS-8X3 NC BOLT	0.76			
	961-460093	TS-SHOP-STEEL NUTS	9.23			
	961-460142	TS-SHOP-HOSE BARBS, 3 8NPTX3 8	31.21			
	961-460144	TS-SHOP-CHECK COAT PROTECT, F	127.19			
	961-460193	TS-SHOP-1/4 IN BARB, 3/8 IN BARB	40.11			
	961-460234	TS-SHOP-RATCHET TIE DOWNS	28.73			
	981-460316	TS-SHOP-GUN WASH	67.13			
	961-460316	CC-ARENA-BOLTS	5.41			
	961-460949	TS-SHOP-LUCITE THINNER	119.07			
	961-461108	TS-SHOP-ROLLER BEARING SLIDE	45.94			
	961-461308	TS-#1-LOWER BALL JOINT, BRAKE F	530.45			
	961-461369	TS-#1-WIPER BLADES	24.13			
	961-461375	TS-SHOP-CORE DEPOSIT	-58.12			
	961-461395	RC-#308-TIAMP L HSG LH 09-12	126.44			
	961-461406	TS-#308-NAPA PREMIUM 5W20	83.50			
	961-461410	TS-SHOP-OIL ABSORBANT	36.23			
	961-461411	TS-SHOP-OIL ABSORBANT	18.11			
	961-461495	TS-#16-HYD FITTINGS	25.24			
	961-461548	RC-#302-OIL FILTERS	21.61			
	961-461824	TS-SHOP-CLEANING KIT, PAINTGUN	129.17			
	961-461837	TS-SHOP-12 PT.REG.SOCKET	9.30			
022902	10/18/2018 DAVIS FUELS		1,576.35	A/P	OUT-STD	10/18/2018
	16027	TS/PS-199 UNION ST-HEATING FUEL	517.11			
	16101	GG-120 MILLTOWN BLVD-HEATING I	596.15			
	16199	TS/PS-199 UNION ST-HEATING FUEL	463.09			
022903	10/18/2018 DEBLY ENTERPRISES LTD.		134,811.70	A/P	OUT-STD	10/18/2018
	155727	TS-MILLTOWN BLVD. PLEASANT TO	134,811.70			
022904	10/18/2018 DELBERT HASTEY		25.00	A/P	OUT-STD	10/18/2018
	BUILDINGPERMITREFUND PS-BUILDING PERMIT REFUND		25.00			
022905	10/18/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC		2,484.00	A/P	OUT-STD	10/18/2018
	18-094 PS-BUILDINGINSPECTOR-SEP 30 - C		2,484.00			
022906	10/18/2018 IRVING ENERGY DISTRIBUTION AND MARKETING		2,605.77	A/P	OUT-STD	10/18/2018
	15166 TS-ST5-DIESEL		1,295.91			
	620108 TS-ST5-DIESEL		1,309.86			
022907	10/18/2018 JEREMY MCSHANE		160.00	A/P	OUT-STD	10/18/2018
	HEALTH&SAFETY CC-ARENAOPSMANAGER-HEALTH &		160.00			
022908	10/18/2018 KYLE STRONG		25.00	A/P	OUT-STD	10/18/2018
	BUILDINGPERMITREFUND PS-BUILDING PERMIT REFUND		25.00			
022909	10/18/2018 LINDE CANADA LIMITED 15687		15.30	A/P	OUT-STD	10/18/2018
	59314024 TS-SHOP-OXYGEN		15.30			
022910	10/18/2018 MINISTER OF FINANCE		209.30	A/P	OUT-STD	10/18/2018
	WEEK422018 EMPLOYEE DEDUCTIONS-OCT 14-21		209.30			
022911	10/18/2018 N. B. ELECTRIC POWER		221.41	A/P	OUT-STD	10/18/2018
	19051703OCT18 TS-AIRPORT-ELECTRICITY		170.30			
	19051801OCT18 TS-AIRPORT-ELECTRICITY		51.11			
022912	10/18/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD.		46.74	A/P	OUT-STD	10/18/2018
	421647 PS-RCMP-FLOOR MATS		46.74			

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022913	10/18/2018 O'CONNELL MIKE FALL/WINTER2018 RC-PARKS-MAILING FALL & WINTER	782.46 782.46	A/P	OUT-STD	10/18/2018
022914	10/18/2018 ORKIN CANADA CORPORATION IN-8802999 PS-FIRE-PEST CONTROL IN-8803969 CC-BUILDING-PEST CONTROL	229.43 152.38 77.05	A/P	OUT-STD	10/18/2018
022915	10/18/2018 PITA PIT 113880 GG-CAO-CHARLOTTE COUNTY CAC	129.15 129.15	A/P	OUT-STD	10/18/2018
022916	10/18/2018 PITNEY WORKS SEPTEMBER132019 GG/PS-POSTAGE METER REFILL	281.81 281.81	A/P	OUT-STD	10/18/2018
022917	10/18/2018 SAINT JOHN SPRING WORKS LTD 108515 TS-SHOP-U BOLTS	42.44 42.44	A/P	OUT-STD	10/18/2018
022918	10/18/2018 SHANNON MICHAEL WEEK422018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/18/2018
022919	10/18/2018 SOJOURN ENTERPRISES LIMITED 70339 TS-ST-S-STREET SIGNS	357.05 357.05	A/P	OUT-STD	10/18/2018
022920	10/18/2018 SOURCE ONE SUPPLIES 19456 CC-POOL-POOL SITE TESTING GLA 19473 CC-ARENA-MOP HEADS	195.80 71.74 124.06	A/P	OUT-STD	10/18/2018
022921	10/18/2018 SOUTHERN SANITATION LTD. 159510 PM-AIRPORT-GARBAGE COLLECTIC 159524 GG-TOWN-ZONE III GARBAGE COLL 159525 TS/RC-SHOP/PARKS-GARBAGE COL	4,599.03 50.60 4,005.74 542.69	A/P	OUT-STD	10/18/2018
022923	10/18/2018 ST. STEPHEN AREA CHAMBER 2395 GG-MAYOR-LUNCH & LEARN	15.00 15.00	A/P	OUT-STD	10/18/2018
022924	10/18/2018 THE MINISTER OF FINANCE (RCMP Contract) 28604 PS-FIRE-JULY-SEP/18 POLICING SEI	289,758.75 289,758.75	A/P	OUT-STD	10/18/2018
022925	10/18/2018 UNIFIRST CANADA LTD. 7100146240 CC-LOBBY-FLOOR MATS	116.89 116.89	A/P	OUT-STD	10/18/2018
022926	10/18/2018 WATER & ICE NORTH AMERICA INC. 44283 CC-POOL-CHEMICALS	889.89 889.89	A/P	OUT-STD	10/18/2018
022927	10/18/2018 YELLOW PAGES GROUP 18-6430869 GG-TOWN-911 LISTING-OCT 18	10.47 10.47	A/P	OUT-STD	10/18/2018
022928	10/18/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 187760 CC-ADVERTISING-GARCELON DAYS 187761 CC-ADMIN-JOB POSTING 187872 CC-ADVERTISING-GARCELON DAYS 187873 GG-CIVIC-ADMINISTRATIVE AND AC 187874 GG-CIVIC-EVENTS	476.28 115.00 94.88 115.00 94.88 56.52	A/P	OUT-STD	10/18/2018
022929	10/18/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 28387 GG-TOWN-GENERAL FUND RECEIP 28442 GG-CIVIC-DOOR OPEN LAWN SIGN	633.09 207.59 425.50	A/P	OUT-STD	10/18/2018
022931	10/18/2018 WURTH CANADA LIMITED 23145483 TS-SHOP- HOSE CLAMP, AIR BRAKE	142.12 142.12	A/P	OUT-STD	10/18/2018
022933	10/18/2018 TOWN OF ST. STEPHEN 1464.37 GG-FUNDTRANSFER-TO GENERAL I	1,464.37 1,464.37	A/P	OUT-STD	10/18/2018
022934	10/25/2018 ALLAN MACEACHERN BUSINESSDEVMEETING GG-MAYOR-BUSINESS DEVELOPEN	19.20 19.20	A/P	OUT-STD	10/25/2018
022935	10/25/2018 BERNARD YOUNG CLEANING	1,038.45	A/P	OUT-STD	10/25/2018

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	700964	CC-CONFERENCE ROOM-STRIPPIN	1,038.45			
022936	10/25/2018	BRUNSWICK NEWS INC	66.01	A/P	OUT-STD	10/25/2018
	20013190	RC-ELM ST PARK-ELM ST NATURE I	66.01			
022937	10/25/2018	CANADIAN SPRINGS	73.81	A/P	OUT-STD	10/25/2018
	9926192347	GG-TOWN HALL-WATER	31.86			
	9926530221	GG-TOWN HALL-WATER	41.95			
022938	10/25/2018	CANADA BREAD COMPANY LIMITED	51.12	A/P	OUT-STD	10/25/2018
	127014900354	CC-CANTEEN-SUPPLIES	25.56			
	129114900646	CC-CANTEEN-HOT DOG BUNS	25.56			
022939	10/25/2018	CHARLOTTE COUNTY JANITORIAL	1,279.38	A/P	OUT-STD	10/25/2018
	4083	PS-FIRE-JANITOR-SEP/18	178.25			
	4085	PM-RCMP-JANITORIAL-SEP/18	1,101.13			
022940	10/25/2018	COCA COLA REFRESHMENTS CANADA COMPANY	767.16	A/P	OUT-STD	10/25/2018
	15330200670	CC-CANTEEN-COCA COLA	767.16			
022941	10/25/2018	COX ELECTRONICS & COMMUNICATIONS	183.99	A/P	OUT-STD	10/25/2018
	1-019368	GG-TOWN HALL-WINDOWS UPDATE	69.00			
	1-020048	PS-FIRE-UPS 600UA 120V	114.99			
022942	10/25/2018	CREIGHTON-CARTER LTD.	595.54	A/P	OUT-STD	10/25/2018
	961-462659	TS-#12-LUCITE THINNER, SAND, MA	179.64			
	961-462955	TS-#11-COUPPLINGS, 5 8 2 BRAID HY	207.74			
	961-463128	TS-#29, #30-SPARK PLUGS, FUEL FI	36.58			
	961-463144	TS-SHOP-LENS KIT	12.49			
	961-463157	TS-SHOP-FUSES	27.03			
	961-463254	TS-SHOP-3PC WORKLIGHT SET	28.74			
	961-463459	TS-SHOP-OIL FILTER	6.97			
	961-463893	TS-SHOP-HD LUBE FILTERS	96.35			
022943	10/25/2018	DEMPSEY'S PLUMBING & HEATING	683.10	A/P	OUT-STD	10/25/2018
	2958	CC-BATHROOMS-REPLACED 2 FLUX	683.10			
022944	10/25/2018	ENBRIDGE GAS NEW BRUNSWICK	845.12	A/P	OUT-STD	10/25/2018
	2018092401008-1016227-0	CC-BUILDING-NATURAL GAS	845.12			
	00					
022945	10/25/2018	FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	10/25/2018
	0001524642	GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
022946	10/25/2018	GERALD WALSH ASSOCIATES INC.	7,827.19	A/P	OUT-STD	10/25/2018
	5288	GG-ORGANIZATIONAL AND WORKPI	7,827.19			
022947	10/25/2018	GRANT FIRST-AID	500.00	A/P	OUT-STD	10/25/2018
	37	RC-PARKS-FIRST AID TRAINING	500.00			
022948	10/25/2018	GULLISON'S COURIER SERVICE	149.50	A/P	OUT-STD	10/25/2018
	252076	TS-#11-FROM CASE EQUIPMENT	40.25			
	456079	TS-#7-TO RICHWIL	34.50			
	456119	TS-SHOP-FR BAYVIEW	34.50			
	909389	TS-SHOP-FR THOMAS IND	40.25			
022949	10/25/2018	HICKS MORLEY HAMILTON STEWART STORIE LLP	722.07	A/P	OUT-STD	10/25/2018
	463660	GG-LEGAL-GENERAL	722.07			
022950	10/25/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	1,406.58	A/P	OUT-STD	10/25/2018
	315374	TS-ST5-DIESEL	904.48			
	317100	CC-BUILDING-NATURAL GAS	502.10			
022951	10/25/2018	JOAN MERRILL	336.00	A/P	OUT-STD	10/25/2018
	OCTOBER112018	PM-LIBRARY-PUBLIC WASHROOMS	336.00			

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022953	10/25/2018 KENT BUILDING SUPPLIES	1,189.13	A/P	OUT-STD	10/25/2018
	10074018 RC-PARKS-LIGHT BULBS	-12.81			
	1462375 PM-LIBRARY-FLOURESCENT LIGHT	171.02			
	1462567 PS-FIRE-XL PKTHLE WSH CRS 8X1.2	25.94			
	1465971 CC-ARENA-WOOD SCREWS, HEX B	14.82			
	1466889 TS-SHOP-STRAPS	6.39			
	1466894 TS-SHOP-PICK AND MATTOCK HEA	49.19			
	1469099 TS-SHOP-KEYS, COUPLINGS, BALL	92.85			
	1470175 TS-SHOP-BULBS	21.47			
	1470485 TS-SHOP-QUIKRETE HYDR WATRS	66.19			
	1470582 CC-ARENA-TWIST ROPE	26.22			
	1470669 TS-SHOP-SHOPVAC BAGS	21.38			
	1471724 RC-PARKS-PLANE/BLOCK, BRUSH S	118.99			
	1471797 TS-SHOP-HOLE SAWS	53.11			
	1473013 TS-SHOP-KEYS, KEY TAG, DRILL BI	23.28			
	1473431 RC-PARKS-BULBS, SCREWDRIVER	88.69			
	1473438 RC-LIBRARY-BULBS/70W	70.56			
	1473556 PS-FIRE-SMOKE ALARMS	275.86			
	1473558 PS-FIRE-APPLIANCE CODE, FIRE EX	40.70			
	1474139 TS-SHOP-MASONRY DRILL BIT	35.28			
022954	10/25/2018 L.E.WHITTAKER CO., LTD.	28.75	A/P	OUT-STD	10/25/2018
	40409 PS-FIRE-2018 GREEN TAMPER SEAI	28.75			
022955	10/25/2018 MICHELLE VEST	575.22	A/P	OUT-STD	10/25/2018
	COSTCOSUPPLIES CC-CANTEEN-SUPPLIES	575.22			
022956	10/25/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/25/2018
	WEEK432018 EMPLOYEE DEDUCTIONS - OCT 21	209.30			
022958	10/25/2018 N. B. ELECTRIC POWER	15,431.40	A/P	OUT-STD	10/25/2018
	17935200OCT102018 TS-KING/UNION ST-TRAFFIC LIGHTS	38.88			
	18169205OCT18 RC-POOL-MILL LANE	116.08			
	18988703OCT18 TS/PS-199UNIONST-ELECTRICITY	1,150.79			
	216000030308OCT18 TS-ST5-AREA LIGHTS	11,866.61			
	50660140OCT18 RC-PARKS-ROTARY CHANGING RO	26.21			
	54187872OCT102018 TS-KING/QUEEN ST-TRAFFIC LIGHT	37.97			
	55160807OCT18 RC-COTTONMILL-LIGHTS	74.80			
	55917471OCT102018 TS-ST5-WATERFRONT LIGHTS	91.39			
	57955782OCT102018 RC-BANDSTAND-CHOC PARK	27.86			
	57955808OCT102018 GG-120 MILLTOWN BLVD. - ELECTRI	107.63			
	71315207OCT18 PS-RCMP-ELECTRICITY	856.64			
	72924306OCT18 RC-PARKS-BANDSTAND	42.65			
	73006038OCT102018 RC-LIBRARY-ELECTRICITY	767.56			
	82122207OCT18 RC-PARKS-BASKETBALL COURT	26.21			
	83278804OCT18 TS-ST5-PARKS SHED	91.84			
	84960501OCT18 RC-PARKS-RIVERSIDE DRIVE LIGHT	108.28			
022959	10/25/2018 OK TIRE & AUTO SERVICE	118.04	A/P	OUT-STD	10/25/2018
	IN046937 TS-SHOP-HIR HI-RUN SU19 SMOOTI	118.04			
022960	10/25/2018 ORR ELECTRIC & ALARM LTD.	181.63	A/P	OUT-STD	10/25/2018
	3512 RC-LIBRARY-REPLACE BULBS IN PC	181.63			
022961	10/25/2018 PAYROLL TRANSFER	79,517.00	A/P	OUT-STD	10/25/2018
	WEEK432018 GG-TRANSFER-OCT 12 - 25/18	79,517.00			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 023093 dated between 10/01/2018 and 10/31/2018

CHEQUE REGISTER

Printed: 1:29:56PM 11/21/2018

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Number	Issued	Amount	SC	Status	Status Date
022962	10/25/2018 PITNEY BOWES 1009614330 GG-TOWN HALL-INK CARTRIDGES	269.65 269.65	A/P	OUT-STD	10/25/2018
022963	10/25/2018 POMEROY, GREG NBMEPPMEETING2018 PS-FIRE-NBMEPP BIENNIAL MEETIN	250.00 250.00	A/P	OUT-STD	10/25/2018
022964	10/25/2018 RECEIVER GENERAL FOR CANADA WEEK432018 GG-REMITTANCE-OCT 12 - 25/18	35,502.29 35,502.29	A/P	OUT-STD	10/25/2018
022965	10/25/2018 RICHWIL TRUCK CENTRE LTD. 125922 TS-#7-LIGHT, HARNESS 125923 TS-#7-FILTERS	646.35 168.25 478.10	A/P	OUT-STD	10/25/2018
022966	10/25/2018 ROYAL CANADIAN LEGION #48 OCT152018 GG-WREATH-REMEMBRANCE DAY	50.00 50.00	A/P	OUT-STD	10/25/2018
022967	10/25/2018 SEAN MORTON HALOWEENTREATBAGS PS-FIRE-HALOWEEN TREAT BAGS 2	31.68 31.68	A/P	OUT-STD	10/25/2018
022968	10/25/2018 SHANNON MICHAEL WEEK432018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/25/2018
022969	10/25/2018 SOURCE ONE SUPPLIES 18588 RC-PARKS-TILLER RENTAL 19439 CC-POOL-TEST STRIPS	188.83 128.48 60.35	A/P	OUT-STD	10/25/2018
022970	10/25/2018 SOUTHERN SANITATION LTD. 159535 CC-BUILDING-GARBAGE COLLECTIO 159559 GG-TOWN-ZONE III GARBAGE COLL 159560 GG-TOWN-ZONE I GARBAGE COLLE	8,956.40 347.88 4,005.74 4,602.78	A/P	OUT-STD	10/25/2018
022971	10/25/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 2018-04 GG-CIVIC-COLLABORATIVE AND RE	3,951.00 3,951.00	A/P	OUT-STD	10/25/2018
022972	10/25/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 188623 PS-FIRE-FIRE PREVENTION WEEK 188636 GG-CIVIC-EVENTS 189065 GG-CIVIC-EVENTS	182.04 69.00 56.52 56.52	A/P	OUT-STD	10/25/2018
022973	10/25/2018 ST. STEPHEN AREA CHAMBER 2377 GG-BUISINESS GALA-SILVER SPON	400.00 400.00	A/P	OUT-STD	10/25/2018
022974	10/25/2018 SYSCO HALIFAX 7017197 CC-CANTEEN-SUPPLIES 7017198 CC-CANTEEN-SUPPLIES 7020010 CC-CANTEEN-SUPPLIES 7024636 CC-CANTEEN-ONION RINGS, PIZZA,	2,069.65 661.73 355.70 498.76 553.46	A/P	OUT-STD	10/25/2018
022975	10/25/2018 ULTRA ALARM SERVICES VFP061737 CC-BUILDING-FIRE DIALER REPAIR	377.20 377.20	A/P	OUT-STD	10/25/2018
022976	10/25/2018 UNIFIRST CANADA LTD. 7100147550 CC-LOBBY-FLOOR MATS 7100148201 CC-LOBBY-FLOOR MATS	233.78 116.89 116.89	A/P	OUT-STD	10/25/2018
022979	10/25/2018 WORLD UNDER-17 HOCKEY CHALLENGE WHC-2 CC-EVENTS-CANADA RED-USA EXH	10,980.00 10,980.00	A/P	OUT-STD	10/25/2018
022980	10/25/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 197166-197643 GG-TOWN-REGIONAL LANDFILL COI	8,187.08 8,187.08	A/P	OUT-STD	10/25/2018
022981	10/29/2018 MINISTER OF FINANCE WEEK442018 EMPLOYEE DEDUCTIONS - OCT 28 -	209.30 209.30	A/P	OUT-STD	10/29/2018
022982	10/29/2018 SHANNON MICHAEL WEEK442018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	10/29/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 023093 dated between 10/01/2018 and 10/31/2018

CHEQUE REGISTER

Printed: 1:29:56PM 11/21/2018

Page 11 of 11

Number	Issued	Amount	SC	Status	Status Date
022983	10/27/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVICE 18-099 PS-BUILDINGINSPECTOR-OCT 14 - 2	2,484.00 2,484.00	A/P	OUT-STD	10/27/2018
022984	10/26/2018 BORDER INVESTIGATIONS & SECURITY INC. 14935 PS-BYLAWE-OCT 19 - 26/18 FEE	966.00 966.00	A/P	OUT-STD	10/26/2018
022986	10/29/2018 RECEIVER GENERAL FOR CANADA JUL-SEPTEMITTANCE GG-HSTREMITTANCE-JULY-SEPTE JUL-SEPTEMITTANCECRE GG-HSTREMITTANCE-JULY-SEPTE	1,540.63 19,674.64 -18,134.01	A/P	OUT-STD	10/29/2018
Cheque Totals Issued:		984,767.56			
Void:		0.00			
Total Cheques Generated:		984,767.56			
Total # of Cheques Listed:		159			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

*Your kind and thoughtful
expression of sympathy
is deeply appreciated
and gratefully acknowledged*

*Thank you for your donation
to the IWK Grace Health
Center Foundation, it is
greatly appreciated.*

The Richardson Family

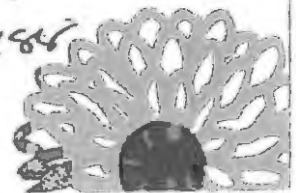
Town of St. Stephen.

Thank you for your support by donating
to A Walk to Remember 2018.

Your donation helped make this
event a success!

Sincerely,

Chris & Dianna
Frasier



RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEE OF COUNCIL MEETING

THAT the Minutes of the Committee of Council meeting held on November 14, 2018 be approved as circulated.

COMMITTEE MEETING
WEDNESDAY, NOVEMBER 14, 2018 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Wheaton that the agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

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

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

5. **ADJOURNMENT**

Council came out of closed session at 4:50 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 4:50 p.m. **CARRIED**

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEE MEETING
WEDNESDAY, NOVEMBER 14, 2018 @ 4:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

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

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on November 14, 2018 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, NOVEMBER 14, 2018 @ 5:09 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **DELEGATIONS/PRESENTATIONS**

- (i) **Business Improvement Area** – Presentation by Jeff McShane, President and Heather Donahue, General Manager, of the Proposed 2019 Operating Budget.

Mr. McShane and Mrs. Donahue advised that the new “tagline” for the Business Improvement Area is “Downtown St. Stephen”.

Two (2) motions will be considered at the next Regular Session of Council on Monday, November 26, 2018 for first and second readings of a By-Law to Impose a Special Business Improvement Levy.

5. **ITEMS**

POLICE AND FIRE - Chaired by Councillor Harding

- (i) **Report of the NCO, RCMP** – The report of the Operations NCO was received and reviewed.

In the absence of Sergeant Peter Stubbs, Corporal Scott MacKenzie spoke to the Sergeant's report.

In addition to the Sergeant's report, Corporal MacKenzie advised that they have not experienced any additional activities as a result of the legalization of Cannabis. He further advised that a recent traffic stop resulted in a large drug seizure.

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

In addition to his report, the Fire Chief stated that the Fire Department was advised by the St. George Public Works Department that after hours dispatching is no longer required.

As noted in his report, members of the Fire Department, along with members of the St. Stephen Aces hockey team, handed out candy in the town on Halloween. Due to its great success, the department plans to participate again next year.

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

As noted in the By-Law Enforcement Officer's report, he followed up on a hedge complaint. After a brief discussion, Committee directed the Chief Administrative Officer to meet with the By-Law Enforcement Officer and to bring back a recommendation at a future meeting with respect to site lines for hedges in order to create consistencies.

As further noted in the report, a taxi license was issued for a driver and Committee directed the Chief Administrative Officer to review the by-law related to taxi service and to bring back a recommendation at a future meeting.

As further noted in the report, parking at the Garcelon Civic Center during hockey games has become problematic. The Chief Administrative Officer advised that the By-Law Enforcement Officer will attend the next staff meeting at the Civic Center to discuss potential solutions.

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

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

- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 24-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – Report: TR 01-18 from the Treasurer was received and reviewed for informational purposes.

The Mayor thanked the Treasurer and his staff for their preparation for the 2017 Audited Financial Statements.

- (iii) Organizational Review and Workplace Evaluation – Report: CAO 25-18 from the Chief Administrative Officer was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, November 26, 2018 to receive the Organizational Review Final Report prepared by Gerald Walsh Associates, Inc., and to direct the Chief Administrative Officer to review the recommendations contained in the report and prepare an implementation plan to be presented at a future meeting.

- (iv) Change of Date: December 2018 Regular Town Council Meeting – Report: TC 01-18 from the Town Clerk was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2018 to change the date of the Regular Session of Council in December to the third (3rd) Monday, from the fourth (4th) Monday, due to the holidays.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – The report of the Parks and Recreation Office was received and reviewed.
- (ii) Garcelon Civic Center Report – The Garcelon Civic Center report was received and reviewed.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – The report from Michelle Vest, Events Development Coordinator, was received and reviewed.
- (ii) Christmas Season Noise By-law Allowances – Report: EC 01-18 from the Events Development Coordinator was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2018 to grant permission to the Joint Christmas Promotion Committee to allow music at various events outlined in the 2018 “St. Stephen Community Christmas” brochure, as well as at any additional events during the Christmas Season.
- (iii) Dialogue NB – Mayor MacEachern spoke to the PowerPoint slides and recommended to Council that the Town join Dialogue NB for an annual membership fee of \$500.00, and Town resident, Don Olmstead, has agreed to act as its Dialogue Leader.

A motion will be considered at the next Regular Session of Council on Monday, November 26, 2018.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – The Director of Operations report was received and reviewed.

As a result of some members of Council receiving complaints/concerns from citizens with temporary pipes freezing during the combined sewer separation and utility renewal project on Murchie Avenue, as well as necessary repair work at the traffic circle caused by the Route 3 water and sanitary sewer system extension project, the Chief Administrative Officer will communicate with Dillon Consulting Limited and will send an update to Council by email.

- (ii) Truck Replacement – Report: PW 01-18 from the Director of Public Works was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, November 26, 2018 to authorize the reallocation of projected remaining funds from the 2018 Transportation Services Budget accounts “Equipment Purchase, Line Painting and Street Sweeping” to purchase a used ¼ ton truck at a purchase price not to exceed \$15,000.

6. **NEW BUSINESS**

No new business.

7 ADJOURNMENT

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the meeting adjourn at 6:23 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, NOVEMBER 14, 2018 – IMMEDIATELY FOLLOWING
SPECIAL COUNCIL MEETING @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

2. **APPROVAL OF AGENDA**

3. **CONFLICT OF INTEREST**

4. **DELEGATIONS/PRESENTATIONS**

- (i) **Business Improvement Area** – Presentation by Jeff McShane, President and Heather Donahue, Coordinator, of the BIA's 2019 Operating Budget as outlined in the information dated September 27, 2018 attached.

5. **ITEMS**

POLICE AND FIRE - Chaired by Councillor Harding

- (i) **Report of the NCO, RCMP**
(ii) **Report of the Fire Department**
(iii) **Report of the By-Laws Office**

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

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

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) **Report of the Chief Administrative Officer** – Report: CAO 24-18 attached.
(ii) **Report of the Finance Department** – Report: TR 01-18 from Treasurer attached.
(iii) **Organizational Review and Workplace Evaluation** – Report: CAO 25-18 from the Chief Administrative Officer attached.
(iv) **Change of Date: December 2018 Regular Town Council Meeting** – Report: TC 01-18 from Town Clerk attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office
- (ii) Garcelon Civic Center Report – Report from Director, Parks and Recreation, attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report from Events Development Coordinator attached.
- (ii) Christmas Season Noise By-law Allowances – Report: EC 01-18 from Events Development Coordinator attached.
- (iii) Dialogue NB – Mayor MacEachern will speak to the PowerPoint slides attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department
- (ii) Truck Replacement – Report: PW 01-18 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of October 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center.



**Town of St. Stephen
Information Report to Council
Report: CAO 24-18**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: November 14, 2018
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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

1. Organizational and Workplace Review:

- Consulting work on this project has been completed. Final report appears on this agenda for Council consideration.

2. Collective Bargaining

- The Collective Agreement with CUPE 770 has been concluded and the parties have ratified and signed the new agreement. Negotiations were very positive and all representatives of both sides should be very proud of the work they did to reach this outcome.

3. Town Hall Relocation:

- Work on the investigation into the possibility of the Garcelon Civic Center housing the Town administration services continues. An initial estimate for the construction work proposed (Class "C") has been received and is currently being reviewed. An additional estimate relating to furnishings is expected, but had not yet been received at the time of writing this report.
- Once all the estimates have been received and evaluated by staff, a recommendation on this project will be shared with Council.

4. **Budget 2019**

Work on the municipal budget was initiated during this reporting period. Administration is appreciative of the time that members of Council took to meet with the CAO to discuss ideas and objectives for the coming year.

5. **Upcoming CAO Absence**

Please be advised that the CAO will be out of the office from Nov. 28th to Nov. 30th, inclusive, to attend a CAMA Board of Director's meeting in Ottawa. During this period the CAO will be available via email and/or his mobile phone.

6. **Two Community Requests:**

For the information of Council, the CAO currently is reviewing two requests for assistance from community groups seeking to hold events at the Garcelon Civic Center:

- a. Operation Christmas Joy: Silent Auction to raise funds to assist Charlotte County families experiencing economic hardship. (Request is for room rental—approx. \$164)
- b. "Project Holly Jolly": St. Stephen Middle School students hosting a community event for kids. Event to include activities, craft sale, etc. Proceeds of the event to be donated to charity. (Request is room rental—approx. \$200).

Pursuant to the previous direction of Council, these requests will be evaluated by the CAO and Financial Controller for the Garcelon Civic Center.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer



**Town of St. Stephen
Information Report to Council
Report: TR 01-18**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: November 14, 2018
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Accounts Receivable closed to July 31, 2018.
 - Processing utility bills for July-September, 2018-Complete.
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to September 30, 2018.
 - C) Payroll processing (Timesheet review, payroll entry, review of earnings and deductions, and processing requirements of new and former employees).
 - Bi-weekly 82 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 117 employees.
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
 - Finalized Month end completed to November 30, 2017.
 - Council and Department Heads Statements of Revenue and Expenditures to July 31, 2018.

1) Meetings:

- A) Weekly Garcelon Civic Center Management Staff meetings.
- B) Monthly Committee Meeting-October 10, 2018.
- C) Organizational Review Meeting-October 29, 2018.
- D) CPA Conference, Saint John-October 30 to November 2, 2018.

2) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
 - 1) 2012 Sidewalks and Streets Rehabilitation.
 - 2) Civic Center.
 - 3) Prince William Street Infrastructure Renewal.
 - 4) Milltown Blvd (Church Street to Pleasant Street).
 - 5) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 6) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 7) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 8) Skateboard Park.
 - 9) Old Town Hall.
 - 10) Waterfront Revitalization.
 - 11) Turning the Corner Community Space.
 - 12) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
 - 13) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 14) Water and Sanitary Sewer System Extension (Route 3)

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to July 31, 2018.

- C) Capital Budget-In Progress.

- D) Multiple HST remittances-In Progress.

- E) Various insurance issues-In Progress.

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

- G) 2017 year end actuary analysis preparation-Complete.

- H) Administering the Charles F Todd Trust Fund-In Progress.
- I) Review of online banking packages-In Progress.
- J) 2017 audit-In Progress.
- K) Solid Waste Collection and Disposal Services tender-In Progress.
- L) Staff posting-Administrative and Accounting Coordinator-In Progress.
- M) Computer server maintenance.

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

Public Works Report for October 2018

Lee Johnson, Director of Operations, Nov. 05,2018

1: **Water system:**

- a) Finished reading Meters.
- b) Installed new #1 pump at Maxwell Crossing.
- c) Replaced 2 Meters.
- d) Repaired 1 water lateral.
- e) Two emergency purchases were required to replace 2 chlorinators and the #1 pump at Maxwell Crossing.

2: **Streets:**

- a) Asphalt Patching.
- b) Cleaned Catch Basins.
- c) Starting to stockpile sand and gravel.
- d) Put up Legion Banners.
- e) Started equipment maintenance for winter.

3: **Waste Water:**

- a) Videoed 7 sewer laterals.
- b) Rodded 1 sewer lateral .
- c) Repaired discharge piping at Lift Station #4.
- d) Installed Manhole on Sinclair St.

4. **Project Update:**

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

All work except for a small section of concrete sidewalk and grass restoration is complete.

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

Pipe has been installed to approximately Station 0+273. Currently, construction is slightly behind schedule due to weather and some unforeseen underground constraints. Dillon will discuss options with the Contractor to get back on schedule.

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

Approximately 1/3 of the pipe has been installed on Murchie Avenue. The connection to existing services at Riverside Drive took longer than expected, but the Contractor expects to make up production on the linear work over the next two weeks to get back on schedule.



Town of St. Stephen



Canada's Chocolate Town

Report of Parks & Recreation Dept. October 2018

Parks

- We have finished all sport field maintenance for the season.
- Playteck Enterprise will be down this Fall to correct the issues with the tennis courts.
- All garbage cans, benches and picnic tables have been put away for season.
- Splash Pad and fountains have been winterized.
- Rotary Club House has been shut down for the winter.
- Hanging baskets and planters have all been brought in for the winter.
- Fall clean-up and bulb planting is ongoing.

Recreation

- Jenna has begun working on the mural wall.
- Fall/Winter brochure has been sent out.
- Working on 3rd Annual Wall of Fame Induction Ceremony.
- Attended Recreation NB AGM meetings.
- Continue work on Jumpstart

Pool

- Heat pumps worked extremely well this summer.
- Building is cleaned up and has been winterized.
- Will continue to work on maintenance and repair issues next Spring.

Meetings

- FRPA
- Sport NB
- RNB
- CC Mtg
- Jumpstart
- U17's

Michael O'Connell
Director, Parks and Recreation

St. Stephen Fire Department

Report for October 2018

Alarms were:	Town Alarms	15
	Out of Town Alarms	1
	Mutual Aid –Calais	2
	Total	

Alarms	# FF	# Hours
1. Alarm system activation	67	67
2. Motor Vehicle Accident	11	11
3. Smell of Smoke	9	9
4. Fire Pit Complaint	2	2
5. Vehicle Fire	8	8
6. Structure Fire	48	73
7. Gas Smell	10	10
Total		
SSFD		18
Other FD		55
St Stephen PW		3
St Andrews PW		0
Total calls dispatched		76

Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire Prevention Week (SSES, MES, LSES, CC Boys and Girls Club, Just for Kidz Daycare, Anglican Church Daycare)
3. Church Parade October 14th Anglican Church
4. Chief and Officers toured Charlotte County Hospital with Maintenance re emergency procedures

5. 1st Annual Fundy Firefighters Association Truck Pull in St. Andrews.
6. A few firefighters attended an Ammonia Awareness information session in St. Andrews.
7. A hybrid vehicle awareness session was held at the St. Stephen station.
8. Sparky attended the Trunk or Treat at the Baptist Church on Union St on October 27th.
9. Firefighters were joined by some of the St. Stephen Aces on Halloween to hand out candy in St. Stephen and Milltown.

Fire Chiefs Activities

1. All of the above mentioned Fire Department Activities except for items 6 and 8.
2. Toured Garcelon Civic Center with respect to emergency procedures
3. Finalized tender specs for ¾ ton command vehicle
4. Presented fire prevention back pack to coloring contest winner Cody Leslie.
5. Budget 2019 work
6. JHSC work with committee and Alison
7. Finalized applications and received Canadian Volunteer Fire Service Association Awards for five members of SSFD with 30+ years of service.
8. Attended the Awards Ceremony for 40 Years of Service for Chief Dale Shaw (ECRFS).

Equipment

Installed a back-up camera on Unit 205 (Rescue Unit)

Placed the donated 20' container in its location on top of the training grounds containers.

Some materials have been purchased to continue development of the training ground.

Ten fire helmets were replaced at the 10 year limit for usage.

Five sets of firefighter bunker gear were ordered as part of the annual replacement program (10 years).

Glove and hood inventory was replenished.

Boat was winterized.

Wildland fire skid unit was winterized.

Personnel

Firefighter Level 2 Certification was achieved by one of our firefighters.

Respectfully

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

October REPORT

2018

To: CAO – Town of St. Stephen

Please find enclosed my report for October By-Law – Enforcement. We handled 30 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (6)	<p>Gentleman called regarding a property he owns in Town and is wondering about permit requirements.</p> <p>Met with RCM Police regarding a warrant</p> <p>Attended court in Saint John regarding an ongoing file</p> <p>BIA messaged this office regarding downtown parking</p> <p>Message from the events coordinator with regards to parking on the Blvd during the Santa Clause parade</p> <p>Events coordinator called to discuss the possibility of having a open fire pit for smores during the SC parade</p>	<p>Passed onto the building inspector</p> <p><i>passed onto them for service</i></p> <p><i>Replied to them that the issue has been dealt with.</i></p> <p><i>After discussions the idea was withdrawn</i></p> <p><i>Informed her that the Fire Chief would have to OK any fire pit in Town.</i></p>
Assist General Public (11)	<p>Fall clean up notices was sent to the Courier</p>	

	<p>Winter parking notice was also sent to the Courier for posting</p> <p>Received call from a business owner inquiring about winter parking for their staff</p> <p><i>Received correspondence from the CAO with regards to complaints of hedges too close to the streets in different locations</i></p> <p><i>Received a call from a lady complaining about noise at night from a truck parked in neighbors yard</i></p> <p><i>Follow up with the hedge complaint on Queen</i></p> <p><i>Complaint of Marijuana smoke coming from an apartment</i></p> <p><i>Issue of a taxi license for a driver</i></p>	<p>Spoke with the owner and gave her the options available to them</p> <p>Patrol was made to all four locations and found that , one was too close to the street but in no way interfered with sight lines to the street. All others were fine</p> <p>Still under investigation</p> <p>Informed the complainant that smoking marijuana is no legal.</p>
<p>Parking (13)</p>	<p>Parking complaint from a business on King Street.</p> <p><i>Parking complaint about vehicles parking overnight on Milltown Blvd.</i></p> <p>It has come to this office attention that the parking for hockey games at the GCC is out of control</p>	<p>Patrol made and vehicle was gone.</p> <p>Informed the complainant that we will keep an eye open for this.</p> <p>Spoke with the CAO on this and we are working towards a solution.</p>

	Warnings given on King Street and Milltown Blvd. and Charlotte Mall and the GCC (10)	
Dog Complaints (1)	<i>Complaint of a dog running at large on Church and being neglected</i>	Passed onto the animal control officer, and the SPCA for investigation

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

No report available at time of writing

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

BUILDING INSPECTION 2018	2018	2017	2018	2017	2018	2017	2018	2017
OCTOBER								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	1	0	\$8,000.00	\$0.00	14	19	\$576,249.00	\$856,700.00
Residential Renos/Additions	5	5	\$25,000.00	\$202,500.00	54	42	\$1,175,803.00	\$1,302,900.00
New Com/Indus/Instit.	2	1	\$2,042,000.00	\$10,000.00	4	3	\$2,079,400.00	\$16,000.00
Com./Indus./Inst. Renos	0	2	\$0.00	\$3,500.00	14	18	\$390,500.00	\$1,524,460.00
Institutional	2	1	\$369,000.00	\$4,584.00	11	6	\$1,247,900.00	\$196,374.00
Demolition	0	0	\$0.00	\$0.00	1	11	\$5,200.00	\$126,700.00
TOTALS	10	9	\$2,444,000.00	\$220,584.00	98	99	\$5,475,052.00	\$4,023,134.00
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	1	N/A						
Pre-site Inspections	16	N/A						
Electrical waivers issued	4	N/A						
Active Unsightly Premises	6	N/A						
Sign Permits	3	N/A						

Report of Development / Property Management Office – October 2018

Planning Advisory Committee	No meeting held in October.
Sign Permits	3 approved
Variances	0 approved
Approved Plans	2 approved
Unightly Premises	The Office of the Building Inspector has six (6) active and ongoing unsightly files open.
Turning the Corner Project	Phase 1 completed; ongoing public funding is being received; signage will be installed in the near future; and some landscaping in the spring.
PROPERTIES	
R.C.M.P. Building	No activity to report.
Library	No activity to report.
Airport	2019 projects will be reviewed during the budget process.
Train Station	No activity to report.



Town of St. Stephen



Canada's Chocolate Town

Garcelon Civic Center

Pool

- Fall lessons end November 17th
- National Lifeguard Exam November 12th (3 candidates + 1 recert)
- Friday afternoon aquafit and aqua jog classes have become a hit. We are planning to add more afternoon classes throughout the week, doing a trial of it in December.
- Winter Swimming Lesson registration will begin December 10th. Winter session set to begin the week of January 7th.

Facility

- Very successful World U17 game, thanks to all who helped out.
- Two new casuals added to Maintenance staff.
- Working on circ. pump and electrical issues from power outage.
- Exploring UPS systems or possibly generator for building.

Michael O'Connell
Director, Parks and Recreation

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.13 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – FIRST READING – SHORT TITLE ONLY

THAT leave now be given to introduce a by-law entitled By-law No. A-7.13 – "A By-law to Amend By-law No. A-7, 'A By-law to Impose a Special Business Improvement Levy'" - for First Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.13 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY

THAT By-law No. A-7.13 – A By-law to Amend By-law No. A-7, "A By-law to Impose a Special Business Improvement Levy" – be given Second Reading – Reading in its Entirety.

BY-LAW NO. A-7.13

A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY"

Pursuant to Section 5(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY the Town Council of the Town of St. Stephen as follows:

THAT a Business Improvement Levy be imposed on all non residential property within the Business Improvement Area of the municipality that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$27,417 at the rate of \$0.20 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government to Levy the said amount pursuant to provisions of the *Business Improvement Area Act*.

IN WITNESS WHEREOF the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the day of 2018.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Joan M. Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police October 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



**Royal Canadian Mounted Police
St. Stephen Municipal Post
RSC 10 West District**

**POLICE REPORT
October 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **October 1, 2018 to October 31, 2018 inclusive**. During this time period, the RCMP responded to **311** calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops.....	28
Driving While Disqualified or License Suspension.....	3
Fail to Stop or Remain at Accident Scene.....	1
Motor Vehicle Act – Other Activities.....	3
Off Road Vehicle Act – Other Activities.....	3
Traffic Collision – Non-Fatal Injury.....	1
Traffic Collision – Property Damage.....	4
Traffic Collision – Non-Reportable.....	6
Traffic Tickets.....	29
Traffic Warnings.....	7

PROVINCIAL STATUTES:

Intoxicated Persons Detention Act.....	1
False/Abandoned 911.....	6
Mental Health Act.....	7
Other Provincial Statutes – Other Activities.....	2

CRIMINAL CODE:

Assault.....	6
Break and Enter – Business.....	1
Disturbing the Peace/Causing a Disturbance.....	3
Fail to Comply with a Probation Order.....	3
Fail to Comply With Undertaking.....	1
Fraud – Less than/or equal to \$5000.....	1
Impaired Operation over 80 mgs of Motor Vehicle.....	1
Mischief – Damage to, or obstruct enjoyment of property.....	3
Operation of Motor Vehicle while being pursued by Police.....	1
Other theft under \$5000.....	1
Theft from mail under \$5000.....	1
Theft of car.....	1
Theft under or equal to \$5000 – Shoplifting.....	3
Uttering Threats against a Person.....	2

OTHER FEDERAL STATUTES:

Possession - Schedule VII - Cannabis.....	26
Possession for the Purpose of Trafficking – Schedule I – Other.....	1

OTHER INVESTIGATIONS:

Assistance to Canadian Federal Agency.....	8
Assistance to Canadian Provincial/Territorial Agency.....	10
Assistance to General Public.....	12
Assistance to Non-Government Canadian Agency.....	1
Assistance to US Police Agency (except FBI).....	1
False Alarms.....	11
Information File.....	4
Items Lost/Found.....	2
Person Report Missing.....	5
Police Certificates/Letters.....	89
Unfounded.....	10
Wellbeing Check.....	2

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

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

ORGANIZATIONAL REVIEW AND WORKPLACE EVALUATION

THAT the Council of the Town of St. Stephen receives the "Town of St. Stephen Organizational Review Final Report" (the "report") as prepared by Gerald Walsh Associates Inc. for informational purposes.

AND THAT the Council of the Town of St. Stephen direct the Chief Administrative Officer to review the recommendations contained in the report and prepare an implementation plan to be presented at a future meeting.

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: DECEMBER 2018 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 24th day of December, 2018 at 7:00 p.m., to the third (3rd) Monday, 17th day of December, 2018 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9 "Meetings" of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF MUSIC – JOINT CHRISTMAS PROMOTION COMMITTEE

THAT the Council of the Town of St. Stephen grants permission to the Joint Christmas Promotion Committee to allow music at various events outlined in the 2018 “St. Stephen Community Christmas” brochure, as well as at any additional events during the Christmas Season.

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

DIALOGUE NB COMMUNITIES PROGRAM

THAT the Council of the Town of St. Stephen formally joins the Dialogue Communities program with the yearly membership fee of \$500.00 (five hundred dollars), and hereby appoints Don Olmstead as its Dialogue Leader retroactively to November 17, 2018.

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

TRUCK REPLACEMENT – TRANSPORTATION SERVICES

THAT the Council of the Town of St. Stephen authorizes the reallocation of projected remaining funds from the 2018 Transportation Services Budget accounts "Equipment Purchase, Line Painting and Street Sweeping" to purchase a used ¼ ton truck at a purchase price not to exceed \$15,000.00 (fifteen thousand dollars).

RESOLUTION NO.: _____

DATE: November 26, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.