

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 17, 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 – November 26, 2018
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – December 5, 2018

11. STAFF REPORTS

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

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” – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Acquisition of Department of Transportation and Infrastructure Property – PID # 15068000
- (c) Reappointments – Planning Advisory Committee
- (d) Auditor's Services
- (e) Transfer to Water and Sewerage Capital Reserve Fund
- (f) Transfer to General Operating Reserve Fund
- (g) Transfer to General Operating Reserve Fund
- (h) Transfer to General Capital Reserve Fund
- (i) Transfer to General Capital Reserve Fund

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on November 26, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 26, 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 Hyslop

Seconded by Councillor Harding

219/18 **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

220/18 **THAT** the Minutes of the Regular Council meeting held on October 22, 2018 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 221/18** THAT the Minutes of the Special Council meeting held on November 14, 2018 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 222/18** 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. **CARRIED**

PAID BILLS

Moved by Councillor Chisholm
Seconded by Councillor Parker

- 223/18** 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. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 224/18** THAT Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 225/18** THAT the Minutes of the Committee of Council meeting held on November 14, 2018 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 226/18** 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 November 14, 2018 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

STAFF REPORTS

Moved by Councillor Parker
Seconded by Councillor Harding

- 227/18** 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; and Garcelon Civic Center. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

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

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

- 228/18** 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. **CARRIED**

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

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 229/18** 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. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Parker

230/18 **THAT** the Royal Canadian Mounted Police October 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.

CARRIED

ORGANIZATIONAL REVIEW AND WORKPLACE EVALUATION

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

231/18 **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. **CARRIED**

CHANGE OF DATE: DECEMBER 2018 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

232/18 **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). **CARRIED**

APPROVAL OF MUSIC – JOINT CHRISTMAS PROMOTION COMMITTEE

Moved by Councillor Parker

Seconded by Councillor Harding

233/18 **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. **CARRIED**

DIALOGUE NB COMMUNITIES PROGRAM

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

234/18

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. **CARRIED**

TRUCK REPLACEMENT – TRANSPORTATION SERVICES

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

235/18

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).

CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Worked as bartender at the U17 hockey game at the Garcelon Civic Center.
- Plans to attend "Hockey Night in St. Stephen" on December 8th @ 5:00 p.m. at the Garcelon Civic Center.
- Attended the Black Friday Market at the Garcelon Civic Center.
- Attended the Christmas tree lighting ceremony.
- Attended the Remembrance Day Service at the St. Stephen Cenotaph.

Councillor Hyslop

- Attended the Black Friday Market at the Garcelon Civic Center.
- Attended Steering Committee meetings with Eastern Charlotte Waterways.
- Attended the Annual General Meeting of the Charlotte County Museum.
- Attended Canada 1st Basketball Committee meetings.
- Attended the Remembrance Day Service at the St. Stephen Cenotaph.
- Attended the Christmas Farmers' Market at the Garcelon Civic Center.
- Attended the Multicultural Association of Charlotte County's International Holiday Celebration at the St. Stephen Legion.
- Attended all Town meetings.
- Attended the U17 hockey game at the Garcelon Civic Center.

Councillor Parker

- Attended the Remembrance Day Service at the St. Stephen Cenotaph.
- Attended Steering Committee meetings with Eastern Charlotte Waterways.
- Attended many Christmas activities.
- Received cost information on the potential purchase of composters, a follow up from the presentation at the Committees meeting on September 12, 2018, and will provide it to the Chief Administrative Officer.
- After several cancellations, will continue to schedule a meeting with the new Librarian and Chief Administrative Officer.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Transportation Forum hosted by the Southwest NB Transit Authority Board.
- Attended several Christmas Promotion meetings.
- Attended the Remembrance Day celebrations at the St. Stephen Elementary School.
- Attended the Christmas tree lighting ceremony.
- Attended the Black Friday Market at the Garcelon Civic Center.
- Attended and volunteered at the annual Santa's Helpers.
- Attended the Multicultural Association of Charlotte County's International Holiday Celebration at the St. Stephen Legion.
- Attended the U17 hockey game at the Garcelon Civic Center

Councillor Harding

- Attended all Town meetings.
- Attended, on behalf of the Mayor, the Veterans' dinner at the St. Stephen Legion.
- Laid a wreath on behalf of the Town at the Remembrance Day Service in Milltown.
- Attended the Christmas Farmers' Market at the Garcelon Civic Center.
- Stated how great the mural looks on the wall at Town Square.

Councillor Chisholm

- Attended all Town meetings.
- Experienced a quiet month due to illness.

Mayor MacEachern

- Attended all Town meetings.
- Attended the U17 hockey game at the Garcelon Civic Center and commended staff and volunteers for their efforts in making it a great success.
- Attended a Regional Service community police meeting.
- Attended and participated in the Christmas tree lighting ceremony.
- Laid a wreath on behalf of the Town at the Remembrance Day Service at the St. Stephen Cenotaph.
- Pleased to hear some residents plan on decorating the Milltown bandstand during the Christmas season.

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.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Hyslop

236/18 **THAT** the meeting adjourn at 7:19 p.m. **CARRIED**

Mayor

Town Clerk

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ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
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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: December 17, 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 September 30, 2018 be received.

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

	Actual To Date For the Nine Months Ending September 30, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Taxes	4,017,574	5,356,765	\$1,339,191	75%
Services Provided to Other Governments	136,092	253,708	117,616	54%
Sale of Services	406,655	605,134	198,479	67%
Other Revenue From Own Sources	152,548	195,842	43,294	78%
Unconditional Grants	1,135,552	1,442,611	307,059	79%
Conditional Transfers	19,607	4,200	(15,407)	467%
Other Transfers	1,131,895	1,492,537	360,642	76%
Total Revenue	6,999,923	9,350,797	2,350,874	75%
Expenditure				
General Government Services	781,663	1,044,472	262,809	75%
Protective Services	1,584,050	2,260,064	676,014	70%
Transportation Services	1,360,599	1,938,884	578,285	70%
Enviromental Health Services	187,831	247,794	59,963	76%
Enviromental Development Services	199,857	292,874	93,017	68%
Recreational and Cultural Services	1,425,657	1,929,757	504,100	74%
Fiscal Services	689,238	1,628,952	939,714	42%
Other	(7,978)	8,000	15,978	-100%
Total Expenditures	6,220,917	9,350,797	3,129,880	67%
Surplus (Deficit)	\$779,006	\$0		

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

	Actual To Date For the Nine Months Ending September 30, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,550,331	\$2,065,570	\$515,239	75%
Other Revenue From Own Source	157,997	200,300	42,303	79%
Other Transfers	67,141	89,521	22,380	75%
Total Revenue	1,775,469	2,355,391	579,922	75%
Expenditures				
Water Supply	780,494	1,081,783	301,289	72%
Sewerage Collection and Disposal	500,417	726,650	226,233	69%
Fiscal Services	410,556	546,958	136,402	75%
Total Expenditures	1,691,467	2,355,391	663,924	72%
Surplus (Deficit)	\$84,002	\$0		

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,125,120.08 (one million, one hundred and twenty-five thousand, one hundred and twenty dollars and eight cents) be received.

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000038 dated between 11/01/2018 and 11/30/2018

CHEQUE REGISTER

Printed: 11:17:15AM 12/12/2018

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Number	Issued	Amount	SC	Status	Status Date
000037	11/15/2018 TOWN OF ST. STEPHEN 49000.00***	49,000.00 49,000.00	A/P	OUT-STD	11/15/2018
	Cheque Totals Issued:	49,000.00			
	Void:	0.00			
	Total Cheques Generated:	49,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 023208 dated between 11/01/2018 and 11/30/2018

CHEQUE REGISTER

Printed: 11:17:46AM 12/12/2018

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Number	issued	Amount	SC	Status	Status Date
020818	11/19/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER192018 GG-SERIES"BD"-INTEREST	909.50 909.50	A/P	OUT-STD	11/19/2018
020819	11/19/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER192018* GG-SERIES"BD"-PRINCIPAL	16,000.00 16,000.00	A/P	OUT-STD	11/19/2018
020821	11/30/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER302018 GG-SERIES"BH"-INTEREST	4,750.25 4,750.25	A/P	OUT-STD	11/30/2018
020828	11/30/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER302018* GG-SERIES"BH"-PRINCIPAL	32,000.00 32,000.00	A/P	OUT-STD	11/30/2018
020831	11/15/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER152018 GG-SERIES"BK"-INTEREST	3,293.50 3,293.50	A/P	OUT-STD	11/15/2018
022830	11/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000028271 GG-TOWNHALL-LEASE-NOV/18	5,417.62 5,417.62	A/P	OUT-STD	11/01/2018
022985	11/01/2018 SHARPE'S LAWN CARE 259 RC-PARKS-TURF MAINTANCE PLAY	17,250.00 17,250.00	A/P	OUT-STD	11/01/2018
022987	11/01/2018 A.M.A.N.B. 2018-045 GG-CAO TRAINING-UMNB ANNUAL (40.00 40.00	A/P	OUT-STD	11/01/2018
022988	11/01/2018 ACCT #903240047015 OCTOBER2018 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	11/01/2018
022989	11/01/2018 ACCT 8025-280 OCTOBER2018 LOCAL 770 UNION DUES-OCTOBER/	1,165.07 1,165.07	A/P	OUT-STD	11/01/2018
022990	11/01/2018 ALL GAS TANKS 95969 PS-FIRE-STIHL BLOWER, 4 LITER C/	258.63 258.63	A/P	OUT-STD	11/01/2018
022991	11/01/2018 ATLANTIC BUNKER GEAR SERVICES 8563 PS-FIRE-BUNKER GEAR CLEANING	270.54 270.54	A/P	OUT-STD	11/01/2018
022992	11/01/2018 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P35648 RC-MOWERS-MOWER BELTS 02P35716 RC-PARKS-MOWERS-WHEEL ASSY,	1,089.60 759.23 330.37	A/P	OUT-STD	11/01/2018
022993	11/01/2018 BELL MOBILITY INC. 523889487OCT18 CC-ADMIN-CELL PHONE CHARGES 523889487OCT18GG GG-ADMIN-CELL PHONE CHARGES	1,116.33 129.10 987.23	A/P	OUT-STD	11/01/2018
022994	11/01/2018 CANADIAN SPRINGS 9926226341 RC-MILLTOWN POOL-WATER 9926523041 RC-MILLTOWN POOL-WATER	245.56 136.97 108.59	A/P	OUT-STD	11/01/2018
022995	11/01/2018 CANADA BREAD COMPANY LIMITED 126314900228 CC-CANTEEN-SUPPLIES	25.56 25.56	A/P	OUT-STD	11/01/2018
022996	11/01/2018 CAN VOL FIRE SERVICES ASSOC 01012018-14 PS-FIRE-LONG SERVICE AWARD ME	750.00 750.00	A/P	OUT-STD	11/01/2018
022997	11/01/2018 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG06544 TS-#07- BOTS IG08435 TS-#12-SUPPORT, CUSHIONS, BOLT IG08495 TS-#12-FILLER IG08824 TS-#12-PIPE, CANISTER, HANDLE RG15761 TS-#1- 4 WHEEL ALIGNMENT RG17032 PS-#200-WHEEL ALIGNMENT	1,065.39 37.54 233.83 31.63 522.18 139.07 101.14	A/P	OUT-STD	11/01/2018
022998	11/01/2018 CNH CAPITAL IN89253 TS-#16-O-RINGS OCT182018 TS-#11-INTEREST	111.30 93.47 8.92	A/P	OUT-STD	11/01/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 023208 dated between 11/01/2018 and 11/30/2018

CHEQUE REGISTER

Printed: 11:17:46AM 12/12/2018

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Number	Issued		Amount	SC	Status	Status Date
	SEP102018	TS-#11-INTEREST CHARGES	8.91			
022999	11/01/2018	CYCLE WORKS	125.67	A/P	OUT-STD	11/01/2018
	21846	PS-FIRE-WINTERIZE BOAT	125.67			
023000	11/01/2018	DAN LECLAIR	50.00	A/P	OUT-STD	11/01/2018
	385	PM-LIBRARY-RETURN BOX LOCK RE	50.00			
023001	11/01/2018	DYNAMIC ONLINE MARKETING CORP.	851.00	A/P	OUT-STD	11/01/2018
	123899	PS-FIRE-PERSONAL PROTECTIVE E	851.00			
023002	11/01/2018	GRANT FIRST-AID	500.00	A/P	OUT-STD	11/01/2018
	36	TS-ST5-FIRST AID TRAINING	500.00			
023003	11/01/2018	JEFF RENAUD	250.00	A/P	OUT-STD	11/01/2018
	OCTOBER2018	GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
023005	11/01/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	865.55	A/P	OUT-STD	11/01/2018
	418234	TS-ST5-DIESEL	257.28			
	47742	TS-ST5-DIESEL	507.38			
	719739	TS-ST5-DIESEL	100.91			
023006	11/01/2018	KONICA MINOLTA BUSINESS SOLUTIONS	98.50	A/P	OUT-STD	11/01/2018
	254618727	GG-TOWN HALL-COPIER MAIN-OCT	98.50			
023007	11/01/2018	KONICA MINOLTA BUSINESS	223.07	A/P	OUT-STD	11/01/2018
	6921163	GG-TOWN-COPIER LEASE-NOV/18	223.07			
023008	11/01/2018	MICMAC FIRE & SAFETY SOURCE LTD.	3,208.50	A/P	OUT-STD	11/01/2018
	NS-00854360	PS-FIRE-STRUCTURAL FIRE HELME	3,208.50			
023009	11/01/2018	N. B. ELECTRIC POWER	26,351.06	A/P	OUT-STD	11/01/2018
	10126106OCT18	TS-XINGLIGHTS-KING ST	26.21			
	19055406OCT18	RC-ARENA-ELECTRICITY	361.19			
	54253127OCT18	CC-BUILDING-ELECTRICITY	25,902.74			
	54653258OCT18	TS-KING/SUPERSTORE-TRAFFIC LIC	60.92			
023010	11/01/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	142.10	A/P	OUT-STD	11/01/2018
	422111	GG-TOWN-FLOOR MATS	95.36			
	422579	PS-RCMP-FLOOR MATS	46.74			
023011	11/01/2018	O'CONNELL MIKE	533.35	A/P	OUT-STD	11/01/2018
	OCTOBER2018	RC-RECDIRECTOR-MONTHLY VEHIC	200.00			
	RECNB2018	RC-RECREATIONDIRECTOR-ANNUA	333.35			
023012	11/01/2018	ORKIN CANADA CORPORATION	152.38	A/P	OUT-STD	11/01/2018
	IN-8886063	PS-FIRE-PEST CONTROL	152.38			
023013	11/01/2018	ORR ELECTRIC & ALARM LTD.	94.29	A/P	OUT-STD	11/01/2018
	3537	PM-RCMP-FIRE ALARM PANEL - NEV	94.29			
023014	11/01/2018	PIZZA DELIGHT	189.11	A/P	OUT-STD	11/01/2018
	264545	RC-HORT-STAFF LUNCH	189.11			
023015	11/01/2018	PUROLATOR COURIER LTD.	48.47	A/P	OUT-STD	11/01/2018
	439368101	GG-TOWN-ROUTE 3 PROJECT	48.47			
023016	11/01/2018	ROYAL CANADIAN LEGION #9	45.00	A/P	OUT-STD	11/01/2018
	45	GG-CIVIC-MEMORIAL DAY WREATH	45.00			
023017	11/01/2018	SAKO INDUSTRIAL SUPPLY	479.55	A/P	OUT-STD	11/01/2018
	17056	TS-SHOP-TOP GREASE (20 TUBES)	479.55			
023018	11/01/2018	SEAN MORTON	92.85	A/P	OUT-STD	11/01/2018
	HALOWEEN2018	PS-FIRE-HALOWEEN SUPPLIES 2018	92.85			
023019	11/01/2018	SHARPE'S LAWN CARE	1,150.00	A/P	OUT-STD	11/01/2018
	421	RC-PARKS-BUSINESS PARK-MAINTI	1,150.00			

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023020	11/01/2018 SOURCE ONE SUPPLIES	2,069.04	A/P	OUT-STD	11/01/2018
	19595 CC-ARENA-FLOOR CLEANER	173.90			
	19815 CC-ARENA-GARBAGE BAGS	442.41			
	19619 CC-POOL-MURIATIC ACID	718.98			
	19629 CC-ARENA-BATH TISSUE	415.15			
	19645 TS-SHOP-PAPER TOWEL, WASHRO	318.60			
023021	11/01/2018 SOUTHWEST CONCRETE & CONS LTD	8,521.50	A/P	OUT-STD	11/01/2018
	IN000005451 PM-AIRPORT-EX 210 W/MULCHER	8,521.50			
023022	11/01/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	56.52	A/P	OUT-STD	11/01/2018
	189547 GG-CIVIC-EVENTS	56.52			
023023	11/01/2018 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	11/01/2018
	OCTOBER2018 EMPLOYEE DEDUCTIONS-OCTOBER	40.00			
023024	11/01/2018 STATIONERY PLUS	1,498.88	A/P	OUT-STD	11/01/2018
	36706 RC-ADMIN-DRY ERASE MARKERS, E	55.53			
	36765 GG-TOWN HALL-PAPER, STICKY NC	327.90			
	36804 GG-TOWN HALL-REPORT COVERS,	11.07			
	36985 GG-TOWN HALL-COFFEE K-CUPS	22.64			
	37263 GG-TOWN HALL-HOLE PUNCH	20.13			
	37328 GG-TOWN HALL-FILE BOXES, FOLDI	109.44			
	37388 GG-TOWN HALL-ENVELOPES	31.04			
	37470 GG-TOWN HALL-BINDING CASES	17.23			
	37644 GG-TOWN HALL-PLANNER	11.21			
	38059 PS-FIRE-BATTERIES	115.59			
	38088 GG-CHEQUES-GENERAL FUND	775.10			
023025	11/01/2018 UNIFIRST CANADA LTD.	116.89	A/P	OUT-STD	11/01/2018
	7100148866 CC-LOBBY-MATS	116.89			
023026	11/01/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	3,610.36	A/P	OUT-STD	11/01/2018
	28333 RC-PARKS&REC-FALL AND WINTER	3,610.36			
023027	11/07/2018 BELL ALIANT	713.73	A/P	OUT-STD	11/07/2018
	47424130OCT18 CC-ADMIN-LANDLINE PHONES	713.73			
023028	11/07/2018 CANADA BREAD COMPANY LIMITED	25.56	A/P	OUT-STD	11/07/2018
	129814900749 CC-CANTEEN-HOT DOG BUNS	25.56			
023029	11/07/2018 CARQUEST	523.19	A/P	OUT-STD	11/07/2018
	14838-89569 TS-#7-HOSE, COUPLING/ADAPTER	37.62			
	14838-90255 TS-#12-SUPREME 3.5 LVOC, MED H/	451.46			
	14838-90383 TS-#12-SEALER GRAY	34.11			
023030	11/07/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002	24,869.29	A/P	OUT-STD	11/07/2018
	OCTOBER2018 GG-MUNCIPALPLAN-OCTOBER/18	24,869.29			
023031	11/07/2018 CINTAS CANADA LIMITED	662.29	A/P	OUT-STD	11/07/2018
	5012080920 TS-SHOP-FIRST AID SUPPLIES	578.83			
	5012080923 PS-FIRE-FIRST AID SUPPLIES	83.46			
023032	11/07/2018 CNH CAPITAL	51.75	A/P	OUT-STD	11/07/2018
	IN89502 TS-#11-LATCH	51.75			
023033	11/07/2018 COCA COLA REFRESHMENTS CANADA COMPANY	594.00	A/P	OUT-STD	11/07/2018
	15330200734 CC-CANTEEN-COKE, SPRITE	594.00			
023034	11/07/2018 DAVID CANDY (Safety Training)	646.80	A/P	OUT-STD	11/07/2018
	129 PS-FIRE-ELECTRIC/HYBRID VEHICL	646.80			
023035	11/07/2018 GARCELON CIVIC CENTER	55.00	A/P	OUT-STD	11/07/2018

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	PETREREFUND CC-SWIMMING-REGISTRATION REF	55.00			
023036	11/07/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP 464166 GG-LEGAL-GENERAL	521.50 521.50	A/P	OUT-STD	11/07/2018
023037	11/07/2018 MINISTER OF FINANCE WEEK452018 EMPLOYEE DEDUCTIONS-NOV 4 - 1	209.30 209.30	A/P	OUT-STD	11/07/2018
023038	11/07/2018 MINISTER OF FINANCE 19582019 TS-SHOP-VEHICLE INSPECTION LIC 19582019* TS-SHOP-VEHICLE INPSPECTION S	613.00 38.00 575.00	A/P	OUT-STD	11/07/2018
023039	11/07/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 423528 PM-RCMP-FLOOR MATS	48.74 46.74	A/P	OUT-STD	11/07/2018
023040	11/07/2018 PAPA'S NUTS 39 CC-CANTEEN-PEANUTS	80.00 80.00	A/P	OUT-STD	11/07/2018
023041	11/07/2018 PAYROLL TRANSFER WEEK452018 GG-TRANSFER-OCT 26 - NOV 08/18	72,107.00 72,107.00	A/P	OUT-STD	11/07/2018
023042	11/07/2018 PETTY CASH OCTOBER012018 GG-BYLAW-BYLAWRREGISTRATION OCTOBER112018 GG-BYLAW-REGISTERED LETTER OCTOBER152018 GG-BUILDINGINSPECTOR-REGISTE	108.00 85.00 11.50 11.50	A/P	OUT-STD	11/07/2018
023043	11/07/2018 RECEIVER GENERAL FOR CANADA WEEK452018 GG-REMITTANCE-OCT 26 - NOV 08/	29,253.83 29,253.83	A/P	OUT-STD	11/07/2018
023044	11/07/2018 RICHWIL TRUCK CENTRE LTD. 125966 TS-#7-LIGHT, HARNESS 126185 TS-#17-SWITCH LIGHT	239.41 185.31 54.10	A/P	OUT-STD	11/07/2018
023045	11/07/2018 SHANNON MICHAEL WEEK452018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91 371.91	A/P	OUT-STD	11/07/2018
023046	11/07/2018 SOUTHERN SANITATION LTD. 159561 GG-TOWN-ZONE 1 GARBAGE COLLI 159562 GG-TOWN-ZONE III GARBAGE COLL	8,608.52 4,602.78 4,005.74	A/P	OUT-STD	11/07/2018
023047	11/07/2018 SPEEDY ST-STEPHEN 8768 8768-292441 PS-FIRE-HEADLIGHT MIRRORS	271.38 271.38	A/P	OUT-STD	11/07/2018
023048	11/07/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 189548 GG-CIVIC-FALL CLEAN UP NOTICE 190077 GG-CIVIC-TOWN EVENTS	229.02 172.50 56.52	A/P	OUT-STD	11/07/2018
023049	11/07/2018 ST. STEPHEN AREA CHAMBER 2436 CC-EVENTS-CHRISTMAS PROMOTI	125.00 125.00	A/P	OUT-STD	11/07/2018
023050	11/07/2018 YELLOW PAGES GROUP 18-6539753 GG-TOWN-911 LISTING-NOV/18	10.47 10.47	A/P	OUT-STD	11/07/2018
023051	11/14/2018 CANADIAN TIRE N16411478 CC-ARENA-BOOTS, WORK GLOVES N16577492 CC-ARENA-WORK BOOTS N16850471 CC-ARENA-CLEANING SUPPLIES N16850597 CC-ARENA-PAINT N16882292 CC-EVENTS-STEP LADDER N16882382 RC-PARKS-KEYS N16882390 CC-ZAMBONI-PROPANE N16882423 RC-PARKS-BATTERIES N16882434 TS-SHOP-LEAK SEAL N16882450 CC-ARENA-KNIFE, TOOLS	889.04 92.59 124.18 108.76 38.13 22.99 8.03 64.01 19.49 75.38 148.13	A/P	OUT-STD	11/14/2018

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	N16882479	CC-POOL-A Q TEST KIT			
	N17094020	PS-FIRE-COFFEE POT			
	N17094026	PS-FIRE-BACK PACK, FLASHLIGHT			
023052	11/15/2018 A.E. HORNE & SON LTD.	54.96	A/P	OUT-STD	11/15/2018
	00569710-01	PS-FIRE-MYLOR INC. DUTY CHARGE			
023053	11/15/2018 ATHLETICA SPORTS SYSTEMS INC.	1,074.10	A/P	OUT-STD	11/15/2018
	311789	CC-ARENA-GLASS SPACERS, GASK			
023055	11/15/2018 BELLBOY DRYCLEANERS	218.50	A/P	OUT-STD	11/15/2018
	38-546780	CC-TABLECLOTHS-CLEANING			
023056	11/15/2018 BERNARD YOUNG CLEANING	784.88	A/P	OUT-STD	11/15/2018
	700969	CC-3RD FLOOR CRUSH-STRIPPING			
023057	11/15/2018 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	11/15/2018
	14945	PS-BYLAW-NOV 03 - 10/A8 FEE			
023058	11/15/2018 CANADA BREAD COMPANY LIMITED	25.56	A/P	OUT-STD	11/15/2018
	130514900852	CC-CANTEEN-HOT DOG BUNS			
023059	11/15/2018 CHARLOTTE COUNTY JANITORIAL	1,379.53	A/P	OUT-STD	11/15/2018
	4110	PS-FIRE-JANITORIAL-OCT/18			
	4112	PM-RCMP-JANITORIAL-OCT/18			
023060	11/15/2018 COCA COLA REFRESHMENTS CANADA COMPANY	701.69	A/P	OUT-STD	11/15/2018
	15330200753	CC-CANTEEN-COCA-COLA SUPPLIE			
	15330200754	CC-CANTEEN-COCA-COLA, SPRITE,			
023061	11/15/2018 DARREN MITCHELL	1,240.00	A/P	OUT-STD	11/15/2018
	001	PM-AIRPORT-BUSH HOGGING			
023062	11/15/2018 DAVIS FUELS	2,025.81	A/P	OUT-STD	11/15/2018
	16438*	TS/PS-199 UNION ST-HEATING FUEL			
	16593	TS/PS-199 UNION ST-HEATING FUEL			
023063	11/15/2018 EAST COAST INTERNATIONAL TRUCKS	481.99	A/P	OUT-STD	11/15/2018
	32041S	TS-#7-ROUGH RIDER GRO			
	32090S	TS-#29-CORE DEPOSIT BATTERY			
	32118S	TS-#12-4 LED 12V, FORWARD LAMP			
	32129S	TS-#16,#18-ROTT4TRI, RED 50/50, R			
	CM29214S	PS-FIRE-BRAKE DRUMS			
023064	11/15/2018 ENBRIDGE GAS NEW BRUNSWICK	927.92	A/P	OUT-STD	11/15/2018
	2018102401008-1016227-0	CC-BUILDING-NATURAL GAS			
	00				
023065	11/15/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVICE	2,569.00	A/P	OUT-STD	11/15/2018
	18-103	PS-BUILDINGINSPECTOR-OCT 28 - I			
023066	11/15/2018 GARCELON CIVIC CENTER	3,051.00	A/P	OUT-STD	11/15/2018
	JULY31/18	CC-ACESHOCKEYTEAM-3RD PARY			
023067	11/15/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	3,903.75	A/P	OUT-STD	11/15/2018
	339764	TS-STG-GAS			
	417330	TS-STG-DIESEL			
023068	11/15/2018 KEITH'S BUILDING SUPPLIES	448.48	A/P	OUT-STD	11/15/2018
	179521	RC-PARKS-BOOTS			
	179741	TS-STG-CULVERT			
023069	11/15/2018 KEM CANADA MFG	314.63	A/P	OUT-STD	11/15/2018
	121040	CC-BUILDING-LIQUIDATE			
023070	11/15/2018 KONICA MINOLTA BUSINESS SOLUTIONS	178.02	A/P	OUT-STD	11/15/2018

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	254618284* CC-ADMIN-COPIERMANTENANCE-C	178.02			
023071	11/15/2018 KONICA MINOLTA BUSINESS	143.96	A/P	OUT-STD	11/15/2018
	6921023 CC-COPIER-LEASE NOV/18	143.96			
023072	11/15/2018 LIFESAVING SOCIETY - NB Branch	425.88	A/P	OUT-STD	11/15/2018
	2510 CC/STS-STREETS,ARENA,POOL-FIR	141.75			
	2517 CC-POOL-ALERT BOOKS	133.88			
	6581A* CC-POOL-NATIONAL LIFEGUARD	0.25			
	8805A CC/TS-ARENA/STREET-FIRST AID TI	150.00			
023073	11/15/2018 MEGA-LAB MANUFACTURING CO. LTD.	309.81	A/P	OUT-STD	11/15/2018
	0000150594 TS-SHOP-DRI-LUBE, TEFSYN	309.81			
023074	11/15/2018 MILLTOWN MACHINE & FABRICATION LTD.	25.49	A/P	OUT-STD	11/15/2018
	20165 TS-#6-KEYSTOCKS	25.49			
023075	11/15/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	11/15/2018
	WEEK462018 EMPLOYEE DEDUCTIONS-NOV 11	209.30			
023076	11/15/2018 N. B. ELECTRIC POWER	12,165.12	A/P	OUT-STD	11/15/2018
	19051703NOV18 TS-AIRPORT-ELECTRICITY	240.01			
	19051801NOV18 TS-AIRPORT-ELECTRICITY	58.50			
	216000030308NOV18 TS-STS-AREA LIGHTS	11,866.61			
023077	11/15/2018 ORKIN CANADA CORPORATION	77.05	A/P	OUT-STD	11/15/2018
	IN-8879802 CC-BUILDING-PEST CONTROL	77.05			
023078	11/15/2018 ORR ELECTRIC & ALARM LTD.	209.75	A/P	OUT-STD	11/15/2018
	3556 PM-LIBRARY-REPLACED TIME CLOC	209.75			
023079	11/15/2018 PRO-TECH SANITATION LTD.	4,244.02	A/P	OUT-STD	11/15/2018
	281434 CC-ARENA-TOOTHED BELTS, SCRU	468.03			
	261434-1 CC-ARENA-SCRUBBER	125.87			
	261450 CC-ARENA-22" ROLLER BRUSH HEA	2,294.25			
	262382 CC-ARENA-GROUT BRUSHES 22", V	402.66			
	262631 CC-ARENA-WHITE BRUSHES	955.21			
023080	11/15/2018 RICHWIL TRUCK CENTRE LTD.	1,750.54	A/P	OUT-STD	11/15/2018
	126274 TS-#5-FUEL TANK, STRAP, LINING	1,750.54			
023081	11/15/2018 SEAN MORTON	174.62	A/P	OUT-STD	11/15/2018
	HALOWEENTREATS18 PS-FIRE-HALOWEEN TREATS 2018	174.62			
023082	11/15/2018 SERVICE NEW BRUNSWICK	19.00	A/P	OUT-STD	11/15/2018
	CUB6902018 PS-FIRE-475A1001 1953 MACK FIRE	19.00			
023083	11/15/2018 SOURCE ONE SUPPLIES	1,474.82	A/P	OUT-STD	11/15/2018
	19087* CC-ARENA-BABY CHANGING TABLE	358.78			
	19185* CC-ARENA-PAPER TOWELS, FLOOF	934.03			
	19658 CC-ARENA-GARBAGE BAGS	-128.05			
	19659 CC-ARENA-GARBAGE BAGS	117.83			
	19702 CC-ARENA-HAND SOAP	192.23			
023084	11/15/2018 SOUTHERN SANITATION LTD.	398.48	A/P	OUT-STD	11/15/2018
	159633 CC-BUILDING-GARBAGE COLLECTI	347.88			
	159689 PM-AIRPORT-GARBAGE COLLECTIC	50.60			
023085	11/15/2018 SPEEDY ST-STEPHEN 8768	4,850.01	A/P	OUT-STD	11/15/2018
	245 CC-ARENA-RINK GLASS	4,850.01			
023086	11/15/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	276.00	A/P	OUT-STD	11/15/2018
	188523 RC-PARKS-ELM STREET NATURE W	276.00			
023087	11/15/2018 STATIONERY PLUS	1,071.30	A/P	OUT-STD	11/15/2018

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	38598	CC-ADMIN-BATTERIES, LABELS, PEI	405.29			
	38742	GG-TOWN-LASER TONER	114.87			
	38817	GG-TOWN HALL-FOLDBACK CLIPS,	309.46			
	38943	GG-TOWN HALL-LASER TONER	100.27			
	39055	CC-ADMIN-THERMAL ROLLS, CORRI	18.54			
	39057	CC-MCA-FLIP CHART PAD	83.89			
	39199	GG-TOWN HALL-PENS, HIGHLIGHTE	9.66			
	39252	GG-TOWN HALL-CALCULATOR RIBE	5.27			
	39833	GG-TOWN HALL-FILE FOLDERS, REI	24.05			
023088	11/15/2018	T.DONOVAN & SON (1997) Ltd.	1,159.03	A/P	OUT-STD	11/15/2018
	IN00021560	CC-ARENA-TRIPLE C # 540 20 L	1,159.03			
023089	11/15/2018	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,171.24	A/P	OUT-STD	11/15/2018
	1477482	CC-ELEVATOR-NOV/18-JAN/19 MAIN	1,171.24			
023090	11/15/2018	TLC SECURITY	603.41	A/P	OUT-STD	11/15/2018
	54	CC-SECURITY-CANADA VS US HOCI	603.41			
023091	11/15/2018	UNIFIRST CANADA LTD.	315.26	A/P	OUT-STD	11/15/2018
	7100149540	CC-LOBBY-FLOOR MATS	157.63			
	7100150222	CC-LOBBY-FLOOR MATS	157.83			
023092	11/15/2018	BELL ALIANT	3,280.83	A/P	OUT-STD	11/15/2018
	06336721OCT18	TS-AIRPORT-LANDLINE PHONE	157.88			
	11368891OCT18	GG-TOWNHALL-LANDLINE PHONES	1,516.84			
	11378668OCT18	PS/TS-199UNIONST-LANDLINE PHOI	359.51			
	11395944OCT18	PS-FIRE-LANDLINE PHONES	901.91			
	15772965OCT18	RC-REC/POOL-LANDLINE PHONES	238.75			
	46435731OCT18	RC-PARKS-CHOCOLATE PARK CAM	105.74			
023093	11/22/2018	CARQUEST	84.44	A/P	OUT-STD	11/22/2018
	14838-91120	TS-#12-BRAKE SHOE SET	84.44			
023094	11/22/2018	DOT LARSEN	91.99	A/P	OUT-STD	11/22/2018
	91.99	PS-CROSSINGGUARD-CLOTHING AI	91.99			
023095	11/22/2018	FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	11/22/2018
	0001542383	GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
023096	11/22/2018	GARCELON CIVIC CENTER	872.75	A/P	OUT-STD	11/22/2018
	ROOMCHARGES	CC-WALLOFFAME-ROOM CHARGES	872.75			
023097	11/22/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	391.78	A/P	OUT-STD	11/22/2018
	842382	TS-ST5-DIESEL	391.78			
023098	11/22/2018	KEM CANADA MFG	311.18	A/P	OUT-STD	11/22/2018
	121051	TS-SHOP-KEM-A-LOOSE	311.18			
023099	11/22/2018	KENT BUILDING SUPPLIES	630.64	A/P	OUT-STD	11/22/2018
	1432520	TS-SHOP-EYEBOLTS, SPRINGSNAP	33.18			
	1476223	RC-HORT-KEYS	8.72			
	1479284	RC-MURAL-PAINT SUPPLIES	117.25			
	1479770	PS-FIRE-RANGEHD	17.12			
	1484021	RC-PARKS-BIT, HEX NUTS, C CLAMI	302.93			
	1486296	CC-ARENA-KEY	4.27			
	1487042	RC-PARKS-CLAMP/WIRE CABLE	2.98			
	1487133	RC-PARKS-TROWEL/FINISH, QUIKRI	54.31			
	1487528	TS-SHOP-HEX BOLTS	46.52			
	1488077	TS-#29-ANCR/ZIP IT, EYEBOLTS	17.71			

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	1488200	PS-FIRE-SHOPLIGHT	25.65			
023100	11/22/2018	LAROCHELLE EQUIPMENT INC.	1,592.54	A/P	OUT-STD	11/22/2018
	0085025CRE	TS-#7-CREDIT ENTERED AS INVOICE	-3,751.88			
	0085863	TS-#5,#6-PUSH ARM TONGUE, TRAN	412.13			
	0087363	TS-#7-FLANGE BOLTS, SHACKLE-GF	2,140.11			
	0087412	TS-#6-SANDER CHAIN	1,332.16			
	0087413	TS-#6-GEARLOCK AND BEARINGS	1,460.02			
023101	11/22/2018	MICMAC FIRE & SAFETY SOURCE LTD.	2,605.03	A/P	OUT-STD	11/22/2018
	NS-00854855	PS-CHIEF-BUNKER SUIT	2,605.03			
023102	11/22/2018	MILLTOWN MACHINE & FABRICATION LTD.	194.06	A/P	OUT-STD	11/22/2018
	20176	PS-FIRE-BOOM TRUCK RENTAL	194.06			
023103	11/22/2018	MINISTER OF FINANCE	208.80	A/P	OUT-STD	11/22/2018
	WEEK472018	EMPLOYEE DEDUCTIONS - NOV 18-	208.80			
023105	11/22/2018	N. B. ELECTRIC POWER	29,595.63	A/P	OUT-STD	11/22/2018
	10126106NOV18	TS-CROSSINGLIGHTS-KING ST	26.21			
	17935200NOV18	TS-KING/UNIONST-TRAFFIC LIGHTS	41.30			
	18169205NOV18	RC-POOL-MILL LANE	481.21			
	19055406NOV18	RC-ARENA-ELECTRICITY	469.91			
	50660140NOV18	RC-PARKS-ROTARY CHANGING RO	26.21			
	54187672NOV18	TS-KING/QUEENST-TRAFFIC LIGHTS	43.41			
	54253127NOV18	CC-BUILDING-ELECTRICITY	26,003.71			
	54653258NOV18	TS-KING/SUPERSTORE-TRAFFIC LIK	74.49			
	55160607NOV18	RC-COTTONMILL-LIGHTS	86.86			
	55917471NOV18	TS-ST5-WATERFRONT LIGHTS	88.53			
	57955782NOV18	RC-BANDSTAND-CHOCOLATE PARK	27.86			
	57955808NOV18	GG-120MILLTOWNBLVD-ELECTRICI	103.55			
	71315207NOV18	PS-RCMP-ELECTRICITY	904.61			
	72924306NOV18	RC-PARKS-BANDSTAND	45.52			
	73006038NOV18	RC-LIBRARY-ELECTRICITY	921.62			
	82122207NOV18	RC-PARKS-BASKETBALL COURT	26.36			
	83278804NOV18	TS-ST5-PARKS SHED	109.95			
	84980501NOV18	RC-PARKS-RIVERSIDE DR LIGHTS	114.32			
023106	11/22/2018	NORTHERN CONSTRUCTION INC.	13,528.21	A/P	OUT-STD	11/22/2018
	00001450	TS-ST5-ASPHALT	13,528.21			
023107	11/22/2018	ORR ELECTRIC & ALARM LTD.	86.25	A/P	OUT-STD	11/22/2018
	3546	PM-LIBRARY-CHECKED EMERGENC	86.25			
023108	11/22/2018	PAYROLL TRANSFER	76,165.00	A/P	OUT-STD	11/22/2018
	WEEK472018	GG-TRANSFER-NOV 9 - NOV 22/18	76,165.00			
023109	11/22/2018	RECEIVER GENERAL FOR CANADA	29,509.70	A/P	OUT-STD	11/22/2018
	WEEK472018	GG-REMITTANCE-NOV 9 - NOV 22/18	29,509.70			
023110	11/22/2018	SEAN MORTON	119.80	A/P	OUT-STD	11/22/2018
	FIRESERVICE2025	PS-FIRE-FIRE SERVICE 2025 MEETII	119.80			
023111	11/22/2018	SOURCE ONE SUPPLIES	51.16	A/P	OUT-STD	11/22/2018
	19646*	GG-120 MILLTOWN BLVD-PAPER TO	51.16			
023112	11/22/2018	SOUTHERN SANITATION LTD.	379.50	A/P	OUT-STD	11/22/2018
	159592	RC-ARENA-GARBAGE COLLECTION	379.50			
023113	11/22/2018	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	8,147.52	A/P	OUT-STD	11/22/2018
	197994-198393	GG-TOWN-GARBAGE COLLECTION	8,147.52			

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Number	Issued	Amount	SC	Status	Status Date
023114	11/22/2018 SPORTS WALL OF FAME AUCTIONPROCEEDS CC-WALLOFFAME-AUCTION PROCE	564.25 564.25	A/P	OUT-STD	11/22/2018
023115	11/22/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 190353 GG-CIVIC-CASUAL WORKER	173.66 173.66	A/P	OUT-STD	11/22/2018
023116	11/22/2018 TOWN OF ST. STEPHEN 1651.97 GG-GENERALCAPITALFUND-FUND 1	1,651.97 1,651.97	A/P	OUT-STD	11/22/2018
023117	11/22/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 318833 CC-BUILDING-NATURAL GAS	565.31 565.31	A/P	OUT-STD	11/22/2018
023120	11/27/2018 JEFF RENAUD 90.40 CC-CANTEEN-SUPPLIES PICK UP OCT30/18 CC-CANTEEN-SUPPLIES PICK UP	180.80 90.40 90.40	A/P	OUT-STD	11/27/2018
023121	11/27/2018 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P35982 RC-PARKS-MOWER-RELAY(STARTE 02P36029 RC-PARKS MOWER-IGN MODULE	415.97 223.51 192.46	A/P	OUT-STD	11/27/2018
023122	11/27/2018 BORDER INVESTIGATIONS & SECURITY INC. 14955 PS-BYLA-W-NOV 16 - 23/18 FEE	966.00 966.00	A/P	OUT-STD	11/27/2018
023123	11/27/2018 BRUNSWICK NEWS INC 20016390 RC/PS-FIRE/PARKS-ELM STREET, C 20020022 RC-PARKS-ELM ST NATURE PARK 20021019 RC-PARKS-ELM ST NATURE PARK	724.73 592.71 66.01 66.01	A/P	OUT-STD	11/27/2018
023124	11/27/2018 CANADIAN SPRINGS 9926597199 TS-SHOP-WATER	33.56 33.56	A/P	OUT-STD	11/27/2018
023125	11/27/2018 CARGILL LIMITED 2904386771 TS-ST-S-ROAD SALT 2904389451 TS-STREETS-ROAD SALT	10,252.92 5,139.04 5,113.88	A/P	OUT-STD	11/27/2018
023126	11/27/2018 CARMICHAEL ENGINEERING LTD. FR-1613890 CC-POOL-AIR HANDLING UNIT	7,699.25 7,699.25	A/P	OUT-STD	11/27/2018
023127	11/27/2018 CPANB OCT012018 PS-FIRE-FAMILY VIOLENCE AWARE	200.00 200.00	A/P	OUT-STD	11/27/2018
023130	11/27/2018 CREIGHTON-CARTER LTD. 961-464168 TS-#6-DIESEL EXHAUST FLUID 961-464227 TS-SHOP-ROLL 9X11 P320A 961-464518 TS-#307-AIR FILTER, OIL FILTER 961-464530 TS-#306-AIR FILTER, OIL FILTER, 5V 961-464541 TS-#12-MISCELLANEOUS, ABRASIVI 961-464697 TS-SHOP-ANTIFREEZE, WW FLUID - 961-465010 TS-SHOP-ERASER WHEEL SPINDLE 961-465115 TS-SHOP-DIESEL CAN, GAS CAN 961-465210 TS-#12-MASKING TAPE, UNDERCOA 961-465289 TS-SHOP-HYDRAULIC FLUID 961-465329 TS-SHOP-COTTER PINS 961-465357 TS-#7-COURTESY LAMP 961-465645 TS-SHOP-HALOGEN CAPSULE 961-465649 TS-#12-HALOGEN CAPSULES, WIPE 961-465670 TS-SHOP-RIVETS, PUSH-TYPE RET/ 961-465701 TS-SHOP-DRILLS 961-465777 TS-#16-BULKHEAD FITTINGS 961-465778 TS-#12-AIR FILTERS, OIL FILTER	3,815.03 37.92 8.42 14.01 85.23 217.74 506.09 13.79 44.83 90.71 746.58 52.90 10.19 11.38 156.30 29.26 106.01 112.41 54.14	A/P	OUT-STD	11/27/2018

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Number	Issued	Amount	SC	Status	Status Date
	961-465779	TS-SHOP-POWER STEERING FLUID			
	961-465790	TS-SHOP-COTTER PINS			
	961-465793	TS-#12-FRONT BRAKE PADS, REAR			
	961-465796	TS-#12-BRAKE ROTORS			
	961-465825	TS-#12-TIE ROD END			
	961-465831	TS-#12-TIE ROD END			
	961-465886	TS-#12-PARKING BRAKE SHOE, WHI			
	961-465889	TS-#12-OIL SEAL			
	961-465908	TS-SHOP-80W-90 GEAR OIL			
	961-465926	TS-#12-BRAKE CALIPERS WITH HAR			
	961-465967	TS-#12-BRAKE CABLE			
	961-466051	TS-#6, #5-GEAR OIL, COTTER PINS			
023131	11/27/2018	DAVE DINSMORE WEB DESIGN & HOSTING			
	0635	GG-TOWN HALL-WEB HOSTING-JUL			
	0636	CC-ADMIN-WEB HOSTING-JULY THF			
023132	11/27/2018	DEBLY ENTERPRISES LTD.			
	156788	GG-STREETIMPROVEMENTS-MILLT			
023133	11/27/2018	EAST COAST INTERNATIONAL TRUCKS			
	32249S	TS-#7-TANK RADIATOR			
	32257S	TS-#7-PIGTAIL RING, GROMMET OV,			
	32258S	TS-#29-BATTERY			
	32285S	TS-#29-STT LAMP, LAMP-S			
	32337S	TS-#7-RAD TANK			
	CM32090S	TS-#29-BATTERY			
023134	11/27/2018	FLEET READY LTD.			
	12016	PS-FIRE-SKULL SAVERS			
023135	11/27/2018	Frank Godsoe			
	CPAPDWEEK	GG-ASSISTANTTREASURE-CPA PD			
023136	11/27/2018	FUNDY BUILDING INSPECTION & DRAFTING SERVIC			
	18-109	PS-BUILDINGINSPECTOR-NOV 11 - 2			
023137	11/27/2018	IRVING ENERGY DISTRIBUTION AND MARKETING			
	527030	TS-STG-GAS			
	NOV022018	TS-STG-NOV INTEREST CHARGE			
023136	11/27/2018	MARION JAMER			
	NBFIREFIGHTERCONFERE	PS-FIRE-NB FIRE FIGHTER CONFER			
	CE				
023139	11/27/2018	MICHELLE VEST			
	625.28	CC-CANTEEN-SUPPLIES			
023140	11/27/2018	MICMAC FIRE & SAFETY SOURCE LTD.			
	NS-00854985	PS-FIRE-GLOVES			
023141	11/27/2018	MICMAC FIRE & SAFETY SOURCE			
	00854955	PS-FIRE-REPAIR SCBA			
023142	11/27/2018	MINISTER OF FINANCE			
	910190	TS/CC-SHOP/CIVIC CENTER-BPV AN			
023143	11/27/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.			
	424539	PM-RCMP-FLOOR MATS			
023144	11/27/2018	PITA PIT			
	GCC-1	CC-CANTEEN-HOCKEY TOURNAMEI			
023145	11/27/2018	SEAN MORTON			

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Number	Issued	Amount	SC	Status	Status Date
	CHIEFTAG&NAMETAGS PS-FIRE-CHIEF BADGE AND NAME 1	161.98			
	PHONECHARGER PS-FIRE-CELL PHONE CHARGER	54.38			
	TRAININGEQUIPMENT PS-FIRE-BLAST MASK TRAINING	197.56			
023146	11/27/2018 SOURCE ONE SUPPLIES	1,310.85	A/P	OUT-STD	11/27/2018
	19709 CC-GYM-GERMARC	366.94			
	19781 CC-ARENA-BATH TISSUE, URINAL S	580.44			
	19784 CC-ARENA-MOP HEADS, MOP HANC	363.47			
023147	11/27/2018 SOUTHERN SANITATION LTD.	542.69	A/P	OUT-STD	11/27/2018
	159698 TS/RC-SHOP/PARKS-GARBAGE COL	542.69			
023148	11/27/2018 SOUTHWEST ELECTRIC & SECURITY INC.	773.09	A/P	OUT-STD	11/27/2018
	15970 CC-ARENA-ICE PLANT REPAIR	773.09			
023149	11/27/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	183.43	A/P	OUT-STD	11/27/2018
	28503 RC-PARKS-TENNIS COURT SIGN	183.43			
023150	11/27/2018 ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	11/27/2018
	2461 GG-CIVIC-CHRISTMAS BUSINESS NI	200.00			
023151	11/27/2018 STATIONERY PLUS	1,189.32	A/P	OUT-STD	11/27/2018
	38445 RC-PARKS-FLASH DRIVE, RECEIPT	56.26			
	40093 RC-PARKS-COIN WRAPPERS	13.34			
	40411 GG-TOWN HALL-STAPLER, BINDER	21.07			
	40415 GG-TOWN-PAPER, BINDING CASES,	134.49			
	40478 PS-FIRE-PAPER, PENS, MARKERS, "	282.90			
	40629 CC-ADMIN-PAPER, POST IT NOTES,	215.45			
	40733 CC-ADMIN-ADD ROLL-THERMAL, FL	53.22			
	40881 CC-POOL-PENS, PLANNER, ENVELC	52.10			
	41028 CC-ADMIN-ERASER, PENS, BINDING	44.49			
	41046 CC-ADMIN-PAPER	109.25			
	41184 CC-ADMIN-LASER TONERS	206.75			
023152	11/27/2018 THYSSENKRUPP ELEVATOR (CANADA) LIMITED	288.14	A/P	OUT-STD	11/27/2018
	1484462 CC-ELEVATOR-FAN REPAIR	288.14			
023153	11/27/2018 TIM TOZER	111.84	A/P	OUT-STD	11/27/2018
	CPAPDWEEK2018 GG-TREASURE-CPA PD WEEK	111.84			
023154	11/27/2016 UNIFIRST CANADA LTD.	157.63	A/P	OUT-STD	11/27/2018
	7100150891 CC-BUILDING-FLOOR MATS	157.63			
023155	11/27/2018 VALLEY EQUIPMENT LTD	211.50	A/P	OUT-STD	11/27/2018
	IX78912 TS-#6-UREA LINE - DOSER	211.50			
023156	11/27/2018 CANADIAN SPRINGS	9.19	A/P	OUT-STD	11/27/2018
	9926569780 RC-MILLPOOL-WATER	9.19			
023157	11/27/2018 CANADIAN SPRINGS	56.90	A/P	OUT-STD	11/27/2018
	9927083683 GG-TOWN HALL-WATER	56.90			
023158	11/27/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	381.32	A/P	OUT-STD	11/27/2018
	28533 GG-BUILDING INSPECTOR-BUILDING	381.32			
023159	11/27/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	197.80	A/P	OUT-STD	11/27/2018
	190933 RC-AD-ELM STREET NATURE WALK	172.50			
	190934 RC-ELM STREET-ANNUAL GENERAL	25.30			
023160	11/29/2018 DOW JENNIFER	264.49	A/P	OUT-STD	11/29/2018
	CLOTHINGALLOWANCE RC-PARKS-CLOTHING ALLOWANCE	264.49			
023161	11/29/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	11/29/2018
	WEEK482018 EMPLOYEE DEDUCTIONS-NOV 25-D	209.30			

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023162	11/29/2018	TOSS SOLUTIONS <i>(Actuarial Design)</i>	5,354.99	A/P	OUT-STD	11/29/2018
	2353	GG-TOWNHALL-TOWNHALL RELOC,	3,204.83			
	2363	GG-TOWNHALL-NEW TOWNHALL DE	2,150.16			
Cheque Totals Issued:			624,478.29			
Void:			0.00			
Total Cheques Generated:			624,478.29			
Total # of Cheques Listed:			176			

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
006689	11/15/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI NOVEMBER152018* WS-SERIES"BK"-INTEREST	11,884.25 11,884.25	A/P	OUT-STD	11/15/2018
007469	11/01/2018 AVENSYS SOLUTIONS INC 062629 SCD-DISPOSAL-GLS SAMPLER, POV	4,727.65 4,727.65	A/P	OUT-STD	11/01/2018
007470	11/01/2018 BELL MOBILITY INC. 523889487OCT18UTI WS/SCD-ADMIN-CELL PHONE CHAR	1,099.76 1,099.76	A/P	OUT-STD	11/01/2018
007471	11/01/2018 BRENNTAG CANADA INC. 40935205 WS-SOURCE-CHLORINE, CYLINDER 40936692 WS-SOURCE-EMPTY CLORINE CYLI	2,892.57 6,572.57 -3,680.00	A/P	OUT-STD	11/01/2018
007472	11/01/2018 COLE-PARMER CANADA COMPANY 00615027 WS-SOURCE-TURBIDITY METER	1,298.11 1,298.11	A/P	OUT-STD	11/01/2018
007473	11/01/2018 COX ELECTRONICS & COMMUNICATIONS 1-021939 WS-SOURCE-REPAIR TO CHLOROS	46.00 46.00	A/P	OUT-STD	11/01/2018
007474	11/01/2018 MILLTOWN MACHINE & FABRICATION LTD. 20154 WS-TRANS&DIST-RUBBER GASKET:	58.93 58.93	A/P	OUT-STD	11/01/2018
007475	11/01/2018 N. B. ELECTRIC POWER 61204006OCT18 SCD-2-216KINGST-LIFT STATION	140.85 140.85	A/P	OUT-STD	11/01/2018
007476	11/01/2018 SCOTIA TECH 14475 WS-TRANS&DIST-12" METER, ACT P	6,921.70 6,921.70	A/P	OUT-STD	11/01/2018
007477	11/01/2018 SMITH BROS. MACHINE SHOP LTD. OCT192018 WS-TRANS&DIST-14' 6" I BEAM	225.40 225.40	A/P	OUT-STD	11/01/2018
007478	11/01/2018 SOURCE ONE SUPPLIES 19639 WS-SOURCE-GARBAGE BAGS	125.47 125.47	A/P	OUT-STD	11/01/2018
007479	11/01/2018 STATIONERY PLUS 36765* WS/SCD-TOWN HALL-PAPER, STICK 36804* WS/SCD-TOWN HALL-REPORT COVI 37029 SCD-DISPOSAL-HUB-DLINK 37283* WS/SCD-TOWN HALL-HOLE PUNCH 37328* WS/SCD-TOWN HALL-FILE BOXES, F 37349 SCD-DISPOSAL-HUB DLINK 37388* WS/SCD-TOWN HALL-ENVELOPES 37470* WS/SCD-TOWN HALL-BINDING CASI 37476 SCD-DISPOSAL-USB HUB-3.0, 4 POF 37644* WS/SCD-TOWN HALL-PLANNER	256.06 9.94 11.08 57.49 20.11 109.44 -57.49 31.04 17.26 45.99 11.20	A/P	OUT-STD	11/01/2018
007480	11/01/2018 THOMAS INDUSTRIAL SALES 30184 WS-MAXWELL CROSSING-PROCES:	24,397.25 24,397.25	A/P	OUT-STD	11/01/2018
007481	11/07/2018 NEW BRUNSWICK HIGHWAY CORPORATION 2018-004-01 GG-HUP-INITIAL ONE TIME FEE ANC	8,097.91 8,097.91	A/P	OUT-STD	11/07/2018
007482	11/07/2018 RESEARCH & PRODUCTIVITY COUNCIL 239412 WS-SOURCE-DRINKING WATER LAE 240082 WS-SOURCE-DRINKING WATER LAE 240148 WS-SOURCE-DRINKING WATER LAE	422.55 72.37 277.81 72.37	A/P	OUT-STD	11/07/2018
007484	11/14/2018 CANADIAN TIRE N16882230 WS-TRANS&DIST-EXTENSION CORI N16882306 SCD-DISPOSAL-CLOTH N16882371* SCD-DISPOSAL-CARTRIDGE N18882372 WS-TRANS&DIST-COMBO PACK, YV	710.98 149.32 7.46 11.49 29.30	A/P	OUT-STD	11/14/2018

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Number	Issued		Amount	SC	Status	Status Data
	N16882389	WS-SOURCE-TOOLS, FOAM	47.66			
	N16882417	WS-SOURCE-MOUSE TRAPS, REVE	97.49			
	N16882451	WS-TRANS&DIST-GARBAGE CAN	40.92			
	N17094011	WS-TRANS&DIST-BATTERY CHARGE	289.47			
	N17094027	WS-SOURCE-TOOTHBRUSH, TARP	37.87			
007485	11/15/2018	AVENSYS SOLUTIONS INC	43.70	A/P	OUT-STD	11/15/2018
	062634	SCD-DISPOSAL-INV#062629 SHIPPIN	43.70			
007486	11/15/2018	BELL ALIANT	311.10	A/P	OUT-STD	11/15/2018
	11366812OCT18	WS-SOURCE-PUMP STATION	136.38			
	19002807OCT18	SCD-DISPOSAL-OLD BAY WWTP	174.72			
007487	11/15/2018	BRIGGS PLUMBING INC.	126.50	A/P	OUT-STD	11/15/2018
	115252	WS-TRANS&DIST-PEX CRIMPS, PEX	126.50			
007488	11/15/2018	CINTAS CANADA LIMITED	386.20	A/P	OUT-STD	11/15/2018
	5012080922	SCD-DISPOSAL-FIRST AID SUPPLIE:	386.20			
007489	11/15/2018	CUSTOM EMBROIDERY PLUS	42.91	A/P	OUT-STD	11/15/2018
	546	WS-STC-CLOTHING ALLOWANCE	42.91			
007490	11/15/2018	KEITH'S BUILDING SUPPLIES	8.26	A/P	OUT-STD	11/15/2018
	179980	WS-TRANS&DIST-BLADE KNIVES	8.26			
007491	11/15/2018	N. B. ELECTRIC POWER	4,797.90	A/P	OUT-STD	11/15/2018
	36869807NOV18	WS-3-119MAXWELLXING-BUILDING	890.84			
	50228902NOV18	WS-MAXWELLXING-PUMPS	206.59			
	53473043NOV18	WS-SOURCE-CHLORINE RESIDUAL	49.44			
	61230004NOV18	WS-MAXWELLXING-PUMPS	3,487.67			
	82291006NOV18	WS-SOURCE-RESERVOIR	163.36			
007492	11/15/2018	N. B. SOUTHERN RAILWAY COMPANY LIMITED	115.00	A/P	OUT-STD	11/15/2018
	77008	WS-STC-UNDERGROUND PIPE MP 2	115.00			
007493	11/15/2018	STATIONERY PLUS	120.35	A/P	OUT-STD	11/15/2018
	38406*	WS-TRANS&DIST-CALENDAR PAD, F	12.51			
	38817*	WS/SCD-TOWN HALL-FOLDBACK CL	33.90			
	39199*	WS/SCD-TOWN HALL-PENS, HIGHLI	9.66			
	39497	WS/SCD-TOWN-UTILITY ENVELOPE:	40.24			
	39833*	WS/SCD-TOWN HALL-FILE FOLDER:	24.04			
007494	11/22/2018	AVENSYS SOLUTIONS INC	680.80	A/P	OUT-STD	11/22/2018
	062715	SCD-DISPOSAL-LEAD-ACID BATTER	680.80			
007495	11/22/2018	COX ELECTRONICS & COMMUNICATIONS	18.39	A/P	OUT-STD	11/22/2018
	1-021976	WS-TRANS&DIST-2A POWER SUPPL	18.39			
007496	11/22/2018	DAIGLE EXCAVATION & GRAVEL	4,186.00	A/P	OUT-STD	11/22/2018
	255470	WS-TRANS&DIST-TOPSOIL	4,186.00			
007497	11/22/2018	EMCO CORPORATION	7,982.74	A/P	OUT-STD	11/22/2018
	12509582-00	WS-TRANS&DIST-3" GATOR GRIP G	1,029.25			
	12510039-00	WS-TRANS&DIST-GUIDE PLTS, VAL	1,549.43			
	12510091-00	WS-TRANS&DIST-MTR-MIP CONNEC	340.35			
	12510091-01	WS-TRANS&DIST-MTR-MIP CONNEC	150.65			
	12510160-00	WS-TRANS&DIST-TEES	349.09			
	12510277-00	WS-TRANS&DIST-BLT PK W/ZINC PL	105.66			
	12510277-01	WS-TRANS&DIST-6 BLT PKS	71.46			
	12510302-00	WS-TRANS&DIST-48" X 12' 1/8" GSK	160.48			
	12510316-00	WS-TRANS&DIST-BIONAX CAPS, WI	2,645.97			

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Number	Issued	Amount	SC	Status	Status Date
	12510366-00	WS-TRANS&DIST-SERV TUBES			
	12510411-00	WS-TRANS&DIST-COUPPLINGS, SDR			
007498	11/22/2018	KENT BUILDING SUPPLIES		OUT-STD	11/22/2018
	1484575	WS-TRANS&DIST-INSERT BIT			
007499	11/22/2018	KULCHERS MECHANICAL & CONSULTING		OUT-STD	11/22/2018
	OCTOBER222018	WS-MAXWELL CROSSING-NEW PUM			
007500	11/22/2018	N. B. ELECTRIC POWER		OUT-STD	11/22/2018
	52557428NOV18	SCD-218OLDBAYRD-WASTEWATER			
	53123617NOV18	SCD-STS-DECHLORINATION CHAME			
	53158875NOV18	SCD-STS-BUDD AVE LIFT STATION			
	54807440NOV18	SCD-STS-158A MILLTOWN BLVD LIF			
	56356048NOV18	SCD-STS-18 RIVERSIDE DR LIFT ST,			
	61204006NOV18	SCD-2-216KINGST-LIFT STATION			
	61224002NOV18	SCD-STS-358A MILLTOWN BLVD LIF			
	61236008NOV18	SCD-STS-BUDD AVE LIFT STATION			
	76139807NOV18	SCD-STS-54 RIVERSIDE DR LIFT ST,			
	84934906NOV18	SCD-STS-6-58A RIVERSIDE DR LIFT			
	84943406NOV18	WS-STS-TODD HILL RESEVOIR			
007501	11/22/2018	NORTHERN CONSTRUCTION INC.		OUT-STD	11/22/2018
	00001450*	WS/SCD-STS-ASPHALT			
007502	11/22/2018	RESEARCH & PRODUCTIVITY COUNCIL		OUT-STD	11/22/2018
	240925	WS-SOURCE-DRINKING WATER LAE			
	241062	WS-SOURCE-DRINKING WATER LAE			
	241129	WS-SOURCE-DRINKING WATER LAE			
	241130	WS-SOURCE-DRINKING WATER LAE			
007503	11/22/2018	SOURCE ONE SUPPLIES		OUT-STD	11/22/2018
	19750	WS-SOURCE-PAPER TOWELS, MOP			
007504	11/22/2018	SOUTHERN SANITATION LTD.		OUT-STD	11/22/2018
	159699	WS-BUDD AVE-GARBAGE COLLECT			
007505	11/22/2018	SPEEDY ST-STEPHEN 8768		OUT-STD	11/22/2018
	8768-291781	WS-#102-REPAIR + INSTALL TONNE			
007506	11/22/2018	TOWN OF ST. STEPHEN		OUT-STD	11/22/2018
	85844.64	WS-GENERALOPSFUND-FUND TRAI			
007507	11/22/2018	WURTH CANADA LIMITED		OUT-STD	11/22/2018
	23288308	WS-TRANS&DIST-HEX NUTS, THRE/			
	23291710	WS-TRANS&DIST-THREADED RODS			
007508	11/22/2018	XPLORNET		OUT-STD	11/22/2018
	INV24165142	WS-MAXWELL CROSSING-SATTELIIT			
007509	11/27/2018	BRIGGS PLUMBING INC.		OUT-STD	11/27/2018
	115373	WS-TRANS&DIST-INSTALL PRESSUI			
007510	11/27/2018	COX ELECTRONICS & COMMUNICATIONS		OUT-STD	11/27/2018
	1-022584	WS-SOURCE-12VDC 2A POWER SUF			
007511	11/27/2018	CREIGHTON-CARTER LTD.		OUT-STD	11/27/2018
	961-454046	WS-#20- PLUG HEX HEAD CORED			
	961-464899	WS-DISPOSAL-NITRILE GLOVES			
	961-465384	WS-TRANS&DIST-GEARWRENCH			
	961-465614	WS-TRANS&DIST-BALL VALVES			
	961-465801	WS-TRANS&DIST-PROP TORCH KIT			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 007529 dated between 11/01/2018 and 11/30/2018

CHEQUE REGISTER

Printed: 11:21:23AM 12/12/2018

Page 4 of 4

Number	Issued	Amount	SC	Status	Status Date
007512	11/27/2018 DEBLY ENTERPRISES LTD. 156855 WS-WATER&SANITARYSEWERSYS	94,436.22 94,436.22	A/P	OUT-STD	11/27/2018
007513	11/27/2018 DILLON CONSULTING LIMITED 188400 WS-STREETS-WATER AND SANITAF	52,517.97 52,517.97	A/P	OUT-STD	11/27/2018
007514	11/27/2018 MINISTER OF FINANCE 910190* WS-SHOP-BPV ANNUAL REGISTRAT	75.00 75.00	A/P	OUT-STD	11/27/2018
007515	11/27/2018 SAINT JOHN LABORATORY SERVICES LTD. 867-18 SCD-DISPOSAL-TREATMENT PLANT	1,561.47 1,561.47	A/P	OUT-STD	11/27/2018
007516	11/27/2018 STATIONERY PLUS 40194 WS-TRANS&DIST-FIGURING PAD 40287 SCD-DISPOSAL-MOUSE 40411* WS/SCD-TOWN HALL-STAPLER, BIN 40415* WS/SCD-TOWN-PAPER, BINDING C/ 40489 WS/SCD-TOWN HALL-WINDOW ENV 40755 WS/SCD-TOWN HALL-UTILITY ENVE 40887 WS-SOURCE-CORRECTION TAPE, F 40888 WS-SOURCE-PAPER 41251* WS/SCD-TOWN HALL-PAPER FASTE 41265* WS/SCD-TOWN HALL-FILE FOLDER	707.27 2.63 18.39 21.07 134.50 80.48 80.48 210.67 84.99 57.97 16.09	A/P	OUT-STD	11/27/2018
007517	11/27/2018 DILLON CONSULTING LIMITED 189857 WS-UTILITY-WATER AND SANITARY	5,835.33 5,835.33	A/P	OUT-STD	11/27/2018
Cheque Totals Issued:		358,267.20			
Void:		0.00			
Total Cheques Generated:		358,267.20			
Total # of Cheques Listed:		49			

* - Partial payment was made on Invoice

** - Name on Check was modified

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

Visa:

October , 2018

Allan MacEachern (General Government: Mayor Travel)	415.90
Jeff Renaud (General Government: CAO Travel, Civic Relations, Paint for Mural at Town Square)	3,257.91
Civic Center (Civic Center: Annual Visa Fee, Canteen Supplies, Monthly Galaxy Program Fee, Arena Training and Development) Parks: Supplies, Pool Supplies)	1,566.71

November , 2018

Allan MacEachern (General Government: Mayor Travel)	45.68
Jeff Renaud (General Government: Cell Phone Charger, Office Supplies, CAO Memberships, Travel, Civic Relations; Fire: Equipment Supplies, Building Maintenance; Events: Community Events Expenses)	894.62
Civic Center (Civic Center: Canteen Supplies, Events, Civic Events; Events: Community Events Supplies)	4,935.57

Service New Brunswick, 2018

October, 2018

Invoice #1162108 (Payment Acceptance Fees for payments made through Service New Brunswick)	199.73
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Chamber of Commerce Group Insurance Plan, 2018

November, 2018

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,547.35
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	9,387.15

Total \$ 28,250.62

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

November 2018

Debly Enterprises Limited (Construction - Combined Sewer Separation &
Utility Renewal - Murchie Avenue - Project No. 18-7576, Cheque #117) \$ 65,123.97

\$ 65,123.97

RESOLUTION NO.: _____

DATE: December 17, 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 December 5, 2018 be approved as circulated.

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

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

It was MOVED by Councillor Hyslop and SECONDED by Deputy Mayor Carr that the above-noted two (2) items, along with one (1) additional Financial Matter, be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (j) of the New Brunswick *Local Governance Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

ABSENT: Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Harding 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. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

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 addition to his report, Sergeant Stubbs advised that National Impaired Driving Enforcement Day was held recently, and in the near future, an educational Emergency Responder Awareness campaign will be held.

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

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

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

The Chief Administrative Officer advised that he will meet with the Building Inspector to review his report for accuracy.

- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.
- (iii) Request to Purchase PID # 15068000 – Route 1 – Report: CAO 28-18 from the Chief Administrative Officer was received and reviewed.

Prior to the consideration of a motion at the next Regular Session of Council on Monday, December 17, 2018, to purchase PID # 15068000 for the purpose of extending trails of the Elm Street Nature Park, Committee directed the Chief Administrative Officer to provide estimated costs of the survey and legal fees, and to check into the active mineral claim on the property.

- (iv) Reappointments – Planning Advisory Committee – Report: CAO 26-18 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2018 to reappoint Allan Gillmor and Mark Porter on the Planning Advisory Committee.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 27-18 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – Report: TR 02-18 from the Treasurer was received and reviewed for informational purposes.
- (iii) Transfer to Water and Sewerage Capital Reserve – Report: TR 03-18 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2018 to transfer \$30,674 from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund, as approved in the 2018 operating budget.

Committee directed the Treasurer, for future Council consideration, to note in the capital reserve files at \$10,000 be used for future capital replacement needs at the wastewater treatment plant, and the remainder unspecified.

- (iv) Transfer to General Capital Reserve – Report: TR 05-18 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2018 to transfer \$375,352 from the General Operating Fund to the General Capital Reserve Fund.

Committee directed the Treasurer, for future Council consideration, to note in the capital reserve files that \$348,852 be used for the Waterfront Revitalization Project (Wharf), and \$26,500 to upgrade the Transportation Services Salt Shed.

- (v) Transfer to General Capital Reserve – Report: TR 06-18 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2018 to transfer \$363,550 from the General Operating Fund to the General Capital Reserve Fund.

Committee directed the Treasurer, for future Council consideration, to note in the capital reserve files that \$100,000 be used for a fire truck, \$65,000 be used for a fire support vehicle, \$21,700 be used for remaining Interior

Design and Engineering Services-Town Hall, and the remainder \$176,850 unspecified.

- (vi) Transfer to General Operating Reserve – Report: TR 07-18 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2018 to transfer \$10,000 from the General Operating Fund to the General Operating Reserve Fund, as approved in the 2018 operating budget.

Committee directed the Treasurer, for future Council consideration, to note in the Operating Reserve files that \$10,000 be used for future operating expenses at the Garcelon Civic Center.

- (vii) Transfer to General Operating Reserve – Report: TR 08-18 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 17, 2018 to transfer \$11,221 from the General Operating Fund to the General Operating Reserve Fund from the net funds donated in 2018 towards the Turning the Corner Project.

PARKS AND RECREATION - Chaired by Councillor Chisholm

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

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EC 02-18 from the Events Development Coordinator was received and reviewed.

PUBLIC WORKS – Chaired by Councillor Hyslop

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

6. **NEW BUSINESS**

No new business.

7 ADJOURNMENT

The meeting moved into closed session at 5:45 p.m. and returned to open session at 6:45 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the meeting adjourn at 6:45 p.m.

Joan Flewelling
Town Clerk

Dated

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

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

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

OPEN COMMITTEES MEETING

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

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – Information to follow.
- (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
- (iii) Request to Purchase PID # 15068000 – Route 1 - Report: CAO 28-18 from Chief Administrative Officer attached.
- (iv) Reappointments – Planning Advisory Committee – Report: CAO 26-18 from Chief Administrative Officer/Development Officer attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Report: CAO 27-18 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Report: TR 02-18 from Treasurer attached.
- (iii) Transfer to Water and Sewerage Capital Reserve – Report: TR 03-18 from Treasurer attached.
- (iv) Transfer to General Capital Reserve – Report: TR 05-18 from Treasurer attached.
- (v) Transfer to General Capital Reserve – Report: TR 06-18 from Treasurer attached.
- (vi) Transfer to General Operating Reserve – Report: TR 07-18 from Treasurer attached.
- (vii) Transfer to General Operating Reserve – Report: TR 08-18 from Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Garcelon Civic Center Report – No report this month.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EC 02-18 from Events Development Coordinator attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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



**Town of St. Stephen
Information Report to Council
Report: CAO 27-18**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: December 5, 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:

- CAO is working on an implementation plan per the previous direction of Council. Given the current focus on the municipal budget, this plan will not be presented until the new year.

2. Town Hall Relocation:

- Project has proceeded to the next phase of design work. A meeting was held with the architect, mechanical and electrical engineers, GCC staff, CAO, and Mayor to initiate the detailed planning phase. Current timelines are to have drawings ready for tender in April. This would result in a projected construction timeline of June-September.

3. Budget 2019

Administration received the required information on assessment and comprehensive grants for 2019 from the Government of New Brunswick. This information will allow a more accurate budget document to be prepared. Work on this matter is ongoing.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer



**Town of St. Stephen
Information Report to Council
Report: TR 02-18**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection and Human Resource/Office Manager
Date of Meeting: December 5, 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 September 30, 2018.
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
-Accounts payable closed to October 31, 2018.
 - C) Payroll processing (Timesheet review, payroll entry, and other processing requirements of new and former employees).
-Bi-weekly 81 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 115 employees.
-Council Stipends-Complete.
-Calculating Union retroactive pays-In Progress.
 - D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Finalized Month end completed to December 31, 2017.
- Council and Department Head Statements of Revenue and Expenditures to August 31, 2018.

1) Meetings:

- A) Weekly Garcelon Civic Center Management Staff meetings.
- B) Committee and Council Meetings-November 14, 2018.
- C) Accounting Package Webinar-November 15, 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 August 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) Administering the Charles F Todd Trust Fund-In Progress.

- H) Review of online banking packages-In Progress.
- I) 2017 audit-Complete.
- J) 2017 Gas Tax Fund Reports-Complete.
- 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 November 2018

Lee Johnson, Director of Operations, Nov. 29,2018

1: Water system:

- a) Repaired 6 Meters.
- b) Plowed Snow.
- c) Replaced 1 Meter.
- d) Repaired 2 water lateral.

2: Streets:

- a) Plowed and Sanded Streets and Sidewalks
- b) Cleaned Catch Basins.
- c) Stockpiled sand and gravel.
- d) Took down Legion Banners.
- e) Started to pick up Brush and Leaves.

3: Waste Water:

- a) Videoed 8 sewer laterals.
- b) Flushed 2 sewer mains.
- c) Repaired piping at Lift Station #4.
- d) Plowed Snow.

4. Progress Updates:

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

Pipe has been installed to approximately the end of Happy Valley Road. The Contractor is working to get the Work Activity Permit from Gateway so they can commence work north of the end of Happy Valley Road. Asphalt cuts at the roundabout and across Route 170 at the end of Happy Valley Road were completed on November 4th and 5th. The current priority is to complete the pipe installation on Happy Valley Road so that paving can be completed.

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

All pipe is installed and has been tested/passed on Murchie Avenue. Final bacteriological samples are expected back early next week at which time the water main can be commissioned and residents taken off of the temporary water system. Paving of the base asphalt is scheduled for Saturday, December 2 with the surface course of asphalt and landscaping to be completed in the Spring of 2019.

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. Grass will be reinstated in the Spring of 2019 and is expected to be placed at the same time landscaping is completed on Murchie Avenue.



**Town of St. Stephen
Information Report to Council
Report: FD 02-18**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, December 5, 2018
Subject: Committee Meeting for December

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	17
	Out of Town Alarms	8
	Mutual Aid –Calais	0
	Total	25

Alarms	# Calls	# FF	# Hours
1. Alarm system activation	10	43	43
2. Motor Vehicle Accident	5	71	71
3. Ambulance Assist	2	16	16
4. NB Power	2	17	24
5. Natural Gas Leak	2	17	56
6. Structure Fire	3	41	103
7. Gas Smell	1	8	8
Total			
SSFD	25		
Other FD	75		
St Stephen PW	4		
St Andrews PW	4		
Total calls dispatched	108		

2. Fire Department Activities

1. Monthly Meeting of the fire department.
2. Attended Remembrance Day Ceremonies in St. Stephen and Milltown.
3. Maritimes Northeast Pipeline came to monthly training to speak about pipeline awareness.
4. Firefighter 1 training was done at the Mobile Burn Unit in St. Andrews on November 5 and 6.
5. Research is being done with respect to a Fire Muster being hosted during the International Festival. The crew has agreed it is a good idea and some have stepped up to help set up and others are interested in competing. The muster conversation will be extended to the Fundy Firefighters Association at the Christmas meeting to gauge interest from the surrounding departments.

3. Fire Chiefs Activities

1. All of the above mentioned Fire Department Activities.
2. JHSC work with committee and Alison
3. Attended Fire Service 2025 meeting in Fredericton on November 8, hosted by the Office of the Fire Marshal.
4. Attended the Environment and Local Government Fire Conference In Fredericton on November 23 and 24.

4. Equipment

1. Unit 200 (2008 F150) is being put back in service due to delays in the tendering process for the replacement unit.
2. Harnesses and rope rescue equipment went through annual inspection.
3. Heat pans were put back on the trucks for the winter season.
4. A pair of portable corded halogen flood lamps were replaced with battery powered LED units. These new units should be less prone to blowing bulbs and are more versatile due to being cordless. A cordless reciprocating saw and fast charging battery bank were also purchased as part of the package. Batteries are interchangeable amongst the lights and saw.

5. Personnel

1. Firefighter Level 1 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

November REPORT

2018

To: CAO – Town of St. Stephen

Please find enclosed my report for November By-Law – Enforcement. We handled 47 calls.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (6)	Dept. of Public Works(DPW) called with regards to a vehicle hindering snow removal	Vehicle towed
	Dept. of Public Works(DPW) called with regards to a vehicle hindering snow removal	<i>Vehicle towed</i>
	DPW regarding vehicle on Parkwood Drive parked overnight	<i>Spoke with the owner and informed them of the winter parking ban</i>
	DPW regarding vehicles on Brewers lane	<i>Spoke with the owner and informed them of the winter parking ban</i>
	DPW regarding local business blocking side walk will removing snow	<i>Spoke with the manager and they will rectify the problem</i>
	Prepared affidavit for court for building inspector	<i>Affidavit signed and returned</i>
Assist General Public (4)	Local citizen was in to complain about the actions of a tow company	Will speak to the owner of the company

	<p>Winter parking concerns were brought to this office from a business on King St.</p> <p><i>Attended meeting at the Garcelon Civic Center to address the parking concerns at this venue.</i></p> <p><i>This office and the office of the building inspector attended court in Saint John with regards to a warrant that was issued.</i></p>	<p>Met with the owners of the business and gave them the options open to them.</p> <p>It was decided to start with enforcement of the by-law</p>
<p>Parking (34)</p>	<p>Ticket #'s 0539 > 0549 inclusive were issued for parking infractions</p> <p><i>18 Verbal warnings given to patrons of the GCC who were about to park illegally</i></p> <p>5 overnight parking warning were issued to vehicles on streets</p>	

<p>Dog Complaints (3)</p>	<p><i>Observed two dogs running north on King St.</i></p> <p><i>Comp. of barking dog on Parkwood Dr.</i></p> <p><i>This office is currently investigating a dog attack.</i></p>	<p>Passed onto the animal control officer</p> <p><i>Spoke with the owner and he will look after same</i></p> <p><i>File is just in the initial stages.</i></p>
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Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the town daily and I responded to all calls, including barking dog complaints, a missing dog, dogs running at large. All of these complaints were dealt with and all participants satisfied

Respectfully Submitted,
 Mike Shannon
 Animal Control Officer

BUILDING INSPECTION 2018	2018	2017	2018	2017	2018	2017	2018	2017
NOVEMBER								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	0	\$0.00	\$0.00	14	19	\$576,249.00	\$856,700.00
Residential Renos/Additions	1	3	\$5,000.00	\$75,000.00	55	45	\$1,180,803.00	\$1,377,900.00
New Com/Indus/Instit.	1	1	\$40,000.00	\$126,000.00	5	4	\$2,119,400.00	\$142,000.00
Com./Indus./Inst. Renos	0	1	\$0.00	\$15,000.00	14	19	\$390,500.00	\$1,539,460.00
Institutional	0	0	\$369,000.00	\$0.00	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	2	5	\$414,000.00	\$216,000.00	100	104	\$5,520,052.00	\$4,239,134.00
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	6	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	6	N/A						
Sign Permits	4	N/A						

Report of Development / Property Management Office – November 2018

Planning Advisory Committee	No meeting held in November.
Sign Permits	4 approved
Variances	0 approved
Approved Plans	0 approved
Unsightly 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 by year end; 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.
5 Kings Restaurant	Repaired crack drain pipe and installed new condenser fan motor in HVAC unit.

RESOLUTION NO.: _____

DATE: December 17, 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" – THIRD AND FINAL READING – SHORT TITLE ONLY

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 Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police November 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
November 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **November 1, 2018 to November 30, 2018 inclusive**. During this time period, the RCMP responded to **287** calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops.....	23
Driving While Disqualified or License Suspension.....	1
Motor Vehicle Act – Other Activities.....	3
Off Road Vehicle Act – Other Activities.....	3
Traffic Collision – Non-Fatal Injury.....	3
Traffic Collision – Non-Reportable.....	3
Traffic Collision – Property Damage.....	3
Traffic Tickets.....	36
Traffic Warnings.....	7

PROVINCIAL STATUTES:

False/Abandoned 911.....	5
Liquor Act – Offences Only.....	1
Mental Health Act.....	7
Other Provincial Statutes – Other Activities.....	2
Youth Criminal Justice Act – Offences Only.....	1

CRIMINAL CODE:

Arson	1
Assault.....	2
Break and Enter – Business.....	1
Break and Enter – Residence	3
Disturbing the Peace/Causing a Disturbance.....	3
Fraud – Less than/or equal to \$5000.....	5
Identity Fraud.....	1
Impaired Operation over 80 mgs of Motor Vehicle	3
Mischief – Damage to, or obstruct enjoyment of property	2
Operation of Motor Vehicle while being pursued by Police.....	1
Other theft under \$5000.....	1
Sexual Assault.....	2
Theft of car	1
Theft under or equal to \$5000 – Shoplifting	1
Uttering Threats against a Person.....	4

OTHER FEDERAL STATUTES:

Firearms Act – Other Activities.....	1
Trafficking – Schedule I: Cocaine.....	1

OTHER INVESTIGATIONS:

Animal Calls.....	1
Assistance to Canadian Federal Agency.....	14
Assistance to Canadian Provincial/Territorial Agency	6
Assistance to General Public	15
Crime Prevention.....	2
False Alarms.....	8
Information File	1
Municipal Bylaws	1
Police Certificates/Letters	86
Suspicious Person/Vehicle/Property	7
Unfounded.....	14
Wellbeing Check.....	1

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

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

**ACQUISITION OF DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE
PROPERTY – PID # 15068000**

THAT the Council of the Town of St. Stephen approves the purchase of property owned by the Department of Transportation and Infrastructure, known as PID # 15068000, which consists of a parcel of land containing approximately 9.3 hectares (23 acres), in the amount of \$767.00 (seven hundred and sixty-seven dollars), plus HST, per hectare, along with legal fees (including any required registration fees), and survey costs, for the purpose of expanding the Elm Street Nature Park.

AND THAT the above-noted transaction is contingent on Provincial Ministerial approval.

AND FURTHER THAT the Chief Administrative Officer ensure that the required funds are identified in the 2019 municipal budget.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE

THAT Mark Porter and Allan Gillmor be reappointed to the Planning Advisory Committee, both for a three (3) year term, effective January 1, 2019 and expiring December 31, 2021

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

AUDITOR'S SERVICES

THAT the Council of the Town of St. Stephen approves a one (1) year extension for the accounting firm of Teed Saunders Doyle of Saint John, NB, to act as the Town's auditor for the fiscal year 2018 for a fee of \$16,000.00 (sixteen thousand dollars), plus HST

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

THAT the amount of \$30,674 (thirty thousand, six hundred and seventy-four dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL OPERATING RESERVE FUND

THAT the amount of \$11,221 (eleven thousand, two hundred and twenty-one dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL OPERATING RESERVE FUND

THAT the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL CAPITAL RESERVE FUND

THAT the amount of \$375,352 (three hundred and seventy-five thousand, three hundred and fifty-two dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL CAPITAL RESERVE FUND

THAT the amount of \$363,550 (three hundred and sixty-three thousand, five hundred and fifty dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 17, 2018

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.