

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 28, 2019 @ 7:00 P.M.

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Town Employee Retirement – Presentation to Ronnie Kinney
 - (b) Heritage Week - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – December 17, 2018
 - (b) Special Council Meeting – January 21, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – January 16, 2019

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) St. Stephen/Coastal Link Trails Inc. Initiative
- (c) Reappointments – St. Croix Public Library Board

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

PROCLAMATION

HERITAGE WEEK

2019

WHEREAS the second week in February is provincially recognized as the time to celebrate our heritage; and

WHEREAS the third Monday in February is National Heritage Day in Canada; and

WHEREAS the significant heritage which we have inherited from our ancestors plays a vital role in providing an identity for our town; and

WHEREAS our human and cultural resources provide us with a legacy to be handed down for the benefit and enjoyment of future generations; and

WHEREAS our natural heritage has played a vital role in developing the rich social fabric of our town, and will continue to provide a framework for "*Our Living History: Exploring our Cultural Heritage*";

NOW THEREFORE, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim the week of February 11 – 18, 2019 as **HERITAGE WEEK** in the Town of St. Stephen and urge all citizens to support and participate in heritage activities occurring throughout the town.

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on December 17, 2018 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 17, 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

237/18 **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

238/18 **THAT** the Minutes of the Regular Council meeting held on November 26, 2018 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Councillor Harding

- 239/18** **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.
CARRIED

PAID BILLS

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 240/18** **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.
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 Hyslop
Seconded by Deputy Mayor Carr

- 241/18** **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 December 5, 2018 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 242/18** **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. **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" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Harding

Seconded by Councillor Hyslop

243/18 **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 Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Parker

244/18 **THAT** the Royal Canadian Mounted Police November 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

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

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

245/18 **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. **CARRIED**

REAPPOINTMENTS – PLANNING ADVISORY COMMITTEE

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 246/18** 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. **CARRIED**

AUDITOR'S SERVICES

Moved by Councillor Parker

Seconded by Councillor Harding

- 247/18** 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. **CARRIED**

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 248/18** 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. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 249/18** 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. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

- 250/18** THAT the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 251/18** 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. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

252/18

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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a Steering Committee meeting for "Hockey Night in St. Stephen".
- Attended the Christmas Parade.
- Attended the well-attended and well-organized staff Christmas party.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Steering Committee meeting with Eastern Charlotte Waterways.
- Participated in Midnight Madness.
- Curled on the Town team in the Lincourt Manor fundraising bonspiel.
- Attended the "Shrek" play at SSHS.
- Attended the Canada 1st Basketball Committee Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer
- Volunteered with the Kiwanis Club and drove seniors around to view Christmas lights.

Councillor Parker

- Attended several Christmas events.
- Attended and enjoyed the staff Christmas party.
- Attended all Town meetings.
- Wished everyone happy holidays.

Councillor Wheaton

- Attended all Town meetings.
- Attended several Christmas Promotion meetings.

- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Trail meeting.
- Attended a Southwest New Brunswick Transit Authority Inc. meeting.
- Participated in Midnight Madness.
- Curled on the Town team in the Lincourt Manor fundraising bonspiel.
- Assisted with decorating the Town float for the Christmas parade.
- Attended the Christmas parade.
- Assisted with preparations for Santa's Arrival and volunteered during Santa's Arrival.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the staff Christmas party.
- Attended the "Shrek" play at SSHA.

Councillor Harding

- Attended all Town meetings.
- Attended the staff Christmas party.
- Attended a meeting on the repurposing of the Milltown United Church.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Chisholm

- Attended all Town meetings.
- Attended the Christmas parade.
- Attended the staff Christmas party.
- Attended a Wall of Fame meeting.
- Pleased with the repair work on a portion of the walking trail and commended David Beach, Public Works Supervisor, who made it happen in a timely manner.
- Wished everyone a Merry Christmas and Happy New Year.

Mayor MacEachern

- Assisted with decorating the Milltown bandstand and attended the lighting ceremony a week later.
- Commended all the families and businesses for their participation with decorating the Milltown bandstand for the Christmas season.
- Attended the staff Christmas party and thanked the Events Development Coordinator and all the volunteers who assisted with the preparation.
- Attended the CBC Harbour Lights campaign at Something's Brewing Café.

- Accepted a "Friendship Award" on behalf of the Town from the Royal Canadian Legion, Branch No. 9, which recognizes people for their support of Legion activities, i.e. involvement with the military banners.
- Assisted with serving food at the SSHS Christmas luncheon and commended Trent Seeley for his dedication in his role as chef at the school.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the Christmas parade.

16. QUESTION PERIOD

There were no questions from the public and Sari Green, reporter with *The Saint Croix Courier* and *Courier Weekend*, had no questions.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

253/18 THAT the meeting adjourn at 7:40 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
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 - (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: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

SPECIAL COUNCIL MEETING

THAT the Minutes of the Special Council meeting held on January 21, 2019 be approved as circulated.

SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 21, 2019 @ 5:00 P.M.

1. **RECORDING OF ATTENDANCE**

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

ABSENT: Councillor David Hyslop and Chief Administrative Officer Jeff Renaud.

2. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

01/19

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **NEW BUSINESS**

2019 GENERAL OPERATING FUND BUDGET

Moved by Councillor Parker

Seconded by Councillor Wheaton

02/19

THAT the sum of \$9,248,600 (nine million, two hundred and forty-eight thousand, six hundred dollars) be the total operating budget of the local government, that the sum of \$5,350,179 (five million, three hundred and fifty thousand, one hundred and seventy-nine dollars) be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.5800 (one dollar and fifty-eight cents).

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of St. Stephen. **CARRIED**

2019 WATER AND SEWERAGE OPERATING FUND BUDGET

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 03/19** THAT pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the St. Stephen utility for the ensuing year would consist of total revenues of \$2,332,393 (two million, three hundred and thirty-two thousand, three hundred and ninety-three dollars), and total expenditures of \$2,332,393 (two million, three hundred and thirty-two thousand, three hundred and ninety-three dollars). **CARRIED**

2019 GENERAL CAPITAL PLAN

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 04/19** THAT the Council of the Town of St. Stephen approves the 2019 General Capital Plan as presented at the Committees meeting on January 16, 2019. **CARRIED**

2019 WATER AND SEWERAGE CAPITAL PLAN

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 05/19** THAT the Council of the Town of St. Stephen approves the 2019 Water and Sewerage Capital Plan as presented at the Committees meeting on January 16, 2019. **CARRIED**

5. **ADJOURNMENT**

ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 06/19** THAT the meeting adjourn at 5:06 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
SPECIAL MEETING
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 21, 2019 @ 5:00 P.M.

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. NEW BUSINESS
 - (i) 2019 General Operating Fund Budget
 - (ii) 2019 Water and Sewerage Operating Fund Budget
 - (iii) 2019 General Capital Plan
 - (iv) 2019 Water and Sewerage Capital Plan

5. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

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

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

	Actual To Date For the Ten Months Ending October 31, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Taxes	4,463,971	5,356,765	\$892,794	83%
Services Provided to Other Governments	141,982	253,708	111,726	56%
Sale of Services	465,422	605,134	139,712	77%
Other Revenue From Own Sources	197,461	195,842	(1,619)	101%
Unconditional Grants	1,247,788	1,442,611	194,823	86%
Conditional Transfers	19,607	4,200	(15,407)	467%
Other Transfers	1,254,758	1,492,537	237,779	84%
Total Revenue	7,790,989	9,350,797	1,559,808	83%
Expenditure				
General Government Services	839,188	1,044,472	205,284	80%
Protective Services	1,660,321	2,260,064	599,743	73%
Transportation Services	1,515,416	1,938,864	423,468	78%
Environmental Health Services	207,211	247,794	40,583	84%
Environmental Development Services	228,444	292,874	64,430	78%
Recreational and Cultural Services	1,559,799	1,929,757	369,958	81%
Fiscal Services	739,604	1,628,952	889,348	45%
Other	(14,290)	8,000	22,290	-179%
Total Expenditures	6,735,693	9,350,797	2,615,104	72%
Surplus (Deficit)	\$1,055,296	\$0		

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

	Actual To Date For the Ten Months Ending October 31, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,609,933	\$2,065,570	\$455,637	78%
Other Revenue From Own Source	168,586	200,300	31,714	84%
Other Transfers	74,601	89,521	14,920	83%
Total Revenue	1,853,120	2,355,391	502,271	79%
Expenditures				
Water Supply	869,443	1,081,783	212,340	80%
Sewerage Collection and Disposal	554,761	726,650	171,889	76%
Fiscal Services	449,505	546,958	97,453	82%
Total Expenditures	1,873,709	2,355,391	481,682	80%
Surplus (Deficit)	(\$20,589)	\$0		

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$2,855,800.40 (two million, eight hundred and fifty-five thousand, eight hundred dollars and forty cents) be received.

Bank Direct Withdrawals:

Chamber of Commerce Group Insurance Plan, 2018

December, 2018

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums) 6,820.66

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

Total \$ 16,207.81

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

December 2018

Town of St. Stephen General Operating Fund (Fund Transfer from General Capital Fund, Cheque #1177)	\$	195,494.61
Town of St. Stephen General Capital Fund (Bank Account Transfer in General Capital Fund, Cheque #1178)	\$	336,746.29
Town of St. Stephen Utility Capital Fund (Bank Account Transfer in Utility Capital Fund, Cheque #1179)	\$	6,368.78
Dillion Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project No. 175356, Cheque #1180)	\$	8,435.25
Dillion Consulting Limited (Engineering - Combined Sewer Separation & Sanitary Sewer Renewal (Thompson Ave & Springwood Court) - Project #175358, Cheque #1181)	\$	2,773.80
Dillion Consulting Limited (Engineering - Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street), Project No. 187576, Cheque #118)	\$	8,050.00
Dillion Consulting Limited (Engineering - Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street), Project No. 187576, Cheque #119)	\$	6,675.85
	<u>\$</u>	<u>564,544.58</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000040 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:29:01PM 01/23/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000038	12/12/2018 TOWN OF ST. STEPHEN 43000.00	43,000.00 43,000.00	A/P	OUT-STD	12/12/2018
	CC-FUNDTRANSFER-TO GENERAL (
	Cheque Totals Issued:	43,000.00			
	Void:	0.00			
	Total Cheques Generated:	43,000.00			
	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 023414 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

Number	Issued	Amount	SC	Status	Status Date
020809	12/22/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER222018 GG-SERIES"AZ"-INTEREST	693.00 693.00	A/P	CLEARED	12/31/2018
020810	12/22/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER222018* GG-SERIES"AZ"-PRINCIPAL	28,000.00 28,000.00	A/P	CLEARED	12/31/2018
020813	12/11/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER112018 GG-SERIES"BA"-INTEREST	1,350.00 1,350.00	A/P	CLEARED	12/31/2018
020816	12/02/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER022018 GG-SERIES"BC"-INTEREST	2,692.75 2,692.75	A/P	CLEARED	12/31/2018
020822	12/07/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER072018 GG-SERIES"BP"-INTEREST	54,874.25 54,874.25	A/P	CLEARED	12/31/2018
020823	12/07/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER072018* GG-SERIES"BP"-PRINCIPAL	153,000.00 153,000.00	A/P	CLEARED	12/31/2018
020827	12/01/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER012018 GG-SERIES"BQ"-INTEREST	1,088.50 1,088.50	A/P	CLEARED	12/31/2018
021328	12/12/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DEC12/18* GG-SERIESBR-PRINCIPAL	18,000.00 18,000.00	A/P	CLEARED	12/31/2018
021330	12/12/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DEC12/18 GG-SERIESBR-INTEREST	2,387.25 2,387.25	A/P	CLEARED	12/31/2018
023119	12/01/2018 HERITAGE COURT HOLDINGS LIMITED RC000028476 GG-TOWNHALL-LEASE-DECEMBER/	5,417.62 5,417.62	A/P	CLEARED	12/31/2018
023163	12/04/2018 ACCT #903240047015 NOVEMBER2018 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	12/04/2018
023184	12/04/2018 ACCT 8025-280 NOVEMBER2018 LOCAL 770 UNION DUES - NOVEMBI	1,249.79 1,249.79	A/P	CLEARED	12/31/2018
023165	12/04/2018 BELL MOBILITY INC. 523889487NOV18 CC-ADMIN-CELL PHONE CHARGES 523889487NOV18GG GG/PS/TS/RC-CELL PHONE CHARGI	1,222.05 243.42 978.63	A/P	CLEARED	12/31/2018
023166	12/04/2018 BLAKNEY'S TRUCKING INC. 510 TS-STS-ROAD SALT DELIVERY	1,800.08 1,800.08	A/P	CLEARED	12/31/2018
023167	12/04/2018 CANADIAN BEARINGS LTD 61068581-00 TS-#5-FLANGE BEARING	115.14 115.14	A/P	CLEARED	12/31/2018
023168	12/04/2018 CANADIAN SPRINGS 9926563318 GG-TOWN HALL-WATER	31.73 31.73	A/P	CLEARED	12/31/2018
023169	12/04/2018 CANADA BREAD COMPANY LIMITED 131214900958 CC-CANTEEN-HOT DOG BUNS 131914901048 CC-CANTEEN-HOT DOG BUNS	51.12 25.56 25.56	A/P	CLEARED	12/31/2018
023170	12/04/2018 CARMICHAEL ENGINEERING LTD. FR-1623205 CC-ARENA-REPAIR INOPERATIVE P	1,762.95 1,762.95	A/P	CLEARED	12/31/2018
023171	12/04/2018 CARQUEST 14838-92170 TS-#7-HYD FITTINGS 14838-92183 TS-#7-FITTINGS, COUPLINGS 14838-92184 TS-#10-PLUMBING ANTIFREEZE 14838-92185 TS-#7-COUPLING/ADAPTERS, HOSE	124.16 5.96 16.74 8.03 93.43	A/P	CLEARED	12/31/2018
023172	12/04/2018 COCA COLA REFRESHMENTS CANADA COMPANY 15330200779 CC-CANTEEN-COCA-COLA PRODUC 15330200803 CC-CANTEEN-COCA COLA PRODUC	976.87 535.47 441.40	A/P	CLEARED	12/31/2018
023173	12/04/2018 DALE MATHESON'S TOWING	92.00	A/P	CLEARED	12/31/2018

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 023414 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

Page 2 of 10

Number	Issued		Amount	SC	Status	Status Date
	NOV072018	TS-CHRYSLER 200-TOW FROM WAT	92.00			
023174	12/04/2018	DEB'S FLOWERS LTD.	103.50	A/P	CLEARED	12/31/2018
	52805	PS-FIRE-FUNERAL VASE	103.50			
023175	12/04/2018	DEMPSEY'S PLUMBING & HEATING	106.08	A/P	CLEARED	12/31/2018
	3036	PM-5 KINGS-CHANGED CRACKED D	106.08			
023176	12/04/2018	DILLON CONSULTING LIMITED	33,452.42	A/P	CLEARED	12/31/2018
	189856	GG-MUNCIPAL ASSET MANAGEMEN	2,875.00			
	189908*	TS-MILLTOWNBLVD-STREET IMPRO	18,239.23			
	191237	GG-MUNICIPAL ASSET MANAGEME	2,875.00			
	192107	TS-MILLTOWNBLVD-STREET IMPRO	9,463.19			
023177	12/04/2018	FLEET READY LTD.	68.84	A/P	CLEARED	12/31/2018
	12093	PS-FIRE-LATCH, FLUSH	68.84			
023178	12/04/2018	IRVING ENERGY DISTRIBUTION AND MARKETING	1,612.62	A/P	CLEARED	12/31/2018
	921059	TS-ST5-DIESEL	1,612.62			
023179	12/04/2018	JEFF RENAUD	250.00	A/P	CLEARED	12/31/2018
	NOVEMBER2018	GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
023182	12/04/2018	LAROCHELLE EQUIPMENT INC.	2,426.21	A/P	CLEARED	12/31/2018
	0087585	TS-#7-WING SLIDE ASSEMBLY	2,426.21			
023183	12/04/2018	MARITIME COFFEE SERVICE	322.00	A/P	CLEARED	12/31/2018
	RC00062364	CC-BUILDING-WATER COOLER REN	80.50			
	RC00063269	CC-BUILDING-WATER COOLER REN	80.50			
	RC00064169	CC-BUILDING-WATER COOLER REN	80.50			
	RC00065086	CC-BUILDING-WATER COOLER REN	80.50			
023184	12/04/2018	MAYFIELD GARDENS INC.	206.45	A/P	CLEARED	12/31/2018
	68	RC-HORT-FLOWER SUPPLIES	206.45			
023185	12/04/2018	MCINNES COOPER	2,447.96	A/P	CLEARED	12/31/2018
	2018021930	GG-LEGAL-FLOOD MITIGATION WOF	290.12			
	2018028257	GG-LEGAL-GENERAL	914.46			
	2018027583	GG-LEGAL-BY-LAW	1,243.38			
023186	12/04/2018	MICHELLE VEST	583.46	A/P	CLEARED	12/31/2018
	Christmas&Canteen18	GG/CC-CHRISTMASPARTY/CANTEE	583.46			
023187	12/04/2018	MICMAC FIRE & SAFETY SOURCE	57.50	A/P	CLEARED	12/31/2018
	NB-00855096	PS-FIRE-LAUNDRY DETERGENT	57.50			
023188	12/04/2018	N. B. ELECTRIC POWER	1,241.26	A/P	CLEARED	12/31/2018
	18988703NOV18	TS/PS-199UNIONST-ELECTRICITY	1,241.26			
023189	12/04/2018	NORTHERN CONSTRUCTION INC.	4,347.87	A/P	CLEARED	12/31/2018
	00001492	TS-ST5-ASPHALT	4,347.87			
023190	12/04/2018	ORR ELECTRIC & ALARM LTD.	532.19	A/P	CLEARED	12/31/2018
	3543	TS-TRAFFIC LIGHTS-REPAIR	90.19			
	3563	TS-STREET LIGHTS-REPAIR	234.82			
	3576	TS-ST5-REPAIR TO DOWNED POST	88.04			
	3580	GG-TOWN HALL-REPLACED BATTEF	119.14			
023191	12/04/2018	PRINCESS AUTO	310.01	A/P	CLEARED	12/31/2018
	799076	TS-#7-DCV BM40/1 10GPM 4W D/A	310.01			
023192	12/04/2018	RICHWIL TRUCK CENTRE LTD.	1,058.12	A/P	CLEARED	12/31/2018
	126617	TS-#7-MIRROR ASSEMBLY	1,058.12			
023193	12/04/2018	SEAN MORTON	474.55	A/P	CLEARED	12/31/2018
	ELGFALLFIRECONF	PS-FIRE-ELG FALL FIRE CONFEREN	292.20			

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Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 023414 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

Page 3 of 10

Number	Issued	Amount	SC	Status	Status Date
	GASLEAKUNIONST PS-FIRE-COFFEE & DONUTS FOR G.	61.66			
	WREATHSACROSSAMERIK PS-FIRE-FLAG FOR WREATHS ACR(120.69			
	A				
023194	12/04/2018 SERVICE NEW BRUNSWICK	41.00	A/P	CLEARED	12/31/2018
	XV89242018 PS-FIRE-2012 KAWASAKI OFF ROAC	41.00			
023195	12/04/2018 SHANNON MICHAEL	1,115.73	A/P	CLEARED	12/31/2018
	WEEK462018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
	WEEK472018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
	WEEK482018 PS-ANIMALCONTROL-WEEKLY FEE,	371.91			
023196	12/04/2018 SOURCE ONE SUPPLIES	1,095.72	A/P	CLEARED	12/31/2018
	19819 CC-BUILDING-ICE MELTER	40.83			
	19832 CC-ARENA-MAGIC ERASERS	90.84			
	19833 CC-POOL-SODIUM BICARBONATE	689.77			
	19834 CC-BUILDING-ICE SALT	274.28			
023197	12/04/2018 SOURCE ATLANTIC	181.53	A/P	CLEARED	12/31/2018
	3086296 TS-SHOP-GLOVES	84.84			
	3086298 TS-SHOP-HEADGEAR, SHIELD GREI	96.69			
023198	12/04/2018 SPEEDY ST-STEPHEN 8768	293.24	A/P	CLEARED	12/31/2018
	8768-292611 TS-#12-REMOVE AND RE-INSTALL V	201.25			
	8768-295201 TS-#12-RAIN DEFLECTORS/VENT VI	91.99			
023199	12/04/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	216.63	A/P	CLEARED	12/31/2018
	28597 GG-TOWN-OFFICIAL RECEIPT FOR TAX PURPOSES	216.63			
023200	12/04/2018 ST. STEPHEN UTILITY DEPT.	40.00	A/P	CLEARED	12/31/2018
	NOVEMBER2018 EMPLOYEE DEDUCTIONS-NOVEMBI	40.00			
023201	12/04/2018 SOURCE ONE SUPPLIES	175.38	A/P	CLEARED	12/31/2018
	19851 PS-FIRE-PAPER TOWELS, BATH TIS	175.38			
023202	12/04/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	275.82	A/P	CLEARED	12/31/2018
	190433 GG-CIVIC-TOWN EVENTS	56.52			
	191201 GG-CIVIC-TOWN EVENTS	56.52			
	191628 GG-CIVIC-REMEMBRANCE DAY	106.26			
	191751 GG-CIVIC-TOWN EVENTS	56.52			
023203	12/06/2018 CIBC MELLON GLOBAL SECURITIES NBMF0216002	24,711.22	A/P	CLEARED	12/31/2018
	NOVEMBER2018 GG-MUNCIPALPLAN-NOVEMBER/18	24,711.22			
023204	12/06/2018 MINISTER OF FINANCE	209.30	A/P	CLEARED	12/31/2018
	WEEK492018 EMPLOYEE DEDUCTIONS-DEC 02-D	209.30			
023205	12/06/2018 PAYROLL TRANSFER	101,920.00	A/P	CLEARED	12/31/2018
	WEEK492018 GG-TRANSFER-NOV 23 - DEC 06/18	101,920.00			
023206	12/06/2018 RECEIVER GENERAL FOR CANADA	37,555.63	A/P	CLEARED	12/31/2018
	WEEK492018* GG-REMITTANCE-NOV 23 - DEC 06/18	37,555.63			
023207	12/07/2018 <i>Employee #24</i>	722.84	A/P	CLEARED	12/31/2018
	722.84 WORKERS COMP 2018	722.84			
023208	12/12/2018 ALLAN MACEACHERN	32.00	A/P	CLEARED	12/31/2018
	RECYCLINGMEETING GG-MAYOR-RECYCLING MEETING	32.00			
023209	12/12/2018 BELL ALIANT	3,073.80	A/P	CLEARED	12/31/2018
	11368891NOV18 GG-TOWNHALL-LANDLINE PHONES	1,469.32			
	11378668NOV18 PS/TS-199UNIONST-LANDLINE PHOI	358.16			
	11395944NOV18 PS-FIRE-LANDLINE PHONES	902.10			
	15772965NOV18 RC-REC/POOL-LANDLINE PHONES	238.48			
	46435731NOV18 RC-PARKS-CHOCOLATE PARK CAM	105.74			

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 Cheques from 000001 to 023414 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

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023210	12/12/2018 BORDER INVESTIGATIONS & SECURITY INC. 14985 PS-BYLA-W-NOV 18 - DEC 18/18 FEE	966.00 966.00	A/P	CLEARED	12/31/2018
023211	12/12/2018 COX ELECTRONICS & COMMUNICATIONS 1-022537 CC/GG-EVENTS-COMPUTER	821.62 821.62	A/P	CLEARED	12/31/2018
023212	12/12/2018 DIALOGUE NEW BRUNSWICK MEMBERSHIPFEE RC-MEMBERSHIPFEE-2018-2019 PR	500.00 500.00	A/P	OUT-STD	12/12/2018
023213	12/12/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-113 PS-BUILDINGINSPECTOR-NOV 25-D	2,569.00 2,569.00	A/P	CLEARED	12/31/2018
023214	12/12/2018 GERALD WALSH ASSOCIATES INC. 5289 GG-ORGANIZATIONAL AND WORKPI	12,501.53 12,501.53	A/P	CLEARED	12/31/2018
023215	12/12/2018 HICKS MORLEY HAMILTON STEWART STORIE LLP 470357 GG-LEGAL-GENERAL	1,644.72 1,644.72	A/P	CLEARED	12/31/2018
023216	12/12/2018 IRVING ENERGY DISTRIBUTION AND MARKETING 226745 TS-ST-S-DIESEL 554374 TS-ST-S-DIESEL 615209 TS-ST-S-DIESEL	4,468.04 1,312.25 2,721.66 434.13	A/P	OUT-STD	12/12/2018
023217	12/12/2018 JEREMY MCSHANE QPLEXMEETING2018 CC-OPSMANAGER-Q-PLEX OPS MAI	123.00 123.00	A/P	CLEARED	12/31/2018
023218	12/12/2018 MINISTER OF FINANCE WEEK502018 EMPLOYEE DEDUCTIONS-DEC 09-1:	209.30 209.30	A/P	CLEARED	12/31/2018
023219	12/12/2018 PETTY CASH NOV052018 GG-BUILDINGINSPECTOR-REGISTE NOV072018 GG-TREASURY-CERTIFIED CHEQUE NOV292018 PS-BUILDINGINSPECTOR-REGISTE	31.80 12.40 7.00 12.40	A/P	CLEARED	12/31/2018
023220	12/12/2018 RECEIVER GENERAL FOR CANADA 20180073718 PS/STS-FIRE/STREETS-RADIO LICEI	268.80 268.80	A/P	CLEARED	12/31/2018
023221	12/12/2018 SEAN MORTON OTTERBOX PS-FIRE-CELL PHONE OTTER BOX	114.98 114.98	A/P	CLEARED	12/31/2018
023222	12/12/2018 TOWN OF ST. STEPHEN 70.00 GG-FUNDTRANSFER-GEN OPS RES	70.00 70.00	A/P	CLEARED	12/31/2018
023223	12/12/2018 UNIFIRST CANADA LTD. 7100146686 CC-BUILDING-FLOOR MATS	120.39 120.39	A/P	OUT-STD	12/12/2018
023224	12/12/2018 UNION OF MUNICIPALITIES OF NEW BRUNSWICK 2019MEMBERSHIPDUES GG-MEMBERSHIPDUES-YEAR 2019	3,400.00 3,400.00	A/P	OUT-STD	12/12/2018
023225	12/14/2018 TOWN OF ST. STEPHEN 172416.13 GG-FUNDTRANSFER-TO GENERAL I	172,416.13 172,416.13	A/P	CLEARED	12/31/2018
023226	12/18/2018 PAYROLL TRANSFER WEEK512018 GG-TRANSFER-DEC 07 - DEC 20/18	17,910.00 17,910.00	A/P	CLEARED	12/31/2018
023227	12/18/2018 RECEIVER GENERAL FOR CANADA WEEK512018 GG-REMITTANCE-DEC 07 - DEC 20/1	1,308.98 1,308.98	A/P	CLEARED	12/31/2018
023228	12/20/2018 AJW MECHANICAL LTD. 30177 CC-5 KINGS-A/C REPAIR 30867 CC-ARENA-HEAT PUMPS REPAIR	1,354.96 1,188.55 166.41	A/P	OUT-STD	12/20/2018
023229	12/20/2018 ARMSTRONG'S COMMUNICATION LTD. 492711 RC-MILLTOWN POOL-ALARM SYSTE	96.60 96.60	A/P	CLEARED	12/31/2018
023230	12/20/2018 BELL ALIANT 08338721NOV18 TS-AIRPORT-LANDLINE PHONE	163.63 163.63	A/P	CLEARED	12/31/2018
023231	12/20/2018 BRIGGS PLUMBING INC.	224.83	A/P	OUT-STD	12/20/2018

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 BNK1 - General Bank Account
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CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

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	115575 PS-FIRE-REPLACE 1/2" RELIEF VAL	224.83			
023232	12/20/2018 BRUNSWICK FYR SYSTEMS DIVISION	195.96	A/P	OUT-STD	12/20/2018
	0000063244 CC-BUILDING-KITCHEN FUSE LINK,	195.96			
023233	12/20/2018 CANADIAN BEARINGS LTD	204.71	A/P	OUT-STD	12/20/2018
	61068575-00 TS-#6, #5-FLANGE BEARINGS	204.71			
023234	12/20/2018 CANADA BREAD COMPANY LIMITED	76.68	A/P	OUT-STD	12/20/2018
	132614901148 CC-CANTEEN-HOT DOG BUNS	25.56			
	133314901234 CC-CANTEEN-HOT DOG BUNS	25.56			
	134014901323 CC-CANTEEN-HOT DOG BUNS	25.56			
023235	12/20/2018 CARGILL LIMITED	7,258.16	A/P	CLEARED	12/31/2018
	2904457155 TS-ST5-ROAD SALT	2,431.96			
	4085728 TS-ST5-ROAD SALT	4,826.20			
023236	12/20/2018 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	816.82	A/P	OUT-STD	12/20/2018
	IG09032 RC-#302-TIRES	816.82			
023237	12/20/2018 CHARLOTTE COUNTY JANITORIAL	1,390.97	A/P	CLEARED	12/31/2018
	4132 PS-FIRE-JANITORIAL-NOV/18	161.00			
	4134 PM-RCMP-JANITORIAL-NOV/18	1,229.97			
023238	12/20/2018 CINTAS CANADA LIMITED	182.45	A/P	CLEARED	12/31/2018
	5012284362 GG-TOWN HALL-FIRST AID SUPPLIE	182.45			
023239	12/20/2018 COCA COLA REFRESHMENTS CANADA COMPANY	1,321.42	A/P	OUT-STD	12/20/2018
	15330200885 CC-CANTEEN-COCA COLA SUPPLIE	794.38			
	15333200385 CC-CANTEEN-COCA COLA SUPPLIE	527.04			
023240	12/20/2018 CONNORS DIVING SERVICES	4,669.00	A/P	OUT-STD	12/20/2018
	26227 PS-FIRE-CYLINDERS	4,669.00			
023242	12/20/2018 CREIGHTON-CARTER LTD.	1,703.03	A/P	CLEARED	12/31/2018
	961-466189 TS-#12-CORE DEPOSIT	-83.42			
	961-466213 TS-SHOP-BRAKE FLUID, LOCTITE C	80.72			
	961-466367 TS-#21-SWITCH	18.81			
	961-466426 TS-#12-BRAKE CABLE	35.68			
	961-466454 TS-#21-POWER ALTERNATOR	96.42			
	961-466901 RC-#302-AIR FILTER	14.90			
	961-466986 TS-#302-AIR FILTER, OIL FILTER	92.78			
	961-467004 PS-#200-EXHAUST MANIFOLDS, STL	317.08			
	961-467109 TS-SHOP-DIELECTRIC TUNE-UP GR	28.68			
	961-467130 TS-#5-3 4 C2 HYD. HOSES, HYDRAU	168.31			
	961-467148 TS-#1-AIR FILTER, OIL FILTER	10.75			
	961-467222 RC-#304-OIL FILTERS, MUFFLER QU	157.38			
	961-467224 TS-SHOP-SPARK PLUGS	12.65			
	961-467269 TS-SHOP-CABLE TIES, NAPA BULK	31.61			
	961-467318 TS-#1-OIL FILTERS, CORE DEPOSIT	-59.23			
	961-467452 TS-#7-RUN TEE, ADAPTER	64.00			
	961-467584 TS-#7-HOSE CONNECTOR, FUNNINK	25.12			
	961-467645 TS-SHOP-CORE DEPOSIT, PARTICU	120.01			
	961-467762 RC-#302-TIRE PRESSURE MONITOR	331.61			
	961-467809 RC-#302-WIPER BLADES	42.25			
	961-467885 TS-#302-REDI-SENSORS	-248.71			
	961-467973 TS-#7-HOSES, HYD FITTINGS, ELBO	428.12			
	961-468032 TS-SHOP-SNAP STRAPS, ADAPTER	17.51			

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BNK1 - General Bank Account
 Cheques from 000001 to 023414 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

Page 6 of 10

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023243	12/20/2018 DAVIS FUELS	4,874.14	A/P	OUT-STD	12/20/2018
	16718 TS/PS-199 UNION ST-HEATING FUEL	837.53			
	16767 TS/PS-199 UNION ST-HEATING FUEL	641.71			
	16984 TS/PS-199UNIONST-HEATING FUEL	842.66			
	17117 TS/PS-199 UNION ST-HEATING FUEL	1,015.01			
	17312 TS/PS-199 UNION ST-HEATING FUEL	791.41			
	17320 GG-120 MILLTOWN BLVD.-HEATING	745.82			
023244	12/20/2018 DEMPSEY'S PLUMBING & HEATING	3,542.00	A/P	OUT-STD	12/20/2018
	3045 CC-ARENA-REPLACED CIRCULAR P	3,542.00			
023245	12/20/2018 DILLON CONSULTING LIMITED	5,412.84	A/P	OUT-STD	12/20/2018
	189931 GG-MUNICIPAL PLAN & ZONING BY-	1,453.65			
	191252 GG-MUNICIPAL PLAN & ZONING BY-I	3,383.99			
	192702 GG-MUNICIPAL ASSET MANAGEME	575.00			
023246	12/20/2018 DISHER HOMES LTD.	1,380.00	A/P	CLEARED	12/31/2018
	11282018-03 TS-ST5-BUCKET TRUCK RENTAL	1,380.00			
023248	12/20/2018 ENBRIDGE GAS NEW BRUNSWICK	4,651.89	A/P	OUT-STD	12/20/2018
	2018112203008-1016227-0 CC-BUILDING-NATURAL GAS	4,651.89			
	00				
023249	12/20/2018 FEDERATION OF CANADIAN MUNICIPALITIES	952.03	A/P	OUT-STD	12/20/2018
	INV-15220-G6H5R5 GG-CIVIC-2019-2020 MEMBERSHIP I	952.03			
023250	12/20/2018 FERRO WASTE & RECYCLING INC.	3,777.12	A/P	CLEARED	12/31/2018
	0001553359 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
023251	12/20/2018 FUTURE NETS & SUPPLIES LTD.	862.50	A/P	OUT-STD	12/20/2018
	19999 TS-WHARF-REMOVED DOCK FROM	862.50			
023252	12/20/2018 GARCELON CIVIC CENTER	1,948.58	A/P	OUT-STD	12/20/2018
	ICETIMETRANSFER CC-ARENA-HOCKEY ICE TIME TRAN	1,948.58			
023253	12/20/2018 GREAT-WEST LIFE ASSURANCE COMPANY	760.02	A/P	OUT-STD	12/20/2018
	AUG07/18UNION GG-AUG24-SEP23/18-PREMIUMCRE	-1,984.07			
	JUN15/18*UNION GG-JUN24-JUL23/18-PREMIUMSCRE	69.90			
	MAY162018UNION GG-LIFE,AD&D,LTDPREMIUMS-MAY,	2,674.19			
023254	12/20/2018 GULLISON'S COURIER SERVICE	368.00	A/P	OUT-STD	12/20/2018
	316726 TS-#12, #23-FROM PFT	46.00			
	524798 TS-SHOP-FR BAYVIEW	34.50			
	524812 TS-#23,#24-FR PARTS FOR TRUCKS	34.50			
	524813 GG-TOWN-REDEBENTURE CHEQUE	34.50			
	524864 TS-#11-FROM CASE EQUIPMENT	34.50			
	524879 TS-#5-FR BAYVIEW EQUIPMENT	80.50			
	524955 TS-#7-FR RICHWIL	34.50			
	524982 TS-#16-FR CASE	34.50			
	524993 TS-SHOP-FR BAYVIEW	34.50			
023255	12/20/2018 IRVING ENERGY DISTRIBUTION AND MARKETING	156.50	A/P	OUT-STD	12/20/2018
	916311 TS-ST5-DIESEL	156.50			
023256	12/20/2018 KEM CANADA MFG	494.44	A/P	OUT-STD	12/20/2018
	121835 TS-SHOP-ICE MELT, TEFLON LUBE	494.44			
023257	12/20/2018 KENT BUILDING SUPPLIES	2,319.28	A/P	CLEARED	12/31/2018
	1491500 TS-SHOP-LINK 1/4 QUICK	14.70			
	1492601 RC-PARKS-BULB DECK SREWS	108.08			
	1497112 RC-HORT-NAILS	5.76			
	1497414 PS-FIRE-RECIP SAW, TRIPOD LIGHT	1,209.31			

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Printed: 1:29:51PM 01/23/2019

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	1497861	TS-SHOP-OSB 7/16" X 4 X 8	20.26			
	1499331	GG-EVENTS-PARADE SUPPLIES FO	180.41			
	1499507	PS-FIRE-CASTER/3" TPR WHEEL - S'	47.01			
	1499731	CC-ARENA-HEX NUTS, BOLTS, WAS	11.35			
	1500746	PS-FIRE-#20V/60V FLXVLT BATTERII	596.78			
	1502166	TS-SHOP-AQUA GUNS	27.78			
	1502192	CC-ARENA-BOLTS, SHOVELS	97.84			
023258	12/20/2018	KONICA MINOLTA BUSINESS SOLUTIONS	209.48	A/P	OUT-STD	12/20/2018
	255183678	CC-ADMIN-COPIER MAINTENANCE-I	115.71			
	255184510	GG-TOWNHALL-COPIER MAINTENAI	93.77			
023259	12/20/2018	LAWSON PRODUCTS, INC. (ONTARIO_	1,295.97	A/P	OUT-STD	12/20/2018
	9306259871	TS-SHOP-WASHERS, LOCK NUTS, P	129.59			
	9306274089	TS-SHOP-PLOW BOLTS	73.52			
	9306296112	TS-SHOP-CARRIAGE BOLTS, HEX C,	1,092.86			
023260	12/20/2018	LIFESAVING SOCIETY - NB Branch	381.75	A/P	OUT-STD	12/20/2018
	6827A	CC-POOL-BRONZE MEDALLIONS, Bf	357.25			
	6830A	CC-POOL-BRONZE STARS	24.50			
023261	12/20/2018	MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	12/20/2018
	RC00066941	CC-BUILDING-WATER COOLER REN	80.50			
023262	12/20/2018	CNH CAPITAL	88.69	A/P	CLEARED	12/31/2018
	IN89963	TS-#18-WIPER BLADES	80.56			
	NOVINTEREST	TS-#16-INTEREST	8.13			
023263	12/20/2018	MICMAC FIRE & SAFETY SOURCE	201.25	A/P	OUT-STD	12/20/2018
	NB-00855453	PS-FIRE-GEARBAG	63.25			
	NB-00855457	PS-FIRE-TURNOUT GEAR LAUNDRY	138.00			
023264	12/20/2018	MILLTOWN MACHINE & FABRICATION LTD.	282.48	A/P	OUT-STD	12/20/2018
	20249	TS-#7-1X4 BOLT, 1 NUT	28.08			
	20250	TS-#21-3/8 PLATE, 1/4 X 4 FLAT BAR	254.42			
023265	12/20/2018	MINISTER OF FINANCE	209.30	A/P	CLEARED	12/31/2018
	WEEK512018	EMPLOYEE DEDUCTIONS-DEC 16-2:	209.30			
023266	12/20/2018	N. B. ELECTRIC POWER	2,853.97	A/P	CLEARED	12/31/2018
	18988703DEC18	TS/PS-199UNIONST-ELECTRICITY	1,344.94			
	19051703DEC18	TS-AIRPORT-ELECTRICITY	279.08			
	19051801DEC18	TS-AIRPORT-ELECTRICITY	61.36			
	71315207DEC18	PS-RCMP-ELECTRICITY	1,088.66			
	83278804DEC18	TS-STP-PARKS SHED	79.93			
023267	12/20/2018	NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	12/20/2018
	424020	GG-TOWN HALL-FLOOR MATS	95.36			
023268	12/20/2018	OK TIRE & AUTO SERVICE	169.43	A/P	OUT-STD	12/20/2018
	IN048020	TS-SHOP-ELECTRODE, RIM RELEAS	169.43			
023269	12/20/2018	ORKIN CANADA CORPORATION	77.05	A/P	OUT-STD	12/20/2018
	IN-8946657	CC-BUILDING-PEST CONTROL	77.05			
023270	12/20/2018	PAPA'S NUTS	80.00	A/P	OUT-STD	12/20/2018
	01	CC-CANTEEN-PEANUTS	80.00			
023271	12/20/2018	PARTS FOR TRUCKS INC.	1,473.89	A/P	CLEARED	12/31/2018
	34281504-00	TS-#23-3 PORT MODULE DRL & NON	221.26			
	34281505-00	TS-#24-3 PORT MODULE DRL & NON	221.26			
	34281507-00	TS-#24-3 PORT HARNESS KIT	380.70			

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Town of St. Stephen
 BNK1 - General Bank Account
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CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

Number	Issued	Amount	SC	Status	Status Date
	34283556-00 TS-#24-BATTERY CABLES	323.09			
	34284111-00 TS-#12, #23-7 1/2 FT CUTTING EDGE	327.58			
023272	12/20/2018 PRINCESS AUTO	350.73	A/P	CLEARED	12/31/2018
	820163 TS-SHOP-CABLE BOOSTER, DRILL E	350.73			
023273	12/20/2018 PUROLATOR COURIER LTD.	97.49	A/P	CLEARED	12/31/2018
	439761268 GG-ADMIN-TO MCINNES, GATEWAY	97.49			
023274	12/20/2018 SAKO INDUSTRIAL SUPPLY	341.55	A/P	OUT-STD	12/20/2018
	17205 PS-FIRE-CITRA BLAST	341.55			
023275	12/20/2018 SOJOURN ENTERPRISES LIMITED	1,302.63	A/P	OUT-STD	12/20/2018
	71898 TS-STREET-NO PARKING SIGNS	1,302.63			
023276	12/20/2018 SOURCE ONE SUPPLIES	953.39	A/P	OUT-STD	12/20/2018
	19396 CC-ARENA-INDUSTRIAL DEGREASE	56.67			
	19893 CC-BATHROOMS-URINAL SCREENS	150.97			
	19908 PM-LIBRARY-GARBAGE BAGS, WAS	274.51			
	19910 CC-ARENA-GLOVES, BOWL BRUSHI	70.29			
	19912 CC-BUILDING-PROPLAC	33.91			
	19954 CC-ARENA-GARBAGE BAGS	137.15			
	19979 CC-ARENA-MOP BUCKETS, MOP HA	229.89			
023277	12/20/2018 SOURCE ATLANTIC	315.38	A/P	CLEARED	12/31/2018
	3093605 PS-FIRE-BOOTS	201.25			
	3102043 TS-SHOP-SAFETY GLASSES	114.13			
023278	12/20/2018 SOUTHERN SANITATION LTD.	9,549.69	A/P	OUT-STD	12/20/2018
	159563 GG-TOWN-ZONE I GARBAGE COLLE	4,602.78			
	159564 GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	159774 CC-BUILDING-GARBAGE COLLECTI	347.88			
	159829 PM-AIRPORT-GARBAGE COLLECTI	50.60			
	159840 TS/RC-SHOP/PARKS-GARBAGE COL	542.69			
023279	12/20/2018 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	7,294.68	A/P	CLEARED	12/31/2018
	198744-199075 GG-TOWN-REGIONAL LANDFILL COI	7,294.68			
023280	12/20/2018 SPEEDY ST-STEPHEN 8768	104.65	A/P	OUT-STD	12/20/2018
	8768-295251 TS-#7-AUTOMOTIVE 2 WAY MIRROR	104.65			
023281	12/20/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	466.09	A/P	OUT-STD	12/20/2018
	190432 GG-CIVIC-FALL CLEAN UP	172.50			
	190434 GG-CIVIC-SNOW REMOVAL NOTICE	90.27			
	191752 GG-CIVIC-SNOW REMOVAL NOTICE	90.28			
	192207 GG-CIVIC-TOWN EVENTS	56.52			
	192711 GG-CIVIC-TOWN EVENTS	56.52			
023282	12/20/2018 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	3,590.39	A/P	OUT-STD	12/20/2018
	3590.39 VOLUNTEER FIRE PAYROLL DEDUC	3,590.39			
023283	12/20/2018 TOTAL FALL PROTECTION	687.99	A/P	OUT-STD	12/20/2018
	1229632 PS-FIRE-RESCUE EQUIPMENT INSP	687.99			
023284	12/20/2018 UNIFIRST CANADA LTD.	474.70	A/P	OUT-STD	12/20/2018
	7100152247 CC-BUILDING-FLOOR MATS	157.63			
	7100152604 CC-BUILDING-FLOOR MATS	157.63			
	7100152920 CC-BUILDING-FLOOR MATS	159.44			
023285	12/20/2018 WURTH CANADA LIMITED	229.76	A/P	OUT-STD	12/20/2018
	23339045 TS-SHOP-ELECTRICAL TAPE, HOSE	229.76			
023286	12/20/2018 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	12/20/2018

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
	18-6641903 GG-TOWN HALL-911 LISTING-DEC/18	10.47			
023287	12/20/2018 GREAT-WEST LIFE ASSURANCE COMPANY AUG07/18MANAGEMENT GG-AUG24-SEP23/18-PREMIUMSCR JUN15/18*MANAGEMENT GG-JUN24-JUL23/18-MANAGEMENT MAY162018MANAGEMENT GG-LIFE,AD&D,LTDPREMIUMS-MAY,	852.44 -1,538.22 317.40 2,073.26	A/P	OUT-STD	12/20/2018
023288	12/20/2018 KONICA MINOLTA BUSINESS 6953966 CC-COPIER-LEASE-DEC/18	131.10 131.10	A/P	OUT-STD	12/20/2018
023289	12/20/2018 MICMAC FIRE & SAFETY SOURCE LTD. NS-00855465 PS-FIRE-BUNKER SUIT NS-00855483 PS-FIRE-RESUCE RANDY MANIKIN NS-00855512 PS-FIRE-FIRE LEATHER BOOTS	16,713.12 12,938.82 3,072.80 701.50	A/P	OUT-STD	12/20/2018
023290	12/20/2018 NEW SYSTEM LAUNDRY & CLEANERS LTD. 425821 PM-RCMP-FLOOR MATS 426761 PS-RCMP-FLOOR MATS	93.48 46.74 46.74	A/P	OUT-STD	12/20/2018
023291	12/20/2018 ORKIN CANADA CORPORATION IN-8947672 PS-FIRE-PEST CONTROL	152.38 152.38	A/P	OUT-STD	12/20/2018
023292	12/20/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 28600 CC-POOL-POOL SIGNS	517.50 517.50	A/P	OUT-STD	12/20/2018
023293	12/20/2018 TOWN OF ST. STEPHEN 10000.00* GG-FUNDTRANSFER-TO GENERAL (10,000.00 10,000.00	A/P	CLEARED	12/31/2018
023294	12/20/2018 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 183383 RC-ELM STREET-ANNUAL GENERAL	47.44 47.44	A/P	OUT-STD	12/20/2018
023295	12/20/2018 TOWN OF ST. STEPHEN 11221.00 GG-FUNDTRANSFER-TO GENERAL (11,221.00 11,221.00	A/P	CLEARED	12/31/2018
023296	12/20/2018 TOWN OF ST. STEPHEN 363550.00 GG-FUNDTRANSFER-TO GENERAL (363,550.00 363,550.00	A/P	CLEARED	12/31/2018
023297	12/20/2018 TOWN OF ST. STEPHEN 375352.00 GG-FUNDTRANSFER-TO GENERAL (375,352.00 375,352.00	A/P	CLEARED	12/31/2018
023298	12/20/2018 EAST COAST INTERNATIONAL TRUCKS 32859S TS-#18, #6-ANTIFREEZE, OIL 32973S PS-FIRE-TRILLIANT MINIS 33184S TS-#6-FILTERS 33185S TS-#5-FILTERS	864.31 237.26 232.30 119.12 275.63	A/P	CLEARED	12/31/2018
023300	12/20/2018 GUY R. DAY & SON LTD. 64503* GG-TOWN-2019 INSURANCE PREMI	82,421.00 82,421.00	A/P	CLEARED	12/31/2018
023301	12/21/2018 BORDER INVESTIGATIONS & SECURITY INC. 14975 PS-BYLAW-DEC 14-21/18 FEE	966.00 966.00	A/P	CLEARED	12/31/2018
023302	12/21/2018 CHRISTIAN ANDERSEN CHRISTMASDINNER2018 GG-TOWN-EMPLOYEE CHRISTMAS	350.00 350.00	A/P	CLEARED	12/31/2018
023303	12/21/2018 MICHELLE VEST CANTEEN&EVENTS GG/CC-EVENTS/CANTEEN-SUPPLIE	575.41 575.41	A/P	CLEARED	12/31/2018
023304	12/21/2018 TOWN OF ST. STEPHEN 1687.87 GG-FUNDTRANSFER-TO-GENERAL (1,687.87 1,687.87	A/P	CLEARED	12/31/2018
023305	12/22/2018 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-119 PS-BUILDINGINSPECTOR-DEC 09-22	2,484.00 2,484.00	A/P	OUT-STD	12/22/2018
023307	12/27/2018 CALDWELL LESLIE DEC162018 TS-ST5-TREE TAKEDOWN	390.00 390.00	A/P	OUT-STD	12/27/2018
023308	12/27/2018 CUSTOM EMBROIDERY PLUS	377.15	A/P	OUT-STD	12/27/2018

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BNK1 - General Bank Account
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CHEQUE REGISTER

Printed: 1:29:51PM 01/23/2019

Page 10 of 10

Number	Issued	Amount	SC	Status	Status Date
	556 TS-SHOP-EMBROIDERED HATS, TOI	377.15			
023309	12/27/2018 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/27/2018
	WEEK522018 EMPLOYEE DEDUCTIONS-DEC 23-D	209.30			
023310	12/27/2018 PAYROLL TRANSFER	102,779.00	A/P	CLEARED	12/31/2018
	WEEK512018* GG-TRANSFER-DEC 07 - 20/18	102,779.00			
023311	12/27/2018 RECEIVER GENERAL FOR CANADA	49,547.08	A/P	CLEARED	12/31/2018
	WEEK512018* GG-REMITTANCE-DEC 07 - DEC 20/1	49,547.08			
023312	12/27/2018 PAYROLL TRANSFER	3,072.00	A/P	CLEARED	12/31/2018
	WEEK522018 GG-TRANSFER-DEC21-DEC27/18	3,072.00			
023313	12/27/2018 RECEIVER GENERAL FOR CANADA	1,087.69	A/P	CLEARED	12/31/2018
	WEEK522018 GG-REMITTANCE-DEC 21 - DEC 27/1	1,087.69			
023378	12/01/2018 Frank Godsoe	114.40	A/P	OUT-STD	12/01/2018
	CPA PD GG-ASSTTREASURE-CPA PROFESS	114.40			
	Cheque Totals Issued:	1,825,877.17			
	Void:	0.00			
	Total Cheques Generated:	1,825,877.17			
	Total # of Cheques Listed:	156			

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Town of St. Stephen
BNK2 - Utility Bank Account
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CHEQUE REGISTER

Printed: 1:34:24PM 01/23/2019

Page 1 of 4

Number	Issued	Amount	SC	Status	Status Date
006677	12/01/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER012018* WS-SERIES"BQ"-INTEREST	233.50 233.50	A/P	CLEARED	12/31/2018
006683	12/06/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER062018 WS-SERIES"BO"-INTEREST	380.50 380.50	A/P	CLEARED	12/31/2018
006686	12/14/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER142018 WS-SERIES"BI"-INTEREST	796.00 796.00	A/P	CLEARED	12/31/2018
006691	12/02/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER022018* WS-SERIES"BC"-INTEREST	2,381.25 2,381.25	A/P	CLEARED	12/31/2018
006693	12/22/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER222018** WS-SERIES"AZ"-INTEREST	470.25 470.25	A/P	CLEARED	12/31/2018
006694	12/22/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER222018*** WS-SERIES"AZ"-PRINCIPAL	19,000.00 19,000.00	A/P	CLEARED	12/31/2018
006697	12/11/2018 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA DECEMBER112018* WS-SERIES"BA"-INTEREST	26,250.00 26,250.00	A/P	CLEARED	12/31/2018
007518	12/04/2018 ALL GAS TANKS 96208 WS/SCD-GAS TANKS-RENTAL 96221 SCD-DISPOSAL-ACETYLENE BTTLE	707.25 639.40 67.85	A/P	CLEARED	12/31/2018
007519	12/04/2018 BELL MOBILITY INC. 523889487NOV18UTI WS/SCD-CELL PHONE CHARGES	2,201.15 2,201.15	A/P	CLEARED	12/31/2018
007520	12/04/2018 BRENNTAG CANADA INC. 40946501 WS-SOURCE-CHLORINE 40949207 WS-SOURCE-EMPTY CYLINDER RE	2,892.57 6,572.57 -3,680.00	A/P	CLEARED	12/31/2018
007521	12/04/2018 BRIGGS PLUMBING INC. 115368 WS-MAXWELL CROSSING-INSTALL ' 115374 WS-SOURCE-PUMP HOUSE PIPE RE	1,046.65 247.41 799.24	A/P	CLEARED	12/31/2018
007522	12/04/2018 MEGA-LAB MANUFACTURING CO. LTD. 0000150895 WS-TRANS&DIST-CRYSTAL (A), 3P/ 0000150900 SCD-DISPOSAL-DEGREASER 0000151081 WS-TRANS&DIST-THAWZ	2,330.13 321.77 1,785.26 223.10	A/P	CLEARED	12/31/2018
007523	12/04/2018 NORQUIP SUPPLY LTD. 00010495 SCD-DISPOSAL-CAST IRON PLOW S	161.00 161.00	A/P	CLEARED	12/31/2018
007524	12/04/2018 NORTHERN CONSTRUCTION INC. 00001492* SCD-DISPOSAL-ASPHALT	4,347.86 4,347.86	A/P	CLEARED	12/31/2018
007525	12/04/2018 RESEARCH & PRODUCTIVITY COUNCIL 241780 WS-SOURCE-DRINKING WATER LAE 242375 WS-SOURCE-DRINKING WATER LAE 242427 WS-SOURCE-DRINKING WATER LAE	422.55 72.37 277.81 72.37	A/P	CLEARED	12/31/2018
007526	12/04/2018 SOURCE ONE SUPPLIES 19800 WS-TRANS&DIST-HARD HAT, TRAFF	104.33 104.33	A/P	CLEARED	12/31/2018
007527	12/04/2018 SOURCE ATLANTIC 3086292 WS-TRANS&DIST-JACKET	101.78 101.78	A/P	CLEARED	12/31/2018
007528	12/04/2018 SPEEDY ST-STEPHEN 8768 8768-294911 SCD-DISPOSAL-INSTALL NEW GLAS	86.25 86.25	A/P	CLEARED	12/31/2018
007529	12/12/2018 BELL ALIANT 11366812NOV18 WS-SOURCE-PUMP STATION LANDI 19002807NOV18 SCD-DISPOSAL-OLD BAY WWTP LAI	311.10 136.38 174.72	A/P	CLEARED	12/31/2018
007530	12/12/2018 MUNDIE KEVIN	175.95	A/P	CLEARED	12/31/2018

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Number	Issued	Amount	SC	Status	Status Date
	CLOTHINGALLOW18 SCD-DISPOSAL-CLOTHING ALLOWA	175.95			
007531	12/12/2018 XPLORNET INV24547813 WS-MAXWELLCROSSING-SATELLIT	126.49 126.49	A/P	CLEARED	12/31/2018
007532	12/14/2018 TOWN OF ST. STEPHEN 189258.73 WS-FUNDTRANSFER-TO UTILITY CA	189,258.73 189,258.73	A/P	CLEARED	12/31/2018
007533	12/20/2018 A ONE PUMPING SERVICE LTD. 5955 SCD-DISPOSAL-SEWER MAINTENAF	310.50 310.50	A/P	OUT-STD	12/20/2018
007534	12/20/2018 ATLANTIC PURIFICATION SYSTEMS LTD. 176026 SCD-DISPOSAL-LDO INTELICAL PR 176170 SCD-DISPOSAL-SINGLET	1,535.25 1,282.25 253.00	A/P	OUT-STD	12/20/2018
007535	12/20/2018 BRENNTAG CANADA INC. 40955038 SCD-DISPOSAL-SULPHUR DIOXIDE 40957121 SCD-DISPOSAL-EMPTY CYLINDER F	1,842.63 4,602.63 -2,760.00	A/P	CLEARED	12/31/2018
007536	12/20/2018 BRIGGS PLUMBING INC. 115537 WS-TRANS&DIST-INSERT ADAPTER 115538 WS-TRANS&DIST-COPPER PIPE, PIF	132.02 8.45 123.57	A/P	OUT-STD	12/20/2018
007537	12/20/2018 COLE-PARMER CANADA COMPANY 00817943 WS-SOURCE-CHLOROSENSE SENS	2,957.50 2,957.50	A/P	OUT-STD	12/20/2018
007538	12/20/2018 COX ELECTRONICS & COMMUNICATIONS 1-023054 WS-SOURCE-8GB USB DRIVE	22.98 22.98	A/P	OUT-STD	12/20/2018
007539	12/20/2018 CREIGHTON-CARTER LTD. 961-466852 SCD-DISPOSAL-GEAR OIL 961-467658 SCD-#7-AIR FILTER, OIL FILTER 961-468132 WS-#438-AIR FILTER, OIL FILTER 961-468155 WS-#438-HANDY-PAK 961-468158 WS-#438-TIE ROD ENDS	642.24 526.08 17.30 11.69 4.81 82.36	A/P	CLEARED	12/31/2018
007540	12/20/2018 EAST COAST INTERNATIONAL TRUCKS 32977S WS-#102-HIGH POWER LE	41.81 41.81	A/P	CLEARED	12/31/2018
007541	12/20/2018 EMCO CORPORATION 12510367-00 WS-TRANS&DIST-ADPT FLG W/GSK 12510369-00 WS-TRANS&DIST-HYDRANT 12510535-00 WS-TRANS&DIST-DOS SEGGIE BLAI 12510539-00 WS-TRANS&DIST-HYD DISC BLK/WF 12510618-00 WS-TRANS&DIST-STARGRIP SER 3C 12510632-00 WS-TRANS&DIST-VLV EXERCISER F 12510692-00 WS-TRANS&DIST-S/O TOOL F/PE W	8,878.93 640.65 3,435.05 388.42 113.19 148.91 4,025.00 127.71	A/P	CLEARED	12/31/2018
007542	12/20/2018 GULLISON'S COURIER SERVICE 316702 WS-SOURCE-TO RESEACH PRODUK 316706 SCD-DISPOSAL-TO NORQUIP 316730 WS-SOURCE-TO RPC 324580 SCD-DISPOSAL-FR RICHWIL 324827 WS-SOURCE-TO RPC 456095 WS-SOURCE-TO RPC 524795 WS-SOURCE-TO RPC 524842 WS-SOURCE-TO RPC 524890 WS-SOURCE-TO RPC 524937 WS-SOURCE-TO RPC 524985 WS-SOURCE-TO RPC	483.00 34.50 69.00 34.50 34.50 34.50 34.50 34.50 34.50 69.00 34.50	A/P	OUT-STD	12/20/2018

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	525000 WS-SOURCE-TO RPC	34.50			
007543	12/20/2018 GUY R. DAY & SON LTD. 64503** WS-TOWN-2019 INSURANCE PREMI	17,024.00 17,024.00	A/P	CLEARED	12/31/2018
007544	12/20/2018 JAMER MATERIALS LTD. 3730 WS-TRANS&DIST-37.5 MM BASE	2,071.55 2,071.55	A/P	OUT-STD	12/20/2018
007545	12/20/2018 KEITH'S BUILDING SUPPLIES 180639 WS-TRANS&DIST-SNIPS 180907 SCD-DISPOSAL-HEATER CERAMIC 181213 WS-TRANS&DIST-POLY NYLON ANG	69.61 17.19 37.94 34.48	A/P	OUT-STD	12/20/2018
007546	12/20/2018 KENT BUILDING SUPPLIES 1498969 WS-TRANS&DIST-BYPASS-FISKARS	90.55 90.55	A/P	CLEARED	12/31/2018
007547	12/20/2018 N. B. ELECTRIC POWER 38869807DEC18 WS-3-119MAXWELLCROSSING-BUIL 50228902DEC18 WS-MAXWELLCROSSING-PUMPS 53473043DEC18 WS-SOURCE-CHLORINE RESIDUAL 61230004DEC18 WS-MAXWELLCROSSING-PUMPS 82291006DEC18 WS-SOURCE-RESERVOIR	5,156.82 960.80 344.60 108.59 3,549.30 193.53	A/P	CLEARED	12/31/2018
007548	12/20/2018 NORTHERN CONSTRUCTION INC. 00001522 WS-TRANS&DIST-ASPHALT	3,617.23 3,617.23	A/P	CLEARED	12/31/2018
007549	12/20/2018 PARTS FOR TRUCKS INC. 34281506-00 TS-#24, #102-3 PORT HARNESS KIT	380.70 380.70	A/P	CLEARED	12/31/2018
007550	12/20/2018 PITNEY BOWES LEASING 3200970297 WS-TOWN HALL-LATE FEES	13.93 13.93	A/P	OUT-STD	12/20/2018
007551	12/20/2018 RESEARCH & PRODUCTIVITY COUNCIL 243125 WS-SOURCE-DRINKING WATER LAE 243143 WS-SOURCE-DRINKING WATER LAE 243697 WS-SOURCE-DRINKING WATER LAE 243718 WS-SOURCE-DRINKING WATER LAE 243719 WS-SOURCE-DRINKING WATER LAE 243797 WS-SOURC-DRINKING WATER LAB 244727 WS-SOURCE-DRINKING WATER LAE	1,453.24 395.70 416.71 72.37 145.91 72.37 72.37 277.81	A/P	OUT-STD	12/20/2018
007552	12/20/2018 SAINT JOHN LABORATORY SERVICES LTD. 930-18 SCD-DISPOSAL-TREATMENT PLANT	1,590.22 1,590.22	A/P	OUT-STD	12/20/2018
007553	12/20/2018 SCOTIA TECH 14489 WS-TRANS&DIST-WATER METERS	7,115.05 7,115.05	A/P	OUT-STD	12/20/2018
007554	12/20/2018 SOURCE ATLANTIC 3097980 WS-TRANS&DIST-PROTEX WATER/	56.03 56.03	A/P	CLEARED	12/31/2018
007555	12/20/2018 SOUTHWEST CONCRETE & CONS LTD IN000005614 SCD-DISPOSAL-WINTER ROAD SAN	8,925.84 8,925.84	A/P	OUT-STD	12/20/2018
007556	12/20/2018 SOUTHERN SANITATION LTD. 159841 WS-BUDDAVE-GARBAGE COLLECTI	125.24 125.24	A/P	OUT-STD	12/20/2018
007557	12/20/2018 THE PANEL SHOP ITPS002652 WS-MAXWELLCROSSING-REPLACE	38,738.90 38,738.90	A/P	OUT-STD	12/20/2018
007558	12/20/2018 TOWN OF ST. STEPHEN 17205.90 WS-FUNDTRANSFER-TO UTILITY CA	17,205.90 17,205.90	A/P	CLEARED	12/31/2018
007559	12/20/2018 VIKING FIRE PROTECTION INC 608807 WS-SOURCE-SEMI-ANNUAL SPRINK	203.55 203.55	A/P	OUT-STD	12/20/2018
007560	12/20/2018 TOWN OF ST. STEPHEN	30,674.00	A/P	CLEARED	12/31/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 007593 dated between 12/01/2018 and 12/31/2018

CHEQUE REGISTER

Printed: 1:34:24PM 01/23/2019

Page 4 of 4

Number	Issued		Amount	SC	Status	Status Date
	30674.00	WS-FUNDTRANSFER-TO UTILITY CA	30,674.00			
007561	12/20/2018	CHLORATECH INC.	1,006.33	A/P	OUT-STD	12/20/2018
	103256	WS-SOURCE-UR ANALYZE MAINTEN	1,006.33			
Cheque Totals Issued:			406,170.84			
Void:			0.00			
Total Cheques Generated:			406,170.84			
Total # of Cheques Listed:			51			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on January 16, 2019 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JANUARY 16, 2019 @ 5:00 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 Parker that the agenda be approved with the deletion of (ii) **Review of Municipal Practice – Charging for Water Meter Replacement** under the Public Works Committee.
CARRIED

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **DELEGATIONS/PRESENTATIONS**

- (i) **St. Stephen/Coastal Link Trails Inc. Initiative** – Richard Fulton, President of Future St. Stephen and Tanya Herrington, Implementation Manager, Southwest NB Service, presented the St. Stephen/Coastal Link Trails Inc. Initiative, and a motion will be considered at the next Regular Session of Council on Monday, January 28, 2019 to agree in principle that the trail between the Ferry Point Bridge to the former Axe Factory building be developed to complete the link between the Canadian and American trails network, and directs the Chief Administrative Officer to ensure public engagement processes are carried out.

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 seven (7) charges were laid against off road vehicles driving within the town, and two (2) vehicles were seized.

Sergeant Stubbs further advised that they receive assistance from the Provincial Off-Road Vehicle Enforcement Unit which works with law enforcement agencies throughout the province.

- (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.
- (iv) Review of Penalty Provisions Related to Illegal Parking – Report: CAO 02-19 from the Chief Administrative Officer was received and reviewed, and Committee directed him to draft an amendment to the Traffic By-Law to reflect a tiered rate structure for payment of fines related to illegal parking for approval at a future meeting.

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 01-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – Report: TR 01-19 from the Treasurer was received and reviewed for informational purposes.
- (iii) 2019 General Operating Fund Budget – The Chief Administrative Officer reviewed the 2019 General Operating Fund Budget with Committee, and a motion will be considered at a Special Council meeting on Monday January 21, 2019 at 5:00 p.m.
- (iv) 2019 Water and Sewerage Operating Fund Budget – The Chief Administrative Officer reviewed the 2019 Water and Sewerage Operating Fund Budget with Committee, and a motion will be considered at a Special Council meeting on Monday, January 21, 2019 at 5:00 p.m.

- (v) 2019 General Capital Plan – The Chief Administrative Officer reviewed the 2019 General Capital Plan with Committee, and a motion will be considered at a Special Council meeting on Monday, January 21, 2019 at 5:00 p.m.
- (vi) 2019 Water and Sewerage Capital Plan – The Chief Administrative Officer reviewed the 2019 Water and Sewerage Capital Plan with Committee, and a motion will be considered at a Special Council meeting on Monday, January 21, 2019 at 5:00 p.m.

Both Mayor MacEachern and Deputy Mayor Carr thanked the staff for their diligent work with the 2019 budgets and plans.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – There was no report this month.
- (ii) Garcelon Civic Center Report – Report: GCC 01-19 from the Operations/Maintenance Coordinator was received and reviewed for informational purposes.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EDC 01-19 from the Events Development Coordinator was received and reviewed for informational purposes.

As noted in the Events Development Coordinator's report, an International Festival "brainstorming" meeting will be held in the near future, and Councillor Wheaton encouraged people to come forward and assist with this year's festival.

- (ii) Reappointments – St. Croix Public Library Board – The letter from the Acting Library Director dated January 4, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 28, 2019.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 01-19 from the Director of Operations was received and reviewed for informational purposes.

6. NEW BUSINESS

No new business.

7 ADJOURNMENT

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Parker that the meeting adjourn at 6:37 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JANUARY 16, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. DELEGATIONS/PRESENTATIONS

- (i) St. Stephen/Coastal Link Trails Inc. Initiative – Presentation by Richard Fulton, President, Future St. Stephen; and Tanya Herrington, Implementation Manager, Southwest NB Service Commission.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Report: FD 01-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office
- (iv) Review of Penalty Provisions Related to Illegal Parking – Information to follow.

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 01-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Report: TR 01-19 from Treasurer attached.
- (iii) 2019 General Operating Fund Budget – Draft copy attached.
- (iv) 2019 Water and Sewerage Operating Fund Budget – Draft copy attached.
- (v) 2019 General Capital Plan – Information to follow.
- (vi) 2019 Water and Sewerage Capital Plan – Information to follow.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Garcelon Civic Center Report – Report: GCC 01-19 attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Report: EDC 01-19 from Events Development Coordinator attached.
- (ii) Reappointments – St. Croix Public Library Board – Letter from Acting Library Director dated January 4, 2019 attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 01-19 from Director of Operations attached.
- (ii) Review of Municipal Practice – Charging for Water Meter Replacement – Information to follow.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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



**Town of St. Stephen
Information Report to Council
Report: CAO 01-19**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: January 16, 2019
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

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

1. Town Hall Relocation:

Work towards a final design is continuing. Project team meeting scheduled for late January to review the 50% drawings. Since last report some design challenges have been encountered that required minor revisions to the initial plan.

2. Budget 2019

At the time of this report the administrative team is finalizing budgets for the general operations as well as the water/sewer utility. On the agenda for this meeting Council will have a draft of these budgets. A late adjustment to budget preparation was caused by the receipt of our WorkSafe NB assessment. Our assessed rate increased by 51.23% between 2018 and 2019.

3. Economic Development

CAO, in conjunction with the President of Future St. Stephen, continues to meet with individuals interested in investing in the Town of St. Stephen. The continued demand for these types of meetings is an indication that our community is increasing in its reputation as a positive place to do business.

Respectfully submitted,
Jeff Renaud



**Town of St. Stephen
Information Report to Council
Report: TR 01-19**



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: January 14, 2019
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

- 1) Monthly accounting procedures:
 - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Accounts Receivable closed to September 30, 2018.
 - Processing Utility bills Oct-Dec/18-In Progress
 - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to November 30, 2018.
 - C) Payroll processing (Timesheet review, payroll entry, and other processing requirements of new and former employees).
 - Bi-weekly 69 employees, Monthly 31 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 108 employees.
 - Calculating Union retroactive pays-In Progress.
 - 2018 year end payroll procedures-Complete.

- 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 September 30, 2018.
 - 2018 year end interfund and reserve transfers-Complete

1) Meetings:

- A) Weekly Garcelon Civic Center Management Staff meetings.
- B) Accounting Package Webinar-December 13, 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 September 30, 2018.
- C) Capital Budget-In Progress.
- D) 2019 Operating budgets-In Progress.
- E) 2019 General Insurance renewal-Complete

- F) Multiple HST remittances-In Progress.
- G) Various insurance issues-In Progress.
- H) Municipal Asset Management Plan Project-In Progress.
- I) Administering the Charles F Todd Trust Fund-In Progress.
- J) Review of online banking packages-In Progress.
- K) Solid Waste Collection and Disposal Services tender-In Progress.
- L) Staff posting-Administrative and Accounting Coordinator-Complete.
- M) Computer server maintenance.

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



**Town of St. Stephen
Information Report to Council
Report: PW 01-19**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: January 16, 2019
Subject: January Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Repaired 1 Main.
- b) Installed 3 new Meter.
- c) Plowed Snow.
- d) Repaired 1 Lateral.
- e) Read Meters.

2: Streets:

- a) Hauled Sand.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Picked up Brush and Leaves.
- e) Hauled Cold patch.

3: Waste Water:

- a) Videoed 1 Sewer Lateral.
- b) Flushed 1 Sewer Main.
- c) Plowed Snow.
- d) Hauled Snow.

Progress Updates

January 7, 2019

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

Pipe has been installed to the end of Happy Valley Road. The Contractor has procured a work activity permit from Gateway and is meeting with Gateway staff on site today prior to proceeding with construction north of Happy Valley Road. Paving of the base course on Happy Valley Road was completed in mid-December. The surface course and any necessary levelling course will be completed in the Spring. Weather pending, the Contractor intends to continue work in January.

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

The project is substantially complete and services are back online. The surface course of asphalt and landscaping will 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 01-19**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, January 16, 2019
Subject: Committee Meeting for January

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	15		
	Out of Town Alarms	6		
	Mutual Aid –Calais	0		
	Total	21		
Alarms	# Calls	# FF	# Hours	
1. Alarm system activation	4	26	26	
2. Motor Vehicle Accident	4	42	42	
3. Ambulance Assist	1	8	8	
4. NB Power	1	11	11	
5. Fuel Spill	1	5	5	
6. Structure Fire	2	35	78.5	
7. Gas Smell	4	33	33	
8. Vehicle Fire	2	18	28	
9. Smell of Smoke	1	9	9	
Total				
SSFD	21			
Other FD	50			
St Stephen PW	12			
St Andrews PW	2			
Total calls dispatched	85			

SSFD Totals for Year	196	
Town Alarms	136	
Out of Town Alarms	60	
1. Carbon Monoxide	5	
2. Structure	21	
3. Alarm	48	
4. Natural Gas	3	
5. Ambulance Assist	21	
6. Vehicle Accident	50	
7. Electrical	5	
8. Chimney	1	
9. Smoke in Building	2	
10. Vehicle Fire	9	
11. Brush Fire	2	
12. NB Power	4	
13. Grass Fire	4	
14. Fuel Spill	2	
15. Search and Rescue	1	
16. Public Assist	1	
17. Smoke Complaint	4	
18. Landfill Fire	1	
19. Remote Rescue	1	
20. Chip Pile Fire	1	
21. Industrial Accident	1	
22. RCMP Assist	1	
23. Gas Smell	7	
24. Water Rescue	1	
Outside Dispatching Totals for Year		768
Other FD	621	
SSPW	100	
SAPW	45	
Other	2	

2. Fire Department Activities

1. Monthly Meeting of the fire department.
2. Wreaths Across America Ceremony on the Ferry Point Bridge.
3. Santa Claus Parade.
4. FD Children Christmas Party

3. Fire Chiefs Activities

1. All of the above mentioned Fire Department Activities.
2. Fundy Firefighters Association Meeting

4. Equipment

1. Ladders went through annual inspection.
2. Pumps were drained on apparatus for the winter season.

5. Personnel

1. Interviews were conducted for consideration of a couple of volunteer recruits.
2. The following firefighters received service awards:
 - a. 15 Year Service Pin from Province of NB
 - i. Jeremy McShane
 - ii. Merton Lewis
 - iii. John McLay
 - b. 20 Year Fire Service Exemplary Service Medal from the Governor General of Canada.
 - i. Lt. Jason Richardson
 - ii. Lt. Jason Giddens
 - c. 30 Year Fire Service Exemplary Service Bar from the Governor General of Canada.
 - i. Greg Pomeroy
 - ii. Asst. Chief Ali Nordstrom
 - d. Canadian Volunteer Fire Service Association Municipal Long Service Medal for service in excess of 30 Years.
 - i. Walter Cooke (41 years)
 - ii. Retired Chief Jeff Richardson (37 years)
 - iii. Dwayne Richards (33 years)
 - iv. Asst. Chief Ali Nordstrom (31 years)
 - v. Greg Pomeroy (30 years)

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

December REPORT

2018

To: CAO – Town of St. Stephen

Please find enclosed my report for December By-Law – Enforcement. We handled 100 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	<p>Dept. of Public Works(DPW) met with me to erect new no Parking signs</p> <p>Warrant of arrest was passed onto the RCM Police to be executed</p> <p>DPW called with regards to a van in Milltown hindering snow removal</p> <p>DPW called about person pushing snow onto street</p> <p>Summons was served for court as well as affidavit prepared for same</p>	<p><i>Warning issued and the problem has been rectified</i></p> <p><i>Spoke with the person and he will stop</i></p>
Assist General Public (3)	<p>Local citizen called to inquire about fencing around a pool in the LSD</p>	<p>She was informed to call the Regional Service Commission.</p>

	<p>Gentleman called to complain about the parking issues on Marks St. during drop off and pick up from school</p> <p><i>Another person called about the same issue</i></p> <p><i>This office handled numerous calls from people about getting a parking ticket at the GCC</i></p>	<p>Informed him we will monitor same</p> <p>Informed them we will monitor. Also passed onto the RCM Police</p>
Parking (91)	<p>Thirty Eight (38) tickets were issued for parking infractions</p> <p><i>28 written warnings given to patrons of the GCC who were parked illegally on the South side of Budd Ave. and at the new charging station</i></p> <p>4 overnight parking warning were issued to vehicles on streets</p> <p>21 Tickets in total were paid</p>	
Dog Complaints (1)	<p><i>This office is currently investigating a dog attack.</i></p>	<p><i>With regards to file the complainant has elected not to pursue</i></p>

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Respectfully Submitted,
Brent MacDougall
By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I received a number of calls on missing cats and dogs this month. Received two calls on a deer with a broken leg, this referred to Dept. of natural resources incident occurred on Hill St. Received a call of a missing Black Lab on King St. dog was found a returned to owner. Received a call from a lady who was staying at a local bed and breakfast and was bitten by a dog. The dog's needles were up to date and the owner was given a warning to keep the dog under control. Received a call from the Oaksway area of two dogs running loose, warning was given to owner, call from Pleasant St. area of a dog being unleashed, warning was given to owner.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2018	2018	2017	2018	2017	2018	2017	2018	2017
DECEMBER								
	# 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	2	1	\$15,000.00	\$1,500.00	57	46	\$1,195,803.00	\$1,379,400.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	5	4	\$2,119,400.00	\$142,000.00
Com./Indus./Inst. Renos	2	0	\$914,800.00	\$0.00	16	19	\$1,305,300.00	\$1,539,460.00
Institutional	0	1	\$0.00	\$1,500.00	11	7	\$1,247,900.00	\$197,874.00
Demolition	0	0	\$0.00	\$0.00	1	11	\$5,200.00	\$126,700.00
TOTALS	4	2	\$929,800.00	\$3,000.00	104	106	\$6,449,852.00	\$4,242,134.00
	Cur. Mth							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	6	N/A						
Electrical waivers Issued	2	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	2	N/A						

Report of Development / Property Management Office – December 2018

Planning Advisory Committee	No meeting held in December.
Sign Permits	2 approved
Variances	0 approved
Approved Plans	0 approved
Unightly Premises	The Office of the Building Inspector has five (5) active and ongoing unsightly files open.
Turning the Corner Project	Phase 1 completed; ongoing public funding is being received; signage and some landscaping will be done 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	No activity to report.



**Town of St. Stephen
Information Report to Council
Report: GCC 01-19**



To: Jeff Renaud, Chief Administrative Officer
From: Jeremy McShane, Operations/Maintenance Coordinator
Resource Staff: Kari Kluke and Nikki Mott
Date of Meeting: January 16, 2019
Subject: Garcelon Civic Center Monthly Report

Recommendation: That this report be received for information.

Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. Replaced two liquid circulation pumps.
3. Successful annual aquatics shut down:
 - a. Completed sauna upgrades both are working again
 - b. Replaced filter gaskets during shutdown
 - c. Completed pool area cleaning
4. Swim platform install ongoing to be completed by January 11, 2019:
 - a. Platforms are assembled
 - b. Platform mount to be installed in to deck.
 - c. Concrete work to be completed by January 9th.
5. Posted casual position.
6. Hosted large minor hockey tournament (33 games played here from Thursday - Sunday)

Aquatics Department

1. Winter lessons starting the week of January 7th.
2. Continuing with trial of afternoon aquatic fitness classes on Tuesdays and Thursdays, 2-4 pm. Classes were well attended in December.

Administration/Accounting

1. November 30, 2018 was the kick off of the Buy Two Monthly Memberships and Get One Free "Gift Voucher". The promotion was very well received with over 50 gift cards sold.
2. For the month of December we had approximately 1,168 members check-in to use the facility.

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police December 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
December 2018**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of December 1, 2018 to December 31, 2018 inclusive. During this time period, the RCMP responded to 277 calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops.....	27
Driving While Disqualified or License Suspension.....	4
Motor Vehicle Act – Other Activities.....	3
Off Road Vehicle Act – Other Activities.....	2
Other Non-Moving Traffic – Provincial/Territorial.....	1
Traffic Collision – Non-Fatal Injury.....	1
Traffic Collision – Non-Reportable.....	4
Traffic Collision – Property Damage.....	2
Traffic Tickets.....	36
Traffic Warnings.....	8

PROVINCIAL STATUTES:

911 Act – Other Activities.....	1
False/Abandoned 911.....	5
Fire Prevention Act – Other Activities.....	2
Liquor Act – Offences Only.....	1
Mental Health Act.....	5

Royal Canadian Mounted Police
RSC 10 West District – St. Stephen Municipal Post
POLICE REPORT – December 2018
Continued from Page 1

CRIMINAL CODE:

Arson	1
Assault.....	7
Assault on Police Officer.....	1
Assault on Police Officer with Weapon/Causing Bodily Harm.....	1
Assault with Weapon or Causing Bodily Harm.....	1
Break and Enter – Business.....	2
Break and Enter – Other.....	1
Disturbing the Peace/Causing a Disturbance.....	2
Driving while Disqualified/prohibited.....	1
Fraud – Less than/or equal to \$5000.....	3
Harassing Communications.....	1
Impaired Operation (by a Drug) of a Motor Vehicle.....	1
Impaired Operation over 80 mgs of Motor Vehicle.....	1
Mischief – Damage to, or obstruct enjoyment of property.....	8
Murder 2 nd Degree.....	1
Operation while impaired (alcohol)/over 80mg% of Motor Vehicle.....	1
Other theft under \$5000.....	8
Possession of property obtained by crime less than/equal to \$5000.....	1
Theft under/equal to \$5000 from a motor vehicle.....	1
Uttering Threats against a Person.....	1

OTHER FEDERAL STATUTES:

Possession – Schedule I: (Crystal Meth).....	1
Trafficking – Schedule I: (Crystal Meth).....	1

OTHER INVESTIGATIONS:

Abandoned Vehicles.....	1
Animal Calls.....	3
Assistance to Canadian Federal Agency.....	4
Assistance to Canadian Police (non-RCMP) Agency.....	2
Assistance to Canadian Provincial/Territorial Agency.....	8
Assistance to General Public.....	11
Assistance to Non-Government Canadian Agency.....	1
False Alarms.....	4
Information File.....	3
Items Lost/Found – except Passports.....	2
Municipal Bylaws.....	1
Police Certificates/Letters.....	72
Suspicious Person/Vehicle/Property.....	3
Unfounded.....	9
Wellbeing Check.....	5

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

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

ST. STEPHEN/COASTAL LINK TRAILS INC. INITIATIVE

THAT the Council of the Town of St. Stephen agrees, in principle, that the trail between the Ferry Point Bridge to the former Axe Factory building should be developed to complete the link between the Canadian and American trails network;

AND THAT Council directs the Chief Administrative Officer to ensure public engagement processes are carried out, and a final recommendation report be presented at the March Committees meeting.

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENTS– ST. CROIX PUBLIC LIBRARY BOARD

THAT Frances Megilley and Yvette Sawyer both be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective February 1, 2019 and expiring January 31, 2022.

RESOLUTION NO.: _____

DATE: January 28, 2019

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.