

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, MARCH 25, 2019 @ 7:00 P.M.**

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – February 25, 2019
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you letter from We've Got Your Back Foundation Inc. dated February 2019.

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 – March 13, 2019

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. Z-1.8 – A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – Second Reading – Reading in its Entirety
- (b) By-Law No. Z-1.8 – A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – Third and Final Reading – Short Title Only
- (c) By-Law No. A-2.4 – A By-Law to Amend By-Law No. A-2, “A By-Law Respecting Procedures of the Town Council and Town Administration” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) St. Stephen/Coastal Link Trails Inc. Initiative
- (c) Application for Financing – General Fund
- (d) Application for Financing – Water and Sewerage Fund
- (e) Community Grants Fund
- (f) Change of Date: April 2019 Regular Town Council Meeting
- (g) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: March 25, 2019

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

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

**AGENDA**

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

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

DATE: March 25, 2019

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on February 25, 2019 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 25, 2019 @ 7:00 P.M.**

1. MOMENT OF SILENCE

Mayor MacEachern requested a moment of silence.

2. RECORDING OF ATTENDANCE

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

**ABSENT:** Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Hyslop

Seconded by Councillor Harding

**18/19** **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

(a) Mayor MacEachern proclaimed March 26, 2019 as Purple Day for Epilepsy.

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

**19/19** **THAT** the Minutes of the Regular Council meeting held on January 28, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 20/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to November 30, 2018 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 21/19 **THAT** the paid bills in the amount of \$1,469,075.02 (one million, four hundred and sixty-nine thousand, seventy-five dollars and two cents) be received. **CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION**

No communication for information.

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 22/19 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on February 13, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 23/19 **THAT** the following staff reports for the month of January 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. Z-1.8 - A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW – FIRST READING – SHORT TITLE ONLY**

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

24/19 **THAT** leave now be given to introduce a by-law entitled By-Law No. Z-1.8 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – for First Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Parker

Seconded by Councillor Harding

25/19 **THAT** the Royal Canadian Mounted Police January 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**SCOTIABANK BORROWING AUTHORITY**

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

26/19 **BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the “Corporation”) to borrow from the Scotiabank (the “Bank”), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$369,944.00 (three hundred and sixty nine thousand, nine hundred and forty four dollars), to meet current expenditures of the Corporation for the year 2019. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source. **CARRIED**

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

27/19

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2019, the sum of \$1,166,197.00 (one million, one hundred and sixty six thousand, one hundred and ninety seven dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the said sum of \$1,166,197.00 (one million, one hundred and sixty six thousand, one hundred and ninety seven dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next. **CARRIED**

**APPROVAL OF EVENT – EPILEPSY AWARENESS LAMPOST DECORATING**

Moved by Councillor Parker

Seconded by Councillor Harding

28/19

**THAT** the Council of the Town of St. Stephen grants permission to the Epilepsy Association of Nova Scotia to tie purple ribbons on lamp posts along Milltown Boulevard between March 19, 2019 and March 31, 2019 in order to bring awareness to Epilepsy. **CARRIED**



15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the International Homecoming Festival meeting.
- Attended the Chamber of Commerce Annual General Meeting.
- Attended the Rotary Super Draw.

Councillor Chisholm

- Attended all Town meetings.
- Attended the Wall of Fame meeting.
- Attended the Waterfront Trails Information Session.

Councillor Harding

- Attended all Town meetings.
- Attended a "Meet & Greet" for the new owners of St. Stephen Guardian.
- Attended a Planning Advisory Committee meeting.
- Attended a Milltown Development Committee meeting on the "Turning the Corner" project.

Councillor Parker

- Attended all Town meetings.
- Attended the Sod Turning for Beacon Waterfront Apartments.
- Attended a Planning Advisory Committee meeting.

Councillor Wheaton

- Attended all Town meetings.
- Attended the follow-up Christmas Promotion meeting.
- Attended several Milltown Development Committee meetings on the "Turning the Corner" project.
- Participated in a conference call for the Advisory Committee of the Southwest NB Transit Authority Board.
- Attended several Trail Committee meetings.
- Attended the Rotary Super Draw.
- Attended the Coffee House at the Vineyard.
- Attended the Chamber of Commerce Annual General Meeting.
- Participated in the Curl for Cancer Bonspiel.
- Attended the Sod Turning for Beacon Waterfront Apartments.
- Attended the International Homecoming Festival meeting.

Councillor Hyslop

- Attended all Town meetings.
- Attended the Waterfront Trails Information Session.
- Attended the Rotary Super Draw.
- Attended the Coffee House at the Vineyard.
- Attended the Chamber of Commerce Annual General Meeting.
- Attended the Charlotte County Museum Annual General Meeting.
- Attended a "Meet & Greet" for the new owners of St. Stephen Guardian.
- Participated in the Curl for Cancer Bonspiel.
- Attended the ACES Idol "We've Got Your Back".
- Attended a Canada 1<sup>st</sup> Basketball Committee meeting.

Mayor MacEachern

- Attended all Town meetings.
- Attended the Waterfront Trails Information Session.
- Attended the Chamber of Commerce Annual General Meeting.
- Attended the Sod Turning for Beacon Waterfront Apartments.
- Attended a Milltown Development Committee meeting on the "Turning the Corner" project.

16. QUESTION PERIOD

Andrew Sutton, a reporter with the *Saint Croix Courier*, confirmed that Council had sent a letter to the Mayor of Campobello in response to a letter from Brent McPherson, Chair of the Campobello Island Year Round Ferry Development Committee, and asked for a copy of same.

Mayor MacEachern advised that he would need to request a copy through the Campobello office.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Hyslop

29/19 THAT the meeting adjourn at 7:24 p.m. CARRIED

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Mayor

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Acting Town Clerk

**AGENDA**  
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  - (a) Purple Day for Epilepsy – Proclamation
6. NOTICES OF MOTIONS
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  - (a) Regular Council Meeting – January 28, 2019
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COMMUNICATION FOR INFORMATION  
COMMUNICATION FOR ACTION
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11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
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- (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

- (a) By-Law No. Z-1.8 – A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) Scotiabank Borrowing Authority
- (c) Royal Bank of Canada Borrowing Authority
- (d) Approval of Event – Epilepsy Awareness Lamppost Decorating

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

**DATE:** March 25, 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 January 31, 2019 be received.

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

	<b>Actual To Date For the One Month Ending January 31, 2019</b>	<b>Budget For the Year Ending December 31, 2019</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	446,397	5,350,179	\$4,903,782	8%
Services Provided to Other Governments	0	222,218	222,218	0%
Sale of Services	61,656	561,000	499,344	11%
Other Revenue From Own Sources	30,665	207,656	176,991	15%
Unconditional Grants	112,236	1,595,353	1,483,117	7%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	122,517	1,307,994	1,185,477	9%
<b>Total Revenue</b>	<b>773,471</b>	<b>9,248,600</b>	<b>8,475,129</b>	<b>8%</b>
<b>Expenditure</b>				
General Government Services	141,775	1,060,813	919,038	13%
Protective Services	97,517	2,295,612	2,198,095	4%
Transportation Services	231,318	2,096,199	1,864,881	11%
Enviromental Health Services	23,499	230,625	207,126	10%
Enviromental Development Services	30,767	322,448	291,681	10%
Recreational and Cultural Services	161,585	2,023,621	1,862,036	8%
Fiscal Services	17,430	1,211,282	1,193,852	1%
Other	0	8,000	8,000	0%
<b>Total Expenditures</b>	<b>703,891</b>	<b>9,248,600</b>	<b>8,544,709</b>	<b>8%</b>
<b>Surplus (Deficit)</b>	<b>\$69,580</b>	<b>\$0</b>		

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

	<b>Actual To Date For the One Month Ending January 31, 2019</b>	<b>Budget For the Year Ending December 31, 2019</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$52,856	\$2,034,570	\$1,981,714	3%
Other Revenue From Own Source	10,470	208,302	197,832	5%
Other Transfers	7,460	89,521	82,061	8%
<b>Total Revenue</b>	<b>70,786</b>	<b>2,332,393</b>	<b>2,261,607</b>	<b>3%</b>
<b>Expenditures</b>				
Water Supply	103,757	1,070,324	966,567	10%
Sewerage Collection and Disposal	53,758	716,897	663,139	7%
Fiscal Services	11,219	545,172	533,953	2%
<b>Total Expenditures</b>	<b>168,734</b>	<b>2,332,393</b>	<b>2,163,659</b>	<b>7%</b>
<b>Surplus (Deficit)</b>	<b>(\$97,948)</b>	<b>\$0</b>		

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

DATE: March 25, 2019

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,258,402.69 (one million, two hundred and fifty-eight thousand, four hundred and two dollars and sixty-nine cents) be received.



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

**February 2019**

Fundy Contractors Limited (Construction - Water Main and Utility Renewal - Milltown Blvd - Project No. 17-5356, Cheque #1182)	\$	68,767.25
Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Renewal (Milltown Blvd) - Project No. 175356, Cheque #1183)	\$	14,058.75
Dillon Consulting Limited (Engineering - Combined Sewer Separation and Sanitary Sewer Renewal (Thompson Ave & Spring Court) - Project No. 175358, Cheque #1185)	\$	34.55
Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Murchie Avenue - Project No. 18-7576R, Cheque #121)	\$	103,742.76
Dillon Consulting Limited (Engineering - Combined Sewer Separation and Utility Renewal (Murchie Avenue) - Project No. 187576, Cheque #123)	\$	21,123.40
	<u>\$</u>	<u>207,726.71</u>

**Bank Direct Withdrawals:**

**Chambers of Commerce Group Insurance Plan:**

**September, 2018**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,973.53
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	9,562.55

**February, 2019**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,823.27
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	10,378.00

**Total** \$ 37,737.35

**Service New Brunswick:**

**February, 2019**

Invoice #1192586 (Payment acceptance fees of Utility Bills through Service New Brunswick)	723.90
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**Total** \$ 723.90

Town of St. Stephen  
BNK4 - Civic Center Bank Account  
Cheques from 000001 to 000042 dated between 02/01/2019 and 02/28/2019

**CHEQUE REGISTER**

Printed: 1:33:24PM 03/21/2019

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Number	Issued	Amount	SC	Status	Status Date
000040	02/06/2019 TOWN OF ST. STEPHEN 54000.00	54,000.00 54,000.00	A/P	OUT-STD	02/06/2019
	CC-TRANSFER-TO GENERAL OPER				
	<b>Cheque Totals Issued:</b>	<b>54,000.00</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>54,000.00</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 023730 dated between 02/01/2019 and 02/28/2019

**CHEQUE REGISTER**

Printed: 1:33:53PM 03/21/2019

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Number	Issued	Amount	SC	Status	Status Date
023478	02/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000028866 GG-TOWNHALL-LEASE-FEB/19	5,417.62 5,417.62	A/P	OUT-STD	02/01/2019
023480	02/06/2019 ACCT #903240047015 JANUARY2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	02/06/2019
023481	02/06/2019 ACCT 8025-280 JANUARY2019 LOCAL 770 UNION DUES-JAN/19	1,935.72 1,935.72	A/P	OUT-STD	02/06/2019
023482	02/06/2019 ALLAN MACEACHERN BLADESOLYMPICS GG-MAYOR-SAINT CROIX BLADES C	30.40 30.40	A/P	OUT-STD	02/06/2019
023483	02/06/2019 BELL ALIANT 11368891JAN19 GG-TOWNHALL-LANDLINE PHONES 11395944JAN19 PS-FIRE-LANDLINE PHONES	2,376.21 1,468.68 907.53	A/P	OUT-STD	02/06/2019
023484	02/06/2019 BELLBOY DRYCLEANERS 32-557327 CC-EVENTS-TABLECLOTH CLEANIN	165.60 165.60	A/P	OUT-STD	02/06/2019
023485	02/06/2019 CANADA BREAD COMPANY LIMITED 100314901628 CC-CANTEEN-HOT DOG BUNS 101014901723 CC-CANTEEN-HOT DOG BUNS 101714901814 CC-CANTEEN-HOT DOG BUNS 135414901504 CC-CANTEEN-HOT DOG BUNS 136114901568 CC-CANTEEN-HOT DOG BUNS	127.80 25.56 25.56 25.56 25.56 25.56	A/P	OUT-STD	02/06/2019
023486	02/06/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JANUARY2019 GG-MUNICIPALPLAN-JANUARY/19	39,138.02 39,138.02	A/P	OUT-STD	02/06/2019
023487	02/06/2019 CNH CAPITAL IN90263 TS-#11-OIL, HYDRAU IN90264 TS-#16-RELIEF VALVES IN90375 TS-#16-HYTRAN SSL, BELTS IN90382 TS-#16-TRNSIONER, B INTERESTJAN/19 TS-STIS-INTEREST CHARGE-JAN/19	1,219.70 312.66 316.99 353.14 225.04 11.87	A/P	OUT-STD	02/06/2019
023488	02/06/2019 COCA COLA REFRESHMENTS CANADA COMPANY 15330201056 CC-CANTEEN-COCA COLA PRODUC 15330201088 CC-CANTEEN-COCA COLA PRODUC	1,311.36 745.64 565.72	A/P	OUT-STD	02/06/2019
023489	02/06/2019 CONNORS DIVING SERVICES 26321 PS-FIRE-SERVICE TO BREATHING A	2,848.55 2,848.55	A/P	OUT-STD	02/06/2019
023490	02/06/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVI 19-05 PS-BUILDINGINSPECTOR-JAN 13 - 2	2,018.25 2,018.25	A/P	OUT-STD	02/06/2019
023491	02/06/2019 GRANITE TOWN COMMUNICATIONS LTD. 1022 PS-FIRE-BATTERIES, PAGER	895.98 895.98	A/P	OUT-STD	02/06/2019
023492	02/06/2019 HOVEY'S HUSKY SALES & SERVICE 8810 TS-SHOP-BOX PLUGS, BOX FILER	148.35 148.35	A/P	OUT-STD	02/06/2019
023493	02/06/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 115966 TS-STIS-DIESEL 817021 TS-STIS-DIESEL	1,034.69 135.38 899.31	A/P	OUT-STD	02/06/2019
023494	02/06/2019 JEFF RENAUD JANUARY2019 GG-CAO-MONTHLY TRAVEL ALLOW.	250.00 250.00	A/P	OUT-STD	02/06/2019
023495	02/06/2019 KEM CANADA MFG 121853 CC-BUILDING-LIQUIDATE	315.78 315.78	A/P	OUT-STD	02/06/2019
023496	02/06/2019 KONICA MINOLTA BUSINESS SOLUTIONS 256370913 GG-TOWN HALL-COPIER MAIN-JAN	40.28 40.28	A/P	OUT-STD	02/06/2019

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 023730 dated between 02/01/2019 and 02/28/2019

**CHEQUE REGISTER**

Printed: 1:33:53PM 03/21/2019

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Number	Issued	Amount	SC	Status	Status Date
023497	02/06/2019 L.E.WHITTAKER CO., LTD. 40749 PS-FIRE-HYDRSTATIC TESTING, BR	119.14 119.14	A/P	OUT-STD	02/06/2019
023498	02/06/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 9306403075 TS-SHOP-CARRIAGE BOLTS, HEX NI	306.74 306.74	A/P	OUT-STD	02/06/2019
023499	02/06/2019 LOCKHART SAW LIMITED 88858 CC-ARENA-ZAMBONI ICE SCRAPER	322.00 322.00	A/P	OUT-STD	02/06/2019
023500	02/06/2019 MICHELLE VEST 60.09 CC-CANTEEN-SUPPLIES	60.09 60.09	A/P	OUT-STD	02/06/2019
023501	02/06/2019 MINISTER OF FINANCE WEEK062019 EMPLOYEE DEDUCTIONS - FEB 03-(	209.30 209.30	A/P	OUT-STD	02/06/2019
023502	02/06/2019 ORKIN CANADA CORPORATION IN-8999213 CC-BUILDING-PEST CONTROL	77.05 77.05	A/P	OUT-STD	02/06/2019
023503	02/06/2019 PAPA'S NUTS 02 CC-CANTEEN-PEANUTS	80.00 80.00	A/P	OUT-STD	02/06/2019
023504	02/06/2019 PROVINCIAL BANDAG TIRES 25991 PS-#202-TIRES	4,434.63 4,434.63	A/P	OUT-STD	02/06/2019
023505	02/06/2019 RICHWIL TRUCK CENTRE LTD. 127244 TS-#6, #7-OIL, COOLANT 127308 TS-#5-MOTOR KIT 127315 TS-#5-SWITCH 127365 TS-#22, #21-LED MDL, LIGHT, FORW	940.86 282.07 191.57 272.56 194.68	A/P	OUT-STD	02/06/2019
023506	02/06/2019 SHANNON MICHAEL JANUARY2019 PS-ANIMALCONTROL-MONTHLY TR	1,487.64 1,487.64	A/P	OUT-STD	02/06/2019
023507	02/06/2019 SMITH BROS. MACHINE SHOP LTD. DEC072018 CC-ARENA-PLAYERS BENCH DOOR	373.75 373.75	A/P	OUT-STD	02/06/2019
023508	02/06/2019 SOCAN 8770212 CC-ADMIN-SOCAN YEARLY LICENSI	212.63 212.83	A/P	OUT-STD	02/06/2019
023509	02/06/2019 SOURCE ONE SUPPLIES 20127 CC-ARENA-PAPER TOWELS 20182 TS-SHOP-PAPER TOWELS, BATH TIL 20209 CC-ARENA-PAPER TOWELS 20243 CC-ARENA-GARBAGE BAGS, BATH 20260 CC-POOL-CHEMICALS	17,346.42 163.74 162.90 163.74 12,072.04 4,784.00	A/P	OUT-STD	02/06/2019
023510	02/06/2019 SOUTHERN SANITATION LTD. 160052 GG-TOWN-OVER RUN GARBAGE FC	1,897.50 1,897.50	A/P	OUT-STD	02/06/2019
023511	02/06/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16057 CC-POOL-CIRCULATING PUMP MAIN 16061 CC-SAUNA-HIGH TEMPERATURE LI	795.80 74.75 721.05	A/P	OUT-STD	02/06/2019
023512	02/06/2019 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT BUCKETSIT2018 PS-FIRE-BUCKET SIT DONATIONS -	7,600.00 7,600.00	A/P	OUT-STD	02/06/2019
023513	02/06/2019 ST. STEPHEN UTILITY DEPT. JANUARY2019 EMPLOYEE DEDUCTIONS-JAN/19	60.00 60.00	A/P	OUT-STD	02/06/2019
023514	02/06/2019 TROY LIFE & FIRE SAFETY LTD 1000070046 CC-MAINTENANCE-QUARTERLY INS	529.00 529.00	A/P	OUT-STD	02/06/2019
023515	02/06/2019 UNIFIRST CANADA LTD. 7100155660 CC-BUILDING-FLOOR MATS 7100156351 CC-BUILDING-FLOOR MATS 7100157051 CC-BUILDING-FLOOR MATS	632.33 159.44 157.63 157.63	A/P	OUT-STD	02/06/2019

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	7100157742	CC-BUILDING-LOBBY MATS	157.63			
023516	02/06/2019	WATER & ICE NORTH AMERICA INC.	157.78	A/P	OUT-STD	02/06/2019
	45112	CC-POOL-LIDS ONLY (WHITE) U-3	157.78			
023517	02/06/2019	WURTH CANADA LIMITED	1,922.64	A/P	OUT-STD	02/06/2019
	23361752	TS-SHOP-HEX NUTS, MINI FUSES, M	498.39			
	23369705	TS-SHOP-CARRIAGE BOLTS	130.53			
	23377404	TS-SHOP-CARRIAGE BOLTS, LOCKM	1,293.72			
023518	02/06/2019	YELLOW PAGES GROUP	10.47	A/P	OUT-STD	02/06/2019
	19-6838503	GG-TOWNHALL-911 LISTING-JAN/19	10.47			
023519	02/06/2019	KONICA MINOLTA BUSINESS SOLUTIONS	93.46	A/P	OUT-STD	02/06/2019
	256370914	CC-ADMIN-COPIER MAINTENANCE-	93.46			
023520	02/06/2019	MICHELLE VEST	300.00	A/P	OUT-STD	02/06/2019
		PARADEWINNERSPAYMEI GG-EVENTS-CHRISTMAS PARADE V	300.00			
		T				
023521	02/13/2019	ATHLETICA SPORTS SYSTEMS INC.	2,357.50	A/P	OUT-STD	02/13/2019
	312144	CC-ARENA-CUSTOM ACRYLIC	2,357.50			
023522	02/13/2019	BELL ALIANT	1,434.45	A/P	OUT-STD	02/13/2019
	11378668JAN19	PS/TS-199UNIONST-LANDLINE PHOI	363.27			
	15772965JAN19	RC-REC/POOL-LANDLINE PHONES	244.17			
	46435731JAN19	RC-PARKS-CHOCOLATE PARK CAM	111.49			
	47424130JAN19	CC-ADMIN-LANDLINE PHONES	715.52			
023523	02/13/2019	BELLBOY DRYCLEANERS	126.50	A/P	OUT-STD	02/13/2019
	22-560408*	GG-MAYOR'SLEVEE-TABLECLOTH C	126.50			
023524	02/13/2019	BLAKNEY'S TRUCKING INC.	1,699.88	A/P	OUT-STD	02/13/2019
	561	TS-ST5-ROAD SALT DELIVERY	879.89			
	570	TS-ST5-ROAD SALT DELIVERY	819.99			
023525	02/13/2019	BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	02/13/2019
	15039	PS-BYLAW-JAN 28 - FEB 08/19	966.00			
023526	02/13/2019	CANADIAN TIRE	511.50	A/P	OUT-STD	02/13/2019
	N17092432	CC-POOL-CLEANING SUPPLIES	47.60			
	N17092433	CC-POOL-LYSOL	32.72			
	N17092438	CC-ARENA-BATTERIES	390.98			
	N17093972	GG-EVENTS-BATTERIES, SCISSORS	40.20			
023527	02/13/2019	CARGILL LIMITED	5,011.70	A/P	OUT-STD	02/13/2019
	2904535723	TS-ST5-ROAD SALT	5,011.70			
023528	02/13/2019	CARQUEST	13.67	A/P	OUT-STD	02/13/2019
	14838-92409	TS-AIRPORT-PLOW TRUCK FUNNEL	13.67			
023529	02/13/2019	DOT LARSEN	83.92	A/P	OUT-STD	02/13/2019
	CLOTHINGALLOW19	PS-CROSSINGGUARD-CLOTHING AI	83.92			
023530	02/13/2019	EAST COAST INTERNATIONAL TRUCKS	315.51	A/P	OUT-STD	02/13/2019
	33786S	TS-#3-LED 12V/24V	315.51			
023531	02/13/2019	FUNDY BUILDING INSPECTION & DRAFTING SERVI	2,949.75	A/P	OUT-STD	02/13/2019
	19-12	PS-BUILDINGINSPECTOR-JAN 27 - F	2,949.75			
023532	02/13/2019	HICKS MORLEY HAMILTON STEWART STORIE LLP	762.19	A/P	OUT-STD	02/13/2019
	475193	GG-LEGAL-PERSONNEL	762.19			
023533	02/13/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	11,344.09	A/P	OUT-STD	02/13/2019
	517837	TS-ST5-DIESEL	2,248.93			
	549448	TS-ST5-DIESEL	2,738.41			

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	841188 TS-STG-GAS	4,340.17			
	844307 TS-STG-DIESEL	2,016.58			
023534	02/13/2019 JASON GOWAN CLOTHING2019 CC-ARENA-CLOTHING ALLOWANCE	68.95 68.95	A/P	OUT-STD	02/13/2019
023535	02/13/2019 JEFF RENAUD CANTEENSUPPLIES GG-CAO-CANTEEN SUPPLIES PICK HERITAGEDEVELOPMENT GG-CAO-HERITAGE DEVELOPMENT	353.20 92.00 261.20	A/P	OUT-STD	02/13/2019
023536	02/13/2019 KONICA MINOLTA BUSINESS 7049586 CC-ADMIN-COPIERLEASE-MARCH 2	118.24 118.24	A/P	OUT-STD	02/13/2019
023537	02/13/2019 LAROCHELLE EQUIPMENT INC. 0088009 TS-#5-PLOW LIFT CYLINDER	940.25 940.25	A/P	OUT-STD	02/13/2019
023538	02/13/2019 MIDLAND COURIER 9816144 PS-FIRE-CONNORS DIVING SERVICE	44.25 44.25	A/P	OUT-STD	02/13/2019
023539	02/13/2019 MILLTOWN MACHINE & FABRICATION LTD. 20310 TS-#30-STAINLESS FLAT BAR	35.26 35.26	A/P	OUT-STD	02/13/2019
023540	02/13/2019 MINISTER OF FINANCE WEEK072019 EMPLOYEE DEDUCTIONS-FEB 10-16	209.30 209.30	A/P	OUT-STD	02/13/2019
023541	02/13/2019 PAYROLL TRANSFER WEEK072019 GG-TRANSFER-FEB 01-14/19	69,366.00 69,366.00	A/P	OUT-STD	02/13/2019
023542	02/13/2019 PETTY CASH JANUARY2019 PS-BUILDINGINSPECTOR-REGISTERED	109.45 109.45	A/P	OUT-STD	02/13/2019
023543	02/13/2019 PROVINCIAL BANDAG TIRES 26538 TS-#22-TIRES	409.18 409.18	A/P	OUT-STD	02/13/2019
023544	02/13/2019 RECEIVER GENERAL FOR CANADA WEEK072019 GG-REMITTANCE-FEB 01-14/19	34,435.72 34,435.72	A/P	OUT-STD	02/13/2019
023545	02/13/2019 SOUTH WEST COURIER 17546 CC-ARENA-FROM LOCKHART SAW	57.96 57.96	A/P	OUT-STD	02/13/2019
023546	02/13/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 198308 GG-CIVIC-TOWN EVENTS 196602 GG-CIVIC-TOWN EVENTS	113.04 56.52 56.52	A/P	OUT-STD	02/13/2019
023547	02/13/2019 KONICA MINOLTA BUSINESS 7049704 GG-TOWNHALL-COPIER LEASE-MAINTENANCE	208.39 208.39	A/P	OUT-STD	02/13/2019
023548	02/13/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 28947 GG-TOWN-"TOWN OF ST. STEPHEN	60.97 60.97	A/P	OUT-STD	02/13/2019
023549	02/21/2019 A&R CONCRETE DRILLING & SAWING LTD 7428 CC-POOL-DIVING PLATFORMS WORK	897.00 897.00	A/P	OUT-STD	02/21/2019
023550	02/21/2019 BELL ALIANT 08338721JAN19 TS-AIRPORT-LANDLINE PHONE	163.63 163.63	A/P	OUT-STD	02/21/2019
023551	02/21/2019 BRUNSWICK NEWS INC JAN302019 GG-TOWN HALL-TELEGRAPH JOURNAL	289.43 289.43	A/P	OUT-STD	02/21/2019
023552	02/21/2019 CANADIAN TIRE N17092209 TS-#23, #24-SW20 N17092215 TS-#30-SNAPOFF N17092508 CC-ARENA-SCREWDRIVERS, SHOW N17092535 CC-ADMIN-KEYS N17092538 GG-TOWN HALL-CLEANING SUPPLIES N17092554 TS-SHOP-SHOVEL N17092563 TS-SHOP-PAINT + BRUSHES	439.27 183.77 22.99 57.43 9.18 25.71 14.94 25.28	A/P	OUT-STD	02/21/2019

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	N17092578 TS-SHOP-CLAMPS	41.37			
	N17092585 TS-#29-MT TRIGGER SRT, WASHER	58.60			
023553	02/21/2019 CANADIAN SPRINGS	48.64	A/P	OUT-STD	02/21/2019
	9928007334 GG-TOWNHALL-WATER	48.64			
023554	02/21/2019 CANADA BREAD COMPANY LIMITED	51.12	A/P	OUT-STD	02/21/2019
	102414901898 CC-CANTEEN-HOT DOG BUNS	25.56			
	103114901977 CC-CANTEEN-HOT DOG BUNS	25.56			
023555	02/21/2019 CARGILL LIMITED	9,536.06	A/P	OUT-STD	02/21/2019
	2904562890 TS-ST5-ROAD SALT	4,670.57			
	2904570352 TS-ST5-ROAD SALT	4,865.49			
023556	02/21/2019 CARMICHAEL ENGINEERING LTD.	3,709.90	A/P	OUT-STD	02/21/2019
	FR-1630261 CC-ARENA-DEHUMIDIFIER UNITS S	1,527.20			
	FR-1630272 CC-ARENA-BOILER UNIT SERVICE	2,182.70			
023557	02/21/2019 CARQUEST	49.05	A/P	OUT-STD	02/21/2019
	14838-95888 TS-SHOP-VINYL WIRE GROMMET	3.44			
	14838-95980 TS-#3-TOGGLE SWITCHES	29.60			
	14838-96096 TS-#3-ELBOWS	8.44			
	14838-96701 TS-#22-HYD FITTINGS	7.57			
023558	02/21/2019 CHARLOTTE COUNTY JANITORIAL	1,755.85	A/P	OUT-STD	02/21/2019
	4195 PS-FIRE-JANITORIAL-JAN/19	161.00			
	4197 PM-RCMP-JANITORIAL-JAN/19	1,249.85			
	4203 PS-FIRE-YEARLY FLOOR MAINTENA	345.00			
023559	02/21/2019 CNH CAPITAL	1,780.69	A/P	OUT-STD	02/21/2019
	IN90435 TS-#16-HYTRAN SSL	257.60			
	IN90468 TS-#11-FILTERS	646.79			
	IN90481 TS-#16, #11-HYTRAN SSL	876.30			
023560	02/21/2019 COCA COLA REFRESHMENTS CANADA COMPANY	530.76	A/P	OUT-STD	02/21/2019
	15330201131 CC-CANTEEN-COCA COLA SUPPLIE	530.76			
023561	02/21/2019 DAVIS FUELS	6,609.99	A/P	OUT-STD	02/21/2019
	18115 TS/PS-199 UNION ST-HEATING FUEL	984.76			
	18258 TS/PS-199 UNION ST-HEATING FUEL	1,143.88			
	18401 TS/PS-199 UNION ST-HEATING FUEL	1,000.14			
	18542 TS/PS-199 UNION ST-HEATING FUEL	1,489.04			
	18785 TS/PS-199 UNION ST-HEATING FUEL	1,358.40			
	818584 TS/PS-199 UNION ST-HEATING FUEL	633.77			
023562	02/21/2019 DILLON CONSULTING LIMITED	5,298.17	A/P	OUT-STD	02/21/2019
	195668 TS-STREETIMPROVEMENTS-2018 (M	5,298.17			
023563	02/21/2019 DYNAMIC ONLINE MARKETING CORP.	368.00	A/P	OUT-STD	02/21/2019
	124743 PS-FIRE-FIRE PREVENTION MATERI	368.00			
023564	02/21/2019 ENBRIDGE GAS NEW BRUNSWICK	4,276.14	A/P	OUT-STD	02/21/2019
	2019012202008-1016227-0 CC-BUILDING-NATURAL GAS	4,276.14			
	00				
023565	02/21/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	4,206.98	A/P	OUT-STD	02/21/2019
	322614 CC-BUILDING-NATURAL GAS	4,206.98			
023566	02/21/2019 MCINNES COOPER	345.00	A/P	OUT-STD	02/21/2019
	2018027868 GG-LEGAL-AUDIT REQUEST	345.00			
023567	02/21/2019 N. B. ELECTRIC POWER	16,245.54	A/P	OUT-STD	02/21/2019
	18169205FEB19 RC-POOL-MILL LANE	552.12			
	18986703FEB19 PS/TS-199UNIONST-ELECTRICITY	1,581.83			

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	19051703FEB19	TS-AIRPORT-ELECTRICITY	366.45			
	19051801FEB19	TS-AIRPORT-ELECTRICITY	73.44			
	216000030308FEB19	TS-ST5-AREA LIGHTS	11,865.11			
	55160607FEB19	RC-COTTONMILL-LIGHTS	77.66			
	71315207FEB19	PM-RCMP-ELECTRICITY	1,369.10			
	72924306FEB19	RC-PARKS-BANDSTAND	53.82			
	82122207FEB19	RC-PARKS-BASKETBALL COURT	58.80			
	83278804FEB19	TS-ST5-PARKS SHED	149.33			
	84960501FEB19	RC-PARKS-RIVERSIDE DR LIGHTS	97.88			
023568	02/21/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD. 430560 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	02/21/2019
023569	02/21/2019	ORKIN CANADA CORPORATION IN-9083036 PS-FIRE-PEST CONTROL	152.38 152.38	A/P	OUT-STD	02/21/2019
023570	02/21/2019	PARTS FOR TRUCKS INC. 34287573-00 TS-#29-ELEC THROTTLE MOTOR KIT	327.37 327.37	A/P	OUT-STD	02/21/2019
023571	02/21/2019	PITNEY BOWES 1011113912 GG-POSTAGE METER-RATE UPDAT	247.54 247.54	A/P	OUT-STD	02/21/2019
023572	02/21/2019	RICHWIL TRUCK CENTRE LTD. 127506 TS-#7-MODULE GLASS ASSEMBLY, I	1,064.77 1,064.77	A/P	OUT-STD	02/21/2019
023573	02/21/2019	ROB DOUGHERTY CLOTHINGALLOWANCE CC-ARENA-CLOTHING ALLOWANCE	135.81 135.81	A/P	OUT-STD	02/21/2019
023574	02/21/2019	SOURCE ONE SUPPLIES 20160 CC-POOL-CHEMICALS 20191 CC-POOL-CHEMICALS 20228 CC-ARENA-GLOVES	1,952.58 830.60 1,049.28 72.70	A/P	OUT-STD	02/21/2019
023575	02/21/2019	SOURCE ATLANTIC 3136678 TS-SHOP-CLOTHING ALLOWANCE 3136680 TS-SHOP-JOURNEYMAN PANTS, WI	444.18 218.49 225.69	A/P	OUT-STD	02/21/2019
023576	02/21/2019	SOUTHERN SANITATION LTD. 160014 TS/RC-SHOP/PARKS-GARBAGE COL 160102 CC-BUILDING-GARBAGE COLLECTIK 160150 PM-AIRPORT-GARBAGE COLLECTIC 160162 GG-TOWN-OVER-RUN GARBAGE CC 160163 GG-TOWN-ZONE I GARBAGE COLLE 160164 GG-TOWN-ZONE III GARBAGE COLL	10,182.19 542.69 347.88 50.60 632.50 4,602.78 4,005.74	A/P	OUT-STD	02/21/2019
023577	02/21/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIM 28991 CC-ADMIN-BUSINESS CARDS	105.80 105.80	A/P	OUT-STD	02/21/2019
023578	02/21/2019	ST. STEPHEN AREA CHAMBER 2650 GG-CIVIC-AGM 2019 SILVER SPONS	200.00 200.00	A/P	OUT-STD	02/21/2019
023579	02/21/2019	TOROMONT CAT (MARITIMES) 9012064626 TS-#13-FILTER, ELEMENTS, FILTER	361.72 361.72	A/P	OUT-STD	02/21/2019
023580	02/21/2019	TOWN OF ST. STEPHEN 746.50 GG-FUNDTRANSFER-TO GENERAL I	746.50 746.50	A/P	OUT-STD	02/21/2019
023581	02/21/2019	UNIFIRST CANADA LTD. 7100158436 CC-BUILDING-FLOOR MATS 7100159148 CC-BUILDING-FLOOR MATS	231.09 96.23 134.86	A/P	OUT-STD	02/21/2019
023582	02/21/2019	IRVING ENERGY DISTRIBUTION AND MARKETING 224911 TS-ST5-DIESEL	960.66 960.66	A/P	OUT-STD	02/21/2019

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023583	02/21/2019 MINISTER OF FINANCE WEEK082019 EMPLOYEE DEDUCTIONS-FEB 17 - 2	209.30 209.30	A/P	OUT-STD	02/21/2019
023584	02/21/2019 N. B. ELECTRIC POWER 90028916 GG-CIVIC-SNOWFLAKES ELECTRICI	110.25 110.25	A/P	OUT-STD	02/21/2019
023585	02/21/2019 ORKIN CANADA CORPORATION IN-9082515 CC-BUILDING-PEST CONTROL	77.05 77.05	A/P	OUT-STD	02/21/2019
023586	02/21/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 196984 GG-CIVIC-TOWN EVENTS	56.52 56.52	A/P	OUT-STD	02/21/2019
023588	02/27/2019 BELL MOBILITY INC. 523889487FEB19CC CC-ADMIN-CELL PHONE CHARGES 523889487FEB19GG GG/PS/RC/TS-CELL PHONE CHARGI	861.00 127.72 733.28	A/P	OUT-STD	02/27/2019
023589	02/27/2019 BORDER INVESTIGATIONS & SECURITY INC. 1552 PS-BYLAW-FEB 11 - 22/19 FEE	966.00 966.00	A/P	OUT-STD	02/27/2019
023590	02/27/2019 BRUNET 37788 GG-QUARTERLY MAINTENANCE, EX	68.28 68.28	A/P	OUT-STD	02/27/2019
023593	02/27/2019 CREIGHTON-CARTER LTD. 961-469712 TS-#22-U-BOLT CLAMPS 961-469718 TS-#22-BUSHING, AUTOMOTIVE 961-469719 TS-#22-EXTRUDED TEE 961-469727 TS-#22-AUTOMOTIVE 961-469735 TS-#22-U-BOLT CLAMPS 961-469757 TS-#18, #6-DIESEL EXHAUST FLUID 961-469911 TS-#1-WHEEL BEARING & HUB ASSI 961-469924 TS-SHOP-METHYL HYDRATE, WINTI 961-469982 TS-SHOP-POWER STEERING FLUID 961-470088 TS-#12-FUEL MODULE, CLAMP STAI 961-470289 TS-#5-LIGHT 961-470332 TS-#12-OXYGEN (02) SENSOR 961-470343 TS-#12-SPARK PLUG THREAD 961-470367 TS-#16-COUPPLINGS, HYDRAULIC HC 961-470440 TS-SHOP-PVC GROMMETS 3 8 PK 3 961-470455 TS-SHOP-DP. SKT 11 16 961-470492 TS-SHOP-SUCTION CLAMPS 961-470493 TS-SHOP-60 AMP TIPS, ELECTRODE 961-470494 TS-#5-MARKER LAMPS 961-470544 TS-#3-NAPA BULK, LIGHTING PRODI 961-470606 TS-SHOP-STAINLESS WIRE 961-470644 TS-#18-SEALED BEAMS 961-470710 TS-#18, #6-DIESEL EXHAUST FLUID 961-470805 TS-SHOP-BOOSTER PAC 961-470868 TS-SHOP-STARTING FLUID 961-470908 TS-#12-FUEL CAP 961-470949 TS-#16-HYDRAULIC HOSE, FITTING, 961-471068 TS-#16-COUPPLING 961-471112 TS-#24-BRAKE PADS 961-471172 TS-#3-SPIN-ON LUBE, HANDY-PAKS 961-471213 TS-#22-HYDRAULIC HOSES, HOSES 961-471340 TS-SHOP-FITTINGS	2,400.75 14.72 3.31 3.29 13.46 29.44 94.47 148.17 79.91 135.54 480.13 17.66 102.04 13.33 78.21 6.75 11.49 62.93 160.71 19.64 29.50 41.76 63.71 90.91 229.99 23.39 13.71 123.51 14.74 123.25 62.92 97.43 10.73	A/P	OUT-STD	02/27/2019
023594	02/27/2019 FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	02/27/2019

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Number	Issued		Amount	SC	Status	Status Date
	0001591127	GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
023595	02/27/2019	FUNDY BUILDING INSPECTION & DRAFTING SERVIK	2,484.00	A/P	OUT-STD	02/27/2019
	19-16	PS-BUILDINGINSPECTOR-FEB 10-23	2,484.00			
023597	02/27/2019	GULLISON'S COURIER SERVICE	741.75	A/P	OUT-STD	02/27/2019
	717804	TS-#16-FR CASE EQUIPMENT	34.50			
	717811	TS-#16-FR CASE EQUIPMENT	34.50			
	717816	GG-TREASURY-TO MARYSVILLE PL	34.50			
	717838	TS-#7-FR RICHWILL	34.50			
	717840	TS-#16-TO MARITIME CASE	34.50			
	717851	TS-#5-FR RICHWIL	34.50			
	717872	TS-#16-FR PARTS FOR TRUCKS	86.25			
	717894	TS-#16-FR CASE EQUIPMENT	34.50			
	717943	TS-#11-TO MARITIME CASE	46.00			
	717959	TSW-#18, #6-FR LSW	57.50			
	717967	TS-#16-FR CASE EQUIPMENT	69.00			
	909312	TS-#21,#22-FR SAUNDERS EQUIPME	69.00			
	909427	TS-#22-FR SAUNDERS EQUIPMENT	69.00			
	909441	TS-#11-FR CASE EQUIPMENT	103.50			
023598	02/27/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	2,955.85	A/P	OUT-STD	02/27/2019
	615069	TS-ST5-DIESEL	315.66			
	925512	TS-ST5-DIESEL	2,640.19			
023599	02/27/2019	JEREMY MCSHANE	51.00	A/P	OUT-STD	02/27/2019
	EXTINGUISHERCOURSE	CC-FIREEXTINGUISHER-INSPECTIO	51.00			
023600	02/27/2019	KEITH'S BUILDING SUPPLIES	252.99	A/P	OUT-STD	02/27/2019
	182646	CC-ARENA-CLOTHING ALLOWANCE	252.99			
023601	02/27/2019	KENT BUILDING SUPPLIES	408.51	A/P	OUT-STD	02/27/2019
	1516997	CC-ARENA-CONCRETE MIX, CEMEN	76.19			
	1517207	PS-FIRE-LEVELLR/NOVOPLAN, GLUI	92.28			
	1520210	PS-FIRE-CARBIDE THICK METAL, SF	111.17			
	1522906	CC-ARENA-5 GALLON PAILS	21.34			
	1525367	CC-ARENA-CLOTHING ALLOWANCE	78.53			
	1527160	TS-#30-HEX BOLTS	29.00			
023602	02/27/2019	L.E.WHITTAKER CO., LTD.	88.42	A/P	OUT-STD	02/27/2019
	40782	PS-FIRE-SERVICE VERIFICATION C	14.24			
	40836	PS-FIRE-2019 TAMPER SEALS	74.18			
023603	02/27/2019	LIFESAVING SOCIETY - NB Branch	33.62	A/P	OUT-STD	02/27/2019
	2592	CC-POOL-PARENT & TOT SEALS, B/	576.32			
	2592CRE	CC-POOL-PARENT & TOT SEALS, B/	-542.70			
023604	02/27/2019	MCINNES COOPER	1,218.30	A/P	OUT-STD	02/27/2019
	2019002178	GG-LEGAL-GENERAL	132.89			
	2019002181	GG-LEGAL-BYLAW	527.99			
	2019002182	GG-LEGAL-PROPERTY SALE	557.42			
023605	02/27/2019	MICHELLE VEST	565.86	A/P	OUT-STD	02/27/2019
	565.86	CC-CANTEEN-SUPPLIES	565.86			
023606	02/27/2019	MILLTOWN MACHINE & FABRICATION LTD.	122.59	A/P	OUT-STD	02/27/2019
	20333	TS-#29-STAINLESS NIPPLES, STAINI	122.59			
023607	02/27/2019	N. B. ELECTRIC POWER	28,147.85	A/P	OUT-STD	02/27/2019
	10126106FEB19	TS-XINGLIGHTS-KING STREET	26.21			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 023730 dated between 02/01/2019 and 02/28/2019

CHEQUE REGISTER

Printed: 1:33:53PM 03/21/2019

Number	Issued		Amount	SC	Status	Status Date
	17935200FEB19	TS-KING/UNIONST-TRAFFIC LIGHTS	54.73			
	19055406FEB19	RC-ARENA-ELECTRICITY	963.41			
	50660140FEB19	RC-PARKS-ROTARY CHANGING RO	26.21			
	54187672FEB19	TS-KING/QUEENST-TRAFFIC LIGHTS	56.98			
	54253127FEB19	CC-BUILDING-ELECTRICITY	24,796.86			
	54653258FEB19	TS-KING/SUPERSTORE-TRAFFIC LIC	70.27			
	55917471FEB19	TS-ST5-WATERFRONT LIGHTS	80.37			
	57955782FEB19	RC-BANDSTAND-CHOCOLATE PARK	27.86			
	57955808FEB19	GG-120MILLTOWNBLVD-ELECTRICI	110.04			
	73006038FEB19	RC-LIBRARY-ELECTRICITY	1,934.71			
023608	02/27/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	02/27/2019
	430802	GG-TOWN HALL-FLOOR MATS	95.36			
023609	02/27/2019	ORR ELECTRIC & ALARM LTD.	516.79	A/P	OUT-STD	02/27/2019
	3660	RC-COTTON MILL-LIGHT REPAIR	263.79			
	3677	TS-ST5-STRAIGHTENED TRAFFIC LI	253.00			
023610	02/27/2019	SAUNDERS EQUIPMENT LTD.	3,279.58	A/P	OUT-STD	02/27/2019
	0000074859	TS-#22-AIR RIDE SEAT	2,271.25			
	0000074882	TS-#21, #22-5' REVERSIBLE CUTTIN	473.00			
	0000074908	TS-#21, #22-6' REVERSIBLE CUTTIN	535.33			
023611	02/27/2019	SERVICE NEW BRUNSWICK	13,390.00	A/P	OUT-STD	02/27/2019
	200862019	PS-FIRE-FIREFIGHTERS' COMPENS.	14,935.00			
	20086CRE*	PS-FIRE-FEE SHARED WITH ANOTH	-1,545.00			
023613	02/27/2019	TRAVIS CLEGHORN	251.00	A/P	OUT-STD	02/27/2019
	CLOTHINALLOW19	TS-ST5-CLOTHING ALLOWANCE 20'	251.00			
023614	02/27/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	02/27/2019
	WEEK092019	EMPLOYEE DEDUCTIONS-FEB 24 - F	209.30			
023615	02/27/2019	ST.STEPHEN DEVELOPMENT BOARD	20,000.00	A/P	OUT-STD	02/27/2019
	JAN-MAR/19	GG-CIVIC-JANUARY-MARCH/19 GRA	20,000.00			
023616	02/28/2019	PAYROLL TRANSFER	70,793.00	A/P	OUT-STD	02/28/2019
	WEEK022019	GG-TRANSFER-FEB 15 - FEB 28, 201	70,793.00			
023617	02/28/2019	RECEIVER GENERAL FOR CANADA	36,394.42	A/P	OUT-STD	02/28/2019
	WEEK092019	GG-REMITTANCE-FEB 15 - FEB 28, 2	36,395.42			
	WEEK092019CRE	GG-REMITTANCE-FEB 15 - FEB 28, 2	-1.00			
		<b>Cheque Totals Issued:</b>	<b>497,897.39</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>497,897.39</b>			
		<b>Total # of Cheques Listed:</b>	<b>134</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 007694 dated between 02/01/2019 and 02/28/2019

CHEQUE REGISTER

Printed: 1:34:47PM 03/21/2019

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Number	Issued	Amount	SC	Status	Status Date
007610	02/06/2019 ROYAL BANK (Northeast Paving Company) 1993193 WS-STS-COLD PATCH	4,295.81 4,295.81	A/P	CLEARED	02/28/2019
007611	02/06/2019 DEBLY ENTERPRISES LTD. 156923 WS-WATER & SANITARY SEWER SY	242,504.83 242,504.83	A/P	CLEARED	02/28/2019
007612	02/08/2019 RESEARCH & PRODUCTIVITY COUNCIL 246669 WS-SOURCE-DRINKING WATER LAE 246740 WS-TRANS&DIST-DRINKING WATER	2,196.77 2,124.40 72.37	A/P	CLEARED	02/28/2019
007613	02/06/2019 SOUTHWEST CONCRETE & CONS LTD IN000006027 WS-TRANS&DIST-EQUIPMENT RENT	931.50 931.50	A/P	CLEARED	02/28/2019
007614	02/06/2019 SOUTHERN SANITATION LTD. 160015 WS-BUDDAVE-GARBAGE COLLECTI	125.24 125.24	A/P	CLEARED	02/28/2019
007615	02/06/2019 SPEEDY ST-STEPHEN 8768 6768-298201 WS-TRANS&DIST-FIX WINDOW-PHIL	204.82 204.82	A/P	CLEARED	02/28/2019
007616	02/06/2019 TOWN OF ST. STEPHEN 59612.52 WS-FUNDTRANSFER-FROM GENER	59,612.52 59,612.52	A/P	CLEARED	02/28/2019
007617	02/13/2019 BELL ALIANT 11366812JAN19 WS-SOURCE-PUMP STATION 19002807JAN19 SCD-DISPOSAL-OLD BAY WWTP	317.04 136.38 180.66	A/P	CLEARED	02/28/2019
007618	02/13/2019 BRIGGS PLUMBING INC. 115800 WS-PUMPHOUSE-CHEMLINE GLOBE 115828 WS-TRANS&DIST-INSTALLED GATE	357.65 133.40 224.25	A/P	CLEARED	02/28/2019
007619	02/13/2019 CANADIAN TIRE N17092544 WS-TRANS&DIST-CABINET	557.72 557.72	A/P	CLEARED	02/28/2019
007620	02/13/2019 DEVLIN TIM FANS2019 SCD-DISPOSAL-BLOWER ELECTRIC	347.89 347.89	A/P	CLEARED	02/28/2019
007621	02/13/2019 EAST COAST INTERNATIONAL TRUCKS 34049S TS-#20-BRAKE DRUMS, WISDOM W/	1,393.25 1,393.25	A/P	CLEARED	02/28/2019
007622	02/13/2019 HERBIE JESSO CLOTHINGALLOW2019 WS-TRANS&DIST-CLOTHING ALLOW	229.96 229.96	A/P	CLEARED	02/28/2019
007623	02/13/2019 PROVINCIAL BANDAG TIRES 26538* WS-#103-TIRES	340.17 340.17	A/P	CLEARED	02/28/2019
007624	02/13/2019 RESEARCH & PRODUCTIVITY COUNCIL 247073 WS-SOURCE-DRINKING WATER LAE 247285 WS-SOURCE-DRINKING WATER LAE 247326 WS-SOURCE-DRINKING WATER LAE 247327 WS-SOURCE-DRINKING WATER LAE 247328 WS-SOURCE-DRINKING WATER LAE	1,649.33 722.53 416.71 72.37 291.81 145.91	A/P	CLEARED	02/28/2019
007625	02/13/2019 SPEEDY ST-STEPHEN 8768 8768-300861 WS-#102-WINDSHIELD WIPERS	45.98 45.98	A/P	CLEARED	02/28/2019
007626	02/13/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 28947* WS/SCD-TOWN-"TOWN OF ST. STEF	60.96 60.96	A/P	CLEARED	02/28/2019
007627	02/13/2019 XPLORNET INV25319514 WS-MAXWELLXING-SATELLITE SER	126.49 126.49	A/P	CLEARED	02/28/2019
007628	02/21/2019 A ONE PUMPING SERVICE LTD. 6360 SCD-DISPOSAL-JETRODDER TO CLI	322.00 322.00	A/P	CLEARED	02/28/2019
007629	02/21/2019 ATLANTIC PURIFICATION SYSTEMS LTD. 177461 SCD-DISPOSAL-PH GEL PROBE	978.65 978.65	A/P	CLEARED	02/28/2019

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 007694 dated between 02/01/2019 and 02/28/2019

CHEQUE REGISTER

Printed: 1:34:47PM 03/21/2019

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Number	Issued	Amount	SC	Status	Status Date
007630	02/21/2019 BRENNTAG CANADA INC. 40972574 SCD-DISPOSAL-CHLORINE, CYLINDI 40974106 SCD-DISPOSAL-EMPTY CLYINDER F	2,554.53 6,694.53 -4,140.00	A/P	CLEARED	02/28/2019
007631	02/21/2019 BRIGGS PLUMBING INC. 115801 WS-MAXWELL XING-PUMP SUPPLIE	1,153.84 1,153.84	A/P	CLEARED	02/28/2019
007633	02/21/2019 CANADIAN TIRE N17092214 WS-SOURCE-FUNNEL N17092416 SCD-DISPOSAL-YW WOOD STL GRI N17092503 SCD-DISPOSAL-MC 2P TRAY COMB N17092506 SCD-DISPOSAL-LIGHT, PRY BAR N17092507 WS-TRANS&DIST-PUROX, EXTENSIO N17092511 WS-SOURCE-PAIL, CHUGS, WIREWI N17092512 WS-SOURCE-CLMN 2.5W N17092555 WS-SOURCE-GS FOAM, PAINT N17092568 SCD-DISPOSAL-CONT WST OTLT N17092573 SCD-DISPOSAL-CLAMPS N17092580 SCD-DISPOSAL-FLEX SEAL, THERM N17092582 WS-TRANS&DIST-PINESOL, SPRAY N17092595 SCD-DISPOSAL-P/S, S/F. 1/8X1-3, UN N17093912 SCD-DISPOSAL-MX CASE, LARGE	608.31 28.11 26.44 28.74 60.56 102.22 114.71 22.84 37.92 7.46 11.33 34.48 90.09 20.44 22.97	A/P	CLEARED	02/28/2019
007634	02/21/2019 COLE-PARMER CANADA COMPANY 00822087 WS-SOURCE-CHLORONSENSE SEN	2,956.74 2,956.74	A/P	CLEARED	02/28/2019
007635	02/21/2019 CUSTOM EMBROIDERY PLUS 569 WS-TRANS&DIST-CLOTHING EMBRC 571 WS-ST5-EMBROIDERY ON CLOTHIN	247.16 181.06 66.10	A/P	CLEARED	02/28/2019
007636	02/21/2019 DEBLY ENTERPRISES LTD. 156950 WS-WATER&SANITARYSEWERSYS	28,707.73 28,707.73	A/P	CLEARED	02/28/2019
007637	02/21/2019 DILLON CONSULTING LIMITED 195737 WS-WATER&SANITARYSEWERSYS	3,719.81 3,719.81	A/P	OUT-STD	02/21/2019
007638	02/21/2019 N. B. ELECTRIC POWER 36889807FEB19 WS-3119MAXWELLXING-BUILDING 50228902FEB19 WS-MAXWELLXING-PUMPS 52557428FEB19 SCD-218OLDBAYRD-WWTP 53473043FEB19 WS-SOURCE-CHLORINE RESIDUAL 61224002FEB19 SCD-ST5-358A MILLTOWN BLVD LIF 61230004FEB19 WS-MAXWELLXING-PUMPS 76139807FEB19 SCD-ST5-54 RIVERSIDE DR LIFT S 82291006FEB19 WS-SOURCE-RESERVOIR 84934906FEB19 SCD-ST5-658A RIVERSIDE DR LIFT 84943406FEB19 WS-ST5-TODD HILL RESERVOIR	13,161.40 988.84 663.55 5,397.70 114.62 1,083.42 4,217.73 85.05 374.74 124.28 111.47	A/P	CLEARED	02/28/2019
007639	02/21/2019 PARTS FOR TRUCKS INC. 34286800-00 WS-#102-PLOW CONTROL	530.39 530.39	A/P	CLEARED	02/28/2019
007640	02/21/2019 RESEARCH & PRODUCTIVITY COUNCIL 247390 WS-SOURCE-DRINKING WATER LAE	416.71 416.71	A/P	CLEARED	02/28/2019
007641	02/21/2019 SOURCE ATLANTIC 3136686 WS-TRANS&DIST-CLOTHING ALLOW	62.43 62.43	A/P	CLEARED	02/28/2019
007642	02/21/2019 TOWN OF ST. STEPHEN 73470.73 WS-FUNDTRANSFER-TO GENERAL	73,470.73 73,470.73	A/P	CLEARED	02/28/2019

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 007694 dated between 02/01/2019 and 02/28/2019

**CHEQUE REGISTER**

Printed: 1:34:47PM 03/21/2019

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Number	Issued	Amount	SC	Status	Status Date
007644	02/27/2019 BELL MOBILITY INC. 523889487FEB19UTI WS/SCD-CELL PHONE CHARGES	728.04 728.04	A/P	OUT-STD	02/27/2019
007645	02/27/2019 BRUNNET 37788* WS/SCD-SERVER-QUARTERLY MAI	68.28 68.28	A/P	OUT-STD	02/27/2019
007646	02/27/2019 CREIGHTON-CARTER LTD. 961-469722 WS-TRANS&DIST-CRIMPING TOOL 961-469779 WS-TRANS&DIST-CREWS EXT, VISE 961-469790 WS-TRANS&DIST-CO. DRILL 1 8 961-470481 WS-TRANS&DIST-RECORD VISE 5 5 961-470482 WS-TRANS&DIST-20V LI-ION 1 2 HT 961-470543 WS-TRANS&DIST-LED LIGHTED INS, 961-470845 WS-TRANS&DIST-RACORD VISE	1,088.68 17.58 91.64 6.20 229.99 459.99 76.29 206.99	A/P	OUT-STD	02/27/2019
007647	02/27/2019 DOWNEY FORD SALES LTD. 29500 WS-#102-FILTER ASY-OIL	62.10 62.10	A/P	OUT-STD	02/27/2019
007648	02/27/2019 EMCO CORPORATION 12510476-00 WS-SOURCE-3/8X4' HYD MRKR W/R 12510476-01 WS-TRANS&DIST-3/8X4' HYD MRKR 12510867-00 WS-TRANS&DIST-69 BRIG HSE NOZ. 12510868-00 WS-TRANS&DIST-SERV TUBES 12510868-01 WS-TRANS&DIST-SERV TUBES 12510872-00 WS-TRANS&DIST-COMPLETE REPAI 12510876-00 WS-TRANS&DIST-CRNR SETT 12510876-01 WS-TRANS&DIST-CRNR SETTS 12510924-00 WS-TRANS&DIST-CURB CB'S, COUF 12510926-00 WS-TRANS&DIST-COUPPLINGS 12510927-00 WS-TRANS&DIST-JNT RESTRNR	7,015.91 170.78 56.93 117.99 146.92 228.55 84.47 591.04 827.46 3,681.58 896.90 213.29	A/P	OUT-STD	02/27/2019
007650	02/27/2019 GULLISON'S COURIER SERVICE 717815 WS-SOURCE-TO RESEARCH AND PI 717869 WS-SOURCE-TO RPC 717936 WS-SOURCE-TO RPC 717970 WS-SOURCE-TO RPC 909432 WS-SOURCE-TO RESEARCH & PRO	172.50 34.50 34.50 34.50 34.50 34.50	A/P	OUT-STD	02/27/2019
007651	02/27/2019 KEITH'S BUILDING SUPPLIES 182155 WS-TRANS&DIST-GLOVES 182350 WS-TRANS&DIST-PICK 182488 WS-TRANS&DIST-PLYWOOD, LUMB 182556 WS-TRANS&DIST-ICE SCRAPER 182615 WS-TRANS&DIST-LUMBER, SHELF E 182640 WS-TRANS&DIST-TB SQ FLHD WS 1 182698 WS-TRANS&DIST-SHOVELS 182733 WS-TRANS&DIST-AVIATION SNIP ST 182734 WS-TRANS&DIST-RIGHT CUT OFFSI 182770 WS-TRANS&DIST-LUMBER, DECK S 182783 WS-TRANS&DIST-CLOTHING ALLOW 182794 WS-TRANS&DIST-GLOVE	1,133.91 25.62 21.28 267.71 25.29 167.72 11.14 43.68 34.49 -5.72 65.47 466.89 10.34	A/P	OUT-STD	02/27/2019
007652	02/27/2019 KENT BUILDING SUPPLIES 1518603 SCD-DISPOSAL-RIGID STRAP 1521027 SCD-DISPOSAL-COUPPLINGS 1521109 WS-SOURCE-PAIS	193.59 1.38 1.91 12.80	A/P	OUT-STD	02/27/2019

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 007694 dated between 02/01/2019 and 02/28/2019

CHEQUE REGISTER

Printed: 1:34:47PM 03/21/2019

Number	Issued		Amount	SC	Status	Status Date
	1521397	SCD-DISPOSAL-ADAPTER, CEMENT	36.98			
	1524876	WS-TRANS&DIST-PREMIUM PERCU:	53.97			
	1526724	WS-SOURCE-PLYWD, DECK SCREW	49.13			
	1526950	WS-TRANS&DIST-HOLESAW	37.42			
007654	02/27/2019	MINISTER OF FINANCE	187.50	A/P	OUT-STD	02/27/2019
	HUP19040-2019	WS/SCD-RTE3,RTE170&HAPPYVALL	187.50			
007655	02/27/2019	N. B. ELECTRIC POWER	5,125.86	A/P	OUT-STD	02/27/2019
	53123617FEB19	SCD-STS-DECHLORINATION CHAME	193.96			
	53158875FEB19	SCD-STS-BUDD AVE LIFT STATION	3,054.65			
	54807440FEB19	WS-STS-15&A MILLTOWN BLVD LIFT	36.77			
	56356048FEB19	SCD-STS-18 RIVERSIDE DR LIFT S	39.79			
	61204006FEB19	SCD-STS-2216 KING ST LIFT STAT	200.53			
	61236008FEB19	WS-STS-BUDD AVE LIFT STATION	1,599.96			
007656	02/27/2019	RESEARCH & PRODUCTIVITY COUNCIL	277.81	A/P	OUT-STD	02/27/2019
	248212	WS-SOURCE-DRINKING WATER LAE	277.81			
007657	02/28/2019	MINISTER OF FINANCE	75.00	A/P	OUT-STD	02/28/2019
	HUP15639-2019	WS-OCCUPATIONFEE-ROUTE 170 A	75.00			
		<b>Cheque Totals Issued:</b>	<b>460,317.34</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>460,317.34</b>			
		<b>Total # of Cheques Listed:</b>	<b>44</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



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

DATE: March 25, 2019

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

## We've Got Your Back Foundation Inc.

28 Main Street  
St. Stephen, NB E3L 1Z1  
Tel: 506.466.3777  
[backpack@wgyb.ca](mailto:backpack@wgyb.ca)  
[www.wgyb.ca](http://www.wgyb.ca)

Received

MAR 05 2019

Town of St. Stephen

February 2019

*Dear Mayor and Council*

On behalf of the Board of Directors for We've Got Your Back Foundation Inc, I wish to thank you for your commitment to our recent Aces' Idol event. Through your support, over \$14,000 was raised to help children in our community who struggle with food insecurity.

On the day of our event, the Aces' players were nervous and when we met with them before the event to organize ourselves one final time, we told them this story:

*Last Friday, a local school teacher was giving a student her bag of weekend groceries. The little girl said, "Oh thank you – I'm so glad this came today. All we had at home was milk."*

The room fell quiet as we all realized that our purpose was to have some fun and raise money to feed hungry children in our community.

We couldn't have done it without you, our community, who showed our children that we do indeed have their backs!

*Your support was instrumental in making this event such a huge success! Again, thank you so much.*

*Kind Regards*  
*Jeff Simpson*



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

DATE: March 25, 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 March 13, 2019 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 13, 2019 @ 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 Harding and SECONDED by Councillor Parker that, at Mayor MacEachern's recommendation, the above-noted two (2) items are moved into the Open Committees Meeting as items (vi) and (vii), respectively, under Finance and Administration.

It was further MOVED by Deputy Mayor Carr and SECONDED by Councillor Chisholm that, at Mayor MacEachern's recommendation, one (1) Land Matter be added in closed session following the Open Committees Meeting as per Section 68(1)(d) of the New Brunswick *Local Governance Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Ghislaine Wheaton and Chief Administrative Officer Jeff Renaud.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Canadian Cadet Organization Outreach – Captain Blair Clark, Training Officer, Royal Canadian Sea Cadet Corps, presented information on the Canadian Cadet Program which is a federally-sponsored community-based youth program for boys and girls aged 12 to 18 years with the aim to:

- Develop in youth the attributes of good citizenship and leadership;
- Promote physical fitness; and
- Stimulate the interest of youth in the Canadian Forces.

Council suggested that Captain Clark should bring awareness of the program at venues such as schools, the Charlotte County Fall Fair, International Festival and Kiwanis Trade Show.

- (ii) St. Stephen/Coastal Link Trails Inc. Initiative – Richard Fulton, President, Future St. Stephen, and Tanya Herrington, Implementation Manager, Southwest NB Service Commission, provided an update on the waterfront trail proposal.

Council will consider a motion at the next Regular Session on Monday, March 25, 2019 to direct the Chief Administrative Officer to engage Coastal Link Trails Inc. to confirm 100% funding for the engineering design and cost estimate for the proposed trail upgrade, and if funding is confirmed, further directs the Chief Administrative Officer to proceed with the design and proposed upgrade.

- (iii) Dialogue NB Communities Program – Don Olmstead, Council's appointed Dialogue Leader, along with Karen Olmstead, provided an update and advised that they have recruited ten (10) members to date and have held three (3) meetings. Dialogue NB originated thirty (30) years ago in an effort to bring the French and English speaking communities together; however, after many years of striving to unite the linguistic communities in the province, it made an historic change last year and adopted a new mission, "To champion and celebrate social cohesion through understanding, respect, and harmony among all New Brunswickers."

The local committee hopes to receive a grant from the Fundy Community Foundation to cover any minor expenses and plans to bring awareness of the program with participation in various community events, such as the Kiwanis Trade Show, Canada Day and International Festival parades, and the Charlotte County Fall Fair.

Mayor MacEachern thanked Don and Karen for their dedication to the worthy program.

5. ITEMS

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

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

In addition to his report, he introduced Constable Will Diaczenko, a new officer who looks forward to working in St. Stephen.

Sergeant Stubbs also advised that Staff Sergeant Donna Shannon will be his new supervisor in the near future.

- (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.

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

- (i) Report of the Chief Administrative Officer – Report: CAO 04-19 from the Chief Administrative Officer was received and reviewed for informational purposes.

- (ii) Report of the Finance Department – Report: TR 05-19 from the Treasurer was received and reviewed for informational purposes.

- (iii) Applications for Financing for the General Fund and Water and Sewerage Fund – Request for Decision Report: TR 03-19 from the Treasurer was received and reviewed, and two motions will be considered at the next Regular Session of Council on Monday, March 25, 2019 to apply for financing to the New Brunswick Municipal Finance Corporation.

- (iv) Community Grants Fund – Request for Decision Report: CAO 07-19 from Chief Administrative Officer was received and reviewed.

The list of community grant requests received were reviewed. Committee agreed with the Chief Administrative Officer's recommendation and directed to defer deliberation on the \$10,000.00 request from the Charlotte County Hockey Club Inc. (Aces) until such time as a formal announcement is made as to the future of the team.

Committee further agreed with the amounts noted in the report, with the exception of the Saint John Theatre Company, and directed the Treasurer to advise that no funding will be available.

A motion(s) will be considered at the next Regular Session of Council on Monday, March 25, 2019 to approve the various grants.

- (v) April Regular Session of Council – Change of Date – Request for Decision Report: TC 01-19 from the Town Clerk was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2019 to change the date of the Regular Session in April from the fourth Monday to the fifth Monday.
- (vi) Proposed Amendments to Procedural By-law – Request for Decision Report: CAO 06-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2019 to introduce the amendment to the procedural by-law for first reading, in order to assist in offsetting the net loss which may occur from changes to the federal government's tax policy.
- (vii) Annual Cost of Living Salary Adjustment – Request for Decision Report: CAO 05-19 from the Chief Administrative Officer was received and reviewed, and the Chief Administrative Officer and Treasurer were directed to apply a cost of living salary adjustment to non-union staff salaries of two percent (2%) retroactive to January 1, 2019 as per the approved 2019 operating budget.

**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 03-19 from the Operations/Maintenance Coordinator was received and reviewed for informational purposes.

In addition to the report, Councillor Chisholm advised that applications for the new position of Director, Community Services have been short-listed and interviews will be held next week.

**PLANNING, PROMOTION AND TOURISM** – Chaired by Mayor MacEachern in the absence of Councillor Wheaton

- (i) Events and Community Relations – Report: EDC 03-19 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Volunteer Road Toll – The request from the Charlotte County Ground Search and Rescue to hold a fundraising voluntary road toll on May 4, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, March 25, 2019.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 03-19 from the Director of Operations was received and reviewed for informational purposes.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 6:50 p.m. and returned to open session at 7:00 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the meeting adjourn at 7:00 p.m.

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Joan Flewelling  
Town Clerk

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Dated



**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, MARCH 13, 2019 @ 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
  - (i) Canadian Cadet Organization Outreach – Presentation by Captain Blair Clark, Training Officer, Royal Canadian Sea Cadet Corps, as outlined in the information attached.
  - (ii) St. Stephen/Coastal Link Trails Inc. Initiative – Presentation of the Waterfront Trail Proposal - Update by Richard Fulton, President, Future St. Stephen; and Tanya Herrington, Implementation Manager, Southwest NB Service Commission, as outlined in the information attached.
  - (iii) Dialogue NB Communities Program – Update from Don Olmstead.

5. ITEMS

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

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 03-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 04-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 05-19 from Treasurer attached.
- (iii) Applications for Financing for the General Fund and Water and Sewerage Fund – Request for Decision Report: TR 03-19 from Treasurer attached.
- (iv) Community Grants Fund – Request for Decision Report: CAO 07-19 from Chief Administrative Officer attached.
- (v) April Regular Session of Council – Change of Date – Request for Decision Report: TC 01-19 from Town Clerk 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 – Information Report: GCC 03-19 attached.

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

- (i) Events and Community Relations – Information Report: EDC 03-19 from Events Development Coordinator attached.
- (ii) Volunteer Road Toll – Request from Charlotte County Ground Search and Rescue dated March 11, 2019 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 03-19 from Director of Operations attached.

6. NEW BUSINESS

7. ADJOURNMENT

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

DATE: March 25, 2019

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

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

**STAFF REPORTS**

**THAT** the following staff reports for the month of February 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Garcelon Civic Center.



**Town of St. Stephen  
Information Report to Council  
Report: CAO 04-19**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** March 13, 2019  
**Subject:** CAO INFORMATIONAL REPORT

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

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

**1. Town Hall Relocation:**

- Work continues to progress well. Focus at this time is preparing the 90% drawings in advance of the tendering package being prepared.

**2. Economic Development**

Former Town Hall project: CAO meet with the Chief Operating Officer for Heritage Developments to discuss the project at this site. Developer has conducted phase 1 environmental assessment on the property and is awaiting the results. More information and activity is expected once these results are received.

Beacon: Work on pilings has commenced.

St. Stephen Landing: work on the water/sewer infrastructure is continuing. Project is being managed in order to ensure that services are on site when required by developer, but also avoiding unnecessary costs associated with winter construction work.

Other: Ongoing dialogue and preliminary work associated with interested developers in conjunction with the President of Future St. Stephen.

3. Human Resources

Director of Community Services: Recruitment for this vacancy is currently underway. At the time of writing this report 18 applications had been received. Evaluation team as reviewed applications and plan on conducting initial interviews with approximately 6 candidates.

Casual Admin/Hospitality position: this position has now been filled

Assistant Events Coordinator: Recruitment currently underway.

4. **Billy Weston Brook Flood Mitigation:** Concerns were experienced over the potential withdrawal of the remaining funding for this project. While this remains somewhat uncertain at this time, the efforts of Mayor MacEachern and MP Ludwig, have resulted in an indication that funding may be reinstated to this project. CAO is currently awaiting confirmation from provincial representative that funding is reinstated.

Respectfully submitted,  
Jeff Renaud



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, CPA, CMA, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection and Human Resource/Office Manager  
**Date of Meeting:** March 13, 2019  
**Subject:** TREASURER INFORMATIONAL REPORT

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

**Staff Activity since last report:**

**1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - Accounts Receivable closed to December 31, 2018.
  - Processing Utility bills Oct-Dec/18-Complete.
  
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to January 31, 2019.
  - Review of procedures for electronic payments.
  
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 81 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 115 employees.
  - T4's & T4A's-Complete.
  - Worksafe NB 2019 remittance-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 April 30, 2018.
  - Council Statements to November 30, 2018 and Department Head Statements to January 31, 2019.

**2) Meetings:**

- A) Committee Meeting-February 13, 2019.
- B) Royal Bank of Canada Representative Meeting-February 14, 2019.
- C) Weekly Garcelon Civic Center Management Staff meetings.
- D) Weekly Accounting Department Staff meetings.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Civic Center.
  - 2) Prince William Street Infrastructure Renewal.
  - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 6) Skateboard Park.
  - 7) Waterfront Revitalization.
  - 8) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
  - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 10) Water and Sanitary Sewer System Extension (Route 3)
  - 11) 2019 Capital Plans-16 additional capital projects
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to November 30, 2018.
  
- C) Multiple HST remittances-In Progress.
  
- D) Various insurance issues-In Progress.
  
- E) Municipal Asset Management Plan Project-In Progress.
  
- F) Administering the Charles F Todd Trust Fund-In Progress.
  
- G) Computer server maintenance.



**Town of St. Stephen  
Information Report to Council  
Report: PW 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** March 13, 2019  
**Subject:** March Committee Meeting

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

**1: Water system:**

- a) Repaired 1 Water Main.
- b) Installed 2 new Meters.
- c) Plowed Snow.
- d) Repaired 1 Lateral.
- e) Repaired 2 Hydrants.

**2: Streets:**

- a) Hauled sand.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Cleaned off Catch Basins.
- e) Cold patched pot holes.

**3: Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Rodded 2 Sewer Laterals.
- c) Plowed Snow.
- d) Hauled Snow.



## **Progress Updates**

March 04, 2019

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

Pipe installation is complete to approximately Station 0+740. This represents approximately 2/3 of the pipe length to be installed. The contractor is coordinating with their drilling subcontractor to schedule the pipe installation under the ramp and Route 3. This schedule is not yet confirmed, but construction will resume once weather permits.

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

The project is complete with the exception of the asphalt surface course, sidewalk and lawn restoration which will be completed in the Spring of 2019.

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

The project is complete with the exception of some sidewalk and lawn restoration which will be completed in the Spring of 2019.

### ***Waterfront Revitalization – Project No. 18-7081***

The proposed revisions to the scope and design of the project have been reviewed/approved and revisions to the tender documents are currently in process. It is anticipated that the revised tender will be issued in early April.

### ***Combined Sewer Separation and Utility Renewal (Elm Park, Pinewood, Maple) – Project No. 16-4847***

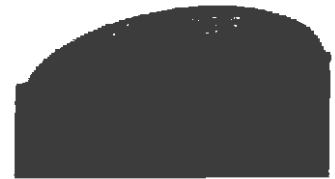
Work is scheduled to be completed on the remaining section of Maple Street in Spring 2019. Correction of some asphalt surface deficiencies will be completed at this time as well.

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

All underground work is complete. The only remaining work to complete the project is replacement of some of the concrete sidewalk panels within the work area. This work is scheduled to be done in Spring 2019.



**Town of St. Stephen  
Information Report to Council  
Report: FD 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:**  
**Date of Meeting:** Wednesday, March 13, 2019  
**Subject:** Committee Meeting for March

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

<b>1. Alarms were:</b>	Town Alarms	10
	Out of Town Alarms	5
	<b>Total</b>	<b>15</b>

<b>Alarms</b>	<b># Calls</b>	<b># FF</b>	<b># Hours</b>
1. Alarm system activation	5	52	60
2. Motor Vehicle Accident	1	8	8
3. Ambulance Assist	1	7	7
4. Structure Fire	5	52	86
5. Chimney Fire	1	9	18
6. NB Power	1	11	33
7. Carbon Monoxide	1	2	2
<b>Total</b>			
SSFD	15		
Other FD	36		
St Stephen PW	8		
St Andrews PW	3		
<b>Total calls dispatched</b>	<b>62</b>		

## **2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Chandler Alarm came into the station to do an evening training session related to alarm panels and related equipment.
3. SSFD hosted the quarterly meeting of the Fundy Firefighters Association.
4. Fire extinguisher inspections

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. JHSC meetings (internal) and with Shelley O'Dell from Worksafe NB with respect to policy and plan development.
4. Coordinating and instructing the 2019 Firefighter 1 Program on behalf of the Fundy Firefighters Association and NBCC.
5. Fire extinguisher inspections.
6. Met with Remi St. Couer from NBCC to receive accreditation to instruct Pump Apparatus course on behalf of NBCC.
7. Met with Mark Gillan of Emergency Solutions International with respect to the potential Fertilizer Plant Project and Incident Command training.
8. Updated FD Roster for US Customs and Immigration.

## **4. Equipment**

1. Tires were replaced on Unit 202.
2. Tender packages for ¾ ton truck and SCBA forwarded for posting.
3. 3 sets of bunker gear ordered as part of annual replacement program.

## **5. Personnel**

1. Two new recruits continue with Firefighter One Training in St. George, two nights per week.
2. One firefighter is working towards her Firefighter Two accreditation in Musquash, one night per week.
3. I attended a fire extinguisher inspection course with one other firefighter.
4. Capt. Joe Richardson and I submitted our Fire Officer 1 Job Performance Requirement projects for grading by NBCC.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## February REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for February By-Law – Enforcement. We handled 38 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	<i>Spoke with</i> the RCM Police with regards to the warrant to be executed	Has not been issued as of yet, new warrant delivered
	DPW called with regards to a vehicle that was towed during snow removal	<i>Spoke with person and he will look after bill</i>
	Civic center called with regards to snow removal parking issues	<i>Spoke with the landlord of the apt. building and they have rectified the issue</i>
	Summons was served for court as well as affidavit prepared for same	
	DPW called with regards to dumpster blocking the sidewalk in Milltown	<i>Talked to Fero and they have moved some</i>
Assist General Public (3)	Lady called to inquire about a by-law with regards to water discharge	Passed onto the works dept.

	<p>Gentleman called to complain about the parking issues on Marks St. during drop off and pick up from school</p> <p><i>Local taxi company in to get paper work to renew licensing</i></p>	<p>We are still monitoring the area, warnings are being given</p>
<p>Parking (28)</p>	<p><i>12 Warnings were given for parking</i></p> <p>3 overnight parking warning were issued to vehicles on streets</p> <p>8 Tickets in total were paid</p> <p>Five (5) summonses were sent out by registered mail.</p>	
<p>Dog Complaints (1)</p>	<p><i>This office is currently investigating a dog using the neighbors yard as it's bathroom</i></p>	<p><i>Have spoken with the complainant in this matter and I am waiting for further response from</i></p>

	<p><i>This office also attended court in Saint John with regards to parking tickets and unsightly files.</i></p>	<p><i>him</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 did not impound any animals this month. I did not receive any calls or complaints in February. Very quiet

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

<b>BUILDING INSPECTION 2019</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
<b>FEBRUARY</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	<b>Pres/mth</b>	<b>Prev/yr/mth</b>	<b>Pres. Mth</b>	<b>Prev.Yr Mth</b>	<b>Present Year</b>	<b>Prev year</b>	<b>Present Year</b>	<b>Previous Year</b>
New Residential	0	2	\$0.00	\$359,000.00	0	3	\$0.00	\$359,000.00
Residential Renos/Additions	2	3	\$68,000.00	\$34,900.00	2	4	\$68,000.00	\$34,900.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	3	0	\$5,344,000.00	\$0.00
Com./Indus./Inst. Renos	0	1	\$0.00	\$80,000.00	0	1	\$0.00	\$80,000.00
Institutional	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
<b>TOTALS</b>	<b>2</b>	<b>6</b>	<b>\$68,000.00</b>	<b>\$473,900.00</b>	<b>5</b>	<b>8</b>	<b>\$5,412,000.00</b>	<b>\$473,900.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	4	N/A						
Electrical waivers issued	1	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	0	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: GCC: 03-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Jeremy McShane, Operations/Maintenance Coordinator  
**Resource Staff:** Kari Kluke and Nikki Mott  
**Date of Meeting:** March 13<sup>th</sup>/2019  
**Subject:** Garcelon Civic Center Monthly Report

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

### **Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Ongoing work on pool filters
3. Casual Maint. Position has been filled and will start on march 11<sup>th</sup>/2019
4. One swim platform has been replaced.
5. 1 of 2 Main boilers is currently offline until replacement parts are here.
6. All staff doing WHMIS training currently.
7. Maint. Staff recertifying in the Pool operators course at the end of march.

### **Aquatics Department**

1. Finishing up the winter session of swimming lessons
2. Registration for spring session begins March 25th
3. Running a Swim for Life instructors course from March 22nd -24th

### **Administration/Accounting**

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

- a. Completed the Accounts Receivable Aging Report for January. Submitted to Accounting for processing.
- b. Reviewed Outstanding Invoices – re-sent past due invoices for payment.
- c. Sent monthly invoices to various organizations.
- d. Conducted interviews for Receptionist & Hospitality Attendant – Casual Position
- e. Launched a bracelet program to better assist with tracking usage
- f. Underwent training for Canadian Tire Jumpstart Program



**2. Statistics:**

- a. Approximately 1737 membership check-ins were recorded for the month.
- b. Approximately 108 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 66 punch cards sold throughout the month.

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

DATE: March 25, 2019

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

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

**BY-LAW NO. Z-1.8 - A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW – SECOND READING – READING IN ITS ENTIRETY**

THAT By-Law No. Z-1.8 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Second Reading – Reading in its Entirety.

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

DATE: March 25, 2019

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

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

**BY-LAW NO. Z-1.8 - A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN  
OF ST. STEPHEN ZONING BY-LAW – THIRD AND FINAL READING – SHORT  
TITLE ONLY**

THAT By-Law No. Z-1.8 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – Third and Final Reading – Short Title Only.



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

DATE: March 25, 2019

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

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

**BY-LAW NO. A-2.4 - A BY-LAW TO AMEND BY-LAW NO. A-2, "A BY-LAW  
RESPECTING PROCEDURES OF THE TOWN COUNCIL AND TOWN  
ADMINISTRATION" – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. A-2.4 – "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" – for First Reading – Short Title Only.

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. A-2.4**

**A BY-LAW TO AMEND BY-LAW NO. A-2, "A BY-LAW RESPECTING PROCEDURES OF THE TOWN COUNCIL AND TOWN ADMINISTRATION"**

**BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ST. STEPHEN AS FOLLOWS:**

1 Subsections 5.01; 5.02; and 5.03 of Section 5 "Remuneration of Council" are amended by repealing them and substituting the following:

5.01 The Mayor shall be paid an annual salary of \$16,400 (sixteen thousand, four hundred dollars). The Mayor shall receive this remuneration in two installments. The first installment shall be paid in the month of May for the period December to May, and the second installment shall be paid in the month of November for the period June to November.

5.02 The Deputy Mayor shall be paid an annual salary of \$9,700 (nine thousand, seven hundred dollars). The Deputy Mayor shall receive this remuneration in two installments. The first installment shall be paid in the month of May for the period December to May, and the second installment shall be paid in the month of November for the period June to November.

5.03 Each Councillor shall be paid an annual salary of \$8,200 (eight thousand, two hundred dollars). Each Councillor shall receive this remuneration in two installments. The first installment shall be paid in the month of May for the period December to May, and the second installment shall be paid in the month of November for the period June to November.

**IN WITNESS WHEREOF** the Town of St. Stephen has caused the corporate seal of the said

Town to be affixed to this By-Law this        day of        2019.

First Reading:

Second Reading:

Third Reading and Enactment:

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

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

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

DATE: March 25, 2019

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

**THAT** the Royal Canadian Mounted Police February 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.



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

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**POLICE REPORT  
February 2019**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **February 1, 2019 to February 28, 2019 inclusive**. During this time period, the RCMP responded to **291** calls for service within the Municipality of St. Stephen.

**TRAFFIC**

Check stops.....	27
Driving While Disqualified or License Suspension.....	5
Fail to Stop or Remain at Accident Scene – Provincial/Territorial.....	3
Motor Vehicle Act – Other Activities.....	3
Moving Traffic Speeding Violations – Provincial/Territorial.....	1
Parking Offences – Provincial/Territorial.....	1
Traffic Collision – Property Damage.....	6
Traffic Tickets.....	37
Traffic Warnings.....	5

**PROVINCIAL STATUTES:**

False/Abandoned 911.....	6
Fire Prevention Act – Other Activities.....	3
Liquor Act – Provincial/Territorial.....	1
Mental Health Act.....	3
Trespass Act – Provincial/Territorial – Other Activities.....	2
Youth Criminal Justice Act – Offences Only.....	1



**CRIMINAL CODE:**

Assault.....	7
Attempt/accessory to offence – Dual procedure.....	1
Breach of Recognizance to Keep the Peace.....	1
Break and Enter – Residence.....	2
Disturbing the peace/Causing a disturbance.....	8
Failure to comply with probation order.....	1
Fraud.....	2
Indecent Communications.....	1
Operation while impaired (alcohol)/over 80m% of Motor Vehicle.....	2
Other theft under \$5000.....	2
Peace Bond.....	1
Unauthorized use of computer.....	1
Uttering Threats against a Person.....	2

**OTHER INVESTIGATIONS:**

Assistance to Canadian Provincial/Territorial Agency.....	9
Assistance to General Public.....	14
Crime Prevention.....	2
False Alarms.....	12
Information File.....	5
Items Lost/Found – except Passports.....	2
Person Reported Missing.....	6
Police Certificates/Letters.....	94
Suspicious Person/Vehicle/Property.....	3
Unfounded.....	9

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

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

DATE: March 25, 2019

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

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

**ST. STEPHEN/COASTAL LINK TRAILS INC. INITIATIVE**

THAT the Council of the Town of St. Stephen directs the Chief Administrative Officer to engage Coastal Link Trails Inc. to confirm one hundred percent (100%) funding for the engineering design and cost estimate for the proposed trail upgrade from the Ferry Point Bridge to the former Axe factory.

AND THAT Council further directs the Chief Administrative Officer to proceed with the design and the proposed upgrade contingent on funding confirmation.

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

DATE: March 25, 2019

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

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

**APPLICATION FOR FINANCING - GENERAL FUND**

**BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$894,000 (eight hundred and ninety-four thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue postdated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Recreation and Cultural Services</u></b> Additional construction costs of a new multi-purpose recreation, cultural and meeting facility for subgrade footings and other facility construction costs	\$239,000	20 Years
<b><u>Transportation Services</u></b> Prince William Street Infrastructure Renewal	\$655,000	10 Years
	<b><u>\$894,000</u></b>	

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

DATE: March 25, 2019

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

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

**APPLICATION FOR FINANCING - WATER AND SEWERAGE FUND**

**BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$1,246,000 (one million, two hundred and forty-six thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Environmental Health Services</u></b>		
Refinancing Debenture No. BA 27-2009	\$970,000	10 Years
Prince William Street Infrastructure Renewal	<u>\$276,000</u>	10 Years
	<u>\$1,246,000</u>	

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

DATE: March 25, 2019

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

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

**COMMUNITY GRANTS FUND**

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

Chocolate Museum	\$18,500
Boys & Girls Club	\$ 5,000
Charlotte County Museum (Insurance)	\$ 2,320
Chocolate Festival	\$ 1,500
Charlotte County Museum	\$ 1,000
Charlotte County Alternative Transportation Association	\$ 2,500
Charlotte County Fall Fair	\$ 1,000 (plus in kind of \$4,000)
Charlotte County Fall Fair (Lumberjack)	\$ 1,000 (plus in kind of \$4,000)
Charlotte County IWK Committee (Garcelon Civic Center Rental)	\$ 1,100
St. Croix Ridgerunners Snowmobile Club	\$ 175

**AND THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Confirmation of Support from Municipal Government or Equivalent Authority" forms as part of the federal grant applications submitted by the Ganong Nature Park on behalf of the Charlotte County Fall Fair and International Lumberjack Championships, both of which outline the "in kind" support, as well as the grant of \$1,000.00 (one thousand dollars) as above-noted.

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

DATE: March 25, 2019

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

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

**CHANGE OF DATE: APRIL 2019 REGULAR TOWN COUNCIL MEETING**

**THAT** the Council of the Town of St. Stephen changes the date of the April Regular Town Council Meeting from the fourth (4<sup>th</sup>) Monday, 22<sup>nd</sup> day of April, 2019 at 7:00 p.m., to the fifth (5<sup>th</sup>) Monday, 29<sup>th</sup> day of April, 2019 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9 "Meetings" of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

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

DATE: March 25, 2019

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

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

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM**

THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue (CCGSAR) Team to establish a voluntary road toll for fundraising purposes on Queen Street West (between Porter and King Streets) on Saturday, May 4, 2019 between the hours of 9:00 a.m. and 5:00 p.m., and acknowledges receipt of the CCGSAR Team's Certificate of Insurance.

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

DATE: March 25, 2019

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.