

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 22, 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 – June 24, 2019

8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to May 31, 2019
 - (b) Paid Bills

9. COMMUNICATIONS
 - COMMUNICATION FOR INFORMATION
 - (a) Thank you from recipient of the Irving Randall Todd scholarship.
 - 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 – July 10, 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) Community Services

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
(b) Transfer from General Operating Reserve Fund
(c) Transfer from the General Capital Reserve Fund (Self-Contained Breathing Apparatus)
(d) Transfer from the General Capital Reserve Fund (2019 ¾ ton 4 wheel drive HD 8' long box truck)
(e) Reappointments – Charlotte County Hospital Foundation Inc.
(f) Approval of Event – Rally in the St. Croix Valley

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on June 24, 2019 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 24, 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, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

ABSENT: Councillor Phil Chisholm.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Harding

107/19 **THAT** the Agenda be approved as circulated.

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Wheaton

108/19 **THAT** the Minutes of the Regular Council meeting held on May 27, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

109/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2019 be received.

CARRIED

PAID BILLS

Moved by Councillor Wheaton

Seconded by Councillor Parker

110/19 **THAT** the paid bills in the amount of \$2,260,659.06 (two million, two hundred and sixty thousand, six hundred and fifty-nine dollars and six cents) be received.

CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding

Seconded by Councillor Hyslop

111/19 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

112/19 **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 June 12, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 113/19 **THAT** the following staff reports for the month of May 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

- 114/19 **THAT** By-Law No. T-7, "A By-Law to Stop Up and Close a Portion of Budd Avenue" – be given Second Reading – Reading in its Entirety.

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

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 115/19 **THAT** By-Law No. T-7, "A By-Law to Stop Up and Close a Portion of Budd Avenue" – be given Third and Final Reading – Short Title Only. **CARRIED**

BY-LAW NO. W-4 - A BY-LAW TO RESCIND BOTH BY-LAW NO. W-1.1, A BY-LAW TO AMEND BY-LAW NO. W-1, A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES AND BY-LAW NO. W-2.1, A BY-LAW TO AMEND BY-LAW NO. W-2, A BY-LAW RELATED TO WATER AND SEWER SYSTEMS" – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 116/19 **THAT** By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges, and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems" – be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 117/19 **THAT** the Royal Canadian Mounted Police May 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

RENAMING OF A PORTION OF PROGRESS DRIVE

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 118/19 **THAT** the Council of the Town of St. Stephen approves the request from Tidal Health Solutions Ltd. for the renaming of a portion of Progress Drive, highlighted on the attached Plan of Survey, as "Tidal Way". **CARRIED**

AWARDING OF TENDER RFP# TOSS19-05: WEBSITE REDESIGN

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 119/19 **THAT** of the four (4) tenders received, the low tender of \$30,975.00 (thirty thousand, nine hundred and seventy-five dollars), plus HST, from Blaze Studios Inc. of Moncton, NB, for the redesign of the Town's website be accepted, with funding to be drawn from the General Operating Reserve.

AND THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to utilize up to \$50,000 (fifty thousand dollars) for the total project to allow for services such as copywriting or photography where the Chief Administrative Officer determines it would be beneficial to the overall project, with funding to be drawn from the General Operating Reserve. **CARRIED**

ENGAGEMENT LETTER – MRSB CHARTERED PROFESSIONAL ACCOUNTANTS

Moved by Deputy Mayor Carr
Seconded by Councillor Parker

- 120/19 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to sign an engagement letter, retroactively to June 13, 2019, with MRSB Chartered Professional Accountants of Prince Edward Island to provide Sales and Commodity Tax Consultation Services related to the potential relocation of municipal administrative offices to the Garcelon Civic Center for the estimated fee of \$3,000.00 (three thousand dollars), plus HST. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Harding

- 121/19 **THAT** of the four (4) tenders received, the low tender of \$405,000 (four hundred and five thousand dollars), plus HST, from King Construction Ltd. of Hanwell, NB, for the Garcelon Interior Fit-Up (renovation project) for the relocation of municipal administrative offices to the Garcelon Civic Center be accepted contingent on results satisfactory to the Chief Administrative Officer and Treasurer, jointly, of the review of potential tax implications related to the proposed relocation of Town Hall. **CARRIED**

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Parker
Seconded by Councillor Hyslop

- 122/19 **THAT** Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective July 1, 2019 and expiring June 30, 2020. **CARRIED**

PURCHASE AND SALE – PID # 15035165 (Route 170)

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

- 123/19 **WHEREAS** the Council of the Town of St. Stephen, at its closed session on May 15, 2019, as per Section 68(1)(d) of the NB *Local Governance Act*, directed the Chief Administrative Officer to negotiate terms of an Agreement of Purchase and Sale with Valley Auto Parts Ltd. for the purchase of town-owned property known as PID # 15035165 situate at Route 170, Dufferin;

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale between The Town of St. Stephen and Valley Auto Parts Ltd., in the form presented to Council, as well as any other necessary documentation to complete the transfer;

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, as recommended by the Town Solicitor.

CARRIED

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

Moved by Councillor Harding
Seconded by Councillor Parker

124/19

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

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Agreement of Purchase and Sale between The Town of St. Stephen and Heritage Resources Inc., in the form presented to Council, as well as any other necessary documentation to complete the transfer.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to extend the Closing Date set out in the Agreement of Purchase and Sale, as recommended by the Town Solicitor
CARRIED

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Represented the Mayor at the Sea Cadets inspection in St. Andrews.
- Attended a brief meeting on the mural project.
- Attended the 3 Country Bike Ride ceremony.
- Attended his son's grand march and graduation from SSHS.
- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended the 3 Country Bike Ride ceremony.
- Attended Canada 1st Basketball Committee meetings.
- Watched the Toronto Raptors basketball game from the old basketball court located in the St. Croix Vocational building on King Street.
- Attended a Charlotte County Museum meeting with Heritage NB, and pleased that the museum has received a grant.

- Advised that Tom Morrison, Engineer with Heritage Standing Inc., will present at the Charlotte County Museum on Monday, August 12th @ 7:00 p.m.
- Advised that the St. Croix International Waterway Commission will tentatively present at the Charlotte County Museum in August on topics such as the lumber industry and the Passamaquoddy Tribe.

Councillor Parker

- Attended the 3 Country Bike Ride ceremony.
- Toured the new project, St. Stephen Landing, on Route 3.
- Toured the new Beacon Waterfront Apartments site.
- Attended all Town meetings.
- Responded to e-mails and phone calls.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Fest and Chocolate Museum Operating Committee meeting.
- Chocolate Fest (35th Birthday Blast) will be held August 4 – 8, 2019 and flyers will be circulated in the near future, along with information on Facebook.
- Attended a “Small Shop Festival” meeting – plans for Festival Day on August 23, same day as the Sea Dogs hockey game.
- Attended a Southwest NB Transit Authority Board Inc. meeting.
- Attended the 3 Country Bike Ride ceremony.
- Volunteered at the SSSHS graduation banquet.
- Attended the SSSHS Grand March.
- Attended the grand opening of Carol-Ann’s House, Second Stage Housing.
- Looks forward to the Canada Day celebrations.
- Attended Tomato/Tomato “Canary in a Coal Mine Tour” at the Garcelon Civic Center.

Councillor Harding

- Absent from the monthly Committees meeting due to a medical appointment.
- Attended Drag Queen Bingo.

Mayor MacEachern

- Attended a climate change meeting in Oak Bay hosted by Eastern Charlotte Waterways.
- Attended the 3 Country Bike Ride ceremony.
- Attended the SSSHS graduation banquet.
- Attended the grand opening of Carol-Ann’s House, Second Stage Housing.

- Attended the Federation of Canadian Municipalities Conference in Quebec City.
- Attended a meeting with three Provincial Cabinet Ministers.

16. QUESTION PERIOD

There were no questions from the public.

17 ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

125/19 **THAT** the meeting adjourn at 7:25 p.m. **CARRIED**

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JUNE 24, 2019 @ 7:00 P.M.

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4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – May 27, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to April 30, 2019
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Thank you card from the Daigle family.
 - (b) Thank you letter from Chocolate Fest Inc.
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – June 12, 2019

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. T-7 – A By-Law to Stop Up and Close a Portion of Budd Avenue – Second Reading – Reading in its Entirety
- (b) By-Law No. T-7 – A By-Law to Stop Up and Close a Portion of Budd Avenue – Third and Final Reading – Short Title Only
- (c) By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems – Second Reading – Reading in its Entirety

14. NEW BUSINESS

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 22, 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 May 31, 2019 be received.

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

	Actual To Date For the Five Months Ending May 31, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Taxes	2,229,243	5,350,179	\$3,120,936	42%
Services Provided to Other Governments	75,539	222,218	146,680	34%
Sale of Services	238,024	561,000	322,976	42%
Other Revenue From Own Sources	86,189	207,656	121,467	42%
Unconditional Grants	664,731	1,595,353	930,622	42%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	510,836	1,307,994	797,158	39%
Total Revenue	3,804,562	9,248,600	5,444,039	41%
Expenditure				
General Government Services	427,800	1,060,813	633,013	40%
Protective Services	708,388	2,295,612	1,587,224	31%
Transportation Services	881,199	2,096,199	1,215,000	42%
Environmental Health Services	97,456	230,625	133,169	42%
Environmental Development Services	134,947	322,448	187,501	42%
Recreational and Cultural Services	759,560	2,023,621	1,264,061	38%
Fiscal Services	134,114	1,211,282	1,077,168	11%
Other	684	8,000	7,316	9%
Total Expenditures	3,144,148	9,248,600	6,104,452	34%
Surplus (Deficit)	\$660,414	\$0		

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

	Actual To Date For the Five Months Ending May 31, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Sale of Service	\$601,266	\$2,034,570	\$1,433,304	30%
Other Revenue From Own Source	84,436	208,302	123,866	41%
Other Transfers	37,300	89,521	52,221	42%
Total Revenue	723,002	2,332,393	1,609,391	31%
Expenditures				
Water Supply	420,641	1,070,324	649,683	39%
Sewerage Collection and Disposal	245,053	716,897	471,844	34%
Fiscal Services	189,336	545,172	355,836	35%
Total Expenditures	855,030	2,332,393	1,477,363	37%
Surplus (Deficit)	(\$132,028)	\$0		

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$2,525,673.67 (two million, five hundred and twenty-five thousand, six hundred and seventy-three dollars and sixty-seven cents) be received.

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

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,573.00
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	10,478.22
Total	<u>\$ 19,051.22</u>

Visa:

Allan MacEachern (General Government: Mayor Travel, Civic Relations; WS/SCD: Streets and Disposal Training)	1,798.32
Jeff Renaud (General Government: CAO Travel/Training, Civic Relations, Other Council)	398.49
Frank Godsoe (Civic Center: Max Galaxy Program Fee for the months of March and April, 2019)	68.84
Michelle Vest (General Government: Yearly Charge for Visa, Events Supplies; Civic Center: Fitness Area Supplies, Canteen Merchandise; WS: Trans & Dist Training; SCD: Training)	2,570.49
Total	<u>\$ 4,836.14</u>

Service New Brunswick:

Invoice #1223557 (Charges for Utility Payment Acceptance through Service New Brunswick for the month of May, 2019)	732.88
Invoice #1233913 (Charges for Utility Payment Acceptance through Service New Brunswick for the month of June, 2019)	140.51
Total	<u>\$ 873.39</u>
Total Amount	<u>\$ 24,760.75</u>

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

May 2019

Debly Enterprises Ltd. (Construction - Combined Sewer Separation & Utility Renewal - Elm Park Project No. 16-4847, Cheque #1189)	\$	27,118.84
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June 2019

Debly Enterprises Ltd. (Construction - Water & Sanitary Sewer System - Extension Route 3 - Project No. 18-8036, Cheque #1190)	\$	59,829.16
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Debly Enterprises Ltd. (Construction - Water & Sanitary Sewer System - Extension Route 3 - Project No. 18-8036, Cheque #1191)	\$	377,909.57
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Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Extension - Route 3 - Project No. 188036, Cheque #1192)	\$	13,916.52
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Dillon Consulting Limited (Engineering - Water and Sanitary Sewer Extension - Route 3 - Project No. 188036, Cheque #1193)	\$	32,018.82
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	<u>\$</u>	<u>510,792.91</u>
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Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000046 dated between 06-01-2019 and 06-30-2019

CHEQUE REGISTER

Printed: 1:45:17PM 07/18/2019

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Number	Issued	Amount	SC	Status	Status Date
000044	06/12/2019 TOWN OF ST. STEPHEN 80000.00 GG-FUNDTRANSFER-FROM CIVIC C	60,000.00 60,000.00	A/P	OUT-STD	06/12/2019
Cheque Totals Issued:		60,000.00			
Void:		0.00			
Total Cheques Generated:		60,000.00			
Total # of Cheques Listed:		1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 024367 dated between 06-01-2019 and 06-30-2019

CHEQUE REGISTER

Printed: 1:45:55PM 07/18/2019

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Number	Issued	Amount	SC	Status	Status Date
022867	06/11/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112019 GG-SERIES"BA"-INTEREST	1,350.00 1,350.00	A/P	OUT-STD	06/11/2019
022868	06/11/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE112019* GG-SERIES"BA"-PRINCIPAL	54,000.00 54,000.00	A/P	OUT-STD	06/11/2019
022869	06/02/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022019 GG-SERIES"BC"-INTEREST	2,692.75 2,692.75	A/P	OUT-STD	06/02/2019
022870	06/02/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE022019* GG-SERIES"BC"-PRINCIPAL	60,000.00 60,000.00	A/P	OUT-STD	06/02/2019
022881	06/07/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE072019 GG-SERIES"BP"-INTEREST	53,879.75 53,879.75	A/P	OUT-STD	06/07/2019
022884	06/01/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE012019 GG-SERIES"BQ"-INTEREST	1,088.50 1,088.50	A/P	OUT-STD	06/01/2019
022885	06/01/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE012019* GG-SERIES"BQ"-PRINCIPAL	34,000.00 34,000.00	A/P	OUT-STD	06/01/2019
022887	06/12/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 JUNE122019 GG-SERIES"BR"-INTEREST	2,238.75 2,238.75	A/P	OUT-STD	06/12/2019
024050	06/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000029661 GG-TOWNHALL-LEASE-JUNE/19	5,417.62 5,417.62	A/P	OUT-STD	06/01/2019
024099	06/03/2019 ALLAN MACEACHERN FCMCONFERENCE GG-MAYOR-FCM CONFERENCE 201	695.20 695.20	A/P	OUT-STD	06/03/2019
024100	06/03/2019 JEFF RENAUD CMA/FCMCONFERENCE GG-CAO-CMA AND FCM CONFEREN MAY2019 GG-CAO-MONTHLY VEHICLE ALLOW	2,508.45 2,258.45 250.00	A/P	OUT-STD	06/03/2019
024101	06/05/2019 ACADIA BROADCASTING 6210 GG-WATER MAIN-FLUSHING	105.57 105.57	A/P	OUT-STD	06/05/2019
024102	06/05/2019 ACCT #903240047015 MAY2019 VOLUNTEER FIRE MEMBERSHIP DU	250.00 250.00	A/P	OUT-STD	06/05/2019
024103	06/05/2019 ACCT 8025-280 MAY2019 LOCAL 770 UNION DUES - MAY/19	1,362.77 1,362.77	A/P	OUT-STD	06/05/2019
024104	06/05/2019 AQUAM 291706 CC-POOL-REPLACEMENT SEAT, SO	253.89 253.89	A/P	OUT-STD	06/05/2019
024105	06/05/2019 BELL MOBILITY INC. 523889487MAY19CC CC-ADMIN-OPERATIONS MANAGER 523889487MAY19CRE TS-AIRPORT-CELL CANCELLATION 523889487MAY19GG GG/PS/TS/RC-CELL PHONE CHARGI	993.32 127.72 -11.74 877.34	A/P	OUT-STD	06/05/2019
024106	06/05/2019 BORDER INVESTIGATIONS & SECURITY INC. 15141 PS-BYLAW-MAY 20 - 31/19 FEE	966.00 966.00	A/P	OUT-STD	06/05/2019
024107	06/05/2019 BOYS & GIRLS CLUB OF CHARLOTTE COUNTY INC. GRANT2019 GG-COMMUNITYGRANT-2019 GRAN	5,000.00 5,000.00	A/P	OUT-STD	06/05/2019
024108	06/05/2019 CARMICHAEL ENGINEERING LTD. FR-1638899 CC-POOLCHANGEROOMS-EXHAUS FR-1640403 CC-ARENA-REPAIR BOILERS ONE A FR-1640406 CC-ARENA-BOILER REPAIR FR-1644448 CC-ARENA-SERVICE AND REPAIR D	10,136.10 2,018.25 5,187.65 1,133.90 1,796.30	A/P	OUT-STD	06/05/2019
024109	06/05/2019 CHARLOTTE COUNTY MUSEUM GRANT2019 GG-COMMUNITYGRANT-2019	1,000.00 1,000.00	A/P	OUT-STD	06/05/2019
024110	06/05/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002	26,781.92	A/P	OUT-STD	06/05/2019

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Number	Issued	Amount	SC	Status	Status Date
	MAY2019	GG-MUNCIPALPLAN-MAY/19			
		26,781.92			
024111	06/05/2019 DOW JENNIFER	173.23	A/P	OUT-STD	06/05/2019
	FLOWERS2019	RC-HORT-FLOWERS			
		139.74			
	STARTERRECOIL	RC-PARKS-STARTER RECOIL (SHIPI			
		33.49			
024112	06/05/2019 FUNDY BUILDING INSPECTION & DRAFTING SERV	2,484.00	A/P	OUT-STD	06/05/2019
	19-50	PS-BUILDINGINSPECTOR-MAY 19 -			
		2,484.00			
024113	06/05/2019 LSW WEAR PARTS LTD.	577.88	A/P	OUT-STD	06/05/2019
	50932	TS-STREET SWEEPER-BRUSHES			
		577.88			
024114	06/05/2019 MARITIME GREEN PRODUCTS	244.87	A/P	OUT-STD	06/05/2019
	6048	RC-PARKS-BLADE, RIPER-STD. DUT			
		244.87			
024115	06/05/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/05/2019
	WEEK232019	EMPLOYEE DEDUCTIONS-JUNE 02 -			
		209.30			
024116	06/05/2019 PIZZA DELIGHT	165.01	A/P	OUT-STD	06/05/2019
	1031	PS-FIRE-FIRE CALL MEAL			
		145.25			
	1033	PS-FIRE-FIRE CALL MEAL			
		19.76			
024117	06/05/2019 RECEIVER GENERAL	1,073.98	A/P	OUT-STD	06/05/2019
	MAY2019	EMPLOYEE DEDUCTIONS-MAY/19			
		1,073.98			
024118	06/05/2019 SAUNDERS EQUIPMENT LTD.	560.19	A/P	OUT-STD	06/05/2019
	0000076206	TS-#22-RETROFIT-IGNITION SWITCH			
		292.50			
	0000076231	TS-#22-MURPHY SWITCH			
		267.69			
024119	06/05/2019 SHANNON MICHAEL	1,487.64	A/P	OUT-STD	06/05/2019
	MAY2019	PS-ANIMALCONTROL-VEHICLE ALLC			
		1,487.64			
024120	06/05/2019 SOURCE ONE SUPPLIES	975.15	A/P	OUT-STD	06/05/2019
	21046	PM-120 MILLTOWN BLVD.-BATH TIS			
		98.30			
	21056	CC-POOL-POOL CHEMICALS			
		604.81			
	21095	TS-SHOP-GARBAGE BAGS			
		272.04			
024121	06/05/2019 SPEEDY ST-STEPHEN 8768	324.45	A/P	OUT-STD	06/05/2019
	8768-309071	TS-#12-WINDSHIELD REPLACEMEN			
		324.45			
024122	06/05/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	56.52	A/P	OUT-STD	06/05/2019
	204716	GG-TOWN-EVENTS			
		56.52			
024123	06/05/2019 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	06/05/2019
	MAY2019	EMPLOYEE DEDUCTIONS-MAY/19			
		40.00			
024124	06/05/2019 TOROMONT CAT (MARITIMES)	983.48	A/P	OUT-STD	06/05/2019
	9012207548	TS-#13-CONES, CUPS			
		290.67			
	9012207784	TS-#13-KIT-BK CALIP			
		250.22			
	9012209580	TS-#13-CAT TDTO 30 19L			
		236.74			
	9012213064	TS-#13-SEALS			
		95.39			
	9012213708	TS-#13-SEALS			
		110.46			
024125	06/05/2019 TROY LIFE & FIRE SAFETY LTD	1,104.00	A/P	OUT-STD	06/05/2019
	1000113079	CC-BUILDING-MAINTENANCE INSPE			
		1,104.00			
024126	06/05/2019 UNIFIRST CANADA LTD.	472.89	A/P	OUT-STD	06/05/2019
	7100167833	CC-BUILDING-FLOOR MATS			
		157.63			
	7100168563	CC-BUILDING-FLOOR MATS			
		157.63			
	7100169288	CC-BUILDING-FLOOR MATS			
		157.63			
024127	06/05/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	207.59	A/P	OUT-STD	06/05/2019
	29437	GG-TOWN HALL-GENERAL FUND RE			
		207.59			
024128	06/05/2019 PAYROLL TRANSFER	109,138.00	A/P	OUT-STD	06/05/2019
	WEEK232019	GG-TRANSFER-MAY 24-JUNE 06, 20			
		109,138.00			

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024129	06/05/2019 RECEIVER GENERAL FOR CANADA WEEK232019 GG-REMITTANCE-MAY 24 - JUNE 06	45,736.44 45,736.44	A/P	OUT-STD	06/05/2019
024130	06/12/2019 ALISON ESTEY TOWNSUITE2019 GG-HUMANRESOURCES-TOWNSUI	150.20 150.20	A/P	OUT-STD	06/12/2019
024131	06/12/2019 ALL GAS TANKS 97985 RC-PARKS-6 PACK MIX OIL, .095 3LE	99.93 99.93	A/P	OUT-STD	06/12/2019
024132	06/12/2019 BLACK RIVER CASTINGS LTD 6183 RC-HORT-CAST IRON PLANTER TUE	5,002.50 5,002.50	A/P	OUT-STD	06/12/2019
024133	08/12/2019 CARQUEST 14838-102611 TS-#21-HOSES, COUPLING/ADAPTE 14838-103182 PS-#200-SENSOR-CAM POSITION 14838-103211 TS-#13-COUPLINGS 14838-103754 TS-SHOP-CLICK MICROMETER TOR	221.15 59.60 67.71 16.54 77.30	A/P	OUT-STD	06/12/2019
024134	06/12/2019 CNH CAPITAL IN91512 TS-#16-THROTTLE PEDAL IN91513 TS-#16-TRANS AXLE FLUID MAY2019INTEREST TS-#16-INTEREST CHARGES	1,841.04 930.35 844.56 66.13	A/P	OUT-STD	06/12/2019
024135	06/12/2019 DAVIS FUELS 20694 PS/TS-199 UNION ST-HEATING FUEI 20814 TS/PS-199 UNION ST-HEATING FUEI	2,247.39 879.67 1,367.72	A/P	OUT-STD	06/12/2019
024136	06/12/2019 DOW JENNIFER SOIL RC-HORT-SOIL	278.30 278.30	A/P	OUT-STD	06/12/2019
024137	06/12/2019 ENBRIDGE GAS NEW BRUNSWICK 2019052302008-1016227-0 CC-BUILDING-NATURAL GAS 00	1,786.27 1,786.27	A/P	OUT-STD	06/12/2019
024138	06/12/2019 FERO WASTE & RECYCLING INC. 0001645150 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12 3,777.12	A/P	OUT-STD	06/12/2019
024139	06/12/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 714448 TS-ST5-DIESEL	4,154.88 4,154.88	A/P	OUT-STD	06/12/2019
024140	06/12/2019 JOLLY FARMER N1141072 RC-HORT-SEEDLINGS, PLUGS, CUT	537.79 537.79	A/P	OUT-STD	06/12/2019
024141	06/12/2019 KEM CANADA MFG 123944 CC-ARENA-BLAST II, SANITROL	269.78 269.78	A/P	OUT-STD	06/12/2019
024142	06/12/2019 KIMBERLY STE MARIE TOWNSUITE2019 GG-ACCTSPAYABLEMANAGER-TOV	15.00 15.00	A/P	OUT-STD	06/12/2019
024143	06/12/2019 KONICA MINOLTA BUSINESS SOLUTIONS 258770501 GG-TOWN HALL-COPIER MAINT 04/1	103.13 103.13	A/P	OUT-STD	06/12/2019
024144	06/12/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 9306720297 TS-SHOP-CLEVIS GRAB HOOKS	139.41 139.41	A/P	OUT-STD	06/12/2019
024145	06/12/2019 LIFESAVING SOCIETY - NB Branch 2788 CC-POOL-FIRST AID MANUALS	145.95 145.95	A/P	OUT-STD	06/12/2019
024146	06/12/2019 MAYFIELD GARDENS INC. 80 RC-HORT-FLOWER SUPPLIES	1,055.49 1,055.49	A/P	OUT-STD	06/12/2019
024147	06/12/2019 MCAULEY, JANET TOWNSUITE2019 GG-PAYROLL/ACCTSREC-TOWNSUI	15.00 15.00	A/P	OUT-STD	06/12/2019
024148	06/12/2019 MICHELLE VEST CANTEEN&CATERING GG-EVENTS-CANTEEN AND CATERI	293.19 293.19	A/P	OUT-STD	06/12/2019
024149	06/12/2019 MILLTOWN MACHINE & FABRICATION LTD.	85.10	A/P	OUT-STD	06/12/2019

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	20553 RC-MILLPOOL-POOL LADDER REPA	85.10			
024150	06/12/2019 MINISTER OF FINANCE WEEK242019 EMPLOYEE DEDUCTIONS-JUNE 09-	209.30 209.30	A/P	OUT-STD	06/12/2019
024151	06/12/2019 MUNICIPAL WORLD 279500 GG-SUBSCRIPTION-ONE YEAR 2019	72.39 72.39	A/P	OUT-STD	06/12/2019
024152	06/12/2019 N.B.A.O.F.P.O. 2019-ST. STEPHEN FIRE PS-FIRE-2019 NBAFPO MEMBERSHI	50.00 50.00	A/P	OUT-STD	06/12/2019
024153	06/12/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 439438 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	06/12/2019
024154	06/12/2019 ORKIN CANADA CORPORATION IN-9321864 CC-BUILDING-PEST CONTROL	77.05 77.05	A/P	OUT-STD	06/12/2019
024155	06/12/2019 ORR ELECTRIC & ALARM LTD. 3894 TS-TRAFFIC LIGHTS-STRAIGHTEN T 3910 RC-MILLPOOL-REPLACED BALLAST	810.49 434.26 376.23	A/P	OUT-STD	06/12/2019
024156	06/12/2019 SEAN MORTON FDSUPPERMEETING PS-FIRE-FD SUPPER MEETING	134.21 134.21	A/P	OUT-STD	06/12/2019
024157	06/12/2019 SERVICE NEW BRUNSWICK SUBCONTRACTOR GG-ASSESSMENTNOTICE-SUB-CON	4,138.58 4,138.58	A/P	OUT-STD	06/12/2019
024158	06/12/2019 SMITH'S DIESEL + POWER SYSTEMS 6907 TS-#6-CHECK ENGINE FOR LOW PO	5,206.02 5,206.02	A/P	OUT-STD	06/12/2019
024159	06/12/2019 SOURCE ONE SUPPLIES 20907 CC-POOL-SODIUM BICARBONATE 21071 CC-ARENA-ANGLE, INDUSTRIAL, WI	1,164.78 1,106.51 58.27	A/P	OUT-STD	06/12/2019
024160	06/12/2019 SOUTHERN SANITATION LTD. 180464 GG-TOWN-ZONE I GARBAGE COLLE 180466 GG-TOWN-ZONE III GARBAGE COLL	8,608.52 4,602.78 4,005.74	A/P	OUT-STD	06/12/2019
024161	06/12/2019 SPEEDY ST-STEPHEN 8768 8768-312501 GG-EVENTS-COMMUNITY BOARD S	184.00 184.00	A/P	OUT-STD	06/12/2019
024162	06/12/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 205179 GG-TOWN-EVENTS 205180 GG-TOWN-SPRING CLEAN UP NOTI 205627 GG-TOWN-EVENTS	233.79 56.52 120.75 56.52	A/P	OUT-STD	06/12/2019
024163	06/12/2019 TIM TOZER ETHICSCOURSE GG-TREASURER/ASSTTREASURE-E	157.15 157.15	A/P	OUT-STD	06/12/2019
024164	06/12/2019 WATER & ICE NORTH AMERICA INC. 46416 RC-MILLPOOL-LID KITS	259.90 259.90	A/P	OUT-STD	06/12/2019
024165	06/12/2019 YELLOW PAGES GROUP 19-7196586 GG-TOWN HALL-911 LISTING-JUN 21	10.47 10.47	A/P	OUT-STD	06/12/2019
024186	06/12/2019 KONICA MINOLTA BUSINESS SOLUTIONS 258770502 CC-ADMIN-PHOTOCOPIER MAINTEN	120.51 120.51	A/P	OUT-STD	06/12/2019
024167	06/12/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 439639 GG-TOWN HALL-FLOOR MATS	95.36 95.36	A/P	OUT-STD	06/12/2019
024168	06/12/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 29450 CC-BUSINESS CARDS-MICHELLE VE 29481 GG-BUSINESS CARDS-ALLAN MACE	182.39 105.80 76.59	A/P	OUT-STD	06/12/2019
024169	06/12/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 29467 PS-FIRE-FIRE EXTINGUISHER TAGS	130.53 130.53	A/P	OUT-STD	06/12/2019
024170	06/20/2019 ANDY'S POOL AND SPA	257.06	A/P	OUT-STD	06/20/2019

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	MAY212019 RC-MILLPOOL-POOL DRAIN COVER:	257.06			
024171	06/20/2019 ATLANTIC GYM & SPORTS	173.80	A/P	OUT-STD	06/20/2019
	3203319 RC-PROGRAM INITIATIVES, TENNIS	173.80			
024172	06/20/2019 ATLANTIC WINDOOR LTD.	1,718.68	A/P	OUT-STD	06/20/2019
	0000071612 TS-SHOP-REPAIR OVERHEAD DOOF	1,718.68			
024173	06/20/2019 BELL ALIANT	3,851.38	A/P	OUT-STD	06/20/2019
	06336721MAY19 TS-AIRPORT-LANDLINE PHONE	158.57			
	11368891MAY19 GG-TOWNHALL-LANDLINES	1,403.70			
	11378668MAY19 PS/TS-199UNIONST-LANDLINE PHOI	354.69			
	11395944MAY19 PS-FIRE-LANDLINE PHONES	908.52			
	15772965MAY17 RC-REC/POOL-LANDLINE PHONES	234.05			
	46435731MAY19 RC-PARKS-CHOCOLATE PARK CAME	111.4€			
	47424130MAY19 GG-CVICCENTER-LANDLINE PHONI	680.36			
024174	06/20/2019 BELLBOY DRYCLEANERS	166.75	A/P	OUT-STD	06/20/2019
	0583134 CC-MCA-DRY CLEANING	166.75			
024175	06/20/2019 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	06/20/2019
	15163 PS-BYLAW-JUNE 7 - 14/19 FEE	966.00			
024177	06/20/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,484.00	A/P	OUT-STD	06/20/2019
	19-57 PS-BUILDINGINSPECTOR-JUNE 02 -	2,484.00			
024178	06/20/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	1,443.53	A/P	OUT-STD	06/20/2019
	332205 CC-BUILDING-NATURAL GAS	1,443.53			
024179	06/20/2019 KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	06/20/2019
	7186966 CC-ADMIN-COPIER LEASE-JULY 201	118.24			
024180	06/20/2019 LEVITT SAFETY LIMITED	127.50	A/P	OUT-STD	06/20/2019
	1491368-00 PS-FIRE-PUMP	127.50			
024181	06/20/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/20/2019
	WEEK252019 EMPLOYEE DEDUCTIONS-JUNE 16 -	209.30			
024182	06/20/2019 N. B. ELECTRIC POWER	15,769.50	A/P	OUT-STD	06/20/2019
	18189205JUN19 RC-POOL-MILL LANE	1,097.95			
	18988703JUN19 TS/PS-199UNIONST-ELECTRICITY	1,158.75			
	19051703JUN19 TS-AIRPORT-ELECTRICITY	307.45			
	19051801JUN19 TS-AIRPORT-ELECTRICITY	47.93			
	216000030308JUN19 TS-ST5-AREA LIGHTS	11,854.23			
	55180607JUN19 RC-COTTONMILL-LIGHTS	59.71			
	71315207JUN19 PS-RCMP-ELECTRICITY	802.18			
	72924306JUN19 RC-PARKS-BANDSTAND	43.86			
	82122207JUN19 RC-PARKS-BASKETBALL COURT	26.21			
	83278804JUN19 TS-ST5-PARKS SHED	291.16			
	84960501JUN19 RC-PARKS-RIVERSIDE DR LIGHTS	80.07			
024183	06/20/2019 PAYROLL TRANSFER	97,151.00	A/P	OUT-STD	06/20/2019
	WEEK252019 GG-TRANSFER-JUNE 07-20, 2019	97,151.00			
024184	06/20/2019 RECEIVER GENERAL FOR CANADA	39,747.79	A/P	OUT-STD	06/20/2019
	WEEK252019 GG-REMITTANCE-JUNE 07-20, 2019	39,747.79			
024185	06/20/2019 SPORTS WALL OF FAME	1,880.00	A/P	OUT-STD	06/20/2019
	DINNERTICKETS CC-SPORTSWALLOFFAME-DINNER	1,880.00			
024186	06/20/2019 ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	06/20/2019
	2754 GG-GOLFTOURNAMENT-TEAM REG	200.00			
024187	06/20/2019 TOWN OF ST. STEPHEN	4,201.78	A/P	OUT-STD	06/20/2019

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	4201.78	GG-FUNDTRANSFER-TO INTERIM #'	4,201.78			
024188	06/20/2019	KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	06/20/2019
	7187125	GG-TOWN HALL-COPIER LEASE-JUL	193.71			
024189	06/26/2019	ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	06/26/2019
	535507	RC-POOL-ALARM SYSTEM MONITOI	96.60			
024190	06/26/2019	ATLANTIC BUNKER GEAR SERVICES	1,096.24	A/P	OUT-STD	06/26/2019
	8829	PS-FIRE-CLEANING & INSPECTION (1,096.24			
024191	06/26/2019	BAYVIEW TRUCKS AND EQUIPMENT LTD.	793.02	A/P	OUT-STD	06/26/2019
	02P39940	TS-SHOP-MULCH KIT	271.40			
	02P40036	RC-PARKS-FIXED GUARD, BLOWER	521.62			
024192	06/26/2019	BELLBOY DRYCLEANERS	230.00	A/P	OUT-STD	06/26/2019
	40-584229	CC-MCA-DRY CLEANING	230.00			
024194	06/26/2019	CHARLOTTE COUNTY JANITORIAL	1,429.42	A/P	OUT-STD	06/26/2019
	4305	PS-FIRE-JANITORIAL-MAY 2019	161.00			
	4309	PM-RCMP-JANITORIAL-MAY 2019	1,268.42			
024195	06/26/2019	CHARLOTTE COUNTY GROUND SEARCH & RESCUE	1,000.00	A/P	OUT-STD	06/26/2019
	GRANT2019	GG-GRANT-2019 COMMUNITY GRAN	1,000.00			
024196	06/26/2019	CNH CAPITAL	328.44	A/P	OUT-STD	06/26/2019
	IN91733	TS-#18-HY-TRAN FLOOR	328.44			
024197	06/26/2019	G. LEBLANC FIRE TRUCK REPAIR LTD.	2,335.62	A/P	OUT-STD	06/26/2019
	11997	PS-#3-ANNUAL SERVICE	526.71			
	11998	PS-PUMPER- ANNUAL SERVICE	908.45			
	11999	PS-#202-ANNUAL SERVICE & PUMP	900.46			
024198	06/26/2019	GULLISON'S COURIER SERVICE	339.25	A/P	OUT-STD	06/26/2019
	716383	GG-TOWN HALL-TO MARYSVILLE PL	34.50			
	895012	TS-STREET SWEEPER-FR CASE EQ	80.50			
	895026	TS-#13-FR CASE EQUIPMENT	40.25			
	895030	TS-#22-FR SAUNDERS	34.50			
	895038	TS-#22-FR SAUNDERS EQUIPMENT	34.50			
	895043	TS-#37-FR CASE EQUIPMENT	34.50			
	895050	TS-#3-FR CASE EQUIPMENT	80.50			
024199	06/26/2019	HICKS MORLEY HAMILTON STEWART STORIE LLP	300.58	A/P	OUT-STD	06/26/2019
	487645	GG-LEGAL-GENERAL	300.58			
024200	06/26/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	5,528.74	A/P	OUT-STD	06/26/2019
	825764	TS-STG-GAS	5,528.74			
024201	06/26/2019	JEFF RENAUD	815.46	A/P	OUT-STD	06/26/2019
	FCM&AMANB2019	GG-CAO-FCM AND AMANB CONFER	815.46			
024202	06/26/2019	KEITH'S BUILDING SUPPLIES	3,302.77	A/P	OUT-STD	06/26/2019
	185917	RC-MILL POOL-PAINT	144.88			
	185943	TS-STG-LINE PAINT	2,881.90			
	186071	CC-ARENA-CLOTHING ALLOWANCE	275.99			
024204	06/26/2019	KENT BUILDING SUPPLIES	1,829.96	A/P	OUT-STD	06/26/2019
	10078666	TS-SHOP-60V GRINDER	-266.31			
	1563674	CC-ARENA-CEDAR SHINGLES	4.59			
	1567683	RC-HORT-TURF BUILDER, LIQUAFEI	239.06			
	1568229	CC-GYM-EPOXY, HEX BOLTS, HEX N	22.70			
	1568719	RC-PARKS-ABS/PLUG	1.77			
	1569061	GG-SPECIAL EVENTS-POSTER BOA	79.80			

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	1569528	RC-HORT-BIOPROTEC NEMATODES	82.32			
	1572187	RC-BENCHES-BIT/SPLIT JOINT, WA	40.41			
	1572320	RC-HORT-CEDAR/EMERALD	34.49			
	1574150	RC-PARKS-4PC BRUSH SET	13.89			
	1575890	RC-HORT-HOSE REEL, TREE/SHRUB	145.54			
	1576531	CC-ARENA-UTILITY BLADE	469.52			
	1576798	GG-COMMUNITY BOARD-SUPPLIES	35.04			
	1576932	CC-BUILDING-FIRST AID SUPPLIES	188.19			
	1578029	RC-HORT-BIOPROTEC NEMATODES	64.15			
	1579547	TS-SHOP-6" GRINDER BARE	266.31			
	1580087	RC-MILLTOWN BANDSTAND-PAINT	116.13			
	1580370	RC-PARKS-FOAM ROLLERS	14.95			
	1580705	TS-SHOP-WATER SMART SUN & SH.	16.09			
	1581294	RC-PARKS-PAINT TAPE	6.41			
	1581694	CC-ARENA-ANCR/TAPS	26.06			
	1583548	TS-SHOP-FLOURESCENT LIGHTS	48.12			
	1583563	RC-PARKS-STEP LADDER	180.73			
024205	06/26/2019	LEROY'S HEATING SERVICES	155.25	A/P	OUT-STD	06/26/2019
	5103	PS-FIRE-DRAIN EXPANSION TANKS	155.25			
024206	06/26/2019	LIFESAVING SOCIETY - NB Branch	345.16	A/P	OUT-STD	06/26/2019
	2796	CC-POOL-ALERT	183.96			
	6987A	CC-POOL-WORKPLACE FIRST AID	161.20			
024207	06/26/2019	LSW WEAR PARTS LTD.	577.88	A/P	OUT-STD	06/26/2019
	51056	TS-SWEEPER-BRUSHES	577.88			
024208	06/26/2019	MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	06/26/2019
	RC00073091	CC-POOL-WATER COOLER RENTAL	80.50			
024209	06/26/2019	MCINNES COOPER	3,445.41	A/P	OUT-STD	06/26/2019
	2019005011	GG-LEGAL-BY-LAW	676.78			
	2019007685	GG-LEGAL-BY-LAW	541.42			
	2019010446	GG-LEGAL-GENERAL	1,550.43			
	2019010461	GG-LEGAL-BY-LAW	676.78			
024210	06/26/2019	MICMAC FIRE & SAFETY SOURCE	385.25	A/P	OUT-STD	06/26/2019
	NB-00868329	PS-FIRE-HOOD 20% NOMEX, NOTCH	385.25			
024211	06/26/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/26/2019
	WEEK262019	EMPLOYEE DEDUCTIONS-JUNE 23 -	209.30			
024212	06/26/2019	N. B. ELECTRIC POWER	27,084.70	A/P	OUT-STD	06/26/2019
	10126106JUN19	TS-CROSSINGLIGHTS-KING ST	26.21			
	17935200JUN19	TS-KING/UNIONST-TRAFFIC LIGHTS	40.54			
	19055406JUN19	RC-ARENA-ELECTRICITY	542.39			
	50660140JUN19	RC-PARKS-ROTARY CHANGING RO	26.21			
	54187672JUN19	TS-KING/QUEENST-TRAFFIC LIGHTS	40.85			
	54253127JUN19	CC-BUILDING-ELECTRICITY	25,300.16			
	54653258JUN19	TS-KING/SUPERSTORE-TRAFFIC LI	67.40			
	55917471JUN19	TS-STWATERFRONT LIGHTS	60.92			
	57955782JUN19	RC-BANDSTAND-CHOCOLATE PARK	28.18			
	57955808JUN19	GG-12-MILLTOWNBLVD-ELECTRICIT	100.53			
	73006038JUN19	RC-LIBRARY-ELECTRICITY	851.31			
024213	06/26/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	06/26/2019
	440367	PM-RCMP-FLOOR MATS	46.74			

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Number	Issued	Amount	SC	Status	Status Date
024214	06/26/2019 ORKIN CANADA CORPORATION IN-9360901 PS-FIRE-PEST CONTROL	152.38 152.38	A/P	OUT-STD	06/26/2019
024215	06/26/2019 ORR ELECTRIC & ALARM LTD. 3913 TS-ST5-LIGHTING REPAIRS BEHIND	861.13 861.13	A/P	OUT-STD	06/26/2019
024216	08/26/2019 PITNEY WORKS JUNE132019CC CC-POSTAGEMETER-REFILL JUNE132019GG GG/PS-POSTAGEMETER-REFILL	173.64 2.61 171.03	A/P	OUT-STD	06/26/2019
024217	06/26/2019 PROMO HEROES 18149 CC-POOL-SAFETY DRILL HATS	204.93 204.93	A/P	OUT-STD	06/26/2019
024218	06/26/2019 PROVINCIAL BANDAG TIRES 26772 PS-#202-TIRES 27842 PS-#201-TIRES	1,638.15 -1,006.85 2,645.00	A/P	OUT-STD	06/26/2019
024219	06/26/2019 SAUNDERS EQUIPMENT LTD. 0000076438 TS-#22-THROTTLE CABLE, CLEVIS 3 0000076443 TS-#22-12V. PUMP	503.88 426.08 77.80	A/P	OUT-STD	06/26/2019
024220	06/26/2019 SOURCE ONE SUPPLIES 21171 CC-ARENA-URINAL & PORCELAIN C 21173 CC-ARENA-DERM HAIR AND BODY S 21222 PS-FIRE-PAPER TOWELS, BATH TIS 21302 CC-POOL-POLYURETHANE APRON,	472.64 114.52 189.87 101.02 67.23	A/P	OUT-STD	06/26/2019
024221	06/26/2019 SOUTHERN SANITATION LTD. 180389 CC-BUILDING-GARBAGE COLLECTI 180444 PM-AIRPORT-GARBAGE COLLECTIC 180463 GG-MONTHLY OVERRUN 180465 GG-TOWN-ZONE I GARBAGE COLLE 180467 GG-TOWN-ZONE III GARBAGE COLL	9,646.48 352.42 53.04 632.50 4,602.78 4,005.74	A/P	OUT-STD	06/26/2019
024222	06/26/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 202861-203529 GG-TOWN-REGIONAL LANDFILL COI	8,568.88 8,568.88	A/P	OUT-STD	06/26/2019
024223	06/26/2019 SPEEDY ST-STEPHEN 8768 8768-313771 TS-#5-WINDSHIELD	457.70 457.70	A/P	OUT-STD	06/26/2019
024224	06/26/2019 SP MEDICAL 40502 PS-FIRE-ZOLL PEDI-PADZ II	329.23 329.23	A/P	OUT-STD	06/26/2019
024225	06/26/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 29479 CC-ARENA-ICE LOGO 29545 CC-ARENA-SIGNS 29547 GG-BUSINESS CARDS-KEV SUMNEF	1,468.55 1,121.25 258.75 88.55	A/P	OUT-STD	06/26/2019
024226	06/26/2019 THE CHARLOTTE COUNTY KENNEL CLUB GRANT2019 GG-GRANT-2019 COMMUNITY GRAN	300.00 300.00	A/P	OUT-STD	06/26/2019
024227	06/26/2019 TOWN OF ST. STEPHEN 317.33 GG-FUND-TRANSFER TO INTERIM #	317.33 317.33	A/P	OUT-STD	06/26/2019
024228	06/26/2019 TRACTION FREDERICTON (591) 591220913 TS-#5, #6-OIL	310.88 310.88	A/P	OUT-STD	06/26/2019
024230	06/26/2019 UAP INC. 961-476850 TS-#22-U-JOINTS 961-476906 TS-SHOP-HARDWARE 961-476956 TS-#31-COUPPLINGS 961-477060 TS-SHOP-GTITE H END, 1/2 HBX1/4M 961-477199 TS-SHOP-T-SHIRT WIPERS	3,059.24 101.13 13.65 331.50 10.12 26.98	A/P	OUT-STD	06/26/2019

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Number	Issued		Amount	SC	Status	Status Date
	961-477483	TS-SHOP-CHISEL SET	111.54			
	961-477719	TS-#310-BATTERY	40.09			
	961-477825	TS-#13-COUPLINGS, HYDRAULIC HC	102.47			
	961-477998	TS-SHOP-MULTI PURPOSE CLEANER	36.59			
	961-478106	TS-SHOP-GREASE FITTING SET	56.80			
	961-478613	TS-#5-HEATER HOSES	49.45			
	961-478615	TS-#22-HYDRAULIC HOSES, HOSES	53.43			
	961-478741	TS-SHOP-R. CHECK COAT PROTECTANT	112.52			
	981-478749	TS-#1-OIL PAN-ENGINE, OIL PAN GASKET	147.21			
	961-478839	TS-#18-DIESEL EXHAUST FLUID	109.09			
	961-479072	TS-SHOP-GREASE	212.74			
	961-479087	TS-#21,#22-AIR FILTERS	116.89			
	961-479184	TS-#12-CLASS III BALL MNT, TRAILER	55.37			
	961-479185	TS-SHOP-T-SHIRT WIPERS, QUALISIDE	108.30			
	961-479239	TS-#17-WHEEL/TIRES	1,263.37			
024231	06/26/2019	UNIFIRST CANADA LTD.	472.89	A/P	OUT-STD	06/26/2019
	7100170009	CC-BUILDING-FLOOR MATS	157.63			
	7100170727	CC-BUILDING-FLOOR MATS	157.63			
	7100171436	CC-BUILDING-FLOOR MATS	157.63			
024232	06/26/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED	56.52	A/P	OUT-STD	06/26/2019
	206162	CC-CIVIC-TOWN EVENTS	56.52			
024234	06/26/2019	DOW JENNIFER	121.90	A/P	OUT-STD	06/26/2019
	SOIL&MULCH2019	RC-HORT-SOIL AND MULCH	121.90			
		Cheque Totals Issued	726,378.67			
		Void	0.00			
		Total Cheques Generated	726,378.67			
		Total # of Cheques Listed	140			

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Number	Issued	Amount	SC	Status	Status Date
007427	06/11/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE112019** WS-SERIES"BA"-INTEREST	26,250.00 26,250.00	A/P	CLEARED	06/30/2019
007428	06/11/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE112019*** WS-SERIES"BA"-PRINCIPAL	1,050,000.00 1,050,000.00	A/P	CLEARED	06/30/2019
007429	06/02/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE022019** WS-SERIES"BC"-INTEREST	2,381.25 2,381.25	A/P	CLEARED	06/30/2019
007430	06/02/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE022019*** WS-SERIES"BC"-PRINCIPAL	53,000.00 53,000.00	A/P	CLEARED	06/30/2019
007432	06/14/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE142019 WS-SERIES"BI"-INTEREST	796.00 796.00	A/P	CLEARED	06/30/2019
007433	06/14/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE142019* WS-SERIES"BI"-PRINCIPAL	10,000.00 10,000.00	A/P	CLEARED	06/30/2019
007441	06/06/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE062019 WS-SERIES"BO"-INTEREST	380.50 380.50	A/P	CLEARED	06/30/2019
007442	06/06/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE062019* WS-SERIES"BO"-PRINCIPAL	4,000.00 4,000.00	A/P	CLEARED	06/30/2019
007444	06/01/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE012019** WS-SERIES"BQ"-INTEREST	233.50 233.50	A/P	CLEARED	06/30/2019
007445	06/01/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT JUNE012019*** WS-SERIES"BQ"-PRINCIPAL	2,000.00 2,000.00	A/P	CLEARED	06/30/2019
007834	06/05/2019 ALL GAS TANKS 97825 WS-SOURCE-6 PACK MIX OIL, WORL	49.05 49.05	A/P	CLEARED	06/30/2019
007835	06/05/2019 A ONE PUMPING SERVICE LTD. 6490 SCD-DISPOSAL-JET RODDER AND C	639.40 639.40	A/P	CLEARED	06/30/2019
007836	06/05/2019 BARTLETT RANDY MAY20-MAY30/19 WS-SOURCE-PERSONAL VEHICLE U	76.00 76.00	A/P	CLEARED	06/30/2019
007837	06/05/2019 BELL MOBILITY INC. 523889487MAY19UTI WS/SCD-CELL PHONE CHARGES	850.41 850.41	A/P	CLEARED	06/30/2019
007838	06/05/2019 EAST COAST INTERNATIONAL TRUCKS 36263S WS-#20, #103-ANTIFREEZE	133.45 133.45	A/P	CLEARED	06/30/2019
007839	06/05/2019 MEGA-LAB MANUFACTURING CO. LTD. 0000152554 WS-TRANS&DIST-LUBITOL, WIPE OI	315.79 315.79	A/P	CLEARED	06/30/2019
007840	06/05/2019 SCOTIA TECH 14685 WS-TRANS&DIST-TARP	316.25 316.25	A/P	CLEARED	06/30/2019
007841	06/05/2019 SOURCE ONE SUPPLIES 21068 SCD-DISPOSAL-GLOVES, T-SHIRT R 21119 WS-TRANS&DIST-GARBAGE BAGS,	296.59 244.87 51.72	A/P	CLEARED	06/30/2019
007842	06/05/2019 THE PANEL SHOP ITPS002780 SCD-DISPOSAL-DECHLORINATION /	814.20 814.20	A/P	CLEARED	06/30/2019
007846	06/12/2019 JOHNSON LEE LUMBERFORDAM WS-SOURCE-LUMBER FOR DAM RE	248.40 248.40	A/P	CLEARED	06/30/2019
007847	06/12/2019 RESEARCH & PRODUCTIVITY COUNCIL 256115 WS-SOURCE-DRINKING WATER LAE 256123 WS-SOURCE-DRINKING WATER LAE 256770 WS-SOURCE-DRINKING WATER LAE	951.32 277.81 277.81 395.70	A/P	CLEARED	06/30/2019
007848	06/12/2019 SAINT JOHN LABORATORY SERVICES LTD. 499-19 WS-SOURCE-DRINKING WATER LAE	257.97 257.97	A/P	CLEARED	06/30/2019

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Number	Issued	Amount	SC	Status	Status Date
007849	06/12/2019 SOURCE ATLANTIC	1,106.30	A/P	CLEARED	06/30/2019
	3234142 WS-TRANS&DIST-CLOTHING ALLOW	184.00			
	3242406 WS-TRANS&DIST-ROLL UP SIGN ST.	922.30			
007850	06/12/2019 SOUTHWEST CONCRETE & CONS LTD	254.15	A/P	CLEARED	06/30/2019
	IN000006943 WS-TRANS&DIST-LIMESTONE SCRE	60.95			
	IN000006991 WS-TRANS&DIST-1" STONE	193.20			
007851	06/12/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	587.04	A/P	CLEARED	06/30/2019
	29507 WS-SOURCE-DOOR HANGERS	587.04			
007852	06/20/2019 BELL ALIANT	316.85	A/P	CLEARED	06/30/2019
	11386812MAY19 WS-SOURCE-PUMP STATION	136.38			
	19002807MAY19 SCD-DISPOSAL-OLD BAY WASTERV	180.47			
007853	06/20/2019 CINTAS CANADA LIMITED	585.25	A/P	CLEARED	06/30/2019
	5013833105 WS-TRANS&DIST-FIRST AID SUPPLI	327.64			
	9052317326 WS-TRANS&DIST-GLOVES	257.61			
007854	06/20/2019 LEVITT SAFETY LIMITED	1,752.07	A/P	CLEARED	06/30/2019
	1490598-00 SCD-DISPOSAL-CALIBRATION GAS,	1,752.07			
007855	06/20/2019 N. B. ELECTRIC POWER	14,586.32	A/P	CLEARED	06/30/2019
	36869807JUN19 WS-3-119MAXWELLXINING-BUILDIN	905.20			
	50228902JUN19 WS-MAXWELLXING-PUMPS	542.80			
	52557428JUN19 SCD-218OLDBAYRD-WASTEWATER	7,976.68			
	53473043JUN19 WS-SOURCE-CHLORINE RESIDUAL	29.53			
	61224002JUN19 SCD-STS-358A MILLTOWN BLVD LIF	1,365.02			
	61230004JUN19 WS-MAXWELLXING-PUMPS	3,091.02			
	76139807JUN19 SCD-STS-5-4 RIVERSIDE DR LIFT	113.72			
	82291006JUN19 WS-SOURCE-RESERVOIR	362.83			
	84934906JUN19 SCD-STS-6-58A RIVERSIDE DR LIF	140.88			
	84943406JUN19 WS-STS-TODD HILL RESERVOIR	58.64			
007856	06/20/2019 SCOTIA TECH	794.08	A/P	CLEARED	06/30/2019
	14723 WS-TRANS&DIST-OMNI WATER MEI	794.08			
007857	06/20/2019 TOWN OF ST. STEPHEN	3,868.31	A/P	CLEARED	06/30/2019
	3868.31 WS-FUNDTRANSFER-TO INTERIM #:	3,868.31			
007858	06/20/2019 WOLSELEY CANADA INC.	6,631.66	A/P	CLEARED	06/30/2019
	8037391 WS-TRANS&DIST-TRANSFER PUMP	5,628.47			
	8039826 WS-TRANS&DIST-PREM DOS SEGGI	373.75			
	8052931 WS-SOURCE-LPD-CHLOR DECHLOF	320.85			
	8104327 WS-TRANS&DIST-AIRCRAFT CABLE	126.50			
	8104328 WS-TRANS&DIST-HYDRANT WRENC	182.09			
007859	06/20/2019 XPLOARNET	126.49	A/P	CLEARED	06/30/2019
	INV26928549 WS-MAXWELL XING-SATELLITE SEF	126.49			
007860	06/26/2019 BRIGGS PLUMBING INC.	267.87	A/P	OUT-STD	06/26/2019
	118496 WS-PUMP HOUSE-CHANGE BALL V/	224.25			
	116558 WS-TRANS&DIST-ABS 1 1/2" PIPE, A	41.55			
	116559 WS-TRANS&DIST-TEFLON TAPE	2.07			
007861	06/26/2019 GULLISON'S COURIER SERVICE	69.00	A/P	OUT-STD	06/26/2019
	895023 WS-SOURCE-TO RPC	34.50			
	895024 SCD-DISPOSAL-TO EMS	34.50			
007862	06/28/2019 KEITH'S BUILDING SUPPLIES	2,349.54	A/P	OUT-STD	06/26/2019
	185115 WS-TRANS&DIST-SPRAY NOZZLE, F	23.91			

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Number	Issued		Amount	SC	Status	Status Date
	185154	WS-WELL HOUSE-LUMBER, GOOD (434.40			
	185156	WS-WELL HOUSE-GOOD ONE SIDE	492.05			
	185157	WS-WELL HOUSE-INSULATION	344.66			
	185371	WS-SOURCE-RED SHEATHING TAPI	144.76			
	185373	WS-SOURCE-ULTRA POLY CSA	48.29			
	185446	SCD-DISPOSAL-VACUUM TUBING, C	13.77			
	185609	WS-TRANS&DIST-SHOVEL	11.47			
	185776	WS-TRANS&DIST-SCREWS, WIRE R	27.77			
	185933*	WS-SOURCE-LIGHT BAR, CONCRET	271.48			
	185934	WS-SOURCE-COMPOUND MITER SA	252.99			
	186026	WS-MAXWELL CROSSING-PAINT	283.99			
007863	06/26/2019	KENT BUILDING SUPPLIES	265.23	A/P	OUT-STD	06/26/2019
	1563761	WS-SOURCE-WHITE LITHIUM, VARS	132.96			
	1567927	SCD-DISPOSAL-CONN/STRAINRELIE	43.25			
	1580917	WS-TRANS&DIST-RECIP SAW BLADI	89.02			
007864	06/26/2019	N. B. ELECTRIC POWER	4,855.57	A/P	CLEARED	06/30/2019
	53123617JUN19	SCD-STS-DECHLORINATION CHAME	156.66			
	53158875JUN19	SCD-STS-BUDD AVE LIFT STATION	3,753.20			
	54807440JUN19	SCD-158AMILLTOWNBLVD-LIFT STA	30.74			
	56356048JUN19	SCD-STS-18 RIVERSIDE DR LIFT ST,	32.25			
	61204006JUN19	SCD-2-216KINGST-LIFT STATION	374.45			
	61236008JUN19	SCD-STS-BUDD AVE LIFT STATION	508.27			
007865	06/26/2019	PITNEY WORKS	516.36	A/P	OUT-STD	06/26/2019
	JUNE132019UTI	WS/SCD-POSTAGEMETER-REFILL	516.36			
007866	06/26/2019	RESEARCH & PRODUCTIVITY COUNCIL	977.00	A/P	OUT-STD	06/26/2019
	257636	WS-SOURCE-DRINKING WATER LAE	275.47			
	257638	WS-SOURCE-DRINKING WATER LAE	145.91			
	258222	WS-SOURCE-DRINKING WATER LAE	277.81			
	258362	WS-SOURCE-DRINKING WATER LAE	277.81			
007867	06/26/2019	SAINT JOHN LABORATORY SERVICES LTD.	1,526.68	A/P	OUT-STD	06/26/2019
	565-19	SCD-DISPOSAL-TREATMENT PLANT	1,526.68			
007868	06/26/2019	SOURCE ONE SUPPLIES	355.56	A/P	OUT-STD	06/26/2019
	21196	WS-SOURCE-PAPER TOWEL, MR. CI	355.56			
007869	06/26/2019	SOURCE ATLANTIC	402.44	A/P	OUT-STD	06/26/2019
	3254817	WS-TRANS&DIST-CLOTHINGALLOW	183.95			
	3254818	WS-TRANS&DIST-CLOTHINGALLOW	218.49			
007870	06/26/2019	SOUTHWEST CONCRETE & CONS LTD	133.40	A/P	OUT-STD	06/26/2019
	IN000007098	WS-TRANS&DIST-GRAVEL	133.40			
007871	06/26/2019	STEINSVIK CANADA INCORPORATED	453.10	A/P	OUT-STD	06/26/2019
	103934	WS-SOURCE-TECH SUPPORT FOR I	453.10			
007872	06/26/2019	THE PANEL SHOP	759.58	A/P	OUT-STD	06/26/2019
	ITPS002798	SCD-DISPOSAL-DECHLORINATION *	759.58			
007873	06/26/2019	UAP INC.	2,942.79	A/P	OUT-STD	06/26/2019
	961-476970	WS-SOURCE-T-SHIRT WIPERS	26.98			
	961-476972	WS-#20-WIPER BLADES	48.23			
	961-477675	WS-SOURCE-23P SOCKET	59.79			
	961-477678	SCD-#4-BUMPER FACE BAR LAMP	647.76			
	961-477885	WS-#1-U-JOINT	22.43			

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Number	Issued		Amount	SC	Status	Status Date
	961-477991	WS-#1-BALL JOINT, CONTROL ARM	229.79			
	961-478049	WS-#20-MUD FLAPS	69.00			
	961-478364	WS-#102-BRAKE PADS	86.60			
	961-478436	WS-#20-5920 RTV COPPER, RIGHT S	36.69			
	961-479051	WS-#102-BREAKE PADS REAR, BRA	452.16			
	961-479239*	WS-#17-WHEEL/TIRES	1,263.36			
007874	06/26/2019	WOLSELEY CANADA INC.	3,268.62	A/P	OUT-STD	06/26/2019
	8104326	WS-TRANS&DIST-BIONAX PIPE CAP	3,268.62			
		Cheque Totals Issued:	1,203,741.34			
		Void:	0.00			
		Total Cheques Generated:	1,203,741.34			
		Total # of Cheques Listed:	48			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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

thank
you

Thank you very much for choosing me
for the Irving Randall Tud Scholarship.
The money is appreciated and will be
of great use in the fall.

Much appreciated
Deegan Carroll

RESOLUTION NO.: _____

DATE: July 22, 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 July 10, 2019 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JULY 10, 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* – two (2) items

It was MOVED by Councillor Harding and SECONDED by Councillor Hyslop that the above-noted two (2) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) of the New Brunswick *Local Governance Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

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

ABSENT: Deputy Mayor Jason Carr.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Hyslop and SECONDED by Councillor Chisholm that the agenda be approved with one (1) addition: Information Report: TR 12-19 from the Treasurer – Transfer from General Capital Reserve Fund (Fire Department Support Vehicle) be added as (v) under the Finance and Administration Committee. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Southwest New Brunswick Service Commission – Alex Henderson, Planning Director, presented information to Council and advised that currently the Southwest New Brunswick Service Commission (SNBSC) provides local planning and building inspection services to four (4)

municipalities and 19 local service districts, and would look forward to servicing the town should Council be interested. The SNBSC provides the following services:

- Inspection services
- Enforcement services
- General planning and development services
- Major long-term planning services

- (ii) NB Power – Bob Scott, Director, Public Relations, Government Relations and Stakeholder Engagement; Phil Landry, Executive Director, Generation and Engineering; and Lori Clark, Senior Vice-President, Operations were in attendance and advised that NB Power investigated the possibility of extending the Milltown Power Station, however, after an engineering and cost evaluation process, it was determined that extending the life of the generating station was not financially feasible and it should be decommissioned.

Prior to decommissioning, the project will be registered for an Environmental Impact Assessment with the provincial Department of Environment and Local Government.

Following the Environmental Impact Assessment process, NB Power expects the decommissioning activities would start in the fall of 2020 and continue throughout 2021.

The NB Power representatives advised that an “Open House” will be held at the St. Stephen Legion on Thursday, July 11, 2019 from 12 noon to 5:00 p.m. in order to allow citizens to address concerns/questions.

The NB Power representatives further advised that NB Power is committed to work with the community through every phase of the project.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

Corporal Scott MacKenzie, Acting Sergeant in the absence of Sergeant Peter Stubbs, sent his regrets as he was unable to attend the meeting due to his involvement with the ongoing search of a missing woman.

- (ii) Report of the Fire Department – Report: FD 11-19 from the Fire Chief was received and reviewed for informational purposes.

- (iii) Aerial Apparatus Proposal – Request for Decision Report: FD 09-19 from the Fire Chief was received and reviewed, and Council directed the Chief Administrative Officer to dedicate time and resources to identify apparatus specifications and financial considerations with respect to the potential purchase of an aerial apparatus (ladder truck) for the St. Stephen Fire Department, and to bring that information back to a meeting in the near future.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Reappointments – Board of Trustees - Charlotte County Hospital Foundation, Inc. – The three (3) letters from the Secretary, Charlotte County Hospital Foundation Inc. dated May 28, 2019 were received and reviewed, and a motion will be considered retroactively to May 1, 2019 at the next Regular Session of Council on Monday, July 22, 2019.

FINANCE AND ADMINISTRATION – Chaired by Mayor MacEachern in the absence of Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer provided a verbal report and, in particular, noted the following:
 - As a member of the Charlotte County Ground Search and Rescue team, has been involved in the search of a missing woman.
 - Stated that people from other parts of the province who are involved in the search have expressed their gratitude for the kindness received from the community.
 - Stated that the Fire Department, Public Works Department and Garcelon Civic Center staff have been involved with the search in various roles.
- (ii) Report of the Finance Department – Report: TR 09-19 from the Treasurer was received and reviewed for informational purposes.
- (iii) Transfer from General Operating Reserve Fund – Information Report: TR 10-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 22, 2019.

- (iv) Transfer from General Capital Reserve Fund (Self-Contained Breathing Apparatus) – Information Report: TR 11-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 22, 2019.
- (v) Transfer from General Capital Reserve Fund (Fire Department Support Vehicle) – Information Report: TR 12-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 22, 2019.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 01-19 from the Director of Community Services was received and reviewed.

As noted in the Director's report, tennis camp was held July 1 – 5, 2019, and Councillor Hyslop commended Herb and Lynda Duplissea and Reed Haley for their many dedicated years to the camp.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

No items this month.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 09-19 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 6:30 p.m. and returned to open session at 6:55 p.m., at which time it was **MOVED** by Councillor Hyslop and **SECONDED** by Councillor Harding that the meeting adjourn at 6:55 p.m.

Joan Flewelling

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JULY 10, 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*
– two (2) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
 - (i) Southwest New Brunswick Service Commission – Presentation by Alex Henderson, Planning Director, as outlined on the information attached.
 - (ii) NB Power – Discussion with NB Power representatives.
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP
- (ii) Report of the Fire Department – Information Report: FD 11-19 from Fire Chief attached.
- (iii) Aerial Apparatus Proposal – Request for Decision Report: FD 09-19 from Fire Chief attached.
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Reappointments – Board of Trustees - Charlotte County Hospital Foundation, Inc. – Three (3) letters from Secretary, Charlotte County Hospital Foundation Inc. dated May 28, 2018 attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information to follow.
- (ii) Report of the Finance Department – Information Report: TR 09-19 from Treasurer attached.
- (iii) Transfer from General Operating Reserve Fund – Information Report: TR 10-19 from Treasurer attached.
- (iv) Transfer from General Capital Reserve Fund (Self-Contained Breathing Apparatus) – Information Report: TR 11-19 from Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 01-19 from Director of Community Services attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

No items this month.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 09-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

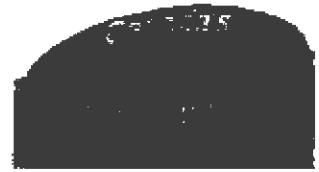
SECONDED BY: _____

STAFF REPORTS

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



**Town of St. Stephen
Information Report to Council
Report: TR 09-19**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, CPA, CMA, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: July 10, 2019
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Accounts Receivable closed to April 30, 2019.
 - Utility bills April-June, 2018-In Progress.

- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to May 31, 2019.
 - Review of procedures for electronic payments-in progress.
 - Review for update of purchasing policy-In progress

- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
 - Bi-weekly 88 employees, Monthly 25 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 121 employees.
 - Review of procedures for new software for payroll direct deposit-in progress.

- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
 - Finalized Month end completed to November 30, 2018.
 - Department Head and Council Statements to April 30, 2019.

2) Meetings:

- A) Committee meeting-June 12, 2019.
- B) Accounting Software Webinar-June 13, 2019.
- C) Accounts Receivable staff meeting-June 18, 2019.
- D) Weekly Garcelon Civic Center management staff meetings.
- E) Weekly Accounting Department staff meetings.
- F) Weekly Senior Management Staff meetings.

3) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Civic Center.
 - 2) Prince William Street Infrastructure Renewal.
 - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 6) Waterfront Revitalization.
 - 7) Waterfront Enhancements (GTF).
 - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
 - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 11) 2019 Capital Plans-16 capital projects.
 - 12) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 13) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to April 30, 2018.

- C) 2018 Audit-In Progress.

- D) 2020 Budget-In Progress.
-See attached 2020 Budget preparation schedule.

- E) Multiple HST remittances-In Progress.

- F) Various insurance issues-In Progress.

- G) Administering the Charles F Todd Trust Fund-In Progress.
- 2019 scholarship letters for graduation-Complete.

- H) Computer server maintenance.

Emergency Expenditure

Per the Purchasing Policy #3A-“Expenditures related to Safety or Emergency expenses that are unbudgeted and require immediate action are to have the Purchase Order signed off for approval by the Mayor, Chief Administrative Officer, Treasurer, and Department Head. Members of Council are to be made aware of these expenditures by the Department Head at the next available meeting of Committee.

Per the Director of Operations the following are a listing of unbudgeted emergency expenses (Including HST) incurred at Maxwell Crossing pumping station for a new de-compressor required for pumping water:

Source Atlantic	Inv#3276547	\$21,901.75
Source Atlantic	Inv#3214476	\$ 1,758.66
Bernie McFarlane Electrical	Inv#30	\$ 1,035.00
Bernie McFarlane Electrical	Inv#31	<u>\$ 346.44</u>
Total		<u>\$25,041.85</u>

**Town of St. Stephen
2020 Budget Preparation Schedule**

Activity	Completion Date
Direction from Council for 2020 Budget objectives	July 10, 2019
CAO and Treasurer discuss allocation of 2020 Budget line responsibilities	July 30, 2019
Initial working spreadsheets to Directors	August 13, 2019
Directors submit proposals	September 3, 2019
Compiling by Treasurer (Draft #1)	September 17, 2019
Initial group review with Directors, CAO and Treasurer	September 24, 2019
Follow up group review with Directors, CAO and Treasurer	October, 2019
Public presentation	November 5, 2019
Amendments from public presentation	November 12, 2019
Presentation to Committee	November 19, 2019
Regular Council Meeting-Approved	November 25, 2019
Submitted to Province	November 30, 2019



Town of St. Stephen
Information Report to Council
Report: PW 09-19



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: July 10, 2019
Subject: July Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 4 new Water Meters.
- b) Read Water Meters.
- c) Repaired 6 Water Meters.
- d) Repaired 1 Water Lateral.
- e) Installed 2 new Gate Valves .

2: Streets:

- a) Started painting Crosswalks.
- b) Made repairs to Middle Lake Dam.
- c) Continued Spring Sweeping
- d) Started work at Civic Center parking lot.
- e) Cold patched pot holes.

3: Waste Water:

- a) Videoed 5 Sewer Laterals.
- b) Repaired 1 Sewer Main.
- c) Installed pump at Lift Station 6.
- d) Videoed 8 Sewer Mains.

Progress Updates

July 4, 2019

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

The water main has been commissioned. Remaining restoration activities consist of guiderail and a small patch of concrete sidewalk.

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

Work is complete with the exception of hydroseeding and minor regrading at 2 driveways.

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

The project is complete with the exception of hydroseeding which is scheduled to occur at the same time as Murchie Avenue in July.

Waterfront Revitalization – Project No. 18-7081

The Contractor is mobilizing to the site this week. Construction is scheduled to commence the week of July 8.

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

The final section of water main has been commissioned. Paving is scheduled to be complete today with hydroseeding scheduled to be complete concurrent with the work on Murchie Avenue.

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

The project is complete and final progress claim has been submitted. Minor deficiencies are being addressed.

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

Town crews are currently working on removals at the site. Sufficient removal work should be done this week to allow the Contractor to access the site next week to begin prep work.

Waterfront Trail Predesign – Project No. 19-9933

The draft report is scheduled to be submitted today.

Riverside Drive WWPS Replacement – Project No. 19-9953

The project is currently in pre-design. Options for site layout, property requirements and station configuration are currently being reviewed with Public Works staff. Tender documents are scheduled to be complete in August or sooner.

Waterfront Enhancements – Project No. 19-9772

Design activities have commenced. Tender documents are scheduled to be complete in August.



**Town of St. Stephen
Information Report to Council
Report: FD 11-19**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, July 10, 2019
Subject: Committee Meeting for July

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	12
	Out of Town Alarms	10
	Total	22

Alarms	# Calls	# FF	# Hours
1. Alarm system activation	4	12	12
2. Ambulance Assist	1	10	10
3. Structure Fire	4	50	88.5
4. Grass / Brush Fire	4	31	37
5. MVA	5	49	49
6. Vehicle Fire	1	14	14
7. Fire Pit Complaint	3	4	4

Total	
SSFD	22
Other FD	73
St Stephen PW	8
St Andrews PW	0
St. George PW	0
Total calls dispatched	103

Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections
3. Fun Day with bouncy castle and water slides at Milltown Elementary School with the Kindergarten students.
4. Training on new SCBA kits.
5. Canada Day Celebrations on waterfront with Bouncy Castle and Water Slides.

2. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Semi-annual volunteer payroll submission.
4. JHSC meeting for policy roll-out with department heads.
5. Coordinating and instructing Driver/Operator training in Blacks Harbour on behalf of the Fundy Firefighters Association and NBCC.
6. Fire pit inspections and social media message to residents related to fire pit policy.
7. Ladder truck research and related meetings.
8. Muscular Dystrophy Truck Pull event coordination for International Festival.
9. Participated in a meet and greet via conference call to Fredericton with other newly appointed members of the Provincial Fire Service Training Advisory Committee.
10. Spoke with children at a visit to the St. Croix Public Library.
11. Vacation scheduling.
12. Meeting with Worksafe NB representative with respect to JHSC development.

3. Equipment

1. The new Self-Contained Breathing Apparatus kits have arrived. Training took place on June 26th.
2. Operational training for the new gear extractor to be conducted on July 5th.
3. Expecting to take delivery of the new $\frac{3}{4}$ ton truck on Monday July 8th. Accessories such as lighting, radios and decaling will be installed over the coming weeks.

4. Personnel

1. Two probationary firefighters (volunteer) have been released due to lack of attendance.
2. Driver/Dispatcher Walter Cooke has submitted a retirement date of July 30, 2019.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

June REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for June By-Law –Enforcement.
We handled 29 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (3)	<i>DPW called to inquire about parking spaces on the Water front, behind the business's</i>	Patrol made and it was determined where to stop up parking and place the no parking lines.
	<i>BIA also called about parking issues in the down town</i>	<i>Spoke with Heather Donahue and she will send out an email to all business owners</i>
	<i>Attended the RCM Police detachment to co-ordinate a search for a dangerous animal</i>	<i>File is still under investigation</i>

<p>Assist General Public (18)</p>	<p>Person called with regards to the keeping of chickens by law</p> <p>Received a call of an unsightly building that was open</p> <p>Gentleman called concerning loud music coming from a neighbor.</p> <p>Gentleman called asking about the proper setbacks for buildings on a property</p> <p>Complaint of a tractor trailer tractor being parked at a residence, and the neighbors a concerned</p> <p>Received a call from a lady inquiring about building permits</p> <p>Lady called about their neighbor having a fire in a pit that was bothering them.</p> <p>During routine patrol found that garbage was piling up between two properties</p> <p>Lady called about loud traffic and squealing tires</p>	<p>Information was passed onto her.</p> <p>Patrol made with building inspector and found the tenant had vacated and left the water running. Owner notified</p> <p>Problem has been rectified</p> <p>Building inspector looked after the matter.</p> <p>Letter was sent to the property owner setting out the by-law.</p> <p>Passed onto the building inspector</p> <p>Patrol made and found that the people have a permit for the pit and that they are only burning proper wood.</p> <p>Patrol made and spoke to the person and he will remove same</p> <p>Informed her that this is a motor vehicle issue</p>
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	<p><i>Lady called inquiring about a tree by law In the Town</i></p> <p><i>Lady called to inquire about the by-law for picking up dog feces on her property and could she put up a sign</i></p> <p><i>Lady called to inquire about a permit for fencing around her pool</i></p> <p><i>Gentleman called about t dangerous animal back at his apartment building</i></p> <p><i>Lady called to inquire about a fencing permit</i></p> <p><i>Business called about parking spaces in front of his business on King Street.</i></p> <p><i>Gentleman was in from Porter St. asking the Town to put in some sort of retaining structure along his property to alleviate erosion.</i></p> <p><i>Received another complaint of a fire pit</i></p>	<p>Informed the lady that the Town does not have a by-law pertaining to trees</p> <p>Informed her as long as it was on her own property and in good taste she could</p> <p>Proper information was passed onto her.</p> <p>This office along with the RCMP, and SPCA as well as animal control attended property but the person would not answer door.</p> <p>Passed onto building inspector</p> <p>Informed him that where he is located he would have to contact Dept. of Transportation</p> <p>Advised him to contact the CAO as well as the head of Streets</p> <p>Myself as well as the fire Chief patrolled the area and found the pit was proper and they have a permit</p>
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	<i>Lady called to complain about her neighbors long grass</i>	Also informed her that the Town does not have a permit pertaining to long grass
Parking (6)	<i>6 Warnings were given for parking</i>	
Dog Complaints (2)	<i>Received calls from pertaining to a dogs insistent parking on Church St.</i>	<i>This was passed onto the animal control officer and the dog was passed onto the animal control.</i>

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town daily and responded to all calls. Some of the calls were on a black lab belonging to a person on drugs, the dog was impounded and later relocated. Received many complaints of a dog barking on Church St., dog was picked up and impounded and later relocated. Received a number of calls on missing cats, received a call of a dog bite on a person on a bicycle by a pit bull. Suspected owner was warned and I will follow up. Received a call of a dog barking on Pleasant St., owner was warned. Attempts were made several times to pick up vicious dog that the owner continues to hide

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2019	2019	2018	2019	2018	2019	2018	2019	2018
JUNE								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	4	\$0.00	\$29,500.00	2	12	\$350,000.00	\$589,700.00
Residential Renos/Additions	15	5	\$55,500.00	\$34,800.00	36	20	\$230,600.00	\$800,000.00
New Com/Indus/Instit.	0	1	\$0.00	\$3,000.00	1	2	\$7,544,000.00	\$6,000.00
Com./Indus./Inst. Renos	0	5	\$0.00	\$1,020,000.00	11	8	\$488,000.00	\$1,205,000.00
Institutional	0	1	\$0.00	\$5,000.00	0	5	\$0.00	\$184,000.00
Demolition	2	1	\$5,000.00	\$10,000.00	2	8	\$5,700.00	\$106,690.50
TOTALS	17	17	\$60,500.00	\$1,102,300.00	52	55	\$8,618,300.00	\$2,891,390.50
	Cur. Mth							
Demolition Permits	2	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	19	N/A						
Electrical waivers issued	6	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	5	N/A						



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



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: Wednesday, July 10th
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. Attended June 4th Future St. Stephen meeting on CAO's behalf so I could meet the members.
- b. Coordinated additional materials for Elm Park playground after minor complaint.
- c. Held weekly Community Services meetings each Tuesday including Horticulturist Jenn.
- d. GCC Ice was removed June 11 and back in on June 30, two user groups (SSHS & SS Minor Hockey) chose not to include their logos under the ice. Invoices were sent to all previous sponsors they did not want to pay even with the 50% discounted rate for non-profits.
- e. Requests have gone out to all user groups of fall and winter ice times at the GCC, this is to help us schedule ice time during the second half of the year and New Year.
- f. Picnic Benches – The current practice of giving picnic benches to members of the public for personal events has stopped as they were being lost or damaged. Benches will only be used for Town Events in the future.
- g. Downtown St. Stephen students have been working with Community Services staff since June 24 painting the kiosk, weeding and litter picking during good weather and helping GCC staff during rainy days.
- h. Met contractor to repair Milltown Bandstand, steps have been added in preparation for Summer Concert Series. Sadly the rest of the bandstand is not up to code and needs addressing before the first concert on July 11.
- i. Coordinated the repair of sinkholes at Milltown ball diamond assisted with Public Works, great work in getting these filled quickly. This area will need monitoring on annual basis.
- j. Assisted Events Coordinator with sponsorship package development for Ice Dogs event on Aug 23rd. User agreement development for all future renters are also in development.

2. Forthcoming events:

- a. Town Tennis Camp – July 1 – 5 at Milltown Tennis Courts.
- b. Summer Concert Series begins July 4
- c. NB Day Fun Run – August 5th coordination of event

- d. Additional meetings with Tanya Herrington to determine use of Town Facilities and Green Spaces.
- e. Website Redevelopment Meeting – July 3rd

3. Meetings & Other Activities:

- a. Met with other Directors and staff at Public Works and Fire Depts.
- b. Acquired vehicle from Public Works dept. for use by GCC staff, this has been very useful as staff were using own vehicles for work purposes – potential insurance issue.
- c. Tour of SSHS with Tanya Herrington (RSC), Adam Harris and Pat Zwicker with SSHS with purpose of taking an inventory of fields with usage and potential work needed.
- d. Attended NBCC on behalf of the Town to present the winner of the 2019 Garcelon Award.
- e. Attended BGCCC Golf Fundraiser on behalf of the Town – very positive event and great networking opportunity.
- f. Attended the finale of the 3 Country Ride that ended in St. Stephen on June 10, great event and cause and fantastic promotion of St. Stephen.
- g. Met representatives from Minor Softball to discuss field maintenance and long term plans. Also held introductory meetings with Shark Attack Swim Club, Charlotte United Soccer Club and Southern Ice Dogs Hockey Group.
- h. Introduction to Allan Gillmor with GCC Charitable Fund, first meeting since May 2018 held June 25 with the objective of increasing communication and identifying potential areas for their funding.
- i. Met Mike Bronson from Pro-Shop in regards the addition of an ATM to GCC, this has been worked on in past with CAO and will likely go to tendering if it is determined we need one.
- j. Met with Herb & Lynda Deplissea and Reed Haley from the Tennis Camp, they are running the camp on behalf of the town and this year they have 15 registrants.

Administration & Accounting

1. Monthly Projects

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Various Staff Training.
- d. Processed the Revenue reports for the finance department.
- e. Deposits, banking, and reconciled shifts.

2. Statistics:

- a. Approximately 1521 membership check-ins were recorded for the month.
- b. Approximately 111 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 41 punch cards sold throughout the month.

Operations and Maintenance

- 1. Ongoing preventative maintenance in building.

2. Coordination ongoing for refit project with possible tenders contractors
3. Ice went in as scheduled, although during the process we had one power failure that set us back a day, with lots of hard work from the Staff we were able to stay on schedule and have the ice ready as scheduled.
4. Regular building up keep on the go. (Crack filling, painting etc.)
5. Hockey school in building mid-July
6. Attended FRPA meeting June 14th.
7. 4 on 4 Ice dogs hockey tournament June 8th went well!
8. Work on Zamboni is ongoing, having intermittent issues.
9. Working on light solution in the Aquatics area, Lights that were installed when built were not of superior quality and now cannot find replacement parts.
10. Started reviewing for 2020 budget.

Events

3. Past Month's Events:

- a. 3 Country Ride End Celebration – June 10th.
- b. June 8th at GCC – 4x4 hockey tournament, karate tournament (upper level), Drag Queen Bingo (GCC bar open). Both canteens were open for lunch, lower canteen open all day.
- c. Tomato/Tomato album release – sponsored by Loyal Tides Music Collective – GCC bar open.
- d. 2019 Grand March – June 18th.
- e. BGCCC summer camp at the GCC began June 24th and runs through August 30th.
- f. Grand opening of the St. Stephen Information Kiosk July 1st. Mayor MacEachern and M.P. Ludwig present for ribbon cutting.
- g. Canada Day celebrations well attended – photographs posted on Town FB page throughout the day.
- h. SSMS Grade 8 graduation dance held at GCC.

4. Future Events:

- a. 35th Annual Chocolate Festival - August 4th – 8th.
- b. 46th Annual International Festival (with Calais, ME) -August 7th – 11th (parade August 10th, fireworks August 11th). Brochure to be finalized first week of July.
- c. Muscular Dystrophy Fire Truck Pull – August 11th at 2pm (Budd Ave).
- d. Bonfire Music Festival – August 15th – 18th.
- e. Shop Local Festival – August 23rd 10am – game time.
- f. Saint John Sea Dogs vs. Halifax Mooseheads Pre-Season Exhibition Game August 23rd. Sponsorship opportunities going well – 3 of 5 spots (Platinum, Gold, Silver) claimed by Dillon, Tidal Health and Arauco.
- g. International Lumberjack Championships – August 31st – September 1st
- h. Charlotte County Fall Fair - September 14th – 15th.
- i. All Breed Championship Dog Show – September 14th – 15th.
- j. Doors Open St. Stephen – September 28th.
- k. St. Stephen Christmas Parade scheduled for Friday, December 6th at 6pm.
- l. Storytime with Mrs. Claus December 7th 10am then Santa's Arrival Saturday, December 7th at 11:30-1:30.

5. **Other Activities:**

- d. Training of the Hospitality and Events Assistant ongoing.
- e. Worked with new Director of Community Services.
- f. Oversee postings on Town website and FB pages.
- g. In-house Catering continues with great reviews – Mike has been doing very well with planning menus.
- h. International Festival – attended 3 meetings. Events list finalized.

Respectfully submitted,
Kev Sumner - Director of Community Services

RESOLUTION NO.: _____

DATE: June 22, 2019

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. W-4 - A BY-LAW TO RESCIND BOTH BY-LAW NO. W-1.1, A BY-LAW TO AMEND BY-LAW NO. W-1, A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES AND BY-LAW NO. W-2.1, A BY-LAW TO AMEND BY-LAW NO. W-2, A BY-LAW RELATED TO WATER AND SEWER SYSTEMS” – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT By-Law No. W-4 – A By-Law to Rescind both By-Law No. W-1.1, A By-Law to Amend By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges, and By-Law No. W-2.1, A By-Law to Amend By-Law No. W-2, A By-Law Related to Water and Sewer Systems” – be given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

THAT the Royal Canadian Mounted Police June 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**

**POLICE REPORT
June 2019**

Council / Mayor's Report:

This report for the Town of St. Stephen RCMP covers the period of **June 1, 2019 to June 30th, 2019 inclusive**. During this time period, the RCMP responded to **368** calls for service within the Municipality of St. Stephen.

TRAFFIC

Check stops.....	9
Drivers Licence Suspensions – By Police	1
Fail to Stop or Remain at Accident Scene – Provincial/Territorial.....	3
Motor Vehicle Act – Other Activities	4
Other Moving/Non-Moving Traffic Violations – Provincial/Territorial	8
Off-Road Vehicle Act – Offences Only.....	1
Traffic Collision – Property Damage – Non-Reportable	6
Traffic Collision – Property Damage – Reportable	2
Traffic Tickets	22
Traffic Warnings.....	0

PROVINCIAL STATUTES:

False/Abandoned 911.....	5
Family Relations Act – Other Activities.....	1
Intoxicated Persons Detention Act	3
Mental Health Act	6
Municipal Bylaws – Other	1
Other Provincial/Territorial Statutes – Other Activities.....	5
Youth Criminal Justice Act – Offences Only.....	1

CRIMINAL CODE:

Assault.....	1
Assault with Weapon or Causing Bodily Harm	2
Breach of Peace	2
Breach of Prohibition Order.....	1
Break and Enter – Residence	3
Counterfeit money: buy/possess/import	5
Disturbing the peace/Causing a disturbance	6
Fail to comply probation order/undertaking	2
Failure to comply with condition of undertaking/recognizance.....	3
Flight from peace officer	1
Fraud	4
Mischief – Damage to, or Obstruct enjoyment of property.....	4
Operation while impaired (alcohol)/over 80mg% of Motor Vehicle.....	2
Other theft under \$5000.....	5
Possession of property obtained by crime less than \$5000.....	1
Taking Motor Vehicle/Vessel without consent of owner.....	1
Theft from mail under \$5000	1
Theft, forgery, misuse of credit card.....	1
Use/traffick/possess a forged document	2
Utter/export counterfeit money	2
Uttering threats against a person	3

OTHER FEDERAL STATUTES:

Trafficking – Schedule I: (Crystal Meth)	1
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OTHER INVESTIGATIONS:

Animal Calls.....	5
Assistance to Canadian Federal Dept/Agency	1
Assistance to Canadian Police (non-RCMP).....	3
Assistance to Canadian Provincial/Territorial Agency	11
Assistance to General Public	24
Assistance to Non-Government Canadian Agency	1
False Alarms.....	10
Information File	3
Items Lost/Found – except Passports	2
Offender Management	5
Person Reported Missing.....	3
Police Certificates/Letters	131
Suspicious Person/Vehicle/Property	11
Unfounded	27

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

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM GENERAL OPERATING RESERVE FUND

THAT the amount of \$20,000.00 (twenty thousand dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND (SELF-CONTAINED BREATHING APPARATUS)

THAT the amount of \$191,010.15 (one hundred and ninety-one thousand, ten dollars and fifteen cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of self-contained breathing apparatus equipment for the St. Stephen Fire Department.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND (2019 ¾ TON 4 WHEEL DRIVE HD 8' LONG BOX TRUCK)

THAT the amount of \$51,759.75 (fifty-one thousand, seven hundred and fifty-nine dollars and seventy-five cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a 2019 ¾ ton 4 wheel drive HD 8' long box truck for the St. Stephen Fire Department.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

REAPPOINTMENTS - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

THAT Steven Backman, Samantha Kinney, and Fred Peddie be reappointed to the Board of Trustees of the Charlotte County Hospital Foundation Inc. for a three (3) year term retroactive to May 1, 2019 and expiring April 30, 2022.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

APPROVAL OF EVENT – RALLY IN THE ST. CROIX VALLEY

THAT the Council of the Town of St. Stephen grants permission to Rally in the St. Croix Valley to hold its 8th Annual Motorcycle Rally from Friday, August 2 to Sunday, August 4, 2019, and acknowledges receipt of its Certificates of Insurance.

AND THAT permission is granted for the following:

- placement of an off-site sign at the corner of Queen Street West and King Street (on the property located at 130 King Street), so placed as to not obstruct traffic, and the sign permit fee shall be waived with the completion of an application;
- vendor licenses for the weekend shall be waived with a full list of vendors submitted to the town; and,
- hold an outdoor music concert in the parking lot of the St. Stephen Legion on Saturday, August 3rd from 4:00 p.m. to 9:00 p.m.

RESOLUTION NO.: _____

DATE: July 22, 2019

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.