

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JANUARY 27, 2020 @ 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 – December 16, 2019

8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to November 30, 2019
 - (b) Paid Bills

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – January 15, 2020

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

14. NEW BUSINESS

- (a) Rescinding of Jaws of Life Policy
- (b) Community Grants Fund
- (c) Local Planning Services – Southwest New Brunswick Service Commission
- (d) Purchasing Policy No. 3A – Purchase Order Requirements
- (e) Awarding of Tender: Solid Waste and Recycling Collection and Disposal Services – Tender # TOSS19-10
- (f) Coastal Link Trail – Upgrades
- (g) Purchase and Sale – PID # 1305705 (120 Milltown Boulevard)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on December 16, 2019 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 16, 2019 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

195/19 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no reading of 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

196/19 **THAT** the Minutes of the Regular Council meeting held on November 25, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 197/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2019 be received.
CARRIED

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Wheaton

- 198/19 **THAT** the paid bills in the amount of \$1,239,828.35 (one million, two hundred and thirty-nine thousand, eight hundred and twenty-eight dollars and thirty-five cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 199/19 **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 Councillor Harding
Seconded by Councillor Parker

- 200/19 **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 December 4, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

201/19 **THAT** the following staff reports for the month of November 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services.
CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.14 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

202/19 **THAT** By-law No. A-7.14 – A By-law to Amend By-law No. A-7, "A By-law to Impose a Special Business Improvement Levy" – be given Third and Final Reading – Short Title Only. **CARRIED**

14. NEW BUSINESS

UNSIGHTLY PREMISES – 10 GREEN STREET

Moved by Councillor Parker
Seconded by Councillor Harding

203/19 **THAT** the Council of the Town of St. Stephen declares 10 Green Street (PID # 01309905), St. Stephen, NB, to be unsightly as outlined in the Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises" and directs the Chief Administrative Officer/Development Officer to cause the said premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner. **CARRIED**

TRANSFER TO GENERAL OPERATING RESERVE FUND

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

204/19 **THAT** the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

TRANSFER FROM GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 205/19 THAT the amount of \$418.57 (four hundred and eighteen dollars and fifty-seven cents) be transferred from the General Operating Reserve Fund to the General Operating Fund. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 206/19 THAT the amount of \$14,251.41 (fourteen thousand, two hundred and fifty-one dollars and forty-one cents) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO GENERAL CAPITAL RESERVE FUND

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 207/19 THAT the amount of \$145,500 (one hundred and forty-five thousand, five hundred dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 208/19 THAT the amount of \$40,000 (forty thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

TRANSFER FROM GENERAL OPERATING RESERVE FUND

Moved by Councillor Hyslop

Seconded by Councillor Parker

- 209/19 THAT the amount of \$3,580.00 (three thousand, five hundred and eighty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund. **CARRIED**

TRANSFER FROM GENERAL OPERATING RESERVE FUND

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 210/19 THAT the amount of \$3,685.00 (three thousand, six hundred and eighty-five dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund. **CARRIED**

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND (TOWN HALL
RELOCATION TO GARCELON CIVIC CENTER – DESIGN AND
CONSTRUCTION)**

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

- 211/19 **THAT** the amount of \$245,000 (two hundred and forty-five thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Town Hall Relocation to Garcelon Civic Center – Design and Construction. **CARRIED**

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND (WATERFRONT
REVITALIZATION PROJECT)**

Moved by Councillor Parker
Seconded by Councillor Hyslop

- 212/19 **THAT** the amount of \$279,000 (two hundred and seventy-nine thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization Project. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND (NEW
PUMP MOTOR AT MAXWELL CROSSING)**

Moved by Councillor Wheaton
Seconded by Councillor Chisholm

- 213/19 **THAT** the amount of \$15,000 (fifteen thousand) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for the purchase of a new pump motor at Maxwell Crossing. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND
(WORK ON WELL HOUSING)**

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

- 214/19 **THAT** the amount of \$4,066.80 (four thousand, sixty-six dollars and eighty cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for work on well housing. **CARRIED**

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND (DE-
CHLORINATION BUILDING REPAIRS)**

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

- 215/19 **THAT** the amount of \$7,473.03 (seven thousand, four hundred and seventy-three dollars and three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for de-chlorination building repairs. **CARRIED**

**AWARDING OF TENDER: FINANCIAL AUDIT AND PROFESSIONAL SERVICES
– TENDER # TOSS19-07**

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 216/19 **THAT** of the two (2) tenders received, the low tender from Teed Saunders Doyle of Saint John, NB for a total of \$88,500 (eighty-eight thousand, five hundred dollars), plus HST, over the five (5) year term, commencing with the Audit for the year ending December 31, 2019 be accepted. **CARRIED**

INFORMATION TECHNOLOGY (I.T.) SERVICES

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 217/19 **THAT** the Council of the Town of St. Stephen approves the acceptance of the offer of services provided by BrunNet Inc. of Fredericton, NB and authorizes the Mayor and Town Clerk to execute retroactively to December 5, 2019, the “Agreement to Perform Managed IT Support Services to Town of St. Stephen”.

AND THAT the Council also approves the offer of services provided by BrunNet Inc. for Email migration and authorizes the Mayor and Town Clerk to execute same.

AND FURTHER THAT the Chief Administrative Officer ensure that the required funds for the Email migration are identified in the 2020 municipal budget and project initiation as soon as practical following budget adoption. **CARRIED**

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL
SERVICES – INFRASTRUCTURE RENEWAL (WEST STREET)**

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 218/19 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the renewal of selected infrastructure (water and sanitary sewer) and minor drainage improvements on a 280 meter section of West Street (Schoodic Street to Milltown Boulevard), in the amount of \$92,750.00 (ninety-two thousand, seven hundred and fifty dollars), plus HST. **CARRIED**

**STANDING OFFER OF SUPPORT – OPERATION OF A JUNIOR “A” HOCKEY
TEAM**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 219/19 **THAT** the Council of the Town of St. Stephen approves the “Standing Offer of Support for the Operation of a Junior “A” Hockey Team”, and authorizes the Mayor and Town Clerk to sign in the form presented. **CARRIED**

MUNICIPAL GENERAL AND LIABILITY INSURANCE TENDER - # TOSS19-08

Moved by Councillor Hyslop

Seconded by Councillor Parker

- 220/19** THAT of the three (3) tenders received, one (1) being rejected for non-compliance, and two (2) being considered, the low tender from Frank Cowan Company Limited of Princeton, Ontario for \$106,938 (one hundred and six thousand, nine hundred and thirty-eight dollars) be accepted for one (1) year effective December 31, 2019, and authorizes renewal of the coverage on a year to year basis for up to four (4) additional years, or negotiate with another provider or re-tender, based on management's evaluation of service and reasonableness of renewal price increases. **CARRIED**

2020 GENERAL OPERATING FUND BUDGET

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 221/19** THAT the sum of \$9,400,123 (nine million, four hundred thousand, one hundred and twenty-three dollars) be the total operating budget of the local government, that the sum of \$5,402,445 (five million, four hundred and two thousand, four hundred and forty-five dollars) be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.5800 (one dollar and fifty-eight cents).

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

2020 WATER AND SEWERAGE OPERATING FUND BUDGET

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 222/19** THAT pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the St. Stephen utility for the ensuing year would consist of total revenues of \$2,364,643 (two million, three hundred and sixty-four thousand, six hundred and forty-three dollars), and total expenditures of \$2,364,643 (two million, three hundred and sixty-four thousand, six hundred and forty-three dollars). **CARRIED**

SCHEDULE "A" – BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

- 223/19** THAT the revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective January 1, 2020. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended the staff Christmas party.
- Attended the Christmas parade.
- Attended the opening of John Williamson's, MLA, office.
- Attended the dedication of a new Habitat for Humanity home at 32 Boundary Street on behalf of Mayor MacEachern.
- Attended all Town meetings.

Councillor Hyslop

- Attended Black Friday at the Garcelon Civic Center.
- Attended a public forum with Dialogue NB at the Garcelon Civic Center.
- Attended the opening of John Williamson's, MLA, office.
- Attended Elf Jr. the Musical at St. Stephen High School.
- Attended the Christmas parade.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the staff Christmas party.
- Attended the Farmers' Market.
- Attended the dedication of a new Habitat for Humanity home at 32 Boundary Street.
- Attended a Coffee House at the St. Croix Vineyard.

Councillor Parker

- Attended the Farmers' Market.
- Attended the opening of John Williamson's, MLA, office.
- Attended the Christmas parade.
- Attended the staff Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer
- Attended all Town meetings.
- Wished everyone Happy Holidays.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended "Make Your Own Christmas Decorations" event at the Garcelon Civic Center.
- Attended a public forum with Dialogue NB at the Garcelon Civic Center.
- Attended Black Friday at the Garcelon Civic Center.

- Attended "Journey to Bethlehem".
- Attended the staff Christmas party.
- Attended and participated in the Christmas parade.
- Participated at "Santa's Arrival".
- Congratulated the new group of volunteers who looked after "Santa's Helpers" this year after the Lions Club retired from the event after hosting for 48 years.
- Attended the annual Christmas Quad Service dinner.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended the Christmas party at Lonicera Hall.
- Attended "The Cantata" at Kirk McColl church.
- Looking forward to planning events for St. Stephen's 150th anniversary in 2021.

Councillor Harding

- Stated the Christmas lights around town look great.
- Attended the Farmers' Market.
- Attended the staff Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended the opening of John Williamson's, MLA, office.
- Thanked staff for their work on the budgets.
- Wished everyone Merry Christmas and Happy New Year.

Councillor Chisholm

- Attended the Farmers' Market.
- Attended the opening of John Williamson's, MLA, office.
- Attended the Christmas parade.
- Attended the staff Christmas party.
- Attended the Chamber of Commerce Christmas Business Networking Mixer.
- Attended all Town meetings.
- Stated that the many Christmas events have been great and well-organized.
- Wished everyone Merry Christmas and Happy New Year.

Mayor MacEachern

- Attended the Christmas parade.
- Participated in this year's new Santa's Helpers and commended all the volunteers for a great job.
- Attended the Milltown Bandstand Christmas lighting event.
- Attended a public forum with Dialogue NB at the Garcelon Civic Center.
- Attended the opening of John Williamson's, MLA, office.
- Attended the Chamber of Commerce Christmas Business Networking Mixer

- Apologized for missing the staff Christmas party due to a work emergency.
- Thanked staff for their work on the budgets.
- Wished everyone Merry Christmas and Happy New Year

16. QUESTION PERIOD

There were no questions from the public.

17 ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

224/19 THAT the meeting adjourn at 7:52 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 16, 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 – November 25, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to October 31, 2019
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from Canadian Heritage, Director General Citizen Participation, dated July 22, 2019.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – December 4, 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. A-7.14 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Third and Final Reading – Short Title Only
14. NEW BUSINESS
 - (a) Unsightly Premises – 10 Green Street
 - (b) Transfer to General Operating Reserve Fund
 - (c) Transfer from General Operating Reserve Fund
 - (d) Transfer to General Capital Reserve Fund
 - (e) Transfer to General Capital Reserve Fund
 - (f) Transfer to Water and Sewerage Capital Reserve Fund
 - (g) Transfer from General Operating Reserve Fund
 - (h) Transfer from General Operating Reserve Fund
 - (i) Transfer from General Capital Reserve Fund (Town Hall Relocation to Garcelon Civic Center – Design and Construction)
 - (j) Transfer from General Capital Reserve Fund (Waterfront Revitalization Project)
 - (k) Transfer from Water and Sewerage Capital Reserve Fund (New Pump Motor at Maxwell Crossing)
 - (l) Transfer from Water and Sewerage Capital Reserve Fund (Work on Well Housing)
 - (m) Transfer from Water and Sewerage Capital Reserve Fund (De-Chlorination Building Repairs)
 - (n) Awarding of Tender: Financial Audit and Professional Services – Tender # TOSS19-07
 - (o) Information Technology (I.T.) Services
 - (p) Dillon Consulting Limited – Agreement for Professional Services – Infrastructure Renewal (West Street)
 - (q) Standing Offer of Support – Operation of a Junior “A” Hockey Team
 - (r) Municipal General and Liability Insurance Tender - # TOSS19-08
 - (s) 2020 General Operating Fund Budget
 - (t) 2020 Water and Sewerage Operating Fund Budget
 - (u) Schedule “A” – By-Law No. W-1, “A By-Law Respecting Water and Sewer Rates and Charges”
15. REPORTS OF MAYOR AND COUNCILLORS
16. QUESTION PERIOD
17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: January 27, 2020

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 November 30, 2019 be received.

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

	Actual To Date For the Eleven Months Ending November 30, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Taxes	4,904,331	5,350,179	\$445,848	92%
Services Provided to Other Governments	156,750	222,218	65,468	71%
Sale of Services	506,789	561,000	54,211	90%
Other Revenue From Own Sources	247,463	207,656	(39,807)	119%
Unconditional Grants	1,503,706	1,595,353	91,647	94%
Conditional Transfers	11,489	4,200	(7,289)	274%
Other Transfers	1,157,793	1,307,994	150,201	89%
Total Revenue	8,488,321	9,248,600	760,279	92%
Expenditure				
General Government Services	953,964	1,060,813	106,849	90%
Protective Services	1,831,885	2,295,612	463,727	80%
Transportation Services	1,774,929	2,096,199	321,270	85%
Environmental Health Services	219,696	230,625	10,929	95%
Environmental Development Services	285,611	322,448	36,837	89%
Recreational and Cultural Services	1,704,753	2,023,621	318,868	84%
Fiscal Services	823,106	1,211,282	388,176	68%
Other	(2,332)	8,000	10,332	-29%
Total Expenditures	7,591,612	9,248,600	1,656,988	82%
Surplus (Deficit)	\$896,709	\$0		

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

	Actual To Date For the Eleven Months Ending November 30, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,602,460	\$2,034,570	\$432,110	79%
Other Revenue From Own Source	188,098	208,302	20,204	90%
Other Transfers	82,061	89,521	7,460	92%
Total Revenue	1,872,619	2,332,393	459,774	80%
Expenditures				
Water Supply	975,307	1,070,324	95,017	91%
Sewerage Collection and Disposal	605,812	716,897	111,085	85%
Fiscal Services	505,757	545,172	39,415	93%
Total Expenditures	2,086,876	2,332,393	245,517	89%
Surplus (Deficit)	(\$214,257)	\$0		

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$3,112,870.36 (three million, one hundred twelve thousand, eight hundred and seventy dollars and thirty-six cents) be received.

Town of St. Stephen
BNK1 - General Bank Account
Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

CHEQUE REGISTER

Printed: 1:11:49PM 01/22/2020

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Number	Issued	Amount	SC	Status	Status Date
022871	12/02/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI DECEMBER022019 GG-SERIES"BC"-INTEREST	1,387.75 1,387.75	A/P	OUT-STD	12/02/2019
022882	12/07/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI DECEMBER072019 GG-SERIES"BP"-INTEREST	53,879.75 53,879.75	A/P	OUT-STD	12/07/2019
022883	12/07/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI DECEMBER072019* GG-SERIES"BP"-PRINICIPAL	155,000.00 155,000.00	A/P	OUT-STD	12/07/2019
022886	12/01/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI DECEMBER012019 GG-SERIES"BQ"-INTEREST	859.00 859.00	A/P	OUT-STD	12/01/2019
022888	12/12/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI DECEMBER122019 GG-SERIES"BR"-INTEREST	2,238.75 2,238.75	A/P	OUT-STD	12/12/2019
022889	12/12/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI DECEMBER122019* GG-SERIES"BR"-PRINCIPAL	18,000.00 18,000.00	A/P	OUT-STD	12/12/2019
025062	12/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000030826 GG-TOWNHALL-LEASE-DECEMBER/	5,417.62 5,417.62	A/P	OUT-STD	12/01/2019
025066	12/03/2019 PAYROLL TRANSFER WEEK47&482019 GG-TRANSFER-NOV 22 AND 27 PAY	33,367.00 33,367.00	A/P	OUT-STD	12/03/2019
025067	12/03/2019 ACCT #903240047015 NOVEMBER2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	12/03/2019
025068	12/03/2019 ACCT 8025-280 NOVEMBER2019 LOCAL 770 UNION DUES - NOVEMBI	1,297.62 1,297.62	A/P	OUT-STD	12/03/2019
025069	12/03/2019 BELL MOBILITY INC. 523889487NOV19CC* CC-ADMIN-CELL PHONE CHARGES 523889487NOV19GG GG/PS/TS/RC-CELL PHONE CHARGE	1,321.17 131.94 1,189.23	A/P	OUT-STD	12/03/2019
025070	12/03/2019 BORDER INVESTIGATIONS & SECURITY INC. 15327 PS-BYLAW-NOV 18 - 29/19 FEE	966.00 966.00	A/P	OUT-STD	12/03/2019
025071	12/03/2019 BRIGGS PLUMBING INC. 116230 TS-ST5-COPPER PIPE 116231 TS-SHOP-6" WELL CAP	185.61 98.67 86.94	A/P	OUT-STD	12/03/2019
025072	12/03/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002 NOVEMBER2019 GG-MUNCIPALPLAN-NOVEMBER/19	26,267.26 26,267.26	A/P	OUT-STD	12/03/2019
025073	12/03/2019 CNH CAPITAL IN93309 TS-#16-TRANSMISSION OIL OCTOBERINTEREST19 TS-ST5-OCTOBER INTEREST 2019	670.26 665.16 5.10	A/P	OUT-STD	12/03/2019
025074	12/03/2019 COCA COLA CANADA BOTTLING LIIMITED 15330202299 CC-CANTEEN-COCA COLA PRODUC	637.24 637.24	A/P	OUT-STD	12/03/2019
025075	12/03/2019 DEMPSEY'S PLUMBING & HEATING 3836 CC-CHANGING ROOM-FIXED FLUSH	633.10 633.10	A/P	OUT-STD	12/03/2019
025076	12/03/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVI 19-146 PS-BUILDINGINSPECTION-NOV 17 -	2,484.00 2,484.00	A/P	OUT-STD	12/03/2019
025077	12/03/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 219899 TS-ST5-DIESEL	1,821.66 1,821.66	A/P	OUT-STD	12/03/2019
025078	12/03/2019 JEFF RENAUD NOVEMBER2019 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	12/03/2019
025079	12/03/2019 KONICA MINOLTA BUSINESS SOLUTIONS 262448587 CC-PHOTO-COPIER-MAINTENANCE-I	64.48 64.48	A/P	OUT-STD	12/03/2019
025080	12/03/2019 LIBERTY UTILITIES	1,858.72	A/P	OUT-STD	12/03/2019

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Number	Issued	Amount	SC	Status	Status Date
	2019112201008-1016227-0 0	1,858.72			
025081	12/03/2019 MINISTER OF FINANCE WEEK492019 EMPLOYEE DEDUCTIONS - DEC 01	209.30 209.30	A/P	OUT-STD	12/03/2019
025082	12/03/2019 PAPA'S NUTS 18-2019 CC-CANTEEN-PEANUTS	96.00 96.00	A/P	OUT-STD	12/03/2019
025083	12/03/2019 RECEIVER GENERAL NOVEMBER2019 EMPLOYEE DEDUCTIONS - NOVEME	1,492.38 1,492.38	A/P	OUT-STD	12/03/2019
025084	12/03/2019 SHANNON MICHAEL NOVEMBER282019 PS-ANIMALCONTROL-MONTHLY FEI	1,913.60 1,913.60	A/P	OUT-STD	12/03/2019
025085	12/03/2019 SOUTHERN SANITATION LTD. 182297 TS/RC-SHOP/PARKS-GARBAGE COL	542.69 542.69	A/P	OUT-STD	12/03/2019
025086	12/03/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16658 CC-POOL-INSTALLED CABLE AND C	1,351.60 1,351.60	A/P	OUT-STD	12/03/2019
025087	12/03/2019 ST. STEPHEN UTILITY DEPT. NOVEMBER2019 EMPLOYEE DEDUCTIONS-NOVEMBI	40.00 40.00	A/P	OUT-STD	12/03/2019
025088	12/03/2019 YELLOW PAGES GROUP 19-7605691 GG-TOWNHALL-911 LISTING, YP ME	40.60 40.60	A/P	OUT-STD	12/03/2019
025089	12/11/2019 A.E. HORNE & SON LTD. 00586059-01 CC-BROKERAGEFEE-VANGUARD ID	62.64 62.64	A/P	OUT-STD	12/11/2019
025090	12/11/2019 AIR LIQUIDE CANADA INC. 70743195 TS-SHOP-ARGON	116.08 116.08	A/P	OUT-STD	12/11/2019
025091	12/11/2019 BELL ALIANT 11368891NOV19 GG-TOWNHALL-LANDLINES 11378668NOV19 PS/TS-199UNIONST-LANDLINE PHOI 11395944NOV19 PS-FIRE-LANDLINE PHONES 15772965NOV19 RC-REC/POOL-LANDLINE PHONES 46435731NOV19 RC-PARKS-CHOCOLATE PARK CAME 47424130NOV19 CC-ADMIN-LANDLINE PHONES	3,702.13 1,402.23 383.26 868.57 230.94 111.45 725.64	A/P	OUT-STD	12/11/2019
025092	12/11/2019 CALDWELL LESLIE NOVEMBER20&21/19 TS-ST5-TAKING DOWN BAD TREES	1,560.00 1,560.00	A/P	OUT-STD	12/11/2019
025093	12/11/2019 CARQUEST 14838-116120 TS-#12-REMAN STARTER 14838-116201 PS-#200-BATTERY CABLE, PLUG IN 14838-116708 TS-#5-HOSE, COUPLING/ADAPTERS	727.67 256.73 354.13 116.81	A/P	OUT-STD	12/11/2019
025094	12/11/2019 CHRISTIAN ANDERSEN CHRISTMASDINNER2019 CC-CHRISTMASDINNER-SETUP, SEI	75.00 75.00	A/P	OUT-STD	12/11/2019
025095	12/11/2019 CNH CAPITAL IN93271 TS-#16-HYDRAULIC OIL, FILTERS	1,530.03 1,530.03	A/P	OUT-STD	12/11/2019
025096	12/11/2019 DANA LEON-DRISCOLL CHRISTMASPARADE PS-FIRE-CHRISTMAS PARADE TRE	217.95 217.95	A/P	OUT-STD	12/11/2019
025097	12/11/2019 DOW JENNIFER GARDENTUBS RC-HORT-GARDEN TUBS	136.50 136.50	A/P	OUT-STD	12/11/2019
025096	12/11/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 227344 TS-ST5-GAS	5,293.69 5,293.69	A/P	OUT-STD	12/11/2019
025099	12/11/2019 L.E.WHITTAKER CO., LTD. 41917 PS-FIRE-WHITE NYLON ZIP SEALS	46.69 46.69	A/P	OUT-STD	12/11/2019
025100	12/11/2019 MICHELLE VEST	721.51	A/P	OUT-STD	12/11/2019

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	CHRISTMASSUPPLIES	GG-CIVIC-CHRISTMAS PARTY SUPP			
	SUPPLYRUN	CC-CANTEEN-SUPPLIES			
025101	12/11/2019 MILLTOWN MACHINE & FABRICATION LTD.	1,361.88	A/P	OUT-STD	12/11/2019
	20825	RC-PARKS-ELM STREET NATURE P,			
	21009	TS-#29-STAINLESS ANGLE IRON, PL			
025102	12/11/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/11/2019
	WEEK502019	EMPLOYEE DEDUCTIONS-WEEK 08-			
025103	12/11/2019 PARTS FOR TRUCKS INC.	445.56	A/P	OUT-STD	12/11/2019
	34304758-00	TS-#12-BLADE GUIDE, EZ-FLOW HD			
025104	12/11/2019 PAYROLL TRANSFER	85,109.00	A/P	OUT-STD	12/11/2019
	WEEK492019	GG-TRANSFER-NOV 22 - DEC 05/19			
025105	12/11/2019 PETTY CASH	124.00	A/P	OUT-STD	12/11/2019
	NOVEMBER052019	PS-BYLAW-REGISTERED LETTER			
	NOVEMBER082019	GG-TOWNHALL-DISH DETERGENT			
	NOVEMBER122019	PS-BUILDINGINSPECTOR-REGISTEI			
	NOVEMBER132019	PS-BUILDINGINSPECTOR-REGISTEI			
	NOVEMBER192019	GG-TOWNCLERKOFFICE-REGISTER			
	NOVEMBER262019	GG-CIVICRELATIONS-DOWN TOWN			
	OCTOBER242019*	GG-TREASER-LASER POINTER			
025106	12/11/2019 PITNEY WORKS	536.34	A/P	OUT-STD	12/11/2019
	NOVEMBER132019	GG/PS/CC-POSTAGE METER REFILL			
	NOVEMBER132019CC	CC-POSTAGE METER REFILL			
025107	12/11/2019 PIZZA DELIGHT	177.01	A/P	OUT-STD	12/11/2019
	573804	PS-FIRE-TRAINING MEAL			
025108	12/11/2019 RECEIVER GENERAL FOR CANADA	49,360.16	A/P	OUT-STD	12/11/2019
	WEEK492019	GG-REMITTANCE-NOV 22 - DEC 05/1			
025109	12/11/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	275.43	A/P	OUT-STD	12/11/2019
	218538	TS-SHOP-SNOW REMOVAL NOTICE			
	218789	TS-ST-SNOW REMOVAL NOTICE 2I			
	218949	GG-TREASURY-FINANCIAL AND PR			
025110	12/11/2019 ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	12/11/2019
	2973	GG-CIVIC-2019 CHRISTMAS BUSINE			
025112	12/11/2019 STATIONERY PLUS	534.23	A/P	OUT-STD	12/11/2019
	56959	CC-MCA-METAL BADGE, NAME BAD			
	57188	TS-SHOP-INKJET CARTRIDGES, COI			
	57198	GG-TOWNHALL-PAPER, MARKER, B			
	57210	GG-TOWNHALL-FILE FOLDERS			
	57219	GG-TOWNHALL-NOTEBOOK			
	57240	GG-TOWNHALL-BINDERS, INDEX DI			
	57407	GG-TOWNHALL-STAPLES, PENS, M			
	57414	GG-TOWNHALL-#10 ENVELOPES			
	57588	GG-TOWNHALL-#10 ENVELOPES			
	57613	GG-TOWNHALL-PENS			
	57631	CC-ADMIN-WEEKLY/MONTHLY PLAN			
	57792	GG-TOWNHALL-PAPER			
	57969	CC-OFFICE-FLASH DRIVES			
	58058	GG-TOWNHALL-FILE FOLDERS, TAF			
025113	12/11/2019 THERESA DAVIAU	50.00	A/P	OUT-STD	12/11/2019

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	CHRISTMASDINNER CC-CHRISTMASDINNER-SERVING A	50.00			
025114	12/11/2019 TIM HORTONS	63.66	A/P	OUT-STD	12/11/2019
	NOVEMBER292019 PS-FIRE-COFFEE AND DONUTS	63.66			
025115	12/11/2019 TOSS SOLUTIONS	1,077.34	A/P	OUT-STD	12/11/2019
	2501 GG-TOWNHALL-OFFICE RELOCATIC	1,077.34			
025116	12/11/2019 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	12/11/2019
	19-7839107 GG-TOWNHALL-911 LISTING-DEC/19	10.47			
025117	12/11/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	1,434.98	A/P	OUT-STD	12/11/2019
	342416 CC-BUILDING-NATURAL GAS	1,434.98			
025118	12/11/2019 PCS SALES (CANADA) LTD.	3,855.09	A/P	OUT-STD	12/11/2019
	5970707 TS-STS-ROAD SALT	1,929.13			
	5970708 TS-STS-ROAD SALT	1,925.96			
025119	12/19/2019 ALL GAS TANKS	311.65	A/P	OUT-STD	12/19/2019
	100863 TS-SHOP-OXYGEN BOTTLE	66.70			
	100879 TS-SHOP-ACETYLENE BOTTLE	226.55			
	100882 TS-SHOP-ADAPTOR	18.40			
025120	12/19/2019 AQUAM	1,049.19	A/P	OUT-STD	12/19/2019
	303835 CC-POOL-AQUAM AQUA FITNESS G	1,049.19			
025121	12/19/2019 BAYVIEW TRUCKS AND EQUIPMENT LTD.	195.91	A/P	OUT-STD	12/19/2019
	02P43351 RC-#309,#1-LAWN MOWER RELAYS	195.91			
025122	12/19/2019 BELL ALIANT	510.48	A/P	OUT-STD	12/19/2019
	06336721NOV19 TS-AIRPORT-LANDLINE PHONE	158.70			
	47780283NOV19 CC-ADMIN-LANDLINE PHONES	351.78			
025123	12/19/2019 BLAKNEY'S TRUCKING INC.	1,310.74	A/P	OUT-STD	12/19/2019
	698 TS-STS-ROAD SALT DELIVERY	1,310.74			
025124	12/19/2019 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	12/19/2019
	15337 PS-BYLAW-DEC 02 - 13/19 FEE	966.00			
025125	12/19/2019 BRIGGS PLUMBING INC.	389.56	A/P	OUT-STD	12/19/2019
	1570915 CC-KITCHEN-BACKFLOW LEAKING F	389.56			
025126	12/19/2019 BROWN'S PAVING LIMITED	1,718.72	A/P	OUT-STD	12/19/2019
	16507 TS-STS-COLD PATCH	1,718.72			
025127	12/19/2019 CANADA BREAD COMPANY LIMITED	53.18	A/P	OUT-STD	12/19/2019
	132514906231 CC-CANTEEN-HOT DOG BUNS	26.59			
	133214906333 CC-CANTEEN-HOT DOG BUNS	26.59			
025128	12/19/2019 CNH CAPITAL	102.82	A/P	OUT-STD	12/19/2019
	IN93337 TS-#16-SWITCH	159.23			
	IN93345 TS-#16-SEAL	-56.41			
025129	12/19/2019 COCA COLA CANADA BOTTLING LIIMITED	1,211.02	A/P	OUT-STD	12/19/2019
	15330202333 CC-CANTEEN-COCA COLA PRODUC	745.42			
	15330202360 CC-CANTEEN-COCA COLA SUPPLIE	465.60			
025130	12/19/2019 DAVIS FUELS	3,166.86	A/P	OUT-STD	12/19/2019
	22137 TS/PS-199UNIONST-HEATING FUEL	1,353.64			
	22372 PS/TS-199UNIONST-HEATING FUEL	957.01			
	22427 TS/PS-199UNIONSTREET-HEATING I	856.21			
025131	12/19/2019 DISHER HOMES LTD.	644.00	A/P	OUT-STD	12/19/2019
	11282019-05 TS-STS-BUCKET TRUCK RENTAL FC	644.00			
025132	12/19/2019 EAGLE XPRESS COURIER SERVICE	425.50	A/P	OUT-STD	12/19/2019
	528144 TS-#11-TO RICHWIL	34.50			

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	528166	TS-#11-TO MARITIME CASE			
	528189	TS-#11-TO MARITIME CASE			
	528190	TS-#12-TO PARTS FOR TRUCKS			
	528217*	TS-#16-TO MARITIME CASE			
	528229	TS-SHOP-TO BAYVIEW TRUCKS			
	528236	TS-SHOP-TO MARITIME CASE			
	528242	TS-#18, #6-TO LSW			
	528243	TS-SHOP-TO RICHWELL			
	528405	TS-#11-TO MARITIME CASE			
025133	12/19/2019 FERO WASTE & RECYCLING INC. 0001729551	GG-TOWN-ZONE II GARBAGE COLLI	3,777.12	A/P	OUT-STD 12/19/2019
025134	12/19/2019 FUNDY BUILDING INSPECTION & DRAFTING SERV 19-151	PS-BUILDINGINSPECTOR-DEC 01-14	2,484.00	A/P	OUT-STD 12/19/2019
025135	12/19/2019 JOHNSON LEE NBSOCIETYCET2020	PS-DIRECTOROFOPS-N.B. SOCIETY	292.50	A/P	OUT-STD 12/19/2019
025136	12/19/2019 KEM CANADA MFG 128695	TS-SHOP-UNDERCOATING & RUST I	267.48	A/P	OUT-STD 12/19/2019
025138	12/19/2019 KENT BUILDING SUPPLIES 10083332	TS-SHOP-ENTRY DOOR KNOBS	2,860.81	A/P	OUT-STD 12/19/2019
	1668907	TS-SHOP-HEX LAG BOLTS	-48.12		
	1870098	RC-HORT-PADLOCK, BOLTS	35.93		
	1670722	RC-PARKS-MAKITA TOOL KIT	76.97		
	1671287	TS-SHOP-PLYWOOD	1,124.38		
	1671547	RC-PARKS-WOOD SCREWS, HINGE	37.34		
	1873824	TS-SHOP-OSB 15/32"X4X8	28.24		
	1673872*	PS-FIRE-WATER	16.07		
	1874278	TS-SHOP-BI-ME HOLE SAW	23.21		
	1676246	TS-STREET LIGHTS-ANCHORING EF	42.67		
	1676538	TS-#29-HEX BOLTS, HEX NUTS, WAS	158.24		
	1677315	TS-SHOP-SURVEY STAKES	31.36		
	1677381	CC-ARENA-SLIPNUTS&WASHERS, V	45.98		
	1677557	PS-FIRE-NEW OFFICE SCREWS, PR	11.64		
	1677735	PS-FIRE-NEW OFFICE LUMBER, STL	11.52		
	1677810	GG-EVENTS-LIGHT & SOUND SYSTE	139.40		
	1877987	PS-FIRE-NEW OFFICE HAND SAW, C	40.25		
	1678113	GG-EVENTS-SANTA PARADE LIGHT	288.57		
	1678116	GG-EVENTS-SANTA PARADE FLOAT	18.81		
	1679023	PS-FIRE-NEW OFFICE DUST CONTR	22.99		
	1679284	PS-FIRE-NEW OFFICE WINDOW, EN	58.22		
	1879339	PS-FIRE-NEW OFFICE WINDOW ANC	343.51		
	1679563	PS-FIRE-BI-METAL MEDIUM METAL,	59.34		
	1679721	TS-SHOP-CARBIDE THICK METAL, C	59.87		
	1680108	PS-FIRE-NEW OFFICE SHELF, PROS	159.78		
	1680361	PS-FIRE-NEW OFFICE CLAMP, STOF	54.60		
025139	12/19/2019 LSW WEAR PARTS LTD. 52132	TS-#6,#18-PLOW BLADES	20.04	A/P	OUT-STD 12/19/2019
025140	12/19/2019 MCINNES COOPER 2019028728	GG-LEGAL-LAND ISSUE	874.00	A/P	OUT-STD 12/19/2019
	2019029508	GG-LEGAL-GENERAL	13,716.92		
			3,370.58		
			3,631.15		

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	2019029570	GG-LEGAL-SALE OF LAND			
	2019029573	GG-LEGAL-BY-LAW			
	2019029586	GG-LEGAL-LAND PURCHASE			
025141	12/19/2019 MICMAC FIRE & SAFETY SOURCE LTD.	4,048.00	A/P	OUT-STD	12/19/2019
	NS-00872006	PS-FIRE-G-FORCE NOZZLES			
	NS-00872297	PS-FIRE-CLASS A FOAM, GLOVES, \			
025142	12/19/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/19/2019
	WEEK512019	EMPLOYEE DEDUCTIONS-DEC 15-2			
025143	12/19/2019 N. B. ELECTRIC POWER	2,407.61	A/P	OUT-STD	12/19/2019
	18169205DEC19	RC-POOL-MILL LANE			
	19051703DEC19	TS-AIRPORT-ELECTRICITY			
	19051801DEC19	TS-AIRPORT-ELECTRICITY			
	55160607DEC19	RC-COTTONMILL-LIGHTS			
	71315207DEC19	PS-RCMP-ELECTRICITY			
	72924306DEC19	RC-PARKS-BANDSTAND			
	82122207DEC19	RC-PARKS-BASKETBALL COURT			
	84960501DEC19	RC-PARKS-RIVERSIDE DR LIGHTS			
025144	12/19/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	12/19/2019
	452255	PM-RCMP-FLOOR MATS			
025145	12/19/2019 OK TIRE & AUTO SERVICE	230.00	A/P	OUT-STD	12/19/2019
	IN052175	TS-#201-BALANCE BEADS			
025146	12/19/2019 ORKIN CANADA CORPORATION	244.96	A/P	OUT-STD	12/19/2019
	IN-9734153	CC-BUILDING-PEST CONTROL			
	IN-9752159	PS-FIRE-PEST CONTROL			
025147	12/19/2019 ORR ELECTRIC & ALARM LTD.	241.50	A/P	OUT-STD	12/19/2019
	4041	TS-STTS-TRAFFIC SIGNAL REPAIR			
025148	12/19/2019 PCS SALES (CANADA) LTD.	3,867.11	A/P	OUT-STD	12/19/2019
	5976937	TS-STTS-ROAD SALT			
	5977459	TS-STTS-ROAD SALT			
025149	12/19/2019 PIZZA DELIGHT	304.48	A/P	OUT-STD	12/19/2019
	BUDGETMEETING	GG-CIVIC-PIZZA FOR TOWN DEPAR			
025150	12/19/2019 PRO-TECH SANITATION LTD.	1,020.73	A/P	OUT-STD	12/19/2019
	281223	CC-POOL-VACUUM AND BAGS			
025151	12/19/2019 SEAN MORTON	177.00	A/P	OUT-STD	12/19/2019
	OVERPAYMENT	EMPLOYEE DEDUCTIONS-OVERPAY			
025152	12/19/2019 SERVICE NEW BRUNSWICK	41.00	A/P	OUT-STD	12/19/2019
	XV89242019	PS-FIRE-2012 KAWASAKI OFF ROAD			
025153	12/19/2019 SOURCE ATLANTIC	282.03	A/P	OUT-STD	12/19/2019
	3433620	TS-STTS-CLOTHING ALLOWANCE			
	FINANCECHARGES	TS-STTS-JUNE, JULY INTEREST CHAI			
025154	12/19/2019 SOUTHERN SANITATION LTD.	9,646.46	A/P	OUT-STD	12/19/2019
	182461	CC-BUILDING-GARBAGE COLLECTIO			
	182521	PM-AIRPORT-GARBAGE COLLECTIO			
	182529	GG-TOWN-RECYCLING OVERRUN F			
	182530	GG-TOWN-ZONE 1 GARBAGE COLLI			
	182531	GG-TOWN-ZONE III GARBAGE COLL			
025155	12/19/2019 SOUTHWEST ELECTRIC & SECURITY INC.	57.50	A/P	OUT-STD	12/19/2019
	16702	CC-ARENA-CAMERA RELOCATION			

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025156	12/19/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS& 208120-208470 GG-TOWN-REGIONAL LANDFILL COI	7,514.56 7,514.56	A/P	OUT-STD	12/19/2019
025157	12/19/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 29096 RC-PARKS-SPRING AND SUMMER F	3,610.36 3,610.36	A/P	OUT-STD	12/19/2019
025159	12/19/2019 STATIONERY PLUS	1,604.74	A/P	OUT-STD	12/19/2019
	58288 PS-FIRE-LASER TONER, PAPER	211.36			
	58290 GG-TOWNHALL-DAILY PLANNER	9.19			
	58401 GG-TOWNHALL-LASER TONER	206.99			
	58417 GG-TOWNHALL-PEN, BINDERS	6.93			
	58418 PS-FIRE-FIGURING PAD, PEN, PLAN	34.01			
	58455 GG-TOWNHALL-K-CUPS, PENS, ENV	65.96			
	58477 CC-ADMIN-PAPER, LASER TONER, [437.94			
	58592* CC-ADMIN-MEMO BOOKS	-5.14			
	58593 CC-OFFICE-STENO BOOKS, COMPO	10.30			
	58644 CC-OFFICE-PEN, MEMO BOOK, POS	7.74			
	58868 GG-TOWN HALL-LASER TONERS, BI	233.18			
	59294 GG-TOWNHALL-PEN, PLANNER	6.77			
	59601 GG-TOWNHALL-DRUM UNIT	241.49			
	59608 GG-TOWNHALL-COFFEE K-CUPS, M	99.51			
	59642 GG-TOWNHALL-STAPLER, STAPLES	38.51			
025160	12/19/2019 TRACTION FREDERICTON (591)	22.94	A/P	OUT-STD	12/19/2019
	591226407 TS-SHOP-T-SHIRT RAGS	22.94			
025163	12/19/2019 UAP INC.	1,458.33	A/P	OUT-STD	12/19/2019
	961-489862 TS-SHOP-SOCKET	36.90			
	961-489868 TS-SHOP-PLUGS, CAPS	33.58			
	961-490054 TS-#12-U-JOINTS	95.39			
	961-490059 TS-#12-AIR FILTER, OIL FILTER	12.32			
	961-490060 TS-#12-U-JOINTS	-9.44			
	961-490211 RC-#308-OIL FILTER, AIR FILTER	17.77			
	961-490212 RC-#308-5W-20 CONVENTIONAL OIL	80.52			
	961-490213 TS-#308-REAR BRADE PADS	30.42			
	961-490216 TS-#308-BRAKE PAD SET	65.27			
	961-490221 TS-#308-DISC BRAKE HARDWARE	17.33			
	961-490322 TS-#308-BRAKE PAD SET	-65.27			
	961-490487 TS-SHOP-STAINLESS BRUSH	4.42			
	961-490543 TS-#16-HYD FITTING	7.13			
	961-490716 TS-SHOP-STAINLESS WIRE	41.76			
	961-490796 TS-#16-HYDRAULIC HOSES, HOSE	34.98			
	961-490819 TS-SHOP-CRIMPED BRUSH, CONTA	14.10			
	961-491164 TS-SHOP-TIRE VALVES, EXTENSION	126.40			
	961-491165 TS-SHOP-10 PC JUMBO WRENCH SI	189.69			
	961-491257 PS-#201-OIL FILTER	60.29			
	961-491307 TS-SHOP-TIRE BEAD SEALER	27.12			
	961-491320 TS-#6-FUEL FILTER	7.89			
	961-491411 TS-#23-IDLER PULLEY, DRIVEALIGN	322.13			
	961-491452 TS-#22-HYD FITTING, COUPLING, HC	34.33			
	961-491515 PS-#200-MOTOR OIL	193.71			
	961-491570 TS-SHOP-WIRE BRUSH SET	23.92			
	961-491577 TS-#23-HOSE, COUPLINGS	45.33			

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 000001. dated between 12-01-2019 and 12-31-2019

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Number	Issued	Amount	SC	Status	Status Date
	961-491611 TS-SHOP-RAZOR BLADES	10.34			
025164	12/19/2019 UNIFIRST CANADA LTD.	233.04	A/P	OUT-STD	12/19/2019
	7100189467 CC-BUILDING-FLOOR MATS	130.91			
	7100190247 CC-BUILDING-FLOOR MATS	102.13			
025165	12/19/2019 VALLEY EQUIPMENT LTD	899.58	A/P	OUT-STD	12/19/2019
	IX99609 PS-#202-BELT, FILTERS	103.45			
	IX99661 TS-#6-POWER STEERING LINES	639.41			
	IX99808 PS-#202-FILTER ELEMENT	156.72			
025166	12/19/2019 WURTH CANADA LIMITED	788.00	A/P	OUT-STD	12/19/2019
	23727449 TS-SHOP-THUNDER BIT DRILL INDE	292.05			
	23745762 TS-SHOP-TIGHT ACCESS TWEEZER	495.95			
025167	12/19/2019 YELLOW PAGES GROUP	83.03	A/P	OUT-STD	12/19/2019
	19-7861552 GG-TOWNHALL-911 LISTING & MEDI	83.03			
025168	12/19/2019 TOWN OF ST. STEPHEN	10,000.00	A/P	OUT-STD	12/19/2019
	10000.002019 GG-FUNDTRANSFER-TRANSFER TC	10,000.00			
025169	12/19/2019 TOWN OF ST. STEPHEN	14,251.41	A/P	OUT-STD	12/19/2019
	14251.41 GG-TRANSFER-TRANSFER TO GENI	14,251.41			
025170	12/19/2019 TOWN OF ST. STEPHEN	145,500.00	A/P	OUT-STD	12/19/2019
	145500.00 GG-TRANSFER-FROM GENERAL CA	145,500.00			
025171	12/19/2019 TOWN OF ST. STEPHEN	343,315.96	A/P	OUT-STD	12/19/2019
	343315.96 GG-TRANSFER-TO GENERAL CAPIT	343,315.96			
025172	12/19/2019 PAYROLL TRANSFER	75,747.00	A/P	OUT-STD	12/19/2019
	WEEK512019 GG-TRANSFER-DEC 06 - 19/19	75,747.00			
025173	12/19/2019 RECEIVER GENERAL FOR CANADA	28,946.79	A/P	OUT-STD	12/19/2019
	WEEK512019 GG-REMITTANCE-DEC 06 -19/19	28,946.79			
025174	12/27/2019 ANTHONY HATT	91.20	A/P	OUT-STD	12/27/2019
	TUNICFITTING PS-FIRE-TUNIC FITTING	91.20			
025175	12/27/2019 BELL MOBILITY INC.	1,070.67	A/P	OUT-STD	12/27/2019
	523889487DEC19CC CC-ADMIN-OPS MANAGER, ADMIN/A	129.70			
	523889487DEC19GG GG/PS/TS/RC-CELL PHONE CHARGI	940.97			
025176	12/27/2019 CNH CAPITAL	431.59	A/P	OUT-STD	12/27/2019
	IN93466 TS-#16-ELECTRICIAL CABLE	40.15			
	IN93519 TS-#11-HYDRAULIC OIL	391.44			
025177	12/27/2019 CUMMINS CANADA ULC	48.82	A/P	OUT-STD	12/27/2019
	AV-5635 TS-#16-THREADED PLUGS	41.53			
	AV-5670 TS-#6-PIPE PLUG	7.29			
025178	12/27/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	3,131.20	A/P	OUT-STD	12/27/2019
	617611 TS-ST5-DIESEL	3,130.43			
	NOVINTEREST2019 TS-ST5-NOVEMBER INTEREST 2019	0.77			
025179	12/27/2019 MICHELLE VEST	451.84	A/P	OUT-STD	12/27/2019
	451.84 CC-CANTEEN-SUPPLIES	451.84			
025180	12/27/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	12/27/2019
	WEEK522019 EMPLOYEE DEDUCTIONS - DEC 22 -	209.30			
025182	12/27/2019 N. B. ELECTRIC POWER	39,458.84	A/P	OUT-STD	12/27/2019
	10126106DEC19 TS-XINGLIGHTS-KING STREET	26.86			
	17935200DEC19 TS-KING/UNIONST-TRAFFIC LIGHT	49.29			
	18988703DEC19 TS/PS-199UNIONST-ELECTRICITY	1,655.87			
	19055406DEC19 RC-ARENA-ELECTRICITY	444.52			

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Town of St. Stephen
BNK1 - General Bank Account
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Number	Issued		Amount	SC	Status	Status Date
	216000030308DEC19	TS-ST5-AEA LIGHTS	12,146.97			
	50660140DEC19	RC-PARKS-ROTARY CHANGING RO	28.86			
	54187672DEC19	TS-KING/QUEENST-TRAFFIC LIGHTS	55.79			
	54253127DEC19	CC-BUILDING-ELECTRICITY	23,467.12			
	54653258DEC19	TS-KING/SUPERSTORE-TRAFFIC LI	89.67			
	55917471DEC19	TS-ST5-WATERFRONT LIGHTS	70.02			
	57955782DEC19	RC-PARKS-BANDSTAND IN CHOCOL	28.72			
	57955808DEC19	GG-120MILLTOWNBLVD-ELECTRICIT	119.29			
	65053030DEC19	RC-PARKS-MILLTOWN BOAT LAUNC	5.26			
	73006038DEC19	RC-LIBRARY-ELECTRICITY	1,168.40			
	83278804DEC19	TS-ST5-PARKS SHED	104.20			
025183	12/27/2019	FRANK COWAN COMPANY LIMITED	106,938.00	A/P	OUT-STD	12/27/2019
	1829	GG-INSURANCE-DECEMBER 31/19-[106,938.00			
		Cheque Totals Issued:	1,318,527.60			
		Void:	0.00			
		Total Cheques Generated:	1,318,527.60			
		Total # of Cheques Listed:	119			

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

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Number	Issued	Amount	SC	Status	Status Date
007431	12/02/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER022019* WS-SERIES"BC"-INTEREST	1,228.50 1,228.50	A/P	CLEARED	12/31/2019
007434	12/14/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER142019 WS-SERIES"BI"-INTEREST	673.50 673.50	A/P	CLEARED	12/31/2019
007443	12/08/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER062019 WS-SERIES"BO"-INTEREST	347.50 347.50	A/P	CLEARED	12/31/2019
007446	12/01/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 DECEMBER012019* WS-SERIES"BQ"-INTEREST	220.00 220.00	A/P	CLEARED	12/31/2019
008177	12/03/2019 BELL MOBILITY INC. 523889487NOV19UTI WS/SCD-CELL PHONE CHARGES	2,542.93 2,542.93	A/P	CLEARED	12/31/2019
008179	12/03/2019 BRIGGS PLUMBING INC. 116226 SCD-DISPOSAL-ABS 1/1/2" Y, TEST I 116228 WS-TRANS&DIST-BRASS BUSHING 116234 WS-TRANS&DIST-BRASS NIPPLES, I 116235 WS-TRANS&DIST-PLASTIC TEE, CRI 116236 WS-TRANS&DIST-BOILER DRAIN, TE 116237 WS-TRANS&DIST-ADAPTERS, LINEF 116283 WS-MAXWELL XING-DECOMPRESSC 116382 WS-MAXWELL XING-REPIPE MERCL 116442 WS-MAXWELL XING-DECOMPRESSC 118443 WS-PUMPHOUSE-BALL VALVE, BRA 116444 WS-TRANS&DIST-ABS PIPES, ABS C 116447 WS-MAXWELL XING-DECOMPRESSC 118832 SCD-DISPOSAL-POWER SNAKE USA 116937 WS-TRANS&TRANS-BALL VALVE, AI 549931 WS-TRANS&DIST-TEFLON TAPE	2,119.56 8.90 8.63 64.87 36.65 22.41 116.89 831.93 273.19 81.02 35.04 26.02 33.60 414.00 144.67 21.74	A/P	CLEARED	12/31/2019
008180	12/03/2019 N. B. SOUTHERN RAILWAY COMPANY LIMITED 79892 WS-ST5-UNDERGROUND PIPE MP 2	115.00 115.00	A/P	CLEARED	12/31/2019
008181	12/03/2019 RESEARCH & PRODUCTIVITY COUNCIL 273446 WS-SOURCE-DRINKING WATER LAE 273455 WS-SOURCE-DRINKING WATER LAE 273842 WS-SOURCE-DRINKING WATER LAE	1,132.24 437.72 416.71 277.81	A/P	CLEARED	12/31/2019
008182	12/11/2019 BELL ALIANT 11366812NOV19 WS-SOURCE-PUMP STATION 19002807NOV19 SCD-DISPOSAL-OLD BAY WASTERM	318.85 136.38 180.47	A/P	CLEARED	12/31/2019
008183	12/11/2019 N. B. ELECTRIC POWER 53473043DEC19 WS-SOURCE-CHLORINE RESIDUAL 61230004DEC19 WS-MAXWELLCROSSING-PUMPS 82291006DEC19 WS-SOURCE-RESERVOIR	3,729.64 61.97 3,473.30 194.37	A/P	CLEARED	12/31/2019
008184	12/11/2019 PETTY CASH NOVEMBER122019* WS-NBHIGHWAYCORP-CERTIFIED C	35.00 35.00	A/P	CLEARED	12/31/2019
008185	12/11/2019 PITNEY WORKS NOVEMBER132019UTI WS/SCD-POSTAGE METER REFILL	1,544.36 1,544.36	A/P	CLEARED	12/31/2019
008186	12/11/2019 RICHWIL TRUCK CENTRE LTD. 131887 WS-#20-FUEL GUAGE 131929 WS-#20-FILTERS 131990 WS-#20-CONTROL MODULE CORE	1,369.24 286.07 194.43 888.74	A/P	CLEARED	12/31/2019

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Town of St. Stephen
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Number	Issued	Amount	SC	Status	Status Date
008188	12/11/2019 STATIONERY PLUS	627.30	A/P	CLEARED	12/31/2019
	57198* WS/SCD-TOWNHALL-PAPER, MARKI	149.37			
	57210* WS/SCD-TOWNHALL-FILE FOLDERS	11.85			
	57219* WS/SCD-TOWNHALL-NOTEBOOK	2.92			
	57240* WS/SCD-TOWNHALL-BINDERS, INDI	10.44			
	57407* WS/SCD-TOWNHALL-STAPLES, PEN	7.59			
	57414* WS/SCD-TOWNHALL-#10 ENVELOPE	13.80			
	57466 WS- SOURCE- POST IT NOTES, RUB	70.13			
	57525 WS/SCD-TOWNHALL-#9 ENVELOPE	80.48			
	57588* WS/SCD-TOWNHALL-#10 WINDOW E	13.80			
	57813* WS/SCD-TOWNHALL-PENS	1.83			
	57833 WS-SOURCE- LABELS	55.87			
	57692 WS/SCD-TOWNHALL-#9 ENVELOPE	40.24			
	57792* WS/SCD-TOWNHALL-PAPER	9.89			
	57825 WS/SCD-TOWNHALL-#9 WINDOW E	80.48			
	58058* WS/SCD-TOWNHALL-FILE FOLDERS	51.03			
	58201 SCD-DISPOSAL-WEEKLY PLANNER	27.58			
008189	12/19/2019 ATLANTIC PURIFICATION SYSTEMS LTD.	134.67	A/P	CLEARED	12/31/2019
	205991 SCD-DISPOSAL-STORAGE PH ELEC	134.67			
008190	12/19/2019 BLAKNEY'S TRUCKING INC.	578.06	A/P	OUT-STD	12/19/2019
	703 WS-STS-COLD PATCH DELIVERY	578.06			
008191	12/19/2019 BRENNTAG CANADA INC.	3,011.07	A/P	CLEARED	12/31/2019
	46113266 SCD-DISPOSAL-EMPTY CYLINDER F	-3,680.00			
	46122524 WS-SOURCE-CHLORINE	6,691.07			
008192	12/19/2019 BRIGGS PLUMBING INC.	740.53	A/P	OUT-STD	12/19/2019
	1570868 WS-TRANS&DIST-PIPE REPAIR	740.53			
008193	12/19/2019 BROWN'S PAVING LIMITED	4,000.00	A/P	CLEARED	12/31/2019
	18507* WS-TRANS&DIST-COLD PATCH	4,000.00			
008194	12/19/2019 COX ELECTRONICS & COMMUNICATIONS	341.46	A/P	CLEARED	12/31/2019
	1-033476 WS-SOURCE-CAT5 CAQBLES CAT5	341.46			
008195	12/19/2019 DUFOUR PROPERTY SERVICES LTD.	8,240.79	A/P	OUT-STD	12/19/2019
	814 SCD-DISPOSAL-MATERIALS AND LA	8,240.79			
008196	12/19/2019 EAGLE XPRESS COURIER SERVICE	345.00	A/P	CLEARED	12/31/2019
	528108 SCDE-DISPOSAL-TO EDDY GROUP	46.00			
	528120 WS-#103-TO MARITIME CASE	28.75			
	528121 WS-#20-TO RICHWELL	34.50			
	528123 WS-SOURCE-TO RESEARCH & PRO	34.50			
	528143 WS-#20-TO MARITIME CASE	34.50			
	528155 WS-SOURCE-TO RPC	34.50			
	528173 WS-#20-TO RICHWIL	34.50			
	528193 WS-SOURCE-TO RESEACH AND PRI	34.50			
	528216 WS-#20-TO RICHWELL	28.75			
	628238 WS-SOURCE-TO RESEARCH AND PI	34.50			
008197	12/19/2019 KEITH'S BUILDING SUPPLIES	605.99	A/P	OUT-STD	12/19/2019
	190975 WS-SOURCE-LUMBER	25.19			
	190981 WS-TRANS&DIST-PAINT EDGER, TR	52.23			
	191117 WS-SOURCE-SPRUCE	73.37			
	191291 WS-#20-25' PRO GLO EXT. CORD	51.69			
	191343 WS-TRANS&DIST-CLOTHING ALLOW	287.50			

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Town of St. Stephen
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Number	Issued		Amount	SC	Status	Status Date
	191567	WS-TRANS&DIST-MARKING PAINT, (42.52			
	191769	SCD-DISPOSAL-SWITCH LIGHT, TAF	18.38			
	191776	WS-SOURCE-LUMBER	55.11			
008198	12/19/2019	KENT BUILDING SUPPLIES	214.21	A/P	CLEARED	12/31/2019
	1669886	SCD-DISPOSAL-CABLE CLAMPS	7.25			
	1674520	WS-TRANS&DIST-#20 PHONE WIRE	17.30			
	1875131	WS-TRANS&DIST-VARSOL, ORANGE	22.77			
	1679150	WS-TRANS&DIST-HEX BOLTS	1.60			
	1681170	WS-SOURCE-PLYWOOD	165.29			
008199	12/19/2019	MILLTOWN MACHINE & FABRICATION LTD.	37.81	A/P	OUT-STD	12/19/2019
	21025	WS-#103-COLD ROLLED ROUND BAI	37.81			
008200	12/19/2019	N. B. ELECTRIC POWER	2,928.26	A/P	CLEARED	12/31/2019
	36869807DEC19	WS-3-119MAXWELLCROSSING-BUIL	878.50			
	50228902DEC19	WS-MAXWELLCROSSING-PUMPS	178.86			
	61224002DEC19	SCD-STS-358A MILLTOWN BLVD LIF	1,552.20			
	78139807DEC19	SCD-STS-5-4 RIVERSIDE DR LIFT	115.03			
	84934906dec19	SCD-STS-6-58A RIVERSIDE DR LIF	139.78			
	84943406DEC19	WS-STS-TODD HILL RESERVOIR	63.89			
008201	12/19/2019	R.L. DENNIS ASSOCIATES LIMITED	1,768.70	A/P	OUT-STD	12/19/2019
	0000116218	SCD-SEWER-UPGRADE TO 2"CAM F	1,768.70			
008202	12/19/2019	RESEARCH & PRODUCTIVITY COUNCIL	1,132.24	A/P	CLEARED	12/31/2019
	274744	WS-SOURCE-DRINKING WATER LAE	277.81			
	274956	WS-SOURCE-DRINKING WATER LAE	437.72			
	275771	WS-SOURCE-DRINKING WATER LAE	418.71			
008203	12/19/2019	SAINT JOHN LABORATORY SERVICES LTD.	1,618.40	A/P	OUT-STD	12/19/2019
	962-19	SCD-SEWER-WASTEWATER LAB TE	1,618.40			
008204	12/19/2019	SOURCE ATLANTIC	189.76	A/P	CLEARED	12/31/2019
	3430867	SCD-DISPOSAL-CLOTHING ALLOWA	189.76			
008205	12/19/2019	STATIONERY PLUS	283.09	A/P	CLEARED	12/31/2019
	58290*	WS/SCD-TOWNHALL-DAILY PLANNE	9.20			
	58417*	WS/SCD-TOWNHALL-PEN, BINDERS	6.95			
	58455*	WS/SCD-TOWNHALL-K-CUPS, PENS	65.97			
	58607	SCD-DISPOSAL-MOUSE, MARKERS	21.07			
	58868*	WS/SCD-TOWN HALL-LASER TONEF	17.26			
	58979	WS-TRANS&DIST-PENS, MARKER, C	80.28			
	59224	WS-TRANS&DIST-PENCIL SHARPEN	6.42			
	59294*	WS/SCD-TOWNHALL-PEN, PLANNEF	6.78			
	59608*	WS/SCD-TOWNHALL-COFFEE K-CUI	30.64			
	59642*	WS/SCD-TOWNHALL-STAPLER, STA	38.52			
008206	12/19/2019	THE PANEL SHOP	3,736.64	A/P	OUT-STD	12/19/2019
	ITPS002946*	WS-SOURCE-GENERAL PURPOSE C	2,282.18			
	ITPS002985	SCD-DISPOSAL-KING ST LIFT STATI	778.55			
	ITPS002989	SCD-DISPOSAL-TROUBLESHOOT A*	675.91			
008207	12/19/2019	TRACTION FREDERICTON (591)	29.44	A/P	OUT-STD	12/19/2019
	591226330	WS-#20-PLUGS	11.78			
	591226331	WS-#20-PLUGS	17.66			
008208	12/19/2019	UAP INC.	569.35	A/P	CLEARED	12/31/2019
	961-489908	TS-#20-HYD FITTINGS	10.70			

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
	961-490035	WS-TRANS&DIST-CONSPICUITY TAI			
	961-491040	WS-#20-SPIRAL HOSE WRAP			
	961-491247	SCD-#3-OIL FILTER, CONVENTIONAL			
	961-491631	WS-#102-FORD FUEL CLIPS			
008209	12/19/2019 VIKING FIRE PROTECTION INC	203.55	A/P	CLEARED	12/31/2019
	658297	WS-MAXWELLCROSSING-SEMI-ANN			
008210	12/19/2019 TOWN OF ST. STEPHEN	40,000.00	A/P	CLEARED	12/31/2019
	40000.002019	WS-FUNDTRANSFER-TO WATER AN			
008211	12/19/2019 TOWN OF ST. STEPHEN	64.50	A/P	CLEARED	12/31/2019
	64.50	WS-TRANSFER-TO GENERAL CAPIT			
008212	12/19/2019 TOWN OF ST. STEPHEN	66,729.35	A/P	CLEARED	12/31/2019
	66729.35	WS-FUNDTRANSFER-TO GENERAL I			
008213	12/27/2019 BELL MOBILITY INC.	2,590.29	A/P	CLEARED	12/31/2019
	523889487DEC19UTI	WS/SCD-CELL PHONE CHARGES			
008214	12/27/2019 N. B. ELECTRIC POWER	14,452.68	A/P	CLEARED	12/31/2019
	52557428DEC19	SCD-218OLDBAYRD-WASTEWATER			
	53123617DEC19	SCD-STS-DECHLORINATION CHAME			
	53158875DEC19	SCD-STS-BUDD AVE LIFT STATION			
	54807440DEC19	SCD-STS-159A MILLTOWN BLVD. LI			
	56356048DEC19	SCD-STS-18 RIVERSIDE DR LIFT S			
	61204006DEC19	SCD-2-216KINGSTREET-LIFT STATI			
	61236008DEC19	SCD-STS-BUDD AVE LIFT STATION			
008215	12/27/2019 XPLOARNET	126.49	A/P	OUT-STD	12/27/2019
	INV29564370	WS-MAXWELLCROSSING-SATELLIT			
008216	12/27/2019 DALE MATHESON'S TOWING	23,954.00	A/P	CLEARED	12/31/2019
	OVERPAYMENT	WS-UTILITY-OVERPAYMENT			
		Cheque Totals Issued			
					194,627.95
		Void			0.00
		Total Cheques Generated			194,627.95
		Total # of Cheques Listed			42

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Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

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Number	Issued	Amount	SC	Status	Status Date
000050	12/11/2019 TOWN OF ST. STEPHEN 53000.00*	53,000.00	A/P	OUT-STD	12/11/2019
	GG-TRANSFER-FUND TRANSFER FF	53,000.00			
	Cheque Totals Issued:	53,000.00			
	Void:	0.00			
	Total Cheques Generated:	53,000.00			
	Total # of Cheques Listed:	1			

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Town of St. Stephen
BNK5 - Interim No.1-GCF
 Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

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Number	Issued	Amount	SC	Status	Status Date
000022	12/20/2019 ACADIAN MARINE & DIVING LTD 190146 Project#187081A Waterfront Revitalizat	257,726.91 257,726.91	A/P	OUT-STD	12/20/2019
000023	12/03/2019 KING CONSTRUCTION LTD. 6905 Garcelon Interior Fit-Up	37,927.00 37,927.00	A/P	OUT-STD	12/03/2019
000024	12/06/2019 TOWN OF ST. STEPHEN WELSF001 2019442130 Fund Transfer-Dispatch Fees WELSF0	329.71 329.71	A/P	OUT-STD	12/06/2019
000025	12/06/2019 TOWN OF ST. STEPHEN STEQ1-Q42019 2019 Designated Highway Revenue	67,104.12 67,104.12	A/P	OUT-STD	12/06/2019
000026	12/10/2019 BYERS HARRISON STUDIOS INC. 1236 W.F. Ganong Sculpture-Artist Fees anc	4,772.50 4,772.50	A/P	OUT-STD	12/10/2019
000027	12/10/2019 BYERS HARRISON STUDIOS INC. 1237 W.F. Ganong Sculpture-Artist Fees anc	62,186.25 62,186.25	A/P	OUT-STD	12/10/2019
000028	12/16/2019 DILLON CONSULTING LIMITED 209064 Project#187081 Waterfront Revitalizati	2,712.03 2,712.03	A/P	OUT-STD	12/16/2019
Cheque Totals Issued:		432,758.52			
Void:		0.00			
Total Cheques Generated:		432,758.52			
Total # of Cheques Listed:		7			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK6 - Interim No.1-JCF
 Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

CHEQUE REGISTER

Printed: 1:47:08PM 01/22/2020

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Number	Issued	Amount	SC	Status	Status Date
000029	12/17/2019 TOWN OF ST. STEPHEN 443,296.69	443,296.69	A/P	OUT-STD	12/17/2019
	Fund Transfer to Utility Operating Fund	443,296.69			
	Cheque Totals Issued:	443,296.69			
	Void:	0.00			
	Total Cheques Generated:	443,296.69			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK8 - Interim No.3-UCF
 Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

CHEQUE REGISTER

Printed: 1:31:24PM 01/15/2020

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Number	Issued	Amount	SC	Status	Status Date
000008 ✓	12/16/2019 DILLON CONSULTING LIMITED ✓ 208478 Project#199772 Waterfront Enhancem ✓	3,941.17 ✓ 3,941.17	A/P	OUT-STD	12/16/2019
000009 ✓	12/16/2019 DILLON CONSULTING LIMITED ✓ 208458 Maxwell Crossing Roof Repairs ✓	263.93 ✓ 263.93	A/P	OUT-STD	12/16/2019
000010 ✓	12/17/2019 TOWN OF ST. STEPHEN ✓ 85000.01 Fund Transfer from Int#3 to Int#1 ✓	85,000.01 ✓ 85,000.01	A/P	OUT-STD	12/17/2019
Cheque Totals Issued		89,205.11			
Void		0.00			
Total Cheques Generated		89,205.11			
Total # of Cheques Listed		3			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 3:03:24PM 01/15/2020

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Number	Issued	Amount	SC	Status	Status Date
000001	11/01/2019 BURGER KING-VISA	18.80	A/P	CLEARED	11/30/2019
	OCTOBER012019 GG-CAO-LUNCH DURING DAY 2 OF	18.80			
000002	11/01/2019 LIFE START TRAINING INC.-VISA	126.50	A/P	CLEARED	11/30/2019
	SEPTEMBER242019 GG-CAO-WORKPLACE STANDARD F	126.50			
000003	11/01/2019 MCDONALD'S-VISA	44.68	A/P	CLEARED	11/30/2019
	OCTOBER042019 GG-CAO-NB911 AND UMN B MEETIN	26.99			
	SEPTEMBER302019 GG-CAO-LUNCH DURING FIRST AID	17.69			
000004	11/01/2019 SOMETHING'S BREWING CAFE-VISA	5.60	A/P	CLEARED	11/30/2019
	SEPTEMBER132019 GG-CAO-MEETING WITH RCMP ACTI	5.60			
000005	11/01/2019 TIM HORTONS-VISA	23.28	A/P	CLEARED	11/30/2019
	OCTOBER012019 GG-CAO-BREAKFAST DURING FIRS	11.63			
	OCTOBER042019 GG-CAO-NB911 AND UMN B MEETIN	11.63			
	Cheque Totals Issued:	218.84			
	Void:	0.00			
	Total Cheques Generated:	218.84			
	Total # of Cheques Listed:	5			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

CHEQUE REGISTER

Printed: 1:31:41PM 01/15/2020

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Number	Issued	Amount	SC	Status	Status Date
000006	12/13/2019 ICMA-VISA	181.20	A/P	CLEARED	12/13/2019
	OCTOBER242019 GG-CAO-MEMBERSHIP DUE	181.20			
000007	12/13/2019 PITA PIT-VISA	16.24	A/P	CLEARED	12/13/2019
	NOVEMBER062019 GG-CAO-LUNCH	16.24			
000008	12/13/2019 THE FREDERICTON INN-VISA	113.85	A/P	CLEARED	12/13/2019
	OCTOBER302019 GG-CAO-NBMEPP TRAINING SESSIK	113.85			
000009	12/13/2019 DELTA HOTELS-VISA	439.92	A/P	CLEARED	12/13/2019
	NOVEMBER082019 GG-TREASUER-HOTEL FOR TRAINII	213.06			
	NOVEMBER082019* GG-ASSTTREASUER-HOTEL FOR TF	226.86			
000010	12/19/2019 ATLANTIC SUPERSTORE-VISA	216.66	A/P	CLEARED	12/19/2019
	NOVEMBER122019 CC-CANTEEN-PC DISPENSER	27.39			
	NOVEMBER132019 CC-CANTEEN-CHEESE, CHICK PEAS	117.09			
	OCTOBER152019 GG-EVENTS-BLUE BEER CUPS	13.66			
	OCTOBER192019 CC-CANTEEN-CLUB SODA	5.79			
	OCTOBER282019 CC-CANTEEN-NAPKINS, PC S12 KNI	52.73			
000011	12/19/2019 CALAIS IGA-VISA	45.70	A/P	CLEARED	12/19/2019
	NOVEMBER132019 CC-CANTEEN-CHEDDAR CHEESE S.	10.87			
	OCTOBER262019 CC-CANTEEN-POPCORN OIL	34.83			
000012	12/19/2019 CUSTOMS ST.STEPHEN-VISA	24.02	A/P	CLEARED	12/19/2019
	NOVEMBER132019 CC-EVENTS-TAXES FOR CHRISTMA	24.02			
000013	12/19/2019 DOLLARAMA-VISA	352.80	A/P	CLEARED	12/19/2019
	NOVEMBER052019 CC-CANTEEN-FOOD SAFETY TRAIN	5.85			
	NOVEMBER082019 CC-CANTEEN-CANDY	114.08			
	NOVEMBER132019 CC-BUILDING-SEASONAL DECORAT	52.61			
	NOVEMBER142018 CC-TREELIGHTING-CHRISTMAS BA	36.28			
	OCTOBER172019 CC-CANTEEN/MCA-CANDY, LATEX C	143.98			
000014	12/19/2019 DOLLAR TREE-VISA	18.58	A/P	CLEARED	12/19/2019
	OCTOBER172019 GG-EVENTS-DECORATE YOUR OWI	18.58			
000015	12/19/2019 FOOD SAFETY TRAINING-VISA	137.77	A/P	CLEARED	12/19/2019
	NOVEMBER052019 CC-CANTEEN-FOOD HANDLER CER	34.44			
	NOVEMBER052019* CC-CANTEEN-FOOD HANDLER CER	68.89			
	NOVEMBER052019** CC-CANTEEN-FOOD HANDLER CER	34.44			
000016	12/19/2019 GIANT TIGER-VISA	21.22	A/P	CLEARED	12/19/2019
	NOVEMBER132019 CC-CATERING-LIMES, COCONUT MI	6.01			
	OCTOBER172019 CC-CANTEEN-SANDWICH BAGS, DC	15.21			
000017	12/19/2019 NEW BRUNSWICK LIQUOR CORP.-VISA	495.94	A/P	CLEARED	12/19/2019
	OCTOBER162019 CC-CANTEEN-SUPPLIES	14.58			
	OCTOBER162019* CC-CANTEEN-ALCOHOL	227.35			
	OCTOBER232019 CC-CANTEEN-ALCHOL	254.01			
000018	12/19/2019 ROYAL LIFE SAVING SOC CA-VISA	90.00	A/P	CLEARED	12/19/2019
	OCTOBER242019 CC-POOL-TRAINING AND DEVELOPI	90.00			
000019	12/19/2019 SERVICE NEW BRUNSWICK-VISA	10.00	A/P	CLEARED	12/19/2019
	NOVEMBER052019 RC-PARKS-PROVISIONAL PERMIT A	10.00			
000020	12/19/2019 TRA CASH & CARRY-VISA	730.07	A/P	CLEARED	12/19/2019
	NOVEMBER072019 CC-CANTEEN-CHIPS, CHAFER FUEL	552.73			
	OCTOBER212019 CC-CANTEEN-LATEX GLOVES, WINE	177.34			
000021	12/19/2019 WAL-MART-VISA	235.14	A/P	CLEARED	12/19/2019

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000001 to 000001 dated between 12-01-2019 and 12-31-2019

CHEQUE REGISTER

Printed: 1:31:41PM 01/15/2020

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Number	Issued		Amount	SC	Status	Status Date
	NOVEMBER042019	CC-CANTEEN-CANDAY	29.90			
	NOVEMBER132019	CC/GG-CANTEEN/CHRISTMAS-CHEI	205.24			
000022	12/20/2019	MK AUTO RECYCLERS-VISA	632.50	A/P	CLEARED	12/20/2019
	197106	WS-#305-ENGINE ASSEMBLY	632.50			
000023	12/20/2019	TIM HORTONS-VISA	5.00	A/P	CLEARED	12/20/2019
	NOVEMBER082019	GG-MAYOR-MEETING	2.02			
	NOVEMBER082019*	GG-MAYOR-MEETING	2.98			
		Cheque Totals Issued	3,766.61			
		Void	0.00			
		Total Cheques Generated	3,766.61			
		Total # of Cheques Listed	18			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

Chambers of Commerce Group Insurance Plan:

December, 2019

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,048.40
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	10,351.63
Total	<u>\$ 18,400.03</u>

Service New Brunswick:

November, 2019

Invoice #1283430 (Charges for Utility Payment Acceptance through Service New Brunswick for the month of November, 2019)	572.70
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December, 2019

Invoice #1290822 (Charges for Utility Payment Acceptance through Service New Brunswick for the month of December, 2019)	272.91
Total	<u>\$ 845.61</u>

Total Amount	<u>\$ 19,245.64</u>
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**TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED (WATER
& SEWERAGE CAPITAL RESERVE FUND)**

DECEMBER 2019

Town of St. Stephen Water & Sewer Capital Fund (Fund Transfer,
Cheque #2)

26,539.83

Total \$26,539.83

TOWN OF ST. STEPHEN BILLS PAID (GENERAL CAPITAL RESERVE FUND):

DECEMBER 2019

Town of St. Stephen General Capital Fund (Fund Transfer, Cheque #11) \$ 524,000.00

Total

\$ 524,000.00

TOWN OF ST. STEPHEN BILLS PAID (GENERAL OPERATING RESERVE FUND):

December 2019

Town of St. Stephen General Operating Fund (Fund Transfer, Cheque #10)	\$ 7,683.57
Total	<u>\$ 7,683.57</u>

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on January 15, 2020 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JANUARY 15, 2020 @ 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
2. **Land Matter** – Section 68(1)(d) of the New Brunswick *Local Governance Act* – one (1) item

It was MOVED by Councillor Harding and SECONDED by Councillor Hyslop that the above-noted three (3) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (d) of the New Brunswick *Local Governance Act*. **CARRIED**

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

It was MOVED by Councillor Hyslop and SECONDED by Deputy Mayor Carr that the agenda be approved with two (2) additions: Coastal Link Trail Upgrades added as (i) under the Planning, Promotion and Tourism Committee; and Milltown Generating Station added as (iii) under the Property, By-Laws and Environment Committee. **CARRIED**

3. **CONFLICT OF INTEREST**

Councillor Hyslop declared a conflict of interest on the land matter to be discussed in the closed session and filed Form 3 “Statement Disclosing a Conflict of Interest” with the Town Clerk.

4. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – As noted on the Agenda, quarterly reports for the West District will now be provided through the Regional Service Commission.
- (ii) Report of the Fire Department – Information Report: FD 01-20 from the Fire Chief was received and reviewed for informational purposes.
- (iii) Aerial Apparatus Study – Request for Decision Report: FD 04-20 from the Fire Chief was received and reviewed, and the Chief Administrative Officer was directed that discussions take place at the Regional Service Commission with the member municipalities and local service district representatives, with a view to provide funding of a Quint Fire Truck, operated by the St. Stephen Fire Department, to service occupancies and rescue situations within the boundaries of the Regional Service Commission, with funding on a cost shared basis.
- (iv) Policy 48 – Jaws of Life – Request for Decision Report: FD-05-20 from the Fire Chief was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 27, 2020 to rescind Policy 48 – Jaws of Life.
- (v) 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) Flyer Delivery – Mayor MacEachern spoke to the letter received from Town resident, Shelly Donahue, dated December 19, 2019. Committee agreed that there is an issue with the delivery of the weekly flyers, and directed the Chief Administrative Officer to speak with an official from the Money Saver and to bring back information to a future meeting.
- (iii) Milltown Generating Station - Mayor MacEachern spoke to a recent meeting he was invited to, hosted by NB Power officials and held at the Garcelon Civic Center, in which he was extremely disappointed to learn that NB Power has already signed an agreement with the Department of Fisheries and Oceans to decommission the damn. He further stated that

NB Power has not received approval to date, but that it is anticipated approval will be received.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 04-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Community Grants Fund – Request for Decision Report: CAO 01-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 27, 2020 to approve the list of community grants.
- (iii) Local Planning Services Agreement – Request for Decision Report: CAO 02-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 27, 2020 to approve the Local Planning Services Agreement, and to authorize the Mayor and Clerk to execute the Agreement in the form presented to Council.
- (iv) Procurement Policy – Purchase Order Requirements – Request for Decision Report: CAO 03-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 27, 2020 to authorize a moratorium on the requirements for Purchase Orders as currently contained in the Town's procurement policy until such time as a new procurement policy is adopted by Council.
- (v) Report of the Finance Department – Information Report: TR 01-20 from the Treasurer was received and reviewed for informational purposes.
- (vi) Solid Waste and Recycling Collection and Disposal Services #TOSS19-10 - Request for Decision Report: TR 02-20 from the Assistant Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, January 27, 2020 to award the Solid Waste and Recycling Collection and Disposal Services tender to Southern Sanitation Ltd. of Oak Bay, NB for the period of February 1, 2020 to October 31, 2023.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 01-20 from the Director of Community Services was received and reviewed for informational purposes.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Coastal Link Trail Upgrades – The Chief Administrative Officer and the Director of Community Services advised that Coastal Link Trail Inc. has committed to pay the cost for upgrades to the St. Stephen Waterfront Trail.

The Chief Administrative Officer was directed to seek comments through social media on whether or not the trail should have a paved asphalt surface or crushed gravel surface, and possibly a motion will be considered at the next Regular Session of Council on Monday, January 27, 2020.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 01-20 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 6:20 p.m. and returned to open session at 6:55 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Harding that the meeting adjourn at 6:55 p.m.

Joan Flewelling

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JANUARY 15, 2020 @ 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
2. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – one (1) item

OPEN COMMITTEES MEETING

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

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – Quarterly reports for the West District will be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 01-20 from Fire Chief attached.
- (iii) Aerial Apparatus Study – Request for Decision Report: FD 04-20 from Fire Chief attached.
- (iv) Policy 48 – Jaws of Life – Request for Decision Report: FD-05-20 from Fire Chief attached.
- (v) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Flyer Delivery – Mayor MacEachern will speak to letter from Town resident, Shelly Donahue, dated December 19, 2019 attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 04 - 20 from Chief Administrative Officer attached.
- (ii) Community Grants Fund – Request for Decision Report: CAO 01-20 from Chief Administrative Officer attached.
- (iii) Local Planning Services Agreement – Request for Decision Report: CAO 02-20 from Chief Administrative Officer attached.
- (iv) Procurement Policy – Purchase Order Requirements – Request for Decision Report: CAO 03-20 from Chief Administrative Officer attached.
- (v) Report of the Finance Department – Information Report: TR 01-20 from Treasurer attached.
- (vi) Solid Waste and Recycling Collection and Disposal Services #TOSS19-10 - Request for Decision Report: TR 02-20 from Assistant Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 01-20 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 01-20 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of December 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
INFORMATIONAL REPORT
Report: CAO 04-20



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff:
Date of Meeting: January 15th, 2020
Subject: CAO REPORT—December 2019

Recommendation: That Council accept this report for informational purposes.

Activities for the reporting period indicated included the following:

1. Staff Holiday Celebration:

I would like to offer my sincere thanks to all the staff, Council members, and community members who attended the Town's 2019 holiday gathering. It is always a pleasure to see such community spirit. A special thank you to Mr. Mike Townes and Ms. Michelle Vest for their organization and meal preparation of the event.

2. Finalization of the 2020 Municipal Operating Budgets:

Administration spent significant time and effort in this reporting period in ensuring that the Town of St. Stephen was in a position to adopt the 2020 municipal operating budgets by the legislative deadline. A great deal of gratitude is owed to the members of the Senior Management Team and their supporting staff. Everyone worked very hard to meet achieve the goal.

Many thanks go out to Mayor and Council for your leadership and cooperative spirit throughout the budget process.

3. Community Grants Review

With the adoption of the 2020 budget, staff was in a position to begin to review the submissions received to date for Community Grants. The Senior Management Team collaboratively

reviewed the submissions received, alongside grant suggestions provided by individual Councillors during pre-budget interviews. The results of the administrative review appear on this meeting agenda.

4. Policy Review

The Senior Management Team continues to work on reviewing current policies and preparing recommendations for Council consideration. Some of this work has been completed and is presented on this meeting agenda. Other work will be forthcoming over the next few months.

5. Scheduled Vacation Leave:

CAO Renaud utilized scheduled vacation leave over the holidays. Mr. Kev Sumner held the title of "Acting CAO" during this period of time.



**Town of St. Stephen
Information Report to Council
Report: TR 01-20**



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: January 15, 2020
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 November 30, 2019.
 - Utility billings October-December, 2019-In progress.
 - Utility collection procedures involving analysis and possible connection shutoffs.-In progress.
 - Review for update of Collection Policy-In progress.

- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to November 30, 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 73 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 107 employees.

- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
 - Finalized Month end completed to December 31, 2018.
 - Department Head and Council Statements to October 31, 2019.

2) Meetings:

- A) Weekly Garcelon Civic Center management staff meetings.
- B) Weekly Senior Management Staff meetings.
- C) Committee meeting-Dec 4, 2019.
- D) Bank of Nova Scotia representatives-Dec 5, 2019.
- E) Webinar-Payroll year end-Dec 5, 2019.
- F) Council meeting-Dec 16, 2019.

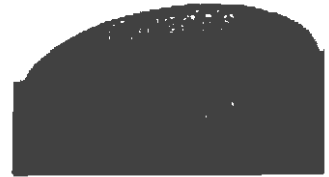
3) Projects:

- 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 October 31, 2019.
- C) 2020 Budget-In Progress.
- D) Audit tender-Completed.
- E) Insurance tender-Completed.
- F) Solid Waste and Recycling Collection and Disposal Services tender-In Progress
- G) Accounting office planning to minimize paper use-In progress.
- H) Transitioning Town Hall receipting process-In progress.
- I) Year end reserve transfers-Complete.

- J) Bill Weston NDMP project-In Progress.
- K) Multiple HST remittances-Ongoing.
- L) Administering the Charles F Todd Trust Fund-Ongoing.
- M) Town Hall accounting workstations and server maintenance-Ongoing.



**Town of St. Stephen
Information Report to Council
Report: PW 01-20**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: January 15, 2019
Subject: January Committee Meeting

Recommendation: That this report be received for informational purposes.

- 1: **Water system:**
 - a) Installed 11 new Water Meters.
 - b) Repaired 11 Water Meters.
 - c) Read Meters.
 - d) Repaired 2 Water Laterals.

- 2: **Streets:**
 - a) Repaired 1 Storm Sewer.
 - b) Plowed Streets and Sidewalks
 - c) Sanded Streets and Sidewalks.
 - d) Hauled Snow.

- 3: **Waste Water:**
 - a) Videoed 4 Sewer Laterals.
 - b) 1 Lateral was repaired.
 - c) Rodded 1 Sewer Lateral.
 - d) New Multi-Smart Controller at SLS002.

Progress Updates

January 7, 2020

Riverside Drive WWPS Replacement – Project No. 19-9953

Design drawings are at 50% with the overall site layout currently being reviewed to address property constraints. The project team are currently reviewing land constraints with a legal surveyor to confirm the available footprint for the project.

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

The work is complete with final payments being processed.

Waterfront Enhancements – Project No. 19-9772

The project is on hold for the winter months. The decision was made to hold off on the concrete slab pour until Spring to reduce the quality risks associated with temperature and weather experienced in December. The slab and site restoration is scheduled to be completed in late April / early May 2020.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is off site and the work complete with the exception of the installation of the floating docks and gangway. The floating dock and gangway tenders will be re-issued in January as the previous call yielded no bids. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months, and correct minor deficiencies at that time.

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

The water main has been commissioned and the project is complete with the exception of a deficiency with a portion of the curb repair. Due to the availability of curb contractors, it is anticipated this will not be corrected until Spring 2020.

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

The project is complete with final holdback payments being processed.

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

Work in Elm Park is complete. Some deficiencies remain outstanding are being addressed. An asphalt deficiency and replacement of 2-3 trees in a hedge remain as outstanding deficiencies that are scheduled to be addressed in the Spring.



**Town of St. Stephen
Information Report to Council
Report: FD 01-20**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, January 15, 2019
Subject: Committee Meeting for January

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	9
	Out of Town Alarms	4
	Total	13

Alarms	# Calls	# FF	# Hours
1. Structure Fire	3	32	102
2. MVA	6	65	65
3. Alarm	2	13	13
4. RCMP Assist	1	8	8
5. Fire Pit Complaint	1	1	1
Total			
SSFD	13		
Other FD	62		
St Stephen PW	6		
St Andrews PW	9		
Total calls dispatched	90		

2. Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections.
3. Christmas Parade
4. Children's Christmas Party
5. Wreaths Across America Ceremony

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Meeting with Worksafe NB representative with respect to JHSC development.
4. Policy(s) review
5. Budget 2020
6. Ongoing work with respect Workplace Risk Assessment and Lock-out Procedures, as part of Health and Safety Program development.
7. Municipal Plan review.
8. Committee Meeting
9. Council Meeting
10. Town Staff Christmas Party
11. Meeting with Saint John Public Safety Answering Point with CAO Renaud.

4. Equipment

1. Annual ladder Inspections
2. Unit 200 had center console and winch assembly installed.

5. Personnel

1. A back-up driver position that became vacant upon the hiring of the new full time firefighter has been filled.

TOWN of ST. STEPHEN

By-Law Enforcement

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

December REPORT

2019

To: CAO – Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	Assisted the public works dept. on different occasions with regards to the streets, and water Report from Canada Customs with regards to lighting issues on the waterfront	<i>Public works is aware and will look after same</i>
Assist General Public (2)	Gentleman called to inquire about the by laws concerning street setbacks Complaint of a taxi company running in Town without a license	<i>Information was passed onto him.</i> <i>Still under investigation.</i>

Parking (12)	<p><i>Six warning tickets issued for parking</i></p> <p><i>Three warnings given for overnight parking</i></p> <p><i>Complaint of parking on Duke St</i></p> <p><i>Comp of parking on King St.</i></p> <p>Also attended court in Saint John for to traffic . Summons issued</p>	Matter is being monitored
Dog Complaints (1)	Received a call from a lady complaining about a dog outside barking all day	<i>Dog is now being kept inside</i>

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the town on a daily basis and responded to all complaints. No animals were impounded this month and very few complaints were made. Call was received of a dog in the industrial park running , I patrolled the area but was unable to locate it. The next day received a call from Spring St. that a woman found the dog but was keeping it to find its owner. I received a call about cats in a barn behind houses on Boundary St. the tracks indicate the two cats are there from next door and the neighbor is feeding them. I also received missing cats and dogs calls.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2019	2019	2018	2019	2018	2019	2018	2019	2018
DECEMBER								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	0	\$0.00	\$0.00	4	14	\$575,000.00	\$576,249.00
Residential Renos/Additions	3	2	\$31,500.00	\$15,000.00	81	57	\$557,680.00	\$1,195,803.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	4	5	\$7,544,000.00	\$2,119,400.00
Com./Indus./Inst. Renos	1	2	\$159,016.00	\$914,800.00	9	16	\$1,758,016.00	\$1,305,300.00
Institutional	0	0	\$0.00	\$0.00	7	11	\$2,074,200.00	\$1,247,900.00
Demolition	1	0	\$2,500.00	\$0.00	10	1	\$50,255.00	\$5,200.00
TOTALS	5	4	\$193,016.00	\$929,800.00	115	104	\$12,559,151.00	\$6,449,852.00
	Cur. Mth							
Demolition Permits	1	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	14	N/A						
Electrical waivers issued	2	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	4	N/A						



**Town of St. Stephen
Information Report to Council
Report: CMS 01-20**



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, January 15th 2020
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. Advertising for the Aquatic & Programming Coordinator position has begun with ads from December to mid-January, so far we have received several applications of mixed experience and qualifications.
- b. A New Aquatic schedule has been developed with winter swimming lessons beginning in February, there are challenges as we have lost one of our day staff which has impacted on the programming we offer to the community. I have hired a member of staff on a temporary term position to help with the cover of staff.
- c. All four of the Rusty Blades teams have signed our user agreements now we have the additional 3rd party insurance policy to assist us with coverage for the user groups that do not have their own coverage. I am working with the user groups that have not signed up for user agreements to negotiate with the town so our and their expectations are met.
- d. Website development continues as does the task of replacing our existing phone and computer systems at the GCC once town hall moves over and renovations are complete.
- e. Work continues on reviewing the Community Services policies.
- f. New lights have arrived for the installation within the swimming, the work is scheduled for January 13.
- g. The Pro-shop agreement has been developed to extend the agreement from 7 to 12 months and has been sent to the representatives from the Pro-shop.
- h. I attended the Junior A Hockey meeting at the GCC on December 19th.
- i. I met the SSSH principals to discuss the future of the agreement with the School District in regards to the school fields, first impressions are that they will not be able to contribute more to the town despite 9 of the 10 fields being owned or leased by the School District.
- j. GCC Charitable Foundation receipts were requested by a board member, so this meant working through old files to assist them.

2. Future meetings & other activities:

- a. Website development meeting is planned for January 17

- b. Coastal link trail meeting with RSC Planning Commission, Jenn our Horticulturist and Ed Zammit is planned for January 15th.
- c. Meeting planned with St Croix Courier to discuss rink advertising.

Administration & Accounting

1. Monthly Projects (November 26th to December 31st):

- 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. Conducted interviews, hired and trained student staff.
- d. Processed the Revenue reports for the finance department.
- e. Deposits, banking, and reconciled shifts.
- f. Various administrative and accounting

2. Statistics (November 26th to December 31st):

- a. Approximately 1437 membership check-ins were recorded for the month.
- b. Approximately 99 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 8 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 75 punch cards sold throughout the month.

Operations and Maintenance

- Ongoing preventative maintenance in building.
- Contractor work continues in new town offices.
- Working through Reno issues closely with TOSS and King Construction.
- Regular building up keep on the go. (crack filling, painting etc.)
- Working on U/V light filter issues.
- Working on 2020 budget and capital items.
- New pool lights have been delivered in Dec, install to begin Jan 13th
- Attended Tuesday management meetings.
- Camera project on going.
- Reviewing polices.
- Monthly building inspection completed.
- December aquatics shut down complete.
 - Fixed tile on pool deck
 - Cleaned both pools
 - Great work by all staff on this project.

Events

1. Past Month's Events:

- a. Original Six Selects vs. Lancaster County hockey game – November 30th @ 7:30pm. Canteens and bar open.
- b. St. Stephen Christmas Farmers Market @ GCC – December 1st.
- c. Town of St. Stephen Christmas Party – December 5th at 4:30pm at the GCC.
- d. St. Stephen Christmas Parade “Christmas Memories in our Town” - Friday, December 6th at 6pm.
- e. Storytime with Mrs. Claus December 7th 10am then Santa’s Arrival Saturday, December 7th at 11:30-1:30.
- f. Santa’s Helpers – airing CHCO broadcast at the GCC – December 8th 2pm-5pm. The Santa’s Helpers Committee will be accepting donations onsite, plus hot chocolate, cookies, arts and crafts for the kids.
- g. Sensitive Santa @ the Chocolate Museum – December 11th. Details on the Town event page.
- h. Project “Holly Jolly” – SSMS carnival for charity – December 14th 10am-1pm @ GCC
- i. Mayor’s Levee – January 1st 2pm-4pm @ GCC
- j. Hockey Tournaments:
 - i. Tyler Belyea Tournament – December 27th – 30th
 - ii. Doug MacDonald Tournament – January 2nd – 5th

2. Future Events:

- a. Family Day at the GCC – free skates and swim times plus cake. Details of timing TBC.
- b. March 21/22 – Provincial Cheer Competition at GCC
- c. March/April – planting of the new town “Christmas Tree” along the waterfront near GCC. Details TBC pending spring conditions for planting.
- d. May 16 – Town Wide Yard Sale and Trunk Sale @ GCC
- e. Statue Reveal – tentatively May 27th. Community Services was informed of this date by Future St. Stephen 1/8/20 and we have no further information at this time.
- f. August 2nd-6th – Chocolate Fest
- g. August 5th – 9th – International Fest
- h. August 13th- 16th – Bonfire Festival
- i. November/December – “Walk of Lights” along the waterfront (light up the trees and gazebos from the wharf along the length in front of the GCC)

3. Other Activities:

- a. Continued overseeing bookings and Canteen at the GCC
- b. Continued to update the Town website and Facebook pages
- c. Began planning new “Walk of Lights” for the waterfront next year
- d. Planned and Attended/Supervised all Town sponsored Christmas events
- e. Completed year-end inventory for Canteen merchandise
- f. Continuing to serve as Secretary for Chocolate Fest Inc. for 2020.

Respectfully submitted,
Kev Sumner - Director of Community Services

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

RESCINDING OF JAWS OF LIFE POLICY

THAT the Council of the Town of St. Stephen rescinds the "Jaws of Life" Policy No. 48.



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
48		
PAGE	1	OF 1

TITLE	<u>JAWS OF LIFE</u>
-------	---------------------

EFFECTIVE DATE		
DAY	MO.	YR.
18	09	2006

JAWS OF LIFE POLICY

1.0 Purpose

- 1.1 The purpose of this policy is to establish an external fee schedule for the Jaws of Life.

2.0 Application Procedure

- 2.1 The rate is \$250.00 per hour.
- 2.2 The rate is to be charged only when the Jaws of Life is actually used for extrication from vehicle.
- 2.3 The rate is to be charged to insurance companies only, and not to individuals.

APPROVED: *Donna Clisby*

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

COMMUNITY GRANTS FUND

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

Boys & Girls Club of Charlotte County Inc.	\$ 5,000
Charlotte County Museum (Insurance)	\$ 2,500
Chocolate Fest Inc.	\$ 1,500
The Chocolate Museum	\$ 6,000
Charlotte County Alternative Transportation Association	\$ 3,000
Ganong Nature Park - Charlotte County Fall Fair (plus in kind up to \$4,000)	\$ 2,000
Ganong Nature Park - Lumberjack Championship (plus in kind up to \$4,000)	\$ 1,000
Charlotte County Ground Search and Rescue	\$ 2,500
Saint John Regional Hospital Foundation	\$ 3,000
The Charlotte County Hospital Foundation Inc.	\$ 3,000
St. Stephen Rural Cemetery	\$ 3,000
St. Croix Theatre Company	\$ 500
Charlotte County IWK Committee (Garcelon Civic Center Rental)	\$ 1,100
International Festival	\$ 5,000
Charlotte County SPCA	\$ 1,000

AND THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Confirmation of Support from Municipal Government or Equivalent Authority" forms as part of the federal grant applications submitted by the Ganong Nature Park on behalf of the Charlotte County Fall Fair and Lumberjack Championship, which outline the "in kind" support, as well as the grant of \$2,000.00 (two thousand dollars) and \$1,000.00 (one thousand dollars), respectively, as above-noted.



Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: Ganong Nature Park

Name of festival: Charlotte County Fall Fair

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

CASH This amount must appear in the budget.		IN-KIND (monetary value)	The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.
Total:	\$2,000.00	\$3,500.00	bleachers, garbage cans, tables, fencing
		\$500.00	Staff assistance with setup and tear down
		Total:	\$4,000.00

Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.	
Title and municipality (required):	
Telephone number (required):	
Authorized representative's signature (required):	
Date YYYY-MM-DD (required):	



Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: Ganong Nature Park

Name of festival: 2020 Lumberjack Championship

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

CASH This amount must appear in the budget.		IN-KIND (monetary value)	The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.
Total:	\$1,000.00		
		\$3,500.00	bleachers, garbage cans, tables, fencing
		\$500.00	staff assistance with setup and tear down
		Total: \$4,000.00	

Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.	
Title and municipality (required):	
Telephone number (required):	
Authorized representative's signature (required):	
Date YYYY-MM-DD (required):	

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

LOCAL PLANNING SERVICES – SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

THAT the Council of the Town of St. Stephen approves planning and development services to be contracted out to the Southwest New Brunswick Service Commission (SNBSC), and authorizes the Mayor and Town Clerk to execute the Local Planning Services Agreement with SNBSC, in the form presented to Council.

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

PURCHASING POLICY NO. 3A – PURCHASE ORDER REQUIREMENTS

THAT the Council of the Town of St. Stephen authorizes a moratorium on the requirements for Purchase Orders as currently contained in Purchasing Policy No. 3A until such time as a new procurement policy is adopted by Council.



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
3 A		
PAGE	1	OF 3

TITLE	PURCHASING POLICY
-------	-------------------

EFFECTIVE DATE		
DAY	MO.	YR.
20	08	2007

Purchasing Policy

Revision Adopted 20 August 2007

Purpose:

The purpose of the Policy shall be to ensure the orderly conduct of all purchasing, the securing of the best price relative to value, and to ensure that funds are available in the budget prior to any purchase.

General Policies:

1. The list of all Budget Departments and the Department Head responsible for the expenditures in that section are given in Schedule "A."

An expense report will be provided monthly to each Department Head with comparisons of actual to budget with the most current amounts available from the Accounts Payable/Receivables Clerk.

2. All goods and services to be estimated to be \$500.00 or less including tax for inner Departmental use are to be controlled by the Department Head. The Vendor invoice should be signed off by the Department Head to ensure goods and services have been received, and coded to the budget account the expense is to be applied against, before it is given to the Accounts Payable/Receivable Clerk for entry.
3. Purchase Orders shall be required for all purchases of goods and services in excess of \$500.00 including tax and signed off by the responsible Department Head with the Initiator.
4. All Purchase Orders for goods and services estimated to be in excess of \$5,000.00 including tax are to be signed off by the Chief Administrative Officer, Treasurer, and Department Head.
5. Purchase Orders shall be required for all goods and services estimated to be over budget and signed off by the Chief Administrative Officer, Treasurer, and Department Head. Purchase Orders for amounts over budget should have the reason for the overage on the Purchase Order.
6. Purchase Orders shall be required for all purchases of goods and services that may be potentially controversial or of a politically sensitive nature, and signed off by the Mayor, Chief Administrative Officer, and Department Head.

APPROVED: Jim Flewelling
Town Clerk



TOWN
OF
ST. STEPHEN

POLICY

NUMBER		
3 A		
PAGE	2	OF 3

TITLE	<u>PURCHASING POLICY</u>
-------	--------------------------

EFFECTIVE DATE		
DAY	MO.	YR.
20	08	2007

7. Purchase Orders are to be generated and signed off by the appropriate individuals **before** the purchase of goods or services. Purchase Orders should indicate what is being ordered, the quantity and a dollar cost with or without tax. Where only an estimate is available the maximum expenditure amount should be indicated. Where possible the Purchase Order number should be indicated on the Vendor invoice. The Vendor invoice should be signed off by the Department Head to ensure goods and services have been received, coded to the budget account the expense is to be applied against, and a copy of the Purchase Order attached to the Vendor invoice before it is given to the Accounts Payable/Receivable Clerk for entry.
8. Purchases of services other than those with recurring Purchase Orders should have quotes from more than one Vendor when practical, and the documentation and reason for the selection kept by the Department Head for future reference. Contracts should be signed for all work involving services over \$5,000.00 including tax.
9. Vendors using a recurring Purchase Order should have this Purchase Order number listed on their invoice. Recurring Purchase Orders are to be approved by the Chief Administrative Officer, Treasurer, and Department Head, reviewed and approved yearly, and kept by the Accounts Payable/Receivable Clerk.
10. 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.

APPROVED: Tom Jewelling ²
Down Clark



TOWN OF ST. STEPHEN

POLICY

Title: PURCHASING POLICY

Policy No. 3 - A

Page 3 of 3

Effective: January 24, 2011

REVISED

Schedule "A"

- A) General Government Services – Mayor, Chief Administrative Officer, Treasurer, Town Clerk, Director of Parks, Recreation and Property Management, Human Resources/Office Manager
- B) RCMP – Chief Administrative Officer, Director of Parks, Recreation and Property Management
- C) Fire – Chief Administrative Officer, Fire Chief
- D) Animal and Pest Control – Chief Administrative Officer, Manager of Bylaws/Building Inspection
- E) Building Inspector/By-Law Officer – Chief Administrative Officer, Manager of Bylaws/Building Inspection
- F) Crosswalk Guards – Chief Administrative Officer
- G) Transportation Services (not including Airport) – Chief Administrative Officer, Director of Operations, Superintendent of Public Works, Director of Parks, Recreation and Property Management
- H) Airport – Director of Parks, Recreation and Property Management
- I) Environment Health Services – Chief Administrative Officer, Director of Parks, Recreation and Property Management
- J) Environmental Development Services – Chief Administrative Officer, Director of Parks, Recreation and Property Management
- K) Recreation and Cultural Services – Chief Administrative Office, Director of Parks, Recreation and Property Management, Assistant Recreation Director
- L) Fiscal Services – Treasurer
- M) Water Supply – Chief Administrative Officer, Treasurer, Director of Operations, Superintendent of Public Works, Human Resources/Office Manager
- N) Sewerage Collection and Disposal – Chief Administrative Officer, Treasurer, Director of Operations, Superintendent of Public Works

Approved:


Town Clerk

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

AWARDING OF TENDER: SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL SERVICES – TENDER # TOSS19-10

THAT of the two (2) tenders received, the tender for the annualized sum of \$188,663.28 (one hundred and eighty-eight thousand, six hundred and sixty-three dollars and twenty-eight cents), including HST, from Southern Sanitation Ltd. of Oak Bay, NB, for solid waste and recycling collection services for the period of February 1, 2020 to October 31, 2023, be accepted subject to the terms and conditions of the tender and vendor's proposal.

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

COASTAL LINK TRAIL – UPGRADES

THAT the Council of the Town of St. Stephen accepts the offer from Coastal Link Trail Inc. to cover the costs for upgrades to the Waterfront Trail as outlined in the report from Dillon Consulting Limited, in the form presented to Council.

AND THAT Council approves the following trail surface:

- Segment 1 (International Border to Town Wharf) – Paved Asphalt Surface
- Segment 2 (Town Wharf to Dennis Stream Bridge) – Paved Asphalt Surface
- Segment 3 (Beyond Dennis Stream Bridge) – Paved Asphalt Road Shoulder

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

PURCHASE AND SALE – PID # 1305705 (120 MILLTOWN BOULEVARD)

WHEREAS the Council of the Town of St. Stephen, at its closed session on January 15, 2020, as per Section 68(1)(d) of the NB *Local Governance Act*, reviewed and accepted the proposal from Sweeney International Marine Corp. (SIMCorp) for the purchase of property located at 120 Milltown Boulevard and known as PID # 1305705.

NOW THEREFORE BE IT RESOLVED THAT Council authorizes the Mayor and Town Clerk to execute all documentation deemed necessary by legal counsel to complete the transaction.

RESOLUTION NO.: _____

DATE: January 27, 2020

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.