

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

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – September 23, 2019
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure to August 31, 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 – October 16, 2019

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) 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” – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Business Improvement Area – Grant Application
- (b) Dialogue NB – Grant Application
- (c) Approval of Event – Holiday Lamppost Decorating Contest
- (d) W. F. Ganong Commemorative Statue

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: October 28, 2019

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

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

**AGENDA**

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

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

DATE: October 28, 2019

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on September 23, 2019 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, SEPTEMBER 23, 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; and Town Clerk Joan Flewelling.

**ABSENT:** Chief Administrative Officer Jeff Renaud.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

**157/19** **THAT** the Agenda be approved as circulated.

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no 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

**158/19** **THAT** the Minutes of the Regular Council meeting held on August 26, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

159/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2019 be received.

CARRIED

PAID BILLS

Moved by Councillor Harding

Seconded by Councillor Wheaton

160/19 **THAT** the paid bills in the amount of \$1,052,886.96 (one million, fifty-two thousand, eight hundred and eighty-six dollars and ninety-six cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop

Seconded by Councillor Parker

161/19 **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 September 11, 2019 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding

Seconded by Councillor Chisholm

162/19 **THAT** the following staff reports for the month of August 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

No by-laws considered.

14. NEW BUSINESS

**CAPITAL ASSET MANAGEMENT PLAN REPORT AND CAPITAL ASSET  
MANAGEMENT PLANNING POLICY**

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

163/19

**THAT** the Council of the Town of St. Stephen accepts the Capital Asset Management Plan Report and Capital Asset Management Planning Policy No. 69.  
**CARRIED**

**HORIZON HEALTH NETWORK – SAINT JOHN & NB HEART CENTRE AND  
TOWN OF ST. STEPHEN – LETTER OF AGREEMENT**

Moved by Councillor Chisholm  
Seconded by Councillor Wheaton

164/19

**THAT** the Council of the Town of St. Stephen approves a two (2) year partnership with Horizon Health Network – Saint John & NB Heart Centre for a community based Cardiac Rehabilitation Program at the Garcelon Civic Center effective September 27, 2019 and expiring September 27, 2021.

**AND THAT** the Council authorizes the Mayor and Town Clerk to sign the Letter of Agreement with Horizon Health Network – Saint John & NB Heart Centre in the form presented to Council. **CARRIED**

**AWARDING OF TENDER # TOSS19-04 – 2019 ALL SEASON DUMP BODY**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

165/19

**THAT** the tender received in the amount of \$54,122.00 (fifty-four thousand, one hundred and twenty-two dollars), plus HST, from Parts for Trucks, Inc. of Dartmouth, NS, for a 2019 All Season Dump Body be accepted. **CARRIED**

**AWARDING OF TENDER: WATERFRONT ENHANCEMENTS – ST. STEPHEN, NB, PROJECT NO: 19-9772**

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

- 166/19 THAT the one (1) tender received in the amount of \$275,367.50 (two hundred and seventy-five thousand, three hundred and sixty-seven dollars and fifty cents), including HST, from Fundy Contractors Limited of Bethel, NB, for the waterfront enhancements project be accepted. **CARRIED**

**TOWN OF ST. STEPHEN – DESIGNATED HIGHWAYS FIVE YEAR PRIORITIES (2020 – 2024) – MUNICIPAL DESIGNATED HIGHWAY PROGRAM**

Moved by Councillor Parker

Seconded by Councillor Wheaton

- 167/19 THAT the Council of the Town of St. Stephen approves the attached Designated Highways Five Year Priorities (2020 - 2024) under the Municipal Designated Highway Program, and submits same to the Department of Transportation and Infrastructure to assist the Department in considering the request in preparation for the budget process. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Attended all Town meetings.
- Participated in Car Star's recruitment video.

**Councillor Hyslop**

- Charlotte County Museum closed for the season the end of August; however, is opened for special tour groups.
- Canada 1<sup>st</sup> Basketball Committee is working on phase 2, a business plan.
- Attended the Charlotte County Fall Fair.
- Attended the International Lumberjack Competition.
- Attended the Premier's breakfast at the Garcelon Civic Center.
- Attended all Town meetings.

**Councillor Parker**

- Attended the International Lumberjack Competition.
- Attended the Premier's breakfast at the Garcelon Civic Center
- Attended all Town meetings.

Councillor Wheaton

- Attended a Chocolate Fest and Chocolate Museum Operating Committee meeting.
- Attended several Christmas Promotion meetings.
- Attended a concert in the David Alison Ganong Chocolate Park.
- Attended the 2019 Rotary “Run to Fuel Young Minds” run/walk; however, did not participate this year.

Councillor Harding

- Attended a Community Policing meeting on behalf of Mayor MacEachern and advised that the RCMP will not be attending the monthly Committees meetings in the future.
- Advised that the Town will receive RCMP quarterly reports.
- Advised that a contact to report off-road vehicles on town streets is Scott Keirvin, Off Road Vehicle Enforcement Officer with Department of Public Safety – 1-877-449-2244.
- Attended all Town meetings.
- Attended the Premier’s breakfast at the Garcelon Civic Center.

Councillor Chisholm

- Attended all Town meetings.
- Stated that it was Impressive to see the scale of the work undertaken to complete the disaster mitigation project for Billy Weston Brook.
- Stated that renovations are well underway at the Garcelon Civic Center for the relocation of the Town Office.

Mayor MacEachern

- Attended all Town meetings.
- Attended McDonald’s grand opening.
- Attended the Premier’s breakfast at the Garcelon Civic Center.
- Attended the Charlotte County Fall Fair.
- Attended the International Lumberjack Competition.
- Travelled to PEI to meet with a potential hotelier.
- Attended Greg Thompson’s, former MLA, funeral.

16. QUESTION PERIOD

There were no questions from the public.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop

Seconded by Councillor Parker

**168/19** THAT the meeting adjourn at 7:20 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
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**73 MILLTOWN BLVD., SUITE 112**  
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11. STAFF REPORTS

- (a) Chief Administrative Officer
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- (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) Capital Asset Management Plan Report and Capital Asset Management Planning Policy
- (b) Horizon Health Network – Saint John & NB Heart Centre and Town of St. Stephen – Letter of Agreement
- (c) Awarding of Tender # TOSS19-04 – 2019 All Season Dump Body
- (d) Awarding of Tender: Waterfront Enhancements – St. Stephen, NB, Project No: 19-9772
- (e) Town of St. Stephen – Designated Highways Five Year Priorities (2020-2024) – Municipal Designated Highway Program

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: October 28, 2019

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

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

**STATEMENTS OF REVENUE AND EXPENDITURE**

**THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to August 31, 2019 be received.

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

	<b>Actual To Date For the Eight Months Ending August 31, 2019</b>	<b>Budget For the Year Ending December 31, 2019</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	3,566,787	5,350,179	\$1,783,392	67%
Services Provided to Other Governments	113,307	222,218	108,911	51%
Sale of Services	339,694	561,000	221,306	61%
Other Revenue From Own Sources	180,738	207,656	26,918	87%
Unconditional Grants	1,104,868	1,595,353	490,485	69%
Conditional Transfers	8,070	4,200	(3,870)	192%
Other Transfers	848,125	1,307,994	459,869	65%
<b>Total Revenue</b>	<b>6,161,589</b>	<b>9,248,600</b>	<b>3,087,011</b>	<b>67%</b>
<b>Expenditure</b>				
General Government Services	731,814	1,060,813	328,999	69%
Protective Services	1,302,757	2,295,612	992,855	57%
Transportation Services	1,350,489	2,096,199	745,710	64%
Environmental Health Services	160,312	230,625	70,313	70%
Environmental Development Services	223,501	322,448	98,947	69%
Recreational and Cultural Services	1,259,692	2,023,621	763,929	62%
Fiscal Services	530,236	1,211,282	681,046	44%
Other	4,614	8,000	3,386	58%
<b>Total Expenditures</b>	<b>5,563,415</b>	<b>9,248,600</b>	<b>3,685,185</b>	<b>60%</b>
<b>Surplus (Deficit)</b>	<b>\$598,174</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Eight Months Ending August 31, 2019</b>	<b>Budget For the Year Ending December 31, 2019</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$1,084,646	\$2,034,570	\$949,924	53%
Other Revenue From Own Source	137,064	208,302	71,238	66%
Other Transfers	59,681	89,521	29,840	67%
<b>Total Revenue</b>	<b>1,281,391</b>	<b>2,332,393</b>	<b>1,051,002</b>	<b>55%</b>
<b>Expenditures</b>				
Water Supply	710,364	1,070,324	359,960	66%
Sewerage Collection and Disposal	411,300	716,897	305,597	57%
Fiscal Services	449,673	545,172	95,499	82%
<b>Total Expenditures</b>	<b>1,571,337</b>	<b>2,332,393</b>	<b>761,056</b>	<b>67%</b>
<b>Surplus (Deficit)</b>	<b>(\$289,946)</b>	<b>\$0</b>		

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

DATE: October 28, 2019

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$814,086.27 (eight hundred and fourteen thousand, eighty-six dollars and twenty-seven cents) be received.

**TOWN OF ST. STEPHEN BILLS PAID (CHARLES F. TODD TRUST FUND):**

**SEPTEMBER 2019**

Volunteer Centre of Charlotte County, Inc. (2019 Income Distribution, Cheque #93)	\$	5,262.15
Deegan Farrell (Irving Randall Todd Scholarship - First Installment, Cheque #94)	\$	1,300.00
Royal Canadian Legion, Milltown Branch No. 48 (Poppy Fund 2019 - Income Distribution, Cheque #95)	\$	200.00
<b>Total</b>	<b>\$</b>	<b><u>6,762.15</u></b>

**Bank Direct Withdrawals:**

**Chambers of Commerce Group Insurance Plan:**

**OCTOBER, 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
<b>Total</b>	<b><u>\$ 18,400.03</u></b>

**Visa:**

**SEPTEMBER, 2019**

Allan MacEachern (General Government: Mayor Travel/Meeting; Transportation: Airport Licenses; Water Supply: Source Petroleum Site License)	209.16
Jeff Renaud (General Government: CAO: Travel/Training)	45.50
Frank Godsoe (General Government: Office Computer Goods)	320.72
Michelle Vest (Civic Center: Canteen Supplies, Special Events Supplies, Small Equipment and General Supplies, Arena Training and Development, Pool Chemicals, Administration Promotion, MCA Equipment and Supplies; Events: Community Events Expenses)	3,170.07
<b>Total</b>	<b><u>\$ 3,745.45</u></b>

**Service New Brunswick:**

Invoice #1254032 (Utility Payment Acceptance Fees)	632.94
	<b><u>\$ 632.94</u></b>

<b>Total Amount</b>	<b><u><u>\$ 22,778.42</u></u></b>
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**Town of St. Stephen**  
**BNK5 - Interim No.1-GCF**  
 Cheques from 000001 to 000014 dated between 09-01-2019 and 09-30-2019

**CHEQUE REGISTER**

Printed: 9:25:46AM 10/24/2019

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Number	Issued	Amount	SC	Status	Status Date
000005	09/11/2019 ACADIAN MARINE & DIVING LTD 190074 Waterfront Revitalization	167,009.91 167,009.91	A/P	OUT-STD	09/11/2019
000006	09/24/2019 DILLON CONSULTING LIMITED 202315 Project#17-5356 Milltown Blvd	3,189.80 3,189.80	A/P	OUT-STD	09/24/2019
000008	09/25/2019 ACADIAN MARINE & DIVING LTD 190088 Waterfront Revitalization Project No.18	117,171.37 117,171.37	A/P	OUT-STD	09/25/2019
<b>Cheque Totals Issued:</b>		<b>287,371.08</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>287,371.08</b>			
<b>Total # of Cheques Listed:</b>		<b>3</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
BNK6 - Interim No.1-UCF  
Cheques from 000001 to 000015 dated between 09-01-2019 and 09-30-2019

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**CHEQUE REGISTER**

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Printed: 9:26:33AM 10/24/2019

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000007	09/24/2019 DILLON CONSULTING LIMITED 202315*	8,202.35 6,202.35	A/P	OUT-STD	09/24/2019
	<b>Cheque Totals Issued:</b>	<b>6,202.35</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>8,202.35</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK4 - Civic Center Bank Account  
 Cheques from 000001 to 000049 dated between 09-01-2019 and 09-30-2019

**CHEQUE REGISTER**

Printed: 9:27:31AM 10/24/2019

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Number	Issued	Amount	SC	Status	Status Date
000047	09/10/2019 TOWN OF ST. STEPHEN 36000.00 GG-CIVICCENTERTRANSER-TO GEN	36,000.00 36,000.00	A/P	CLEARED	09/30/2019
<b>Cheque Totals Issued:</b>		<b>36,000.00</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>36,000.00</b>			
<b>Total # of Cheques Listed:</b>		<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024869 dated between 09-01-2019 and 09-30-2019

**CHEQUE REGISTER**

Printed: 9:28:05AM 10/24/2019

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Number	Issued	Amount	SC	Status	Status Date
024525	09/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000030249 GG-TOWNHALL-LEASE-SEPT/19	5,417.62 5,417.62	A/P	CLEARED	09/30/2019
024589	09/01/2019 SHARPE'S LAWN CARE 450 RC-PARKS-PLAYING FIELDS TURF M	17,250.00 17,250.00	A/P	CLEARED	09/30/2019
024591	09/03/2019 ACCT #903240047015 AUGUST2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	CLEARED	09/30/2019
024592	09/03/2019 ACCT 8025-280 AUGUST2019 LOCAL 770 UNION DUES - AUGUST/	1,239.10 1,239.10	A/P	CLEARED	09/30/2019
024593	09/03/2019 ALL GAS TANKS 99359 TS-SHOP-8 PER YEAR GAS BOTTLE 99377 TS-SHOP-1/8 FILE FOR 2 IN 1 FILE H	223.86 184.00 39.86	A/P	CLEARED	09/30/2019
024594	09/03/2019 BELL MOBILITY INC. 523889487AUG19CC CC-ADMIN-CELL PHONE CHARGES 523889487AUG19GEN GG/TS/PS/RC-CELL PHONE CHARGE	1,282.88 173.60 1,109.28	A/P	CLEARED	09/30/2019
024595	09/03/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002 AUGUST2019 GG-MUNCIPALPLAN-AUGUST/19	26,190.16 26,190.16	A/P	CLEARED	09/30/2019
024596	09/03/2019 EAST COAST INTERNATIONAL TRUCKS 32258SCRE TS-#29-INVOICE ENTERED IN ERRO 38336S TS-#5-INTERIOR LAMPS, BACKUP A	22.99 -91.94 114.93	A/P	CLEARED	09/30/2019
024597	09/03/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 30270 TS-STG-GAS 714159 TS-STG-DIESEL JULYINTEREST19 TS-STG-JULY/19 INTEREST	4,542.12 3,569.78 915.26 57.08	A/P	CLEARED	09/30/2019
024598	09/03/2019 JEFF RENAUD AUGUST2019 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	CLEARED	09/30/2019
024599	09/03/2019 MARK DOWNEY TRUCKPULL PS-FIRE-PA SYSTEM RENTAL FOR T	150.00 150.00	A/P	CLEARED	09/30/2019
024600	09/03/2019 MCLAUGHLIN, DONALD ELMSTREETPARK RC-ELMSTREETNATUREPARK-BEA	69.00 69.00	A/P	CLEARED	09/30/2019
024601	09/03/2019 MINISTER OF FINANCE WEEK362019 EMPLOYEE DEDUCTIONS - SEPT 01	209.30 209.30	A/P	CLEARED	09/30/2019
024602	09/03/2019 PREVENTION SOURCE 19106 PS-FIRE-BURNY BALLOONS, PENCII	614.87 614.87	A/P	OUT-STD	09/03/2019
024603	09/03/2019 PUROLATOR COURIER LTD. 442125329 GG-TOWNHALL-TO DILLON CONSUI	45.33 45.33	A/P	CLEARED	09/30/2019
024604	09/03/2019 RECEIVER GENERAL AUGUST2019 EMPLOYEE DEDUCTIONS - AUGUST	597.20 597.20	A/P	CLEARED	09/30/2019
024605	09/03/2019 SOUTH WEST COURIER 17927 CC-ARENA-TO LOCKHART SAW	59.51 59.51	A/P	CLEARED	09/30/2019
024606	09/03/2019 ST. STEPHEN UTILITY DEPT. AUGUST2019 EMPLOYEE DEDUCTIONS - AUGUST	40.00 40.00	A/P	CLEARED	09/30/2019
024609	09/10/2019 ALLAN MACEACHERN HOTELMEETING GG-MAYOR-HOTEL MEETING	347.20 347.20	A/P	CLEARED	09/30/2019
024610	09/10/2019 BELL ALIANT 11368891AUG19 GG-TOWNHALL-LANDLINE PHONES 11395944AUG19 PS-FIRE-LAND LINES	2,383.65 1,474.28 909.37	A/P	CLEARED	09/30/2019
024611	09/10/2019 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	CLEARED	09/30/2019

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024869 dated between 09-01-2019 and 09-30-2019

**CHEQUE REGISTER**

Printed: 9:28:05AM 10/24/2019

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Number	Issued	Amount	SC	Status	Status Date
	15241 PS-BY-LAW-AUG 26 - SEPT 06/19 FEE	966.00			
024612	09/10/2019 CANADIAN SPRINGS 19100841090119MILLPOOL RC-MILLPOOL-WATER	18.38 18.38	A/P	CLEARED	09/30/2019
024613	09/10/2019 CNH CAPITAL IN92049 TS-#11-INSTRUMENT CLUSTER GAL INTERESTAUG19 TS-#11-INTEREST	1,167.73 1,133.90 33.83	A/P	CLEARED	09/30/2019
024614	09/10/2019 CUMMINS CANADA ULC 028-49591 TS-#6-CPR, AIR ISC/ISL 028-49592* TS-#6-DOSER PUMP 028-50696 TS-#6- INSITE LITE/PRO 028-53695 TS-#22- GASKETS, COMPRESSION S 028-53802 TS-#22- PLUNGER, PLUG AV-3478 TS-#6-OIL PAN, HEX SCREWS, OIL P AV-3574 TS-#6-HEX SCREWS AV-3914 TS-#16-OIL PAN, HEX SCREWS AV-4405 TS-#6-OIL PAN	474.35 -186.88 -373.75 27.34 79.83 60.95 84.70 13.06 91.45 677.65	A/P	CLEARED	09/30/2019
024615	09/10/2019 DALE MATHESON'S TOWING JULY262019 TS-POLE-LIGHT/WALKSIGN-ACCIDE	126.50 126.50	A/P	CLEARED	09/30/2019
024616	09/10/2019 EAST COAST INTERNATIONAL TRUCKS 38361S TS-#5-INTERIOR LAMPS, RING PIGT.	58.58 58.58	A/P	CLEARED	09/30/2019
024617	09/10/2019 ENBRIDGE GAS NEW BRUNSWICK 2019082101008-1016227-0 CC-BUILDING-NATURAL GAS 00	835.58 835.58	A/P	CLEARED	09/30/2019
024618	09/10/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVICE 19-103 PS-BUILDINGINSPECTOR-AUG 31 - 5	2,569.00 2,569.00	A/P	CLEARED	09/30/2019
024619	09/10/2019 GREENLAW'S GARAGE LTD. 5390 TS-#1-USED DRIVESHAFT 5395 TS-#12-IGNITION COIL COMPUTER T 5399 TS-#5-RECHARGE A/C	2,282.12 1,213.25 677.98 390.89	A/P	CLEARED	09/30/2019
024620	09/10/2019 JESSICA HOVEY REFUND GG-ADJUSTMENT-REFUND	195.07 195.07	A/P	CLEARED	09/30/2019
024621	09/10/2019 JOAN MERRILL JULY5-AUG25/19 PM-LIBRARY-PUBLIC WASHROOM C	672.00 672.00	A/P	CLEARED	09/30/2019
024622	09/10/2019 KEVIN SUMNER LIBRARYMEETING RC-PROVINCIALLIBRARY-MEETING	90.40 90.40	A/P	CLEARED	09/30/2019
024623	09/10/2019 KONICA MINOLTA BUSINESS SOLUTIONS 280577631 GG-TOWNHALL-PHOTOCOPIERMAIL	82.92 82.92	A/P	CLEARED	09/30/2019
024624	09/10/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 9306927711 TS-SHOP-WEATHERPACK SEALS, P	323.76 323.76	A/P	CLEARED	09/30/2019
024625	09/10/2019 MICMAC FIRE & SAFETY SOURCE LTD. NS-00870533 PS-FIRE-HELMET WITH FACE, SHIEL NS-00870534 PS-FIRE-BUNKER BOOTS	1,095.95 746.35 349.60	A/P	CLEARED	09/30/2019
024626	09/10/2019 MINISTER OF FINANCE WEEK372019 EMPLOYEE DEDUCTIONS - SEP 08 -	209.30 209.30	A/P	CLEARED	09/30/2019
024627	09/10/2019 MINISTER OF FINANCE 973603 TS/CC-ST/CC-BPV ANNUAL REGIS*	250.00 250.00	A/P	CLEARED	09/30/2019
024628	09/10/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 445120 GG-TOWN HALL-FLOOR MATS	95.36 95.36	A/P	CLEARED	09/30/2019

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Number	Issued	Amount	SC	Status	Status Date
024629	09/10/2019 ORR ELECTRIC & ALARM LTD. 4084 RC-TENNISCOURT-INSTALLED 1 GF	200.85 200.85	A/P	CLEARED	09/30/2019
024630	09/10/2019 PIZZA DELIGHT 809476 RC-HORT-END OF YEAR LUNCHEON	127.64 127.64	A/P	CLEARED	09/30/2019
024631	09/10/2019 RICHARDS DWAYNE USB/ACOUTLET PS-FIRE-USB/ACOUTLET	22.99 22.99	A/P	CLEARED	09/30/2019
024632	09/10/2019 RICHWIL TRUCK CENTRE LTD. 130589 TS-#5-ADJUSTER	648.63 648.63	A/P	CLEARED	09/30/2019
024633	09/10/2019 SAKO INDUSTRIAL SUPPLY 11380-WHSE TS-SHOP-GREASE	253.00 253.00	A/P	CLEARED	09/30/2019
024634	09/10/2019 SHANNON MICHAEL AUGUST2019 PS-ANIMALCONTROL-MONTHLY VEI	1,487.64 1,487.64	A/P	CLEARED	09/30/2019
024635	09/10/2019 SOJOURN ENTERPRISES LIMITED 75136 TS-STREETS-CROSSWALK SIGNS	998.58 998.58	A/P	CLEARED	09/30/2019
024636	09/10/2019 SOURCE ONE SUPPLIES 21874 CC-POOL-MURIATIC ACID, HYDROC 21932 TS-SHOP-GARBAGE BAGS 21959 PS-FIRE-PAPER TOWELS 21963 PS-FIRE-GARBAGE BAGS	912.85 654.01 103.12 102.45 53.27	A/P	CLEARED	09/30/2019
024637	09/10/2019 SOUTHERN SANITATION LTD. 180892 TS/RC-SHOP/PARKS-GARBAGE COL	542.59 542.69	A/P	OUT-STD	09/10/2019
024638	09/10/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16506 CC-POOL-REPLACED VFD FOR POC	217.58 217.58	A/P	CLEARED	09/30/2019
024639	09/10/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 211117 GG-EVENTS-FOR TOWN 211818 GG-TOWN-EVENTS 212168 CC-ADVERTISEMENT-AQUATICS AN	431.25 57.50 57.50 316.25	A/P	CLEARED	09/30/2019
024640	09/10/2019 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT VFIS5346(VOLUNTEER) PS-FIRE-BASIC BENEFITS, CRITICAL VFP9019913 PS-VOLUNTEER-CAREER BENEFITS	12,479.00 9,206.50 3,270.50	A/P	CLEARED	09/30/2019
024641	09/10/2019 ST. STEPHEN'S UNIVERSITY BONFESTAUG2019 CC-SUMMERCONCERTSERIES-BON	300.00 300.00	A/P	CLEARED	09/30/2019
024643	09/10/2019 STATIONERY PLUS 52867 GG-TOWN HALL-BINDING CASES 52897 GG-TOWNHALL-PENS, INK ROLLERS 52817 GG-TOWN HALL-COFFEE, BINDING (I 52905 GG-TOWN HALL-BINDING CASES 53130 CC-ADMIN-STAMP, FIGURING PAD, I 53183 GG-TOWN HALL-PAPER, POST-IT NC 53290 GG-TOWN HALL-ENVELOPES, FILE I 53332 GG-TOWN HALL-STAPLER 53395 GG-TOWN HALL-RUBBER STAMP, E 53491 GG-TOWN HALL-LASER TONER 53574** GG-TOWNHALL-STAPLER 53575 GG-TOWN HALL-STAPLER, TAPE 53699 GG-RETIREMENTPLAQUE-WATER C 53822 GG-EVENTS-LABEL SHEETS, POST- 53823 CC-ADMIN-PAPER, REINFORCEMEN	1,016.01 17.23 23.63 49.42 51.74 107.19 82.50 22.12 6.89 18.83 229.75 -6.89 18.04 71.36 76.14 39.02	A/P	CLEARED	09/30/2019

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Number	Issued	Amount	SC	Status	Status Date
	53875	TS-SHOP-CANADA FLAGS			
	53889	GG-TOWNHALL-NOTEBOOKS			
024645	09/10/2019	KONICA MINOLTA BUSINESS SOLUTIONS			
	260582795	CC-ADMIN-PHOTOCOPIERMAINTENAI		CLEARED	09/30/2019
024646	09/10/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.			
	444927	PM-RCMP-FLOOR MATS		CLEARED	09/30/2019
	445820	PM-RCMP-FLOOR MATS			
024647	09/10/2019	SPARTAN FITNESS			
	312033	CC-GYM-PULL DOWN CABLE, LOCK		CLEARED	09/30/2019
	313884	CC-GYM-5 LB ADD-ON-PLATES			
024648	09/18/2019	AJW MECHANICAL LTD.			
	32780	RC-MILLPOOL-HEAT EXCHANGERS		CLEARED	09/30/2019
024649	09/18/2019	ALL GAS TANKS			
	99612	TS-SHOP-12" PULL CORDS		CLEARED	09/30/2019
	99707	PM-AIRPORTMOWER-BELT			
024650	09/18/2019	BELL ALIANT			
	06336721AUG19	TS-AIRPORT-LANDLINE PHONE		CLEARED	09/30/2019
	11378668AUG19	PS/TS-199UNIONST-LANDLINE PHOI			
	15772965AUG19	RC-REC/POOL-LANDLINE PHONES			
	46435731AUG19	RC-PARKS-CHOCOLATE PARK CAME			
	47424130AUG19	CC-CIVICCENTER-LANDLINE PHONE			
	47780283AUG19	CC-ADMIN-BUSINESS FIBE			
024651	09/18/2019	BRUNSWICK NEWS INC			
	20052818	RC-PARKS-ELM STREET PARK		CLEARED	09/30/2019
	20053474	PS-FIRE-BUCKET SIT			
024652	09/18/2019	CANADA BREAD COMPANY LIMITED			
	123414904825	CC-CANTEEN-HOT DOGS		CLEARED	09/30/2019
024653	09/18/2019	CARMICHAEL ENGINEERING LTD.			
	FR-1656135	PM-5KINGS-REPAIR SPLIT AIR CONI		CLEARED	09/30/2019
	FR-1656582	CC-ARENA-HEAT PUMPS PREVENT/			
024654	09/18/2019	CARQUEST			
	14838-109886	PS-FIRE-OIL FILTER, BREAK IN OIL,		CLEARED	09/30/2019
	14838-109872	PS-42FORDTRUCK-DRIVE SHAFT, B			
	14838-109932	PS-FIRE-DRIVE SHAFT CENTER SUF			
	14838-110023	TS-#5-BLACK RUST PREVENTATIVE			
	14838-111444	TS-SHOP-UNIONS, CONNECTORS			
024655	09/18/2019	CINTAS CANADA LIMITED			
	5014510707	TS-SHOP-FIRST AID SUPPLIES		CLEARED	09/30/2019
024656	09/18/2019	COCA COLA REFRESHMENTS CANADA COMPANY			
	15330202014	CC-CANTEEN-COCA COLA PRODUC		CLEARED	09/30/2019
024857	09/18/2019	DAIGLE EXCAVATION & GRAVEL			
	631236	PS-DEMOLITION-15 PLEASANT STRI		OUT-STD	09/18/2019
024658	09/18/2019	DAVIS FUELS			
	21303	TS/PS-199UNIONST-HEATING FUEL		CLEARED	09/30/2019
024659	09/18/2019	DEMPSEY'S PLUMBING & HEATING			
	3610	CC-ARENA-FIXED FLUSH IN MEN'S \		CLEARED	09/30/2019
	3614	CC-POOL-FIXED FAMILY SHOWER \			
024660	09/18/2019	EAGLE XPRESS COURIER SERVICE			

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Number	Issued	Amount	SC	Status	Status Date
	518669	TS-#5-TO RICHWELL			
	518678	TS-#31-TO LSW WEAR			
	518677	TS-#5-TO RICHWELL			
	518824	TS-#11-TO LSW			
	518831	TS-#22-TO SAUNDERS EQUIPMENT			
	518868	TS-#31-TO LSW			
	518889	TS-#11-TO MARITIME CASE			
	518878	TS-#11-TO MARITIME CASE			
	518896	TS-#22-TO AGRI MECHANICAL			
	518917	TS-#11-TO MARITIME CASE			
	518921	TS-#5-TO RICHWELL			
	518932	TS-SHOP-TO BAYVIEW TRUCKS			
	518933	TS-#21-TO CENTRAL AUTO PARTS			
024661	09/18/2019	GANONG NATURE PARK	1,000.00	A/P	OUT-STD 09/18/2019
	GRANT2019	GG-CHARLOTTECOUNTYFALLFAIR-	1,000.00		
024662	09/18/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	721.75	A/P	CLEARED 09/30/2019
	113630	TS-ST5-DIESEL	721.75		
024663	09/18/2019	KEM CANADA MFG	542.95	A/P	CLEARED 09/30/2019
	125235	TS-SHOP-WASH N WAX	311.18		
	125648	TS-SHOP-DEFENSE PROTECTIVE FI	231.77		
024664	09/18/2019	KONICA MINOLTA BUSINESS	118.24	A/P	CLEARED 09/30/2019
	7280425	CC-ADMIN-COPIER LEASE-OCT/19	118.24		
024665	09/18/2019	LAWSON PRODUCTS, INC. (ONTARIO_	198.53	A/P	CLEARED 09/30/2019
	9306958866	TS-SHOP-HOSE CLAMPS, CABLE TIE	198.53		
024666	09/18/2019	MARG HARDING	20.00	A/P	CLEARED 09/30/2019
	BREAKFASTFUNDRAISER	GG-COUNCILLOR-CHAMBER OF CO	20.00		
024667	09/18/2019	MARITIME FENCE	126.55	A/P	CLEARED 09/30/2019
	01715415	RC-PARKS-POST CAPS, SLEEVES, F	126.55		
024668	09/18/2019	MCLAUGHLIN, DONALD	86.25	A/P	CLEARED 09/30/2019
	DONOTMOWSIGN	RC-ELMSTNATUREPARK-"DO NOT M	86.25		
024669	09/18/2019	MINISTER OF FINANCE	209.30	A/P	CLEARED 09/30/2019
	WEEK382019	EMPLOYEE DEDUCTIONS - SEPT 15	209.30		
024670	09/18/2019	N. B. ELECTRIC POWER	12,366.43	A/P	CLEARED 09/30/2019
	19051703SEP19	TS-AIRPORT-ELECTRICITY	168.21		
	19051801SEP19	TS-AIRPORT-ELECTRICITY	50.37		
	21600003030-8SEP19	TS-ST5-AREA LIGHTS	12,147.85		
024671	09/18/2019	PAYROLL TRANSFER	75,908.00	A/P	CLEARED 09/30/2019
	WEEK372019	GG-TRANSFER-AUG 30 - SEP 12/19	75,908.00		
024672	09/18/2019	PETTY CASH - GARCELON CIVIC CENTER	189.15	A/P	CLEARED 09/30/2019
	AUGUST232019	CC-EVENTS-SEA DOG'S OFFICIAL'S	150.00		
	AUGUST242019	CC-CANTEEN-SUPPLIES	27.69		
	AUGUST282019	CC-EVENTS-BUTTER FOR CATERIN	8.58		
	AUGUST282019*	CC-ADMIN-ONE WHOLE PUNCHES	2.88		
024673	09/18/2019	PINE GROVE CUSTOM DESIGN	126.50	A/P	CLEARED 09/30/2019
	2018-231	CC-ZAMBONI-VINYL LOGO, VINYL LI	126.50		
024674	09/18/2019	RECEIVER GENERAL FOR CANADA	34,626.73	A/P	CLEARED 09/30/2019
	WEEK372019	GG-REMITTANCE-AUG 30 - SEPT 12,	34,626.73		
024675	09/18/2019	RICHWIL TRUCK CENTRE LTD.	1,696.01	A/P	CLEARED 09/30/2019

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	130638	TS-#5-PLUG COVERS	38.64			
	130704	TS-#5-FLOOR PANEL	1,657.37			
024676	09/18/2019	SAUNDERS EQUIPMENT LTD.	905.49	A/P	CLEARED	09/30/2019
	0000077222	TS-#21-MOTOR MOUNT	116.21			
	0000077280	TS-#21-WATER GAUGE, OIL PRESSI	367.94			
	0000077289	TS-#21-AIR VENT HOSE	137.08			
	77191	TS-#22-SPLINED YOKE, U-JOINT	284.26			
024677	09/18/2019	SIGNS BY ANDREWS	975.00	A/P	CLEARED	09/30/2019
	2019-21	PS-#200-STRIPING, LETTERING, LO	975.00			
024678	09/18/2019	SOURCE ONE SUPPLIES	237.44	A/P	CLEARED	09/30/2019
	21989	CC-ARENA-URINAL SCREENS, MULT	122.45			
	22007	TS-SHOP-HAND SOAP	114.99			
024679	09/18/2019	SOUTHWEST CONCRETE & CONS LTD	8,625.00	A/P	CLEARED	09/30/2019
	IN000007646	PM-AIRPORT-MULCHING GROUND (	8,625.00			
024680	09/18/2019	SPARTAN FITNESS	2,046.97	A/P	CLEARED	09/30/2019
	310586	CC-FITNESSAREA-ANNUAL SERVICI	632.50			
	312032	CC-ARENA-DRIVE BELT, RUNNING E	1,414.47			
024681	09/18/2019	SPEEDY ST-STEPHEN 8768	393.88	A/P	CLEARED	09/30/2019
	8768-322951	TS-#22-LAMINATED GLASS INSTALL	393.88			
024682	09/18/2019	ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	1,220.58	A/P	CLEARED	09/30/2019
		DEDUCTIONS PS-FIRE-PAYROLL DEDUCTIONS	1,220.58			
024683	09/18/2019	THE CHARLOTTE COUNTY HOSPITAL FOUNDATION	3,000.00	A/P	OUT-STD	09/18/2019
	3000.00	GG-GRANT- 2019 GRANT	3,000.00			
024684	09/18/2019	TIM TOZER	1,104.00	A/P	CLEARED	09/30/2019
	2019FALLCPDCONF	GG-TREASURER-2019 FALL CPD CC	1,104.00			
024685	09/18/2019	TRACTION FREDERICTON (591)	350.54	A/P	OUT-STD	09/18/2019
	591223456	PS-#202-LED WHITELIGHTS	302.47			
	591223671	PS-FIRE-TRANS JUNCTION BOXS	48.07			
024688	09/18/2019	UAP INC.	1,512.24	A/P	CLEARED	09/30/2019
	981-483648	TS-SHOP-RTV GREY 80ML	12.37			
	981-484312	TS-#5-SELF ETCH PRIMER	16.86			
	981-484378	TS-#5-COURTESY LAMP	5.84			
	981-484442	CC-#435-AIR FILTER, OIL FILTER	11.69			
	981-484448	CC-#438-SWAY BAR LINK	57.60			
	981-484457	TS-#435-BRACKET HANGER	6.47			
	981-484543	TS-438-BRACKET HANGER	6.47			
	981-484597	TS-AIRPORTTRACTOR-DT 34 78-850	195.88			
	981-484773	TS-#21-ADAPTERS, HYDRAULIC HO:	79.22			
	981-484799	TS-#5-NUTS	6.93			
	981-485057	TS-#1-BRAKE CALIPER (W/BRACKET	173.40			
	981-485073	TS-#1-BRAKE PADS	74.70			
	981-485074	TS-#1-BRAKE ROTORS	145.18			
	981-485075	TS-#1-BRAKE CALIPER W/BRACKET	173.40			
	981-485087	TS-#1-OIL FILTERS, AIR FILTER, 5W-	70.59			
	981-485117	PM-AIRPORTMOWER-SPARK PLUGS	3.80			
	981-485186	TS-#304-CORE DEPOSIT	-116.24			
	981-485366	TS-#21-OIL PRESSURE SWITCHS	50.12			
	981-485400	TS-#1-LUBE FILTERS	67.98			

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	961-485492	TS-#21-OIL PRESSURE SWITCH			
	961-485502	TS-#11-COUPPLINGS, HOSES			
	961-485503	TS-#21-OIL PRESSURE SWITCH			
	961-485580	TS-SHOP-LUCITE THINNER			
	961-485581	TS-SHOP-GUN EQUIPMENT CLEANER			
	961-485689	TS-#1-AIR FILTER			
	961-485720	TS-#1-CONTROL ARM WITH BALL JOINT			
	961-485736	TS-#1-TIRE PRESSURE MONITORING			
	961-485744	TS#1-WIPER BLADES			
024689	09/18/2019	YELLOW PAGES GROUP		OUT-STD	09/18/2019
	19-7426072	GG-TOWNHALL-911 LISTING-SEP/19			
024690	09/18/2019	GANONG NATURE PARK		OUT-STD	09/18/2019
	LUMBERJACK2019	GG-LUMBERJACKCHAMPIONSHIPS-			
024691	09/24/2019	BORDER INVESTIGATIONS & SECURITY INC.		CLEARED	09/30/2019
	15251	PS-BYLAW-SEPT 09 - 20/19 FEE			
024692	09/24/2019	CANADIAN SPRINGS		OUT-STD	09/24/2019
	19100841090119	GG-TOWN HALL-WATER			
024693	09/24/2019	CHARLOTTE COUNTY JANITORIAL		OUT-STD	09/24/2019
	4385	PM-RCMP-JANITORIALSERVICES-AL			
024694	09/24/2019	CLONEY CONSTRUCTION INC.		OUT-STD	09/24/2019
	00677*	RC-TURNINGTHECORNER-TOPSOIL			
024695	09/24/2019	CNH CAPITAL		OUT-STD	09/24/2019
	WO019764	TS-#11-ELECTRONIC CONTROL REF			
024696	09/24/2019	CUMING'S FIRE & SAFETY EQUIPMENT LTD.		OUT-STD	09/24/2019
	9052	PS-FIRE-CLEANING & INSPECTION (			
024697	09/24/2019	DILLON CONSULTING LIMITED		OUT-STD	09/24/2019
	204279	GG-WATERFRONT TRAIL PREDESIGN			
024698	09/24/2019	DOT LARSEN		CLEARED	09/30/2019
	CLOTHING ALLOW19	PS-CROSSINGGUARD-CLOTHING AL			
024699	09/24/2019	FERO WASTE & RECYCLING INC.		OUT-STD	09/24/2019
	0001684405	GG-TOWN-ZONE II GARBAGE COLLI			
024700	09/24/2019	FOUR SEASONS SPORTS LTD.		OUT-STD	09/24/2019
	02584	TS-STC-CROSSWALKS, ARROWS			
024701	09/24/2019	FUNDY BUILDING INSPECTION & DRAFTING SERVICE		CLEARED	09/30/2019
	19-112	PS-BUILDINGINSPECTOR-SEP 08 - 2			
024702	09/24/2019	IRVING ENERGY DISTRIBUTION AND MARKETING		OUT-STD	09/24/2019
	337216	CC-BUILDING-NATURAL GAS			
	AUGUSTINTEREST	CC-NATURALGAS-AUGUST INTEREST			
	SEP2019INTEREST	TS-STC-INTEREST CHARGE			
024704	09/24/2019	KENT BUILDING SUPPLIES		OUT-STD	09/24/2019
	1605839	TS-SHOP-CAUTION FLAGGING TAPE			
	1605840	GG-EVENTS-PEDESTAL FAN			
	1606370	RC-HORT-COMPOST			
	1606788	RC-HORT-EMERALD CEDAR			
	1607048	RC-HORT-SEAFOOD COMPOST			
	1608702	CC-ARENA-NIPPLE 3/4			
	1609919	RC-BLEACHERS-PAINT, BRUSH SET			
	1609942	CC-ADMIN-STAPLES, STAPLER			

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	1609962	RC-ROD WILSON BENCHES-DECKBI	49.35			
	1610474	RC-ABBOTT CURB-SCREWS, LUMBE	360.51			
	1610674	RC-PARKS-EDGER, BRUSH SET	48.10			
	1612489	RC-MILLPOOL-MOUNTING TAPE, CL	19.24			
	1612573	GG-EVENTS-FELT UNDERLAYMENT	27.77			
	1614355	RC-PARKS-HEX BOLTS	6.07			
	1616354	TS-SHOP-BOLTS, NUTS	28.06			
	1616641	RC-PARKS-BOLTS, HEX NUTS	1.83			
	1619324	RC-PARKS-PIN/COTTER PACK	0.95			
	1620654	RC-MILLPOOL-GORILLA CLEAR REP	11.22			
	1622014	TS-SHOP-NUTS, HEX BOLTS	72.59			
	1623152	CC-ARENA-PAINT ROLLERS	51.30			
024705	09/24/2019	KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	09/24/2019
	7280588	GG-TOWN HALL-COPIER LEASE OC	193.71			
024706	09/24/2019	L.E.WHITTAKER CO., LTD.	51.75	A/P	OUT-STD	09/24/2019
	41709	PS-FIRE-5 LB AND 10 LB HYDROSTA	51.75			
024707	09/24/2019	LSW WEAR PARTS LTD.	577.88	A/P	OUT-STD	09/24/2019
	51153	TS-STREETSWEeper-BRUSHES	577.88			
024708	09/24/2019	MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	09/24/2019
	RC00076522	CC-BUILDING-WATER COOLER REN	80.50			
024710	09/24/2019	MIDLAND COURIER	48.29	A/P	OUT-STD	09/24/2019
	9872570	PS-FIRE-TO ATLANTIC BUNKER GE/	48.29			
024711	09/24/2019	N.B.A.F.C. GUIDE	400.00	A/P	OUT-STD	09/24/2019
	SEP2019	PS-FIRE-FIRE SAFETY BOOKLET 20	400.00			
024713	09/24/2019	N. B. ELECTRIC POWER	33,225.83	A/P	CLEARED	09/30/2019
	10126106SEP19	TS-XINGLIGHTS-KING STREET	26.86			
	17935200SEP19	TS-KING/UNIONST-TRAFFIC LIGHT	40.17			
	18169205SEP19	RC-POOL-MILL LANE	3,393.16			
	18988703SEP19	TS/PS-199UNIONST-ELECTRICITY	1,238.30			
	190555406SEP19	RC-ARENA-ELECTRICITY	370.22			
	50660140SEP19	RC-PARKS-ROTARY CHANGING RO/	26.86			
	54187672SEP19	TS-KING/QUEENST-TRAFFIC LIGHTS	38.47			
	54253127SEP19	CC-BUILDING-ELECTRICITY	25,783.69			
	54653258SEP19	TS-KING/SUPERSTORE-TRAFFIC LIC	59.35			
	55160607SEP19	RC-COTTONMILL-LIGHTS	60.74			
	55917471SEP19	TS-STs-WATERFRONT LIGHTS	65.23			
	57955762SEP19	RC-PARKS-BANDSTAND IN CHOCOL	29.65			
	57955808SEP19	GG-120MILLTOWNBLVD-ELECTRICI/	147.29			
	71315207SEP19	PS-RCMP-ELECTRICITY	935.41			
	72924306SEP19	RC-PARKS-BANDSTAND	40.01			
	73006038SEP19	RC-LIBRARY-ELECTRICITY	822.87			
	62122207SEP19	RC-PARKS-BASKETBALL COURT	26.86			
	63278804SEP19	TS-STs-PARKS SHED	34.90			
	84960501SEP19	RC-PARKS-RIVERSIDE DR LIGHTS	85.79			
024714	09/24/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	09/24/2019
	446714	PM-RCMP-FLOOR MATS	46.74			
024715	09/24/2019	ORKIN CANADA CORPORATION	244.96	A/P	OUT-STD	09/24/2019
	IN-9564110	PS-FIRE-PEST CONTROL	161.58			
	IN-9564246	CC-BUILDING-PEST CONTROL	83.38			

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 024869 dated between 09-01-2019 and 09-30-2019

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
024716	09/24/2019 ORR ELECTRIC & ALARM LTD.	<b>929.85</b>	A/P	OUT-STD	09/24/2019
	3745 PM-LIBRARY-REPLACED LAMPS THI	193.18			
	4062 TS-STREETLIGHTS-COTTON MILL P	401.67			
	4072 RC-COTTOMMILLMONUMENT-REPL	335.00			
024717	09/24/2019 SEAN MORTON	<b>146.80</b>	A/P	CLEARED	09/30/2019
	WORKSAFENB PS-FIRE-WORKSAFE NB TRAINING :	146.80			
024718	09/24/2019 SOURCE ONE SUPPLIES	<b>1,789.95</b>	A/P	OUT-STD	09/24/2019
	22137 CC-ARENA-MOP HEADS	125.56			
	22138 PM-LIBRARY-BATH TISSUE, BOWL C	261.97			
	22166 CC-POOL-SODIUM BICORBONATE	1,382.42			
024719	09/24/2019 SOUTHERN SANITATION LTD.	<b>10,189.17</b>	A/P	OUT-STD	09/24/2019
	180996 CC-BUILDING-GARBAGE REMOVAL	352.42			
	181061 PM-AIRPORT-GARBAGE COLLECTIC	53.04			
	181078 GG-TOWN-OVERRUN CHARGE DUE	632.50			
	181079 GG-TOWN-ZONE I GARBAGE COLLE	4,602.78			
	181080 GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	181081 TS/RC-GARAGE/PARKS-GARBAGE C	542.69			
024720	09/24/2019 SOUTHWEST ELECTRIC & SECURITY INC.	<b>33.17</b>	A/P	OUT-STD	09/24/2019
	16532 CC-ARENA-COAT CHECK ROOM LIG	33.17			
024721	09/24/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	<b>8,019.64</b>	A/P	OUT-STD	09/24/2019
	205832-206206 GG-TOWN-REGIONAL LANDFILL COI	8,019.64			
024722	09/24/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	<b>690.00</b>	A/P	OUT-STD	09/24/2019
	29722 CC-ARENA-ARAUCO ICE LOGO	690.00			
024724	09/24/2019 STATIONERY PLUS	<b>2,456.57</b>	A/P	OUT-STD	09/24/2019
	52282 GG-TOWNHALL-COFFEE	22.99			
	54006 GG-TOWNHALL-FILE FOLERS	11.83			
	54018 GG-TOWN HALL-BINDING CASE	16.60			
	54134 GG-TOWNHALL-FILE FOLDERS, LAS	832.54			
	54138 PS-FIRE-ADMIT ONE TICKETS, MASI	17.35			
	54230 CC-ADMIN-BUSINESS CARD HOLDE	59.27			
	54241 TS-STREETS-USA FLAGS	104.40			
	54374 CC-ADMIN-BUSINESS CARD HOLDE	14.71			
	54453 CC-ADMIN-FILE BOXES	36.69			
	54464 CC-ADMIN-PAPER	11.37			
	54621 CC-ADMIN-CLEAR TAPE	13.73			
	54898 GG-TREASURY-SECURITY CHEQUE	775.10			
	55083 GG-TOWNHALL-LASER TONER	111.37			
	55152 GG-TOWNHALL-DRUM UNIT	160.99			
	55181 CC-ADMIN-LAMINATING POUCH	22.99			
	55234 GG-TOWNHALL-PAPER	114.77			
	55287 GG-TOWNHALL-BINDERS	14.98			
	55313 CC-ADMIN-INKJET CARTRIDGES	113.69			
	55390 GG-TOWNHALL-PENCIL LEADS	1.26			
024725	09/24/2019 TLC SECURITY	<b>535.10</b>	A/P	OUT-STD	09/24/2019
	97 CC-HOCKEYGAME-SECURITY	535.10			
024726	09/24/2019 UNIFIRST CANADA LTD.	<b>536.20</b>	A/P	OUT-STD	09/24/2019
	7100179184 CC-BUILDING-FLOOR MATS	124.66			
	7100179897 CC-BUILDING-FLOOR MATS	137.18			
	7100180604 CC-BUILDING-FLOOR MATS	137.18			

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Town of St. Stephen  
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Number	Issued		Amount	SC	Status	Status Date
	7100181309	CC-BUILDING-FLOOR MATS	137.18			
024727	09/24/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	172.50	A/P	OUT-STD	09/24/2019
	212169	GG-TOWN-TOWN EVENTS	57.50			
	212589	GG-TOWN-TOWN EVENTS	57.50			
	213035	GG-TOWN-TOWN EVENTS	57.50			
024729	09/25/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	09/25/2019
	WEEK392019	EMPLOYEE DEDUCTIONS-SEPT 22 -	209.30			
		<b>Cheque Totals Issued:</b>	<b>358,303.49</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>358,303.49</b>			
		<b>Total # of Cheques Listed:</b>	<b>130</b>			

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008101 dated between 09-01-2019 and 09-30-2019

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
007977	09/03/2019 ALL GAS TANKS	578.27	A/P	CLEARED	09/30/2019
	99359* WS/SCD-SHOP-8 PER YEAR GAS BC	184.00			
	99454 WS-SOURCE-STIHL POWER UNTI, C	394.27			
007978	09/03/2019 BARTLETT RANDY	466.40	A/P	CLEARED	09/30/2019
	AUG9-27/19TRAVEL WS-SOURCE-AUGUST 9 -27/19 PER	466.40			
007979	09/03/2019 BELL MOBILITY INC.	1,832.51	A/P	CLEARED	09/30/2019
	523889487AUG19UTI WS/SCD-CELL PHONE CHARGES	1,832.51			
007980	09/03/2019 MILLTOWN MACHINE & FABRICATION LTD.	41.83	A/P	CLEARED	09/30/2019
	20750 WS-#20-FLAT BARS, COLD ROLLED	41.83			
007981	09/10/2019 A ONE PUMPING SERVICE LTD.	948.75	A/P	CLEARED	09/30/2019
	4658 WS-TRANS&DIST-OPERATORS TO E	217.35			
	4660 WS-TRANS&DIST-HYDRO VAC TO D.	333.50			
	4737 SCD-DISPOSAL-VACUUM TRUCK AN	397.90			
007982	09/10/2019 CANADIAN SPRINGS	118.95	A/P	CLEARED	09/30/2019
	19001832070119 WS-TRANS&DIST-WATER	38.50			
	19001832080119 WS-TRANS&DIST-WATER	80.45			
007983	09/10/2019 GREENLAW'S GARAGE LTD.	40.25	A/P	CLEARED	09/30/2019
	5393 SCD-#4-M.V. INSPECTION	40.25			
007984	09/10/2019 JAMER MATERIALS LTD.	695.90	A/P	CLEARED	09/30/2019
	3869 SCD-DISPOSAL-GRAVEL	695.90			
007985	09/10/2019 MCLAUGHLIN, DONALD	218.50	A/P	CLEARED	09/30/2019
	AUGUST152019 WS-#105-REMOVING AND ADDING N	218.50			
007986	09/10/2019 MILLTOWN MACHINE & FABRICATION LTD.	167.82	A/P	CLEARED	09/30/2019
	20589 WS-#17-1/8 PLATE	167.82			
007987	09/10/2019 MINISTER OF FINANCE	75.00	A/P	CLEARED	09/30/2019
	973603* WS-SOURCE-BPV ANNUAL REGISTF	75.00			
007988	09/10/2019 RESEARCH & PRODUCTIVITY COUNCIL	385.19	A/P	CLEARED	09/30/2019
	264953 WS-SOURCE-DRINKING WATER LAE	385.19			
007989	09/10/2019 SAINT JOHN SPRING WORKS LTD	679.65	A/P	CLEARED	09/30/2019
	111885 WS-#105-SPRINGS, UBOLTS	679.65			
007990	09/10/2019 SOURCE ONE SUPPLIES	284.59	A/P	CLEARED	09/30/2019
	21904 WS-TRANS&DIST-GARBAGE BAGS	68.75			
	21940 SCD-DISPOSAL-PAPER TOWELS	215.84			
007991	09/10/2019 SOUTHWEST CONCRETE & CONS LTD	746.35	A/P	CLEARED	09/30/2019
	IN000007518 WS-TRANS&DIST-CEMENT BLOCKS	746.35			
007992	09/10/2019 SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	09/10/2019
	180893 WS-BUDD AVE-GARBAGE COLLECT	125.24			
007994	09/10/2019 STATIONERY PLUS	425.03	A/P	CLEARED	09/30/2019
	52626 SCD-DISPOSAL-PAPER	11.48			
	52667* WS/SCD-TOWN HALL-BINDING CASI	17.26			
	52697* WS/SCD-TOWNHALL-PENS, INK ROI	23.64			
	52817* WS/SCD-TOWN HALL-COFFEE, BINI	49.41			
	52905* WS/SCD-TOWN HALL-BINDING CASI	51.73			
	53001 WS-SOURCE-CLIPBOARD	3.44			
	53103 WS/SCD-TOWN HALL-ENVELOPE #9	80.48			
	53183* WS/SCD-TOWN HALL-PAPER, POST	82.50			
	53290* WS/SCD-TOWN HALL-ENVELOPES, I	62.37			

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**Town of St. Stephen**  
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**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	53332*	WS/SCD-TOWN HALL-STAPLER			
		6.90			
	53395*	WS/SCD-TOWN HALL-RUBBER STAI			
		18.81			
	53574***	WS/SCD-TOWNHALL-STAPLER			
		-6.90			
	53575*	WS/SCD-TOWN HALL-STAPLER, TAF			
		18.05			
	53889*	WS/SCD-TOWNHALL-NOTEBOOKS			
		5.86			
007995	09/10/2019 THOMAS CONNICK	275.00	A/P	CLEARED	09/30/2019
	116 WS-SOURCE-MOWING AROUND WA	275.00			
007996	09/10/2019 TRACTION FREDERICTON (591)	484.39	A/P	OUT-STD	09/10/2019
	591221827 WS-#20-12V BATTERY, GROMMETS,	484.39			
007997	09/10/2019 XPLORNET	126.49	A/P	CLEARED	09/30/2019
	INV28201321 WS-MAXWELLCROSSING-SATELITT	126.49			
007998	09/18/2019 ALL GAS TANKS	143.31	A/P	CLEARED	09/30/2019
	99561 WS-SOURCE-SPARK PLUG, CLEANE	143.31			
007999	09/18/2019 BELL ALIANT	316.85	A/P	CLEARED	09/30/2019
	11366812AUG19 WS-SOURCE-PUMP STATION	136.38			
	19002807AUG19 SCD-DISPOSAL-OLD BAY WASTERM	180.47			
008000	09/18/2019 BRENNTAG CANADA INC.	4,536.77	A/P	CLEARED	09/30/2019
	46063062* WS-SOURCE-EMPTY CLYLINDERS F	-3,680.00			
	46064572 WS-SOURCE-SODIUM HYPO, DELCA	1,524.72			
	46075110 WS-SOURCE-CHLORINE	6,692.05			
008001	09/18/2019 CARQUEST	327.53	A/P	CLEARED	09/30/2019
	14838-111485 WS-#105-COMPRESSOR	327.53			
008002	09/18/2019 DOWNEY FORD SALES LTD.	71.60	A/P	CLEARED	09/30/2019
	30239 WS-#105-CLAMP, WIRE ASSEMBLY	71.60			
008003	09/18/2019 EAGLE XPRESS COURIER SERVICE	253.00	A/P	CLEARED	09/30/2019
	518659 WS-SOURCE-TO RPC	34.50			
	518812 WS-SOURCE-TO RPC	34.50			
	518832 WS-#20-TO PARTS FOR TRUCKS	46.00			
	518863 WS-SOURCE-TO RPC	34.50			
	518910 WS-SOURCE-TO RPC	34.50			
	518949 SCD-DISPOSAL-TO EDOLY GROUP	34.50			
	790319 WS-SOURCE-TO RESEARCH & PROI	34.50			
008004	09/18/2019 MILLTOWN MACHINE & FABRICATION LTD.	77.46	A/P	CLEARED	09/30/2019
	20777 SCD-SEWER-MODIFY STAINLESS B/	77.46			
008005	09/18/2019 N. B. ELECTRIC POWER	19,224.82	A/P	CLEARED	09/30/2019
	368698807SEP19 WS-3-119MAXWELLCROSSING-BUIL	875.31			
	50228902SEP19 WS-MAXWELLCROSSING-PUMPS	154.78			
	52557428SEP19 SCD-218OLDBAYRD-WASTEWATER	15,262.33			
	53473043SEP19 WS-SOURCE-CHLORINE RESIDUAL	29.19			
	61230004SEP19 WS-MAXWELLCROSSING-PUMPS	2,745.80			
	82291006SEP19 WS-SOURCE-RESERVOIR	157.41			
008006	09/18/2019 SOUTHWEST CONCRETE & CONS LTD	365.70	A/P	CLEARED	09/30/2019
	IN000007642 WS-TRANS&DIST-LIMESTONE SCRE	365.70			
008007	09/18/2019 THE PANEL SHOP	7,553.20	A/P	CLEARED	09/30/2019
	ITPS002873 WS-MAXWELLCROSSING-PLC REPL	7,553.20			
008009	09/18/2019 UAP INC.	1,803.00	A/P	CLEARED	09/30/2019
	961-483705 WS-#20-PRIMARY WIRE, JACKETED	291.51			
	961-483839 WS-#20-HARDWARE	3.39			

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Number	Issued	Amount	SC	Status	Status Date
	981-483906	WS-#20-TERMINAL			
	961-484040	WS-TRANS&DIST-ENGINE SHAMPOI			
	961-484134	WS-#20-BACKUP ALARM			
	981-484190	SCD-#4-BRAKE PADS			
	961-484493	WS-#105-CONTROL ARM WITH BALL			
	961-484495	WS-#105-HUB BEARING ASSEMBLY			
	961-484688	WS-#105-MODULAR ASSEMBLY STF			
	961-485096	WS-105-OIL FILTERS			
	961-485142	WS-#105-CONTROL ARM WITH BALL			
	961-485160	WS-#105-OIL FILTERS			
	961-485194	WS-#105-SWAY BAR LINK			
	961-485237	WS-#105-FUEL HOSES, FUEL REPAI			
008010	09/18/2019 WOLSELEY CANADA INC.	<b>3,654.79</b>	A/P	CLEARED	09/30/2019
	8425967	WS-TRANS&DIST-REPAIR & CALIBR			
	8425968	WS-TRANS&DIST-COUPLINGS			
	8425969	WS-TRANS&DIST-SERV SADDLES			
	8455114	WS-TRANS&DIST-MUELLER TRU-CL			
	8475163	WS-TRANS&DIST-FULL BORE 3/4"			
008011	09/24/2019 CANADIAN SPRINGS	<b>71.79</b>	A/P	OUT-STD	09/24/2019
	192287536010	WS-TRANS&DIST-WATER			
008012	09/24/2019 GREENLAW'S GARAGE LTD.	<b>310.38</b>	A/P	OUT-STD	09/24/2019
	5463	WS-#105-RECHARGE A/C			
	5468	WS-#20-RECHARE A/C			
008013	09/24/2019 JAMER MATERIALS LTD.	<b>283.71</b>	A/P	OUT-STD	09/24/2019
	3894	WS-TRANS&DIST-GRAVEL			
008014	09/24/2019 KENT BUILDING SUPPLIES	<b>154.35</b>	A/P	OUT-STD	09/24/2019
	1612241	WS-TRANS&DIST-GREAT STUFF TR			
	1814329	SCD-DISPOSAL-HEX SHANK, STRAI			
	1823073	WS-#20-REBAR			
	1623324	SCD-DISPOSAL-HEX SHANK, HOLE			
	1623457	WS-#20-SPRING KIT			
008015	09/24/2019 MILLTOWN MACHINE & FABRICATION LTD.	<b>7,463.50</b>	A/P	OUT-STD	09/24/2019
	20815	WS-MAXWELLCROSSING-ALUMINUI			
008016	09/24/2019 N. B. ELECTRIC POWER	<b>4,833.02</b>	A/P	CLEARED	09/30/2019
	53123617SEP19	SCD-ST5-DECHLORINATION CHAME			
	53158875SEP19	SCD-ST5-BUDD AVE LIFT STATION			
	54807440SEP19	SCD-ST5-159A MILLTOWN BLVD. LI			
	56356048SEP19	SCD-ST5-18 RIVERSIDE DR LIFT S			
	61204006SEP19	SCD-2-218KINGSTREET-LIFT STATI			
	61224002SEP19	SCD-ST5-358A MILLTOWN BLVD LIF			
	61236008SEP19	SCD-ST5-BUDD AVE LIFT STATION			
	76139807SEP19	SCD-ST5-5-4 RIVERSIDE DR LIFT			
	84934908SEP19	SCD-ST5-6-58A RIVERSIDE DR LIF			
	84943406SEP19	WS-ST5-TODD HILL RESERVOIR			
008017	09/24/2019 NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	<b>30,098.79</b>	A/P	OUT-STD	09/24/2019
	00001738	WS-TRANS&DIST-ASPHALT			
	00001769	WS-TRANS&DIST-ASPHALT			
	00001795	WS-TRANS&DIST-ASPHALT			
008018	09/24/2019 RESEARCH & PRODUCTIVITY COUNCIL	<b>1,250.13</b>	A/P	OUT-STD	09/24/2019

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**Town of St. Stephen**  
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**CHEQUE REGISTER**

Printed: 9:35:45AM 10/24/2019

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Number	Issued		Amount	SC	Status	Status Date
	265569	WS-SOURCE-DRINKING WATER LAE	416.71			
	266431	WS-SOURCE-DRINKING WATER LAE	277.81			
	267093	WS-SOURCE-DRINKING WATER LAE	555.61			
008019	09/24/2019	SAINT JOHN LABORATORY SERVICES LTD. 774-19	1,660.08 1,660.08	A/P	OUT-STD	09/24/2019
008020	09/24/2019	SCP DISTRIBUTORS INC CANADA FF012899	734.85 1,359.30	A/P	OUT-STD	09/24/2019
	FF013051	WS-SOURCE-EMPTY CLINDER RETI	-624.45			
008021	09/24/2019	SOUTHWEST CONCRETE & CONS LTD IN000007679	194.35 194.35	A/P	OUT-STD	09/24/2019
008022	09/24/2019	SOUTHERN SANITATION LTD. 181082	125.24 125.24	A/P	OUT-STD	09/24/2019
008023	09/24/2019	SOUTH WEST COURIER 17987	39.68 39.68	A/P	OUT-STD	09/24/2019
008024	09/24/2019	STATIONERY PLUS	362.82	A/P	OUT-STD	09/24/2019
	54006*	WS/SCD-TOWNHALL-FILE FOLDERS	11.85			
	54018*	WS/SCD-TOWN HALL-BINDING CASI	16.58			
	54065	WS-SOURCE-LASER TONER	107.97			
	54134*	WS/SCD-TOWNHALL-FILE FOLDERS	39.54			
	54595	SCD-DISPOSAL-TAPE, FLASH DRIVE	16.99			
	54857	WS-TRANS&DIST-PENS, TAPE-P-TO	88.25			
	55282*	WS/SCD-TOWNHALL-COFFEE	22.99			
	55287*	WS/SCD-TOWNHALL-BINDERS	15.00			
	55316	WS-TRANS&DIST-NOTEBOOK, THUI	42.40			
	55390*	WS/SCD-TOWNHALL-PENCIL LEADS	1.25			
008025	09/24/2019	CANADIAN SPRINGS 19001832090119	41.95 41.95	A/P	OUT-STD	09/24/2019
		<b>Cheque Totals Issued</b>	<b>94,668.78</b>			
		<b>Void</b>	<b>0.00</b>			
		<b>Total Cheques Generated</b>	<b>94,668.78</b>			
		<b>Total # of Cheques Listed</b>	<b>47</b>			

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

DATE: October 28, 2019

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

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

**COMMITTEES MEETING**

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

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

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – two (2) items

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Chief Administrative Officer Jeff Renaud.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Charlotte Coastal Region Tourism Association – Susan Hill introduced herself as the new Executive Director of the Charlotte Coastal Region Tourism Association (CCRTA) and provided information on Bill 13, *An Act to Amend the Local Governance Act*, in which a municipality may make a by-law to impose a tourism accommodation levy. As noted in her letter, most places have three (3) solid groups: Council; hotel industry; and a Destination Marketing Organization (DMO), and provided examples of DMO's such as Discover Saint John or Destination Cape Breton.

Councillor Parker, as the Council appointed member on the CCRTA Board, will bring back information whenever its provided to him.

- (ii) Business Improvement Area – Heather Donahue, General Manager of the Business Improvement Area (BIA), presented the BIA's 2020 Operating Budget and Initiatives, and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2019 for first reading of a By-Law to Impose a Special Business Improvement Levy.

Mrs. Donahue spoke to the Mural Program noted in the proposed budget and advised of an opportunity to apply for a grant through the Fundy Community Foundation, with a deadline of October 18, 2019. Council directed the Mayor and Clerk to sign the application, in the absence of the Chief Administrative Officer, and will consider a motion, retroactively, at the Regular Session on Monday, October 28, 2019.

## 5. ITEMS

### POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – As noted on the Agenda, quarterly reports will now be provided at the Community Policing Committee meetings for Regional Service Commission 10 (RSC 10).
- (ii) Policing Study – Regional Service Commission Board – Mayor MacEachern advised that the Regional Service Commission Board is requesting municipalities within RSC 10 to contribute to the cost of a policing study which would focus on the feasibility of a Regional Police Force replacing the Royal Canadian Mounted Police.

Mayor MacEachern will bring back information to next month's meeting in order to assist with Council's decision on whether or not to participate in the study.

- (iii) Report of the Fire Department – Information Report: FD 15-19 from the Fire Chief was received and reviewed for informational purposes.
- (iv) 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) Taxicabs – Committee agreed with Deputy Mayor Carr’s recommendation and directed the Chief Administrative Officer to review the current by-law with respect to taxicabs, and to bring back a recommendation at a future meeting.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 26-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) November 2019 Committees Meeting – Change of Date – Request for Decision Report: CAO 25-19 from the Chief Administrative Officer was received and reviewed, and Committee agreed with the recommendation to change November’s Committees meeting to Wednesday, November 6, 2019 at 5:00 p.m. from Wednesday, November 13, 2019 at 5:00 p.m.
- (iii) Report of the Finance Department – Information Report: TR 16-19 from the Treasurer was received and reviewed for informational purposes.

**PARKS AND RECREATION** - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 06-19 from the Director of Community Services was received and reviewed for informational purposes.
- (ii) NB Trails Council Inc. – The letter from the President was received and reviewed for information.

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

- (i) Holiday Lamppost Decorating Contest – The letter from the BIA General Manager dated October 10, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2019 to grant permission to hold the Holiday Lamppost Decorating Contest.
- (ii) W. F. Ganong Statue Project – The letter from David Ganong dated October 11, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 28, 2019.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 12-19 from the Director of Operations was received and reviewed for informational purposes.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 6:40 p.m. and returned to open session at 7:18 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 7:18 p.m.

\_\_\_\_\_  
Joan Flewelling

\_\_\_\_\_  
Dated

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

**CLOSED COMMITTEE MEETING** – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act*  
– two (2) items

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
  - (i) Charlotte Coastal Region Tourism Association – Presentation by Susan Hill, Executive Director, as outlined in the information dated September 3, 2019 attached.
  - (ii) Business Improvement Area – Presentation by Heather Donahue, General Manager, of the BIA's 2020 Operating Budget and Initiatives as outlined in the information dated October 7, 2019 attached.
5. ITEMS

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

- (i) Report of the NCO, RCMP – Quarterly reports will now be provided at the Community Policing Committee meetings for Regional Service Commission 10.
- (ii) Policing Study - Regional Service Commission Board – Mayor MacEachern will speak to it.
- (iii) Report of the Fire Department – Information Report: FD 15-19 from Fire Chief attached.
- (iv) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Taxicabs - Deputy Mayor Carr will speak to it.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 26-19 from Chief Administrative Officer attached.
- (ii) November 2019 Committees Meeting – Change of Date – Request for Decision Report: CAO 25-19 from Chief Administrative Officer attached.
- (iii) Report of the Finance Department – Information Report: TR 16-19 from Treasurer attached.

**PARKS AND RECREATION** – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 06-19 from Director of Community Services attached.
- (ii) NB Trails Council Inc. – Letter from President attached.

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

- (i) Holiday Lamppost Decorating Contest – Letter from BIA General Manager dated October 10, 2019 attached.
- (ii) W. F. Ganong Statue Project – Letter from David Ganong dated October 11, 2019 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 12-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: October 28, 2019

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

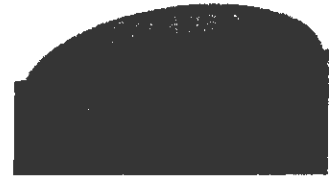
SECONDED BY: \_\_\_\_\_

**STAFF REPORTS**

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



**Town of St. Stephen  
Information Report to Council  
Report: CAO 26 -19**



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

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

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

**1. 2020 Budget Preparations:**

First draft of the budget is being brought together by the Senior Management Team. Thank you to all members of Council who made an effort to meet with the CAO to discuss budget priorities. The information taken from those meetings will be considered in staff budget deliberations.

**2. Meeting with NB911**

CAO and Fire Chief made a trip to Fredericton to meet with representatives of NB911. The purpose of this meeting was to discuss the future of dispatch services within the province, and Charlotte County specifically.

The meeting proved to be a successful information gathering exercise. CAO and Fire Chief will begin to evaluate impacts of the forthcoming changes to dispatching procedures and will provide a report to council in the coming months.

**3. Presentation to UMN**

CAO was requested, and accepted, an invitation from UMN to provide a brief presentation on best practices for conducting CAO evaluations. The presentation was well received by those attending.

4. Hotel Development

At the time of this report's writing, there has been no significant developments are relates to the construction of a hotel at either of the pre-determined properties. Steps are being taken, as available to the Town, to address these matters as best as possible.

5. Upcoming CAO Absences

- a. CAO will be travelling to Birmingham, UK, in October to represent Canada at the SOLACE conference. (October 11<sup>th</sup>-18<sup>th</sup>) **[No cost to Town of St. Stephen]**
- b. CAO will be travelling to Nashville, Tennessee, (October 18<sup>th</sup> to 23<sup>rd</sup>) to attend the International City/Council Managers Association (ICMA) annual conference.

Respectfully submitted,  
Jeff Renaud  
Chief Administrative Officer



**Town of St. Stephen  
Information Report to Council  
Report: TR 16-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, CPA, CMA, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.  
**Date of Meeting:** October 16, 2019  
**Subject:** TREASURER INFORMATIONAL REPORT

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

**Staff Activity since last report:**

**1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - Accounts Receivable closed to August 31, 2019.
  - Utility billings July-September, 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 August 31, 2019.
  - Review of procedures for electronic payments-In progress.
  - Computer cheques transition for remaining funds-In progress.
  - Review for update of Purchasing Policy-In progress.
  
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 64 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 98 employees.
  - Review of procedures for new software for payroll direct deposit-In progress.
  
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to December 31, 2018.
  - Department Head and Council Statements to August 31, 2019.

**2) Meetings:**

- A) Tender opening-Waterfront Enhancements-September 6, 2019.
- B) Accounting software online meeting-September 10, 2019.
- C) Committee meeting-September 11, 2019.
- D) Weekly Garcelon Civic Center management staff meetings.
- E) Weekly Accounting Department staff meetings.
- F) Weekly Senior Management Staff meetings.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Civic Center.
  - 2) Prince William Street Infrastructure Renewal.
  - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 6) Waterfront Revitalization.
  - 7) Waterfront Enhancements (GTF).
  - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
  - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 11) 2019 Capital Plans-16 capital projects.
  - 12) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 13) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to August 31, 2019.
- C) Revised 2018 Gas Tax Fund Reporting-Complete.
- D) 2020 Budget-In Progress.
- E) Municipal contribution forms for library-Complete.
- F) Audit tender-In progress.
- G) Insurance tender-In progress.
- H) Accounting office planning to minimize paper use-In progress.

- I) Multiple HST remittances-Ongoing.
- J) Transitioning Town Hall receipting process-In progress.
- K) Administering the Charles F Todd Trust Fund-Ongoing.
- L) Computer Server maintenance-Ongoing.



**Town of St. Stephen  
Information Report to Council  
Report: PW 12-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** Oct. 07, 2019  
**Subject:** October Committee Meeting

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

**1: Water system:**

- a) Installed 1 new Water Meter.
- b) Hydrant maintenance.
- c) Started reading Meters.
- d) Repaired 3 Water Laterals.

**2: Streets:**

- a) Worked at Turning The Corner Park.
- b) Worked at Chocolate Park.
- c) Installed signs.
- d) Patched water leak cuts and pot holes.

**3: Waste Water:**

- a) Videoed 4 Sewer Laterals.
- b) 1 Lateral was repaired.
- c) 17 Main Lines were flushed.
- d) 6 Main Lines were Videoed.

## **Progress Updates**

Oct. 07,2019

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 few deficiencies related to site restoration that are currently being addressed.

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

The work and deficiencies are complete.

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

The work and deficiencies are complete.

Waterfront Revitalization – Project No. 18-7081

Current projected completion date for the wharf rehabilitation is end of October. Floating dock and gangway tenders will be re-issued late fall/early winter as previous call yielded no bids which was apparently a result of contractor availability this fall.

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. Deficiency work is scheduled to resume the week of October 14<sup>th</sup>.

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

The project is complete and final progress claim has been submitted. Clean up of concrete splatter in some areas remains to be done as a deficiency.

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

Work is complete with the exception of some line painting and signage items that are outstanding and a section of sidewalk that cracked which will be replaced by the contractor. The concrete repairs are expected to occur the week of October 21. Remaining line painting work is scheduled to be complete the week of October 7<sup>th</sup>.

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.

Waterfront Enhancements – Project No. 19-9772

Shop drawings are being reviewed and contract documents are in process. A preconstruction meeting is tentatively planned for the week of October 7.



**Town of St. Stephen  
Information Report to Council  
Report: FD 15-19**



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

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

<b>1. Alarms were:</b>	Town Alarms	7
	Out of Town Alarms	5
	<b>Total</b>	<b>12</b>

<b>Alarms</b>	<b># Calls</b>	<b># FF</b>	<b># Hours</b>
1. Ambulance Assist	2	9	9
2. Structure Fire	2	31	98
3. MVA	4	33	45
4. Rescue (Entrapment)	1	12	12
5. Alarm	1	7	7
6. False Alarm	1	10	10
7. Grass Fire	1	9	9
<b>Total</b>			
SSFD	12		
Other FD	45		
St Stephen PW	2		
St Andrews PW	4		
<b>Total calls dispatched</b>	<b>63</b>		

## **Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections
3. Kiwanis Touch a Truck
4. 15<sup>th</sup> Annual Bucket Sit
5. Open Doors St. Stephen

## **2. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Search for replacement consultant for Aerial Apparatus Study.
4. Meeting with Worksafe NB representative with respect to JHSC development.
5. Bucket Sit preparations.
6. Budget 2019/2020
7. Policy(s) review
8. Fire Prevention Week preparations.
9. Worksafe NB online training. One day Worksafe NB session in Fredericton.
10. Fundy Firefighters Association meeting.
11. Assist Charlotte County Ground Search and Rescue/Canadian Coast Guard with exercise preparations.
12. Charlotte Fire Chiefs meeting with NB Dept. ELG and Office of Fire Marshal with respect to Fire Service issues.
13. Meetings with Regional Fire Marshal with respect to future of Regional Fire Dispatch.
14. Ongoing work with respect Workplace Risk Assessment and Lock-out Procedures, as part of Health and Safety Program development.

## **3. Equipment**

1. Two complete lays of 1 ¾" fire attack hose has been ordered for Unit 202, as part of the annual replacement program for fire hose.
2. Firefighting Foam inventory has been replenished.
3. A 12000lb winch has been ordered for the ¾ ton Command Vehicle.

## **4. Personnel**

Nothing to report.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## September REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for September By-Law – Enforcement. We handled 27 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (4)	Attended the RCM Police detachment to discuss an ongoing issue with a dog compliant  While on patrol notice a water leak on Spring St.  Assisted the building inspector with an ongoing building issue	<i>Reported same to the water dept.</i>
Assist General Public (11)	Person called with regards to the neighbors hedge	<i>Patrol made and the hedge meets the requirements as set down by the town</i>

	<p>Received a call from with regards to people squatting at the nature trail</p> <p>Received a call from a gentleman with regards to a complaint of long grass</p> <p>lady called to complain about her neighbor throwing refuse into their back yard</p> <p>While on patrol noticed that a sink hole was developing at the base of Dover hill where they had stripped the asphalt.</p> <p>Letter delivered to a resident in Milltown with regards to his property.</p> <p>Letter delivered also to the same person with regards to people squatting on the neighbor's property.</p> <p>Also have spoken to the Town solicitor with regards to these matters</p> <p>Received a call the events coordinator with regards to the boat landing and erecting dusk to dawn lights , and who would responsible for the cost</p> <p>Received a call from a concerned citizen about her neighbors yard</p>	<p><i>Patrol made with building inspector and found that they had moved on</i></p> <p><i>Informed him that we do not have a long grass by-law</i></p> <p><i>Patrol made and noticed that it had been cleaned up</i></p> <p><i>Incident reported to the street dept.</i></p> <p><i>He was given fourteen days to comply</i></p> <p><i>Informed that they had to vacate immediately</i></p> <p><i>He has taken the file and looking into the legal aspect of this</i></p> <p><i>Informed him that if the town owns the property it would be our responsibility for the cost</i></p> <p><i>Informed her that the matter was already under investigation.</i></p>
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	<i>Received a complaint with regards to the Elections sign about the Carbon Tax confusing motorists.</i>	<i>Patrol was made and because on their locations they were removed</i>
Parking (10)	<p><i>Received a call about the parking issue on Marks St. by the Middle School as school is getting out</i></p> <p><i>Received a call about the parking on King St.</i></p> <p><i>8 Verbal Warnings were given for parking</i></p>	<p><i>Informed complainant that we would monitor same</i></p> <p><i>Situation is being looked after</i></p>
Dog Complaints (2)	<p><i>Received a call from a lady complaining about a dog running at large</i></p> <p><i>Gentleman called about his neighbor letting their dog run at large</i></p>	<p><i>Passed onto the animal control officer</i></p> <p><i>Patrol made and found nothing and also passed onto animal control.</i></p>

This office also attended court in Saint John with regards to an ongoing file, Trial date was set for February 2020

Respectfully Submitted,  
 Brent MacDougall  
 By-Law Enforcement Officer

### **REPORT OF THE ANIMAL CONTROL OFFICER**

I patrolled the Town on a regular basis and responded to all calls. I received a call of a small dog running on Green St. and Eaton St.. The owners were living in a tent trailer because their house had burned. Warning was given to them about their dog. I received a call of a lady finding an old dog however she wanted to take the dog to the vet. The vet decided the dog should be put down, and it was. I received a couple of calls of lost dogs and they were reunited with their owners, one was from Spring St. and ended up at 455 Milltown Blvd.

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

<b>BUILDING INSPECTION 2019</b>	2019	2018	2019	2018	2019	2018	2019	2018
<b>SEPTEMBER</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	2	1	\$225,000.00	\$500,000.00	4	13	\$575,000.00	\$568,249.00
Residential Renos/Additions	4	5	\$28,800.00	\$48,700.00	57	49	\$378,950.00	\$1,150,803.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	1	2	\$7,544,000.00	\$37,400.00
Com./Indus./Inst. Renos	0	3	\$0.00	\$212,000.00	13	14	\$526,500.00	\$390,500.00
Institutional	0	1	\$0.00	\$14,400.00	2	9	\$1,286,700.00	\$878,900.00
Demolition	1	0	\$500.00	\$0.00	7	1	\$26,755.00	\$5,200.00
<b>TOTALS</b>	7	10	\$254,300.00	\$775,100.00	84	88	\$10,337,905.00	\$3,031,052.00
	<b>Cur. Mth</b>							
Demolition Permits	1	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	11	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	7	N/A						
Sign Permits	5	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: CMS 06-19**



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**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, October 16<sup>th</sup>, 2019  
**Subject:** Community Services Monthly Report

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

**Community Services**

**Expenditures**

1. Emergency Expenditure - We received the attached invoice # 77598 from Saunders Equipment of Fredericton for \$15,204.55. This is for parts and labour for the removal of the two old batteries within the Zamboni Ice Resurfacer, they installed the new batteries. This purchase was originally budgeted in 2019 in the GL 11-271-1240226 Zamboni Maintenance with an estimated cost of \$10,000, we had \$3000 budgeted for the annual inspection which provided the final total of \$13,000. The unforeseen additional cost of the batteries has meant the GL will be over budget in 2019.

2. Expense/ Revenue Expenditure - We received invoice #30152 from St. Croix Printers for the new and replacement advertising decals within the GCC Arena. Originally the GL 11-271-0410107 Advertising, included a total of \$4,000 in the budget. This account currently reflects a budget of \$363.25 less the Auraco Sign expense of \$600.00 and this Invoice \$10,182.00 – which will result in an over budget situation of \$10,418.75 which should be offset by advertising revenue as we receive this from the advertising.

**1. Past Month's Tasks:**

- a. Over hanging trees at Chocolate Park have been trimmed after complaints during the Summer Concert series.
- b. Preparation work at Chocolate Park has begun on the installation of the playground equipment that has been stored at the Border Arena for some time.
- c. The Fall and Winter ice time user agreements have been sent out to the user groups and we are getting the signed copies back.
- d. The Fall & Winter Recreation Guide have been published and distributed to every household in St. Stephen in the last weeks of September.
- e. Website development continues, with the coordination of the content for each webpage, photography and the allocation of hours needed by the development team.

- f. St. Croix Public Library was subjected to graffiti on several occasions in September, the lady was caught after Jenn, the town's Horticulturist witnessed her. The RCMP were contacted and read the riot act to the lady, no more graffiti has been seen for several weeks.
- g. The Aquatic & Programming Coordinator applicants were interviewed on Wednesday, Oct 2 and after 2 of the 4 shortlisted backed out but I have started checking references
- h. The Senior Management Team met with Doug Borthwick from Dramis to discuss the savings we could make by changing to a new phone system with more functionality. Further analysis is being carried out by Doug into how this could help the Public Works & Fire Dept.
- i. The Tennis Court surface installer is still planning on coming to repair the court's cracks.
- j. On-going Canadian Tire Jumpstart grant applications are starting to come in with the start of the Fall & Winter programs
- k. The Ganong Nature Park Advisory Group meetings came to an end on Sept 4<sup>th</sup>, many recommendations were given to their governance board.
- l. Hosted the Fundy Recreation Professionals Association (FRPA) quarterly meeting at the GCC on September 6<sup>th</sup>.
- m. Work has begun on reviewing the Community Services policies.
- n. We received complaints from residents around the Milltown Boat Launch, Elm Street Nature Park and Loyalist Cemetery of people using the areas for overnight tenting and inappropriate behaviour.
- o. Swimming Lessons begun in mid-September and will run until late November.

## **2. Future meetings & other activities:**

- a. Meeting with Bob Sharpe (Lawn contractor) and School representatives to discuss the current working practices and how we can move forward. The Fan 2 renovation is also going to be added to the agenda.

## **Administration & Accounting**

### **1. Monthly Projects**

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Various Staff Training
- d. Processed the Revenue reports for the finance department.
- e. Deposits, banking, and reconciled shifts.
- f. Organized and executed a Membership Promotion on Sept. 30<sup>th</sup> to celebrate the 5<sup>th</sup> Birthday of the GCC.

### **2. Statistics:**

- a. Approximately 1414 membership check-ins were recorded for the month.
- b. Approximately 248 monthly memberships were purchased/renewed throughout the month. *(we average less than 100 sales/renewals a month)*
- c. Approximately 37 semi-annual & annual memberships were purchased/renewed throughout the month. *(we average less than 10 sales/renewals a month)*

- d. Approximately 52 punch cards sold throughout the month.

### **Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Contractors for Refit of Admin area visiting site throughout the month
3. Some major repairs to Kubes. Now up and working at full capacity.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Large Pool pump drive has been replaced and back on line.
6. Working on 2020 budget and capital items.
7. Lighting issues in Pool area has been resolved, have ordered all new lights. Work to be completed by End of 2019.
8. Ongoing meetings with Management.
9. Batteries in Zamboni have been replaced and proper PM's for longevity have been developed. Also replaced connectors and new watering system added to batteries.

### **Events**

#### **Past Month's Events:**

- a. Charlotte County Fall Fair - September 14<sup>th</sup> – 15<sup>th</sup>.
- b. All Breed Championship Dog Show – September 14<sup>th</sup> – 15<sup>th</sup>.
- c. Start of hockey season – September 16<sup>th</sup> (canteen to open following week).
- d. Breakfast with the Premier – September 20<sup>th</sup>.
- e. Annual Rotary Run – September 22<sup>nd</sup>.
- f. Women Riders World Relay – September 24<sup>th</sup>.
- g. Doors Open St. Stephen – September 28<sup>th</sup>.
- h. Open Meeting on the Future of Junior A Hockey (held by Bob Sweeney) – September 29<sup>th</sup>.
- i. Meet your (Federal) Candidates night – October 1<sup>st</sup>.

#### **Future Events:**

- j. Drag Queen Bingo Halloween Event at GCC – October 19<sup>th</sup>
- k. Chamber of Commerce Gala – October 24<sup>th</sup>
- l. Tree Lighting/Kick Off to Christmas (joint event with BIA) – November 15<sup>th</sup> at 5:30pm
- m. Midnight Madness in St. Stephen – November 22<sup>nd</sup> (no market at the GCC this year).
- n. Make your own Christmas Tree Ornament at GCC – November 27<sup>th</sup>
- o. Black Friday Market @ GCC – November 29<sup>th</sup>.
- p. St. Stephen Christmas Farmers Market @ GCC – December 1<sup>st</sup>.
- q. Town of St. Stephen Christmas Party (significant others welcome) – December 5<sup>th</sup> at 4:30pm at the GCC.
- r. St. Stephen Christmas Parade - Friday, December 6<sup>th</sup> at 6pm.
- s. Storytime with Mrs. Claus December 7<sup>th</sup> 10am then Santa's Arrival Saturday, December 7<sup>th</sup> at 11:30-1:30.
- t. Sensitive Santa @ the Chocolate Museum – December 11<sup>th</sup>. Details on the Town event page.

**Other Activities:**

- e. Working on user agreements for all regular users at GCC.
- f. Attend weekly joint meetings with FSS, DSS, Chamber.
- g. Attended the BIA AGM on September 25<sup>th</sup> on behalf of Community Services.
- h. Lower canteen now open for the season – hired 2 new student staff to replace those who left over the summer.
- i. Continuing to serve as Secretary for Chocolate Fest Inc.

Respectfully submitted,  
Kev Sumner - Director of Community Services

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

DATE: October 28, 2019

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

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

**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" – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled 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'" - for First Reading – Short Title Only.

**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"**

Pursuant to Section 5(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY the Town Council of the Town of St. Stephen as follows:

**THAT** a Business Improvement Levy be imposed on all non residential property within the Business Improvement Area of the local government that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$24,853 at the rate of \$0.20 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government to Levy the said amount pursuant to provisions of the *Business Improvement Area Act*.

**IN WITNESS WHEREOF** the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the            day of            , 2019.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

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

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

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

DATE: October 28, 2019

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

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

**BUSINESS IMPROVEMENT AREA – GRANT APPLICATION**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign retroactively to October 18, 2019 a grant application, in the form presented to Council, from the Business Improvement Area to the Fundy Community Foundation which, if successful, would assist with a mural project in Downtown St. Stephen.

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

DATE: October 28, 2019

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

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

**DIALOGUE NB – GRANT APPLICATION**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign retroactively to October 17, 2019 a grant application, in the form presented to Council, from Dialogue NB to the Fundy Community Foundation which, if successful, would assist with promotional purposes.

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

DATE: October 28, 2019

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

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

**APPROVAL OF EVENT – HOLIDAY LAMPPOST DECORATING CONTEST**

**THAT** the Council of the Town of St. Stephen grants permission to the Business Improvement Area to hold a Holiday Lamppost Decorating Contest on King Street and Milltown Boulevard.

**AND THAT** the decorations may go up between Wednesday, December 4, 2019 and Friday, December 6, 2019, and removed between Friday, December 27, 2019 and Thursday, January 2, 2020.

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

DATE: October 28, 2019

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

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

**W. F. GANONG COMMEMORATIVE STATUE**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Deputy Mayor to execute "Annex E – Delegation of Signing Authority" of the Contribution Agreement, in the form presented to Council, between Her Majesty the Queen in Right of Canada, as represented by the Minister of Canadian Heritage, and names the Chief Administrative Officer and Town Treasurer as signing authorities.

**AND THAT** the Council accepts the selection of Byers Harrison Studios Inc. of Ward Creek, New Brunswick to provide sculptor services at a maximum estimated cost of \$111,325.00 (one hundred and eleven thousand, three hundred and twenty-five dollars), plus HST; in-kind services from the Town at a maximum of \$20,000.00 (twenty thousand dollars), consisting of landscaping and installation; and, additional unveiling costs.

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

DATE: October 28, 2019

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.