

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

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – October 28, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to September 30, 2019
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from Fundy Community Foundation dated October 30, 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 – November 6, 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” – Second Reading – Reading in its Entirety.

14. NEW BUSINESS

- (a) Change of Date: December 2019 Regular Town Council Meeting
- (b) Garcelon Civic Center Security Cameras
- (c) Approval of Music – Christmas Season of 2019 and New Year’s 2020 Events
- (d) Acquisition of Department of Transportation and Infrastructure Property – PID # 01307412

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

- (a) Motion to move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the New Brunswick *Local Governance Act*, and one (1) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*.

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on October 28, 2019 be approved as circulated.

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

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

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

ABSENT: Deputy Mayor Jason Carr.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Parker

169/19 **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 Harding

Seconded by Councillor Wheaton

170/19 **THAT** the Minutes of the Regular Council meeting held on September 23, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Chisholm

Seconded by Councillor Harding

171/19 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.

CARRIED

PAID BILLS

Moved by Councillor Parker

Seconded by Councillor Hyslop

172/19 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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

173/19 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 October 16, 2019 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Chisholm

Seconded by Councillor Harding

174/19 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.

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" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

175/19 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. **CARRIED**

14. NEW BUSINESS

BUSINESS IMPROVEMENT AREA – GRANT APPLICATION

Moved by Councillor Harding

Seconded by Councillor Chisholm

176/19 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. **CARRIED**

DIALOGUE NB – GRANT APPLICATION

Moved by Councillor Parker

Seconded by Councillor Wheaton

177/19 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. **CARRIED**

APPROVAL OF EVENT – HOLIDAY LAMPPOST DECORATING CONTEST

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

178/19 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. **CARRIED**

W. F. GANONG COMMEMORATIVE STATUE

Moved by Councillor Harding

Seconded by Councillor Wheaton

179/19

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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Councillor Hyslop

- Stated the Charlotte County Museum Annual General Meeting is scheduled for Wednesday, October 30, 2019 @ 6:00 p.m. in Council Chambers.
- Attended the “Meet Your Federal Candidates Night” hosted by the St. Stephen Area Chamber of Commerce.
- Attended the Business Improvement Area Annual General Meeting.
- Attended a public meeting on climate change.
- Attended a community rally in support of a potential Junior “A” hockey team.
- Attended all Town meetings.

Councillor Parker

- Attended two meetings with the Chief Administrative Officer.
- Attended a meeting with the St. Croix Library librarian.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Assisted with the organization of the “Poor Boy Supper”, a fundraiser in support of the Volunteer Centre of Charlotte County.
- Attended a Christmas Promotion meeting.
- Provided a French tour at The Chocolate Museum.
- Attended a Southwest NB Transit Authority Inc. board meeting.
- Attended a St. Croix Theatre play at the Curling Club.
- Attended the annual Business Gala hosted by the St. Stephen Area Chamber of Commerce.

Councillor Harding

- Attended all Town meetings.

Councillor Chisholm

- Attended the “Meet Your Federal Candidates Night” hosted by the St. Stephen Area Chamber of Commerce.
- Attended the annual Business Gala hosted by the St. Stephen Area Chamber of Commerce.
- Attended a community rally in support of a potential Junior “A” hockey team.
- Attended all Town meetings.
- Attended two meetings with the Chief Administrative Officer.

Mayor MacEachern

- Attended the “Meet Your Federal Candidates Night” hosted by the St. Stephen Area Chamber of Commerce.
- Attended a community rally in support of a potential Junior “A” hockey team.
- Attended a Regional Economic Development meeting.
- Participated in the Charlotte County Hospital Radiothon.
- Attended a public meeting on climate change.
- Met the new President of Arauco.
- Participated in a pumpkin carving event with the Multicultural Association.
- Attended all Town meetings.
- Attended a Regional Service Commission meeting, and a policing study which the board originally wanted municipalities to contribute to the cost was voted down.

16. QUESTION PERIOD

There were no questions from the public.

17 ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Parker

180/19 THAT the meeting adjourn at 7:18 p.m. **CARRIED**

Mayor

Town Clerk

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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: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2019 be received.

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

	Actual To Date For the Nine Months Ending September 30, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Taxes	4,012,635	5,350,179	\$1,337,544	75%
Services Provided to Other Governments	118,981	222,218	103,237	54%
Sale of Services	426,097	561,000	134,903	76%
Other Revenue From Own Sources	199,730	207,656	7,926	96%
Unconditional Grants	1,237,814	1,595,353	357,539	78%
Conditional Transfers	8,070	4,200	(3,870)	192%
Other Transfers	950,423	1,307,994	357,571	73%
Total Revenue	6,953,750	9,248,600	2,294,850	75%
Expenditure				
General Government Services	796,247	1,060,813	264,566	75%
Protective Services	1,666,781	2,295,612	628,831	73%
Transportation Services	1,487,931	2,096,199	608,268	71%
Environmental Health Services	180,168	230,625	50,457	78%
Environmental Development Services	235,907	322,448	86,541	73%
Recreational and Cultural Services	1,423,485	2,023,621	600,136	70%
Fiscal Services	714,537	1,211,282	496,745	59%
Other	4,614	8,000	3,386	58%
Total Expenditures	6,509,670	9,248,600	2,738,930	70%
Surplus (Deficit)	\$444,080	\$0		

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

	Actual To Date For the Nine Months Ending September 30, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,502,314	\$2,034,570	\$532,256	74%
Other Revenue From Own Source	157,410	208,302	50,892	76%
Other Transfers	67,141	89,521	22,380	75%
Total Revenue	1,726,865	2,332,393	605,528	74%
Expenditures				
Water Supply	821,552	1,070,324	248,772	77%
Sewerage Collection and Disposal	485,641	716,897	231,256	68%
Fiscal Services	459,896	545,172	85,276	84%
Total Expenditures	1,767,089	2,332,393	565,304	76%
Surplus (Deficit)	(\$40,224)	\$0		

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,944,140.88 (one million, nine hundred and forty-four thousand, one hundred and forty dollars and eighty-eight cents) be received.

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:55:00AM 11/22/2019

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Number	Issued	Amount	SC	Status	Status Data
024728	10/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000030442 GG-TOWNHALL-LEASE-OCT/19	5,417.62 5,417.62	A/P	OUT-STD	10/01/2019
024730	10/01/2019 ACCT #903240047015 SEPTEMBER2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	10/01/2019
024731	10/01/2019 ACCT 8025-280 SEPTEMBER2019 LOCAL 770 UNION DUES - SEPTEME	1,268.17 1,268.17	A/P	OUT-STD	10/01/2019
024732	10/01/2019 A ONE PUMPING SERVICE LTD. 4705 RC-CHOCOLATEPARK-PORTABLE T 6792 PS-FIRE-PORTABLE TOILET	1,169.50 1,069.50 100.00	A/P	OUT-STD	10/01/2019
024733	10/01/2019 ARMSTRONG'S COMMUNICATION LTD. 558079 RC-MILLPOOL-ALARM SYSTEM MON	96.60 96.60	A/P	OUT-STD	10/01/2019
024734	10/01/2019 BELLBOY DRYCLEANERS 15-597299 CC-DRYCLEANING-TABLECLOTHS 1-597298 CC-DRYCLEANING-APRON	86.83 86.25 0.58	A/P	OUT-STD	10/01/2019
024735	10/01/2019 BELL MOBILITY INC. 523889487SEP19CC CC-ADMIN-OPS MANAGER, ADMIN/A 523889487SEP19GG GG/PS/TS/RC-CELL PHONE CHARGE	1,312.69 128.43 1,184.26	A/P	OUT-STD	10/01/2019
024736	10/01/2019 BRUNSWICK NEWS INC 20051533 PS/GG-FIRE/EVENTS-SUMMER EVEI 20054238 RC/PS-ADVERTISING-ELM ST NATUI 20054998 PS-FIRE-BUCKET SIT	1,184.74 806.38 250.36 128.00	A/P	OUT-STD	10/01/2019
024737	10/01/2019 CANADIAN SPORT TOURISM ALLIANCE 2019-6102 GG-EVENTS COORD-MEMBERSHIP	152.65 152.65	A/P	OUT-STD	10/01/2019
024738	10/01/2019 CANOPS 1704 PS-FIRE-FIRE AWARENESS MATERI	935.15 935.15	A/P	OUT-STD	10/01/2019
024739	10/01/2019 CARQUEST 14838-111549 TS-#23-CENTREBOLTS 14838-111633 TS-#21-OIL PRESSURE GAUGE, VOL 14838-111803 TS-#21-ELECTRIC WATER TEMP GA 14838-112011 TS-#24-HUB ASSEMBLY 14838-112069 TS-#24-REFLEX TRUCK SHOCKS 14838-112484 TS-#12-FUEL LINE HOSES, HOSE CL	887.65 8.44 83.81 50.34 476.43 164.27 104.36	A/P	OUT-STD	10/01/2019
024740	10/01/2019 CHARLOTTE COUNTY JANITORIAL 4381 PS-FIRE-JANITORIAL-AUGUST 2019	253.00 253.00	A/P	OUT-STD	10/01/2019
024741	10/01/2019 CNH CAPITAL IN92530 TS-#11-TOOTH, G/P, PIN, SEAL KIT IN92658 TS-#11-AIR FILTERS, CAB FILTER INTERESTSEP2019 TS-#11-INTEREST	822.75 442.12 315.65 64.98	A/P	OUT-STD	10/01/2019
024742	10/01/2019 DEBLY ENTERPRISES LTD. 157226 CC-PARKINGLOT-RECONFIGURATIC	98,126.72 98,126.72	A/P	OUT-STD	10/01/2019
024743	10/01/2019 DEMPSEY'S PLUMBING & HEATING 3700 PM-5 KINGS-FIXED LEAK ON DISHW	118.74 118.74	A/P	OUT-STD	10/01/2019
024744	10/01/2019 ENBRIDGE GAS NEW BRUNSWICK 2019092301008-1016227-0 CC-BUILDING-NATURAL GAS 00	852.11 852.11	A/P	OUT-STD	10/01/2019
024745	10/01/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 317547 TS-ST5-DIESEL 918337 TS-ST5-DIESEL	3,215.57 2,087.91 1,099.34	A/P	OUT-STD	10/01/2019

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:55:00AM 11/22/2019

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Number	Issued	Amount	SC	Status	Status Date
	INTERESTAUG2019 TS-ST5-INTEREST CHARGE-AUGUS	28.32			
024746	10/01/2019 JEFF RENAUD SEPTEMBER2019 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	10/01/2019
024748	10/01/2019 KENT BUILDING SUPPLIES	1,340.10	A/P	OUT-STD	10/01/2019
	1624015 PS-FIRE-WATER	18.56			
	1627263 TS-SHOP-ROBERTSON BITS, DECK/	144.90			
	1627522 TS-SHOP-2X4X8 PT GREEN	13.46			
	1827604 TS-SHOP-DECK SCREWS	31.22			
	1627823 RC-PARKS-ANCHOR TAP, DRILL BIT	12.60			
	1631649 RC-MILLTOWNBANDSTAND-PAINT, I	144.31			
	1632424 CC-ARENA-HEX BOLTS	6.38			
	1632966 TS-SHOP-ROUND SHANK BIT, WEDC	32.88			
	1633366 PM-RCMP-LUMBER, STEP STRINGEI	140.73			
	1833440 PM-RCMP-LUMBER	52.53			
	1633444 PM-RCMP-LUMBER	10.68			
	1633642 CC-POOL-CLAMP, GAVENIZED NIPP	12.05			
	1633777 PS-FIRE-TUBWALL, WINDOW	485.85			
	1637214 TS-SHOP-DECK SCREWS, LUMBER	131.54			
	1637424 TS-SHOP-CHISEL SET, BRUSH SET,	102.41			
024749	10/01/2019 KRYSTAL KLEAR SEP82019 CC-CLEANING-EXTERIOR WINDOW	1,298.35 1,298.35	A/P	OUT-STD	10/01/2019
024750	10/01/2019 MACFARLANDS LTD 06M300606 TS-ST5-MINI LOADER AND ATTACHI	183,885.00 183,885.00	A/P	OUT-STD	10/01/2019
024751	10/01/2019 MCINNES COOPER 2019021198 GG-LEGAL-BY-LAW	1,150.52 1,150.52	A/P	OUT-STD	10/01/2019
024752	10/01/2019 MINISTER OF FINANCE WEEK402019 EMPLOYEE DEDUCTIONS - SEPT 29	209.30 209.30	A/P	OUT-STD	10/01/2019
024753	10/01/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 446904 GG-TOWN HALL-FLOOR MATS	95.36 95.36	A/P	OUT-STD	10/01/2019
024754	10/01/2019 PAYROLL TRANSFER WEEK392019 GG-TRANSFER-SEP 13 - 26/19	68,639.00 68,639.00	A/P	OUT-STD	10/01/2019
024755	10/01/2019 RECEIVER GENERAL FOR CANADA WEEK392019 GG-REMITTANCE-SEP 13 - 26/19	32,854.19 32,854.19	A/P	OUT-STD	10/01/2019
024756	10/01/2019 RECEIVER GENERAL SEPTEMBER2019 EMPLOYEE DEDUCTIONS-SEPTEME	1,431.98 1,431.98	A/P	OUT-STD	10/01/2019
024757	10/01/2019 SOURCE ONE SUPPLIES	1,912.81	A/P	OUT-STD	10/01/2019
	22233 CC-ARENA-URINAL SCREENS	150.97			
	22238 CC-ARENA-MOP HEADS, TEST STRI	151.42			
	22256 CC-ARENA-CHEMICAL RESISTANT T	20.75			
	22290 CC-POOL-MURIATIC ACID	140.78			
	22300 CC-POOL-HYDROCHLORIC ACID	1,448.89			
024758	10/01/2019 SPEEDY ST-STEPHEN 8768 8768-323881 PS-FIRE-SUPPLY & INSTALL 1-PCS (281.73 281.73	A/P	OUT-STD	10/01/2019
024759	10/01/2019 ST. STEPHEN UTILITY DEPT. SEPTEMBER2019 EMPLOYEE DEDUCTIONS - SEPTEM	40.00 40.00	A/P	OUT-STD	10/01/2019
024760	10/01/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 447602 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	10/01/2019
024781	10/10/2019 BELL ALIANT	1,478.08	A/P	OUT-STD	10/10/2019

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	11368891SEP19 GG-TOWNHALL-LANDLINE PHONES	1,478.08			
024762	10/10/2019 BORDER INVESTIGATIONS & SECURITY INC. 15261 PS-BYLAW-SEPT 23 - OCT 04/19 FEE	966.00 966.00	A/P	OUT-STD	10/10/2019
024764	10/10/2019 CANADIAN TIRE	2,152.58	A/P	OUT-STD	10/10/2019
	N16383613 CC-POOL-CLOTHES LINE	64.39			
	N16383661 RC-FUN RUN-WATER	51.12			
	N16383668 RC-PARKS-FLEX WIRE	39.08			
	N16383786 CC-ZAMBONI-PROPANE	17.46			
	N16383791 CC-ZAMBONI-PROPANE	66.92			
	N16383793 RC-PARKS-CHAIN	104.57			
	N17093461 TS-SHOP-CHOP SAW	344.92			
	N17093462 RC-PARKS-WEED B GONE	41.39			
	N17093463 CC-ARENA-PORTABLE AIR CONDITI	402.49			
	N17093464 TS-SHOP-GRASS SEED	71.28			
	N17093510 RC-PARKS-PAINT, VISE GRIP	47.12			
	N17093532 TS-SHOP-WHEEL BARRELL	114.99			
	N17093533 TS-SHOP-PAINT, ROLLERS	37.92			
	N17093536 PS-FIRE-REESE HITCH, BALL, PIN, F	130.89			
	N17093537 TS-SHOP-STEP LADDER	45.99			
	N17093546 RC-PARKS-CABLE TIES	44.80			
	N17093553 TS-#21-HINGE	13.08			
	N17093566 TS-#402-DECK BELT	59.79			
	N17093575 TS-SHOP-WATER	63.90			
	N17093590 GG-EVENTS-CAUTION TAPE	14.94			
	N17093598 TS-SHOP-JIGSAW	298.86			
	N17433719 TS-SHOP-WATER	76.68			
024765	10/10/2019 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG10405 PS-#205-BELT KIT	1,242.74 251.75	A/P	OUT-STD	10/10/2019
	IG10581 TS-#12-TANK, GASKET	990.99			
024766	10/10/2019 CIBC MELLON GLOBAL SECURITIES NBMF0218002 SEPTEMBER2019 GG-MUNICIPALPLAN-SEPTEMBER 2	25,994.12 25,994.12	A/P	OUT-STD	10/10/2019
024767	10/10/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVI 19-118 PS-BUILDINGINSPECTOR-SEPT 22 -	2,484.00 2,484.00	A/P	OUT-STD	10/10/2019
024768	10/10/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 25940 TS-STG-GAS	5,293.22 5,293.22	A/P	OUT-STD	10/10/2019
024769	10/10/2019 KONICA MINOLTA BUSINESS SOLUTIONS 261185012 GG-TOWNHALL-COPIERMANTENAN	56.52 56.52	A/P	OUT-STD	10/10/2019
024770	10/10/2019 MARION JAMER FIRECHAPLAINTRAINING PS-FIRE-FIRE CHAPLAINCY ADVAN	566.59 566.59	A/P	OUT-STD	10/10/2019
024771	10/10/2019 MICHELLE VEST SUPPLYRUNSEP19 CC-CANTEEN SUPPLIES	271.92 271.92	A/P	OUT-STD	10/10/2019
024772	10/10/2019 MILLTOWN MACHINE & FABRICATION LTD. 20855 TS-TRAFFIC LIGHTS-THREADED RO	425.92 425.92	A/P	OUT-STD	10/10/2019
024773	10/10/2019 MINISTER OF FINANCE WEEK412019 EMPLOYEE DEDUCTIONS - OCT 06 -	209.30 209.30	A/P	OUT-STD	10/10/2019
024774	10/10/2019 ROB DOUGHERTY CLOTHINGALLOW19 CC-ARENA-CLOTHING ALLOWANCE	61.67 61.67	A/P	OUT-STD	10/10/2019
024775	10/10/2019 SAUNDERS EQUIPMENT LTD.	3,004.62	A/P	OUT-STD	10/10/2019

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Number	Issued	Amount	SC	Status	Status Date
	0000077343 TS-#21-WATER GAUGE MURPHY	181.67			
	0000077441 TS-#22-OIL TEMPERATURE GAUGE	105.97			
	0000077491 TS-#22-THROTTLE LEVER COVER, C	938.75			
	0000077492 TS-#21-CYC. REPAIR KIT, OIL COOLI	1,251.20			
	0000077500 TS-#22-KNOB THROTTLES, SHIFTEF	404.24			
	0000077559 TS-#22-GAUGE OIL PRESS	113.19			
	0000077562 TS-#21-3E028-1 RES, 89 OHM - 3W	9.60			
024776	10/10/2019 SHANNON MICHAEL	1,487.64	A/P	OUT-STD	10/10/2019
	SEPTEMBER2019 PS-ANIMALCONTROL-MONTHLY FEI	1,487.64			
024777	10/10/2019 SOURCE ATLANTIC	352.28	A/P	OUT-STD	10/10/2019
	3354401 TS-SHOP-GLOVES, SHOVELS	352.28			
024778	10/10/2019 SPEEDY ST-STEPHEN 8768	342.13	A/P	OUT-STD	10/10/2019
	8768-323981 TS-#22-WINDOW INSTALL	342.13			
024779	10/10/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	57.50	A/P	OUT-STD	10/10/2019
	213590 GG-TOWN-TOWN EVENTS	57.50			
024780	10/10/2019 ST. CROIX PUBLIC LIBRARY	9,661.75	A/P	OUT-STD	10/10/2019
	OCT-DECGRANT19 GG-GRANT-OCTOBER - DECEMBER	9,661.75			
024781	10/10/2019 ST.STEPHEN DEVELOPMENT BOARD	20,000.00	A/P	OUT-STD	10/10/2019
	OCT-DECGRANT19 GG-GRANT-OCTOBER - DECEMBER	20,000.00			
024782	10/10/2019 ST. STEPHEN AREA CHAMBER	60.00	A/P	OUT-STD	10/10/2019
	2843 GG-CIVIC-BREAKFAST WITH PREMI	60.00			
024783	10/10/2019 TRACTION FREDERICTON (591)	204.60	A/P	OUT-STD	10/10/2019
	591223983 TS-SHOP-X-LIFEAF 50/50, 3030L EC	204.60			
024784	10/10/2019 UAP INC.	1,080.67	A/P	OUT-STD	10/10/2019
	961-485853 TS-#23-CENTER BOLT	1.86			
	961-486024 TS-SHOP-TEST LEADS	20.69			
	961-486037 TS-#23-SHOCKS	191.13			
	961-486087 TS-#21-OIL PRESSURE SWITCH	-35.58			
	961-486425 TS-SHOP-BALL STOP	22.41			
	961486783 TS-#22-FUEL FILTERS, AIR FILTERS	69.34			
	961-486793 TS-#22-AIR FILTER	29.22			
	961-486859 TS-#22-LUBE FILTERS	40.17			
	961-486983 TS-SHOP-10PC SCREWDR SET	64.39			
	961-4872149 TS-#21-HYDRAULIC HOSES	126.67			
	961-487354 TS-SHOP-GASKETS, FLUID FILM	245.98			
	961-487397 TS-#1-BRAKE PADS, BRAKE ROTOR	362.51			
	961487424 TS-#1-CORE DEPOSIT	-58.12			
024785	10/10/2019 WURTH CANADA LIMITED	431.40	A/P	OUT-STD	10/10/2019
	23673559 TS-SHOP-AIR BRAKE PUSH'S, GRE	431.40			
024786	10/10/2019 KONICA MINOLTA BUSINESS SOLUTIONS	42.91	A/P	OUT-STD	10/10/2019
	261185527 CC-ADMIN-PHOTOCOPIER MAINTEN	42.91			
024787	10/10/2019 SAUNDERS EQUIPMENT LTD.	1,614.28	A/P	OUT-STD	10/10/2019
	0000077418 CC-ZAMBONI-MAINTENANCE	806.90			
	0000077419 CC-ZAMBONI-HANDLE, CONNECTOI	807.38			
024788	10/10/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	212.75	A/P	OUT-STD	10/10/2019
	30007 PS-FIRE-911 BOOKMARKS	212.75			
024789	10/10/2019 PAYROLL TRANSFER	71,198.00	A/P	OUT-STD	10/10/2019
	WEEK412019 GG-TRANSFER-SEPT 27 - OCT 10/16	71,198.00			

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	188104	CC-ARENA-CLOTHING ALLOWANCE	244.95			
	188147	TS-SHOP-SURVEY STAKES	41.38			
	188275	TS-SHOP-PUSH BROOMS	80.48			
	188311	RC-MILLPOOL-BREAKER SQ.D. 60A	158.68			
	188501	TS-SHOP-PISTON ASSEMBLY, PACK	1,615.73			
024824	10/17/2019	KENT BUILDING SUPPLIES	927.06	A/P	OUT-STD	10/17/2019
	1610551	CC-ARENA-CANVAS DROP CLOTH	21.38			
	1640574	PS-FIRE-4PC BRUSH SET, PAINT	63.05			
	1642029	TS-SHOP-CONCRETE, PAINT, TAPE	28.31			
	1642794	CC-ARENA-ACETONE	10.68			
	1642795	CC-ARENA-WELDABLE ANGLES	68.95			
	1642887	TS-SHOP-TAPE RULE, HEX BOLTS, I	56.63			
	1643201	TS-SHOP-HAMMER BIT, UTILITY	207.89			
	1646498	CC-POOL-MURIATIC ACID	48.09			
	1647045	CC-ARENA-GORILLA SUPER GLUE,	23.51			
	1647064	CC-ARENA-SCRUB BRUSH, PRESSL	315.23			
	1647992	TS-SHOP-TROWEL, CEMENT	56.66			
	1651388	TS-SHOP-PROPANE	26.68			
024625	10/17/2019	MICMAC FIRE & SAFETY SOURCE LTD.	1,242.00	A/P	OUT-STD	10/17/2019
	NS-00871204	PS-FIRE-CLASS A FOAM	1,242.00			
024826	10/17/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/17/2019
	WEEK422019	EMPLOYEE DEDUCTIONS - OCT 13 -	209.30			
024627	10/17/2019	N. B. ELECTRIC POWER	12,356.42	A/P	OUT-STD	10/17/2019
	19051703OCT19	TS-AIRPORT-ELECTRICITY	155.05			
	19051801OCT19	TS-AIRPORT-ELECTRICITY	54.40			
	216000030308OCT19	TS-ST5-AREA LIGHTS	12,146.97			
024829	10/17/2019	SOURCE ONE SUPPLIES	668.39	A/P	OUT-STD	10/17/2019
	22316	CC-ARENA-GARBAGE BAGS	269.16			
	22352	CC-ARENA-T-SHIRT RAGS	53.22			
	22420	CC-ARENA-GARBAGE BAGS	143.64			
	22421	PM-LIBRARY-POWDER FREE GLOVE	33.55			
	22447	CC-ARENA-URINAL & PORCELAIN C	168.82			
024830	10/17/2019	ST. STEPHEN AREA CHAMBER	2,000.00	A/P	OUT-STD	10/17/2019
	2888	ED-EVENTS-2019 CHRISTMAS PROM	2,000.00			
024631	10/17/2019	STERLING MARKING PRODUCTS	293.52	A/P	OUT-STD	10/17/2019
	7296138	GG-TOWN HALL-DOG TAGS	160.92			
	7296138-1	GG-TOWN HALL-CAT TAGS 2020	132.60			
024832	10/17/2019	STRESCON LIMITED	5,393.00	A/P	OUT-STD	10/17/2019
	50331396	TS-ST5-STORM SEWER GRATES	4,393.00			
	50332567	TS-ST5-MANHOLE SECTIONS, COVE	1,000.00			
024833	10/17/2019	TOWN OF ST. STEPHEN	331.17	A/P	OUT-STD	10/17/2019
	331.17	GG-FUNDTRANSFER-TO GENERAL C	331.17			
024834	10/17/2019	UNIFIRST CANADA LTD.	276.22	A/P	OUT-STD	10/17/2019
	7100182016	CC-BUILDING-FLOOR MATS	139.04			
	7100182756	CC-BUILDING-FLOOR MATS	137.18			
024835	10/17/2019	WATER & ICE NORTH AMERICA INC.	1,439.48	A/P	OUT-STD	10/17/2019
	48003	CC-POOL-2" SPIDER GASKETS, 2" C	93.20			
	48083	CC-POOL-DPD REAGENT, PH INDIC	1,055.76			

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	48089 CC-POOL-HYDROQUANT REAGENT	290.50			
024836	10/17/2019 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	10/17/2019
	19-7499012 GG-TOWN HALL-911 LISTING-OCT 2	10.47			
024837	10/22/2019 BELLBOY DRYCLEANERS	150.08	A/P	OUT-STD	10/22/2019
	26-600788 CC-EVENTS-TABLECLOTHS	148.93			
	5-600789 CC-EVENTS-TEA TOWELS	1.15			
024838	10/22/2019 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	10/22/2019
	15277 PS-BYLAW-OCT 07 - 18/19 FEE	966.00			
024839	10/22/2019 COCA COLA CANADA BOTTLING LIMITED	350.67	A/P	OUT-STD	10/22/2019
	15330202146 CC-CANTEEN-COCA COLA PRODUC	350.67			
024840	10/22/2019 COX ELECTRONICS & COMMUNICATIONS	34.49	A/P	OUT-STD	10/22/2019
	1-031851 CC-MCA-XLR CABLE	34.49			
024841	10/22/2019 DAN HOVEY	49.80	A/P	OUT-STD	10/22/2019
	CLOTHINGALLOW* CC-ARENA-CLOTHING ALLOWANCE	49.80			
024842	10/22/2019 DAVID SEMAN	25.00	A/P	OUT-STD	10/22/2019
	2019-00093 PS-BUILDINGINSPECTOR-BUILDING	25.00			
024843	10/22/2019 DEMPSEY'S PLUMBING & HEATING	764.53	A/P	OUT-STD	10/22/2019
	3725 PM-5 KINGS-FIXED LEAK, REPLACEI	764.53			
024844	10/22/2019 FLEET READY LTD.	89.40	A/P	OUT-STD	10/22/2019
	13220 PS-FIRE-HOSES	89.40			
024845	10/22/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,484.00	A/P	OUT-STD	10/22/2019
	19-125 PS-BUILDINGINSPECTOR-OCT 6 - 19	2,484.00			
024846	10/22/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	470.70	A/P	OUT-STD	10/22/2019
	338760 CC-BUILDING-NATURAL GAS	431.25			
	338761 CC-BUILDING-NATURAL GAS	39.45			
024847	10/22/2019 JEFF RENAUD	259.00	A/P	OUT-STD	10/22/2019
	FIRSTAIDTRAINING GG-CAO-FIRST AID TRAINING	259.00			
024848	10/22/2019 JEREMY MCSHANE	169.00	A/P	OUT-STD	10/22/2019
	WORKSAFENB2019 CC-OPERATIONSMANAGER-WORKE	169.00			
024849	10/22/2019 JOAN MERRILL	360.00	A/P	OUT-STD	10/22/2019
	AUGUST272019 PM-LIBRARY-JANITORALSERVICES-	360.00			
024850	10/22/2019 KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	10/22/2019
	7327186 CC-ADMIN-COPIER LEASE-NOV 2019	118.24			
024851	10/22/2019 MCLAUGHLIN, DONALD	414.00	A/P	OUT-STD	10/22/2019
	SEPT302019 TS-STS-STREET SIGN	414.00			
024852	10/22/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	10/22/2019
	WEEK432019 EMPLOYEE DEDUCTIONS - OCT 20	209.30			
024853	10/22/2019 MOFFITT DODGE CHRYSLER LTD.	597.80	A/P	OUT-STD	10/22/2019
	RM89196 PS-VEHICLE-SWITCH LIGHT WORK	597.80			
024855	10/22/2019 N. B. ELECTRIC POWER	28,295.33	A/P	OUT-STD	10/22/2019
	10126106OCT19 TS-XINGLIGHTS-KING STREET	26.86			
	17935200OCT19 TS-KING/UNIONST-TRAFFIC LIGHT	39.24			
	181692205OCT19 RC-POOL-MILL LANE	153.02			
	18988703OCT19 TS/PS-199UNIONST-ELECTRICITY	884.98			
	19055408OCT19 RC-ARENA-ELECTRICITY	370.22			
	50660140OCT19 RC-PARKS-ROTARY CHANGING RO	26.86			
	54187872OCT19 TS-KING/QUEENST-TRAFFIC LIGHTS	39.09			
	54253127OCT19 CC-BUILDING-ELECTRICITY	24,694.80			

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	54653258OCT19	TS-KING/SUPERSTORE-TRAFFIC LI			
	55160807OCT19	RC-COTTONMILL-LIGHTS			
	55917471OCT19	TS-ST5-WATERFRONT LIGHTS			
	57955782OCT19	RC-PARKS-BANDSTAND IN CHOCOL			
	57955808OCT19	GG-120MILLTOWNBLVD-ELECTRICI			
	71315207OCT19	PS-RCMP-ELECTRICITY			
	72924306OCT19	RC-PARKS-BANDSTAND			
	73006038OCT19	RC-LIBRARY-ELECTRICITY			
	82122207OCT19	RC-PARKS-BASKETBALL COURT			
	83278804OCT19	TS-ST5-PARKS SHED			
	84960501OCT19	RC-PARKS-RIVERSIDE DR LIGHTS			
024856	10/22/2019 NORTHERN CONSTRUCTION AND SUPPLIERS LTD. 00001811*	TS-ST5-ASPHALT		OUT-STD	10/22/2019
024857	10/22/2019 ORKIN CANADA CORPORATION IN-9641143	PS-FIRE-PEST CONTROL		OUT-STD	10/22/2019
024858	10/22/2019 ORR ELECTRIC & ALARM LTD. 4130	TS-ST5-STREET LIGHTS		OUT-STD	10/22/2019
024859	10/22/2019 SOURCE ONE SUPPLIES 22096	CC-ARENA-URINAL SCREENS, MUL1		OUT-STD	10/22/2019
	22464	CC-ARENA-URINAL & PORCELAIN C			
024860	10/22/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16587	CC-POOL-POOL PUMP DRIVE BOAR		OUT-STD	10/22/2019
024861	10/22/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 2019-04	CC-CIVIC-COLLABORATIVE + REGIC		OUT-STD	10/22/2019
024862	10/22/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 30046	CC-POOL-POOL SCHEDULE		OUT-STD	10/22/2019
024883	10/22/2019 ST. STEPHEN AREA CHAMBER 2873	GG-BUSINESSGALA-SILVER SPONS		OUT-STD	10/22/2019
024864	10/22/2019 TROY LIFE & FIRE SAFETY LTD 1000158501	CC-MAINTENANCE-QUARTERLY INS		OUT-STD	10/22/2019
024865	10/22/2019 UNIFIRST CANADA LTD. 7100183473	CC-BUILDING-FLOOR MATS		OUT-STD	10/22/2019
	7100184213	CC-BUILDING-FLOOR MATS			
	7100184952	CC-BUILDING-FLOOR MATS			
024866	10/22/2019 VALLEY EQUIPMENT LTD IX96361	TS-#6-LAMP-MARKER		OUT-STD	10/22/2019
024867	10/22/2019 ORKIN CANADA CORPORATION IN-9638712	CC-BUILDING-PEST CONTROL		OUT-STD	10/22/2019
024868	10/22/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 30019	RC-RECREATION-FALL AND WINTER		OUT-STD	10/22/2019
024869	10/29/2019 ACTION CAR AND TRUCK ACCESSORIES 50361002	PS- FIRE- 12000 LB WINCH		OUT-STD	10/29/2019
024870	10/29/2019 ACTIVE NETWORK LTD. 4100165989	CC-MAXGALAXY-ANNUAL SOFTWAF		OUT-STD	10/29/2019
024871	10/29/2019 BELL MOBILITY INC. 523889487NOV19CC	CC-ADMIN-CELL PHONE CHARGES		OUT-STD	10/29/2019
	523889487OCT19GG	GG/TS/RC/PS-ADMIN-CELL PHONE C			
024872	10/29/2019 BRUNET			OUT-STD	10/29/2019

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	41409 GG-TOWN HALL-SERVER MAINTEN/	27.32			
024874	10/29/2019 CANADIAN TIRE	1,445.90	A/P	OUT-STD	10/29/2019
	N16104438 PS-FIRE-37-53L HI COLL, GAR TWN I	143.69			
	N16104442 CC-ZAMBONI-PROPANE	58.19			
	N16104449 CC-ARENA-40" MOULD CREEPER	74.74			
	N16104450 RC-PARKS-ANTIFREEZE	63.20			
	N16383604 RC-PARKS-SHOP VAC	229.94			
	N18383607 RC-PARKS-CLEAR SILICONE	14.94			
	N16383628 CC-POOL-VOLTAGE DETECTOR, TU	49.38			
	N16383669 PS-FIRE-PROPANE, PADLOCK, WAT	110.80			
	N16383670 RC-PARKS-WIREBRUSH, EZ-STRP R	31.02			
	N16383672 RC-PARKS-FOAM FILTER	8.04			
	N16383682 CC-ZAMBONI-PROPANE	40.73			
	N16383685 CC-EVENTS-HVY DTY GRMT RC	86.19			
	N16383703 CC-ZAMBONI-PROPANE	49.46			
	N17093560 TS-SHOP-PADLOCK, RV BAGGAGE I	54.03			
	N17434003 TS-SHOP-SCRAPER, SPAD	17.57			
	N17434023 CC-AUTO SCRUBBER-BATTERIES	413.98			
024875	10/29/2019 CANADIAN SPRINGS	174.54	A/P	OUT-STD	10/29/2019
	19100841100119 PS-RCMP-WATER	144.70			
	19100865 TS-SHOP-WATER	29.84			
024876	10/29/2019 CANADA BREAD COMPANY LIMITED	53.18	A/P	OUT-STD	10/29/2019
	126914905421 CC-CANTEEN-HOT DOG BUNS	26.59			
	127614905532 CC-CANTEEN-HOT DOG BUNS	26.59			
024877	10/29/2019 CARQUEST	189.37	A/P	OUT-STD	10/29/2019
	14838-114000 RC-#307-CNTR SUPPRT BRNG	105.37			
	14838-114001 RC- #307- BALL JOINTS	75.19			
	14838-114081 RC- #307- FOG LIGHT BULB	8.81			
024879	10/29/2019 DISHER HOMES LTD.	24.15	A/P	OUT-STD	10/29/2019
	09302019-02 CC-ARENA-BLUEPRINTS PRINTED	24.15			
024880	10/29/2019 FERRO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	10/29/2019
	0001697579 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
024881	10/29/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	1,500.08	A/P	OUT-STD	10/29/2019
	148917 TS-ST5-DIESEL	1,500.08			
024882	10/29/2019 JENNIFER MURRAY	55.00	A/P	OUT-STD	10/29/2019
	OVERPAYMENTREFUND CC-REIMBURSEMENT-OVERPAYME	55.00			
024883	10/29/2019 KEITH'S BUILDING SUPPLIES	142.04	A/P	OUT-STD	10/29/2019
	189186 TS-SHOP-EPOXY CONCRETE ANCH	131.07			
	189312 TS-SHOP-BAG DROP-IN ANCHORS	10.97			
024884	10/29/2019 KONICA MINOLTA BUSINESS SOLUTIONS	121.43	A/P	OUT-STD	10/29/2019
	261848670 CC-PHOTOCOPIER-MAINTENANCE-I	121.43			
024885	10/29/2019 KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	10/29/2019
	7327325 GG-TOWNHALL-COPIERLEASE-NOV	193.71			
024886	10/29/2019 LAWSON PRODUCTS, INC. (ONTARIO_	176.92	A/P	OUT-STD	10/29/2019
	9307070376 TS- SHOP- AUTO FUSE, CUSHIONEI	176.92			
024887	10/29/2019 LEVITT SAFETY LIMITED	574.09	A/P	OUT-STD	10/29/2019
	1493079-00 PS-FIRE-CALIBRATION GAS	446.59			
	1493092-00 PS-FIRE-SERVICE INSTRUMENTATI	127.50			

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024888	10/29/2019 MARITIME COFFEE SERVICE RC00077509 CC-WT-WATER COOLER RENTAL	80.50 80.50	A/P	OUT-STD	10/29/2019
024889	10/29/2019 MCINNES COOPER 2019021227* GG-LEGAL-LAND PURCHASE	8,374.98 8,374.98	A/P	OUT-STD	10/29/2019
024890	10/29/2019 MINISTER OF FINANCE WEEK442019 EMPLOYEE DEDUCTIONS - OCT 27 -	209.30 209.30	A/P	OUT-STD	10/29/2019
024891	10/29/2019 MINISTER OF FINANCE 19582020 TS-SHOP-INSPECTION STATION 202	38.00 38.00	A/P	OUT-STD	10/29/2019
024893	10/29/2019 NORTHERN CONSTRUCTION AND SUPPLIERS LTD. 00001845 TS-STS-ASPHALT	12,453.35 12,453.35	A/P	OUT-STD	10/29/2019
024894	10/29/2019 PAYROLL TRANSFER WEEK432019 GG-TRANSFER-OCT 11 - 24/19	72,946.00 72,946.00	A/P	OUT-STD	10/29/2019
024895	10/29/2019 PETTY CASH AUGUST122019 PS-BUILDINGINSPECTOR-REGISTEI AUGUST192019 GG-BUILDINGINSPECTOR-REGISTE AUGUST292019 GG-BUILDINGINSPECTOR-REGISTE SEPTEMBER242019 PS-BUILDINGINSPECTOR-REGISTEI	49.55 12.15 12.15 13.10 12.15	A/P	OUT-STD	10/29/2019
024896	10/29/2019 PROVINCIAL BANDAG TIRES 34128 TS-#22-TIRES	480.52 480.52	A/P	OUT-STD	10/29/2019
024897	10/29/2019 RECEIVER GENERAL FOR CANADA WEEK432019 GG-REMITTANCE-OCT 11 - OCT 24/1	31,226.14 31,226.14	A/P	OUT-STD	10/29/2019
024898	10/29/2019 ROYAL CANADIAN LEGION #48 WREATH2019 GG-REMEMBRANCEDAY-WREATH	50.00 50.00	A/P	OUT-STD	10/29/2019
024899	10/29/2019 SEAN MORTON HALOWEENTREATS PS-FIRE-HALOWEEN TREATS	74.72 74.72	A/P	OUT-STD	10/29/2019
024900	10/29/2019 SOURCE ONE SUPPLIES 22495 TS- SHOP- PAPER TOWELS 22556 CC- ARENA- HAIR & BODY SHAMPO	297.90 117.67 180.23	A/P	OUT-STD	10/29/2019
024901	10/29/2019 SOUTHERN SANITATION LTD. 182118 PM-AIRPORT-GARBAGE COLLECTIC 182119 CC-BUILDING- GARBAGE COLLECTI 52107670 TS/RC- SHOP/PARKS- GARBAGE CC 52107672 GG-TOWN-ZONE I GARBAGE COLLE 52107673 GG-TOWN-ZONE III GARBAGE COLL 52107674 GG-TOWN-RECYCLING OVERRUN	10,189.17 53.04 352.42 542.69 4,602.78 4,005.74 632.50	A/P	OUT-STD	10/29/2019
024902	10/29/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 206601-206998 GG-TOWN-REGIONAL LANDFILL COI	8,050.92 8,050.92	A/P	OUT-STD	10/29/2019
024903	10/29/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 30152 CC-ARENA-ADVERTISING	11,709.30 11,709.30	A/P	OUT-STD	10/29/2019
024904	10/29/2019 ST. STEPHEN AREA CHAMBER 2892 GG-CIVIC-29TH ANNUAL BUSINESS	160.00 160.00	A/P	OUT-STD	10/29/2019
024905	10/29/2019 STATIONERY PLUS 55515 GG-TOWN HALL-PAPER, FILE BOXE 55531 CC-ADMIN-PLANNER 55552 GG-TOWNHALL-PAPER 55696 PS-FIRE-PENS, MARKERS 55709 GG-TOWN HALL-LASER TONER, PL/ 55969 GG-TOWN HALL-CALCULATOR RIBB	1,274.49 352.27 12.64 -114.77 12.93 112.56 6.26	A/P	OUT-STD	10/29/2019

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

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Number	Issued		Amount	SC	Status	Status Date
	55978	PS-FIRE-LASER TONERS	229.75			
	56108	GG-TOWNHALL-INTERIM #1 AND #2	319.70			
	56149	GG-TOWN HALL-SCREEN CLEANING	3.62			
	56524	GG-TOWN HALL-LASER TONER, CO	266.65			
	56617	CC-ADMIN-STAPLES, LAMINATING F	72.88			
024906	10/29/2019	TEED SAUNDERS DOYLE & CO.	14,720.00	A/P	OUT-STD	10/29/2019
	9400	GG-AUDIT-YEAR END 2018	14,720.00			
024907	10/29/2019	THE MINISTER OF FINANCE	291,538.50	A/P	OUT-STD	10/29/2019
	31485	PS-RCMP-JUL - SEP/19 POLICING SI	291,538.50			
024909	10/29/2019	YELLOW PAGES GROUP	10.47	A/P	OUT-STD	10/29/2019
	19-7567900	GG-TOWNHALL-911 LISTING-NOV/19	10.47			
024910	10/29/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	10/29/2019
	448494	PM-RCMP-FLOOR MATS	46.74			
024913	10/29/2019	KONICA MINOLTA BUSINESS SOLUTIONS	120.96	A/P	OUT-STD	10/29/2019
	261848851	GG-TOWNHALL-COPIERMAINTENAN	120.96			
024914	10/29/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	10/29/2019
	448685	PM-RCMP-FLOOR MATS	95.36			
024915	10/29/2019	TOSS SOLUTIONS	1,713.53	A/P	OUT-STD	10/29/2019
	2461	GG-TOWNHALL-RELOCATION AND I	675.01			
	2474	GG-TOWNHALL-DESIGN AND CONTI	1,038.52			
		Cheque Totals Issued	1,175,865.26			
		Void	0.00			
		Total Cheques Generated	1,175,865.26			
		Total # of Cheques Listed	153			

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

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Number	Issued	Amount	SC	Status	Status Date
008026	10/01/2019 A ONE PUMPING SERVICE LTD. 6784 WS-TRANS&DIST-JET RODDER CLE	1,198.88 1,198.88	A/P	CLEARED	10/31/2019
008027	10/01/2019 BARTLETT RANDY SEPTEMBER232019 WS-SOURCE-AUG 28 - SEP 23/19 PE	116.00 116.00	A/P	CLEARED	10/31/2019
008028	10/01/2019 BELL MOBILITY INC. 523889487SEP19UTI WS/SCD-CELL PHONE CHARGES	1,765.16 1,765.16	A/P	CLEARED	10/31/2019
008029	10/01/2019 BRIGGS PLUMBING INC. 117098 WS-TRANS&DIST-PRESSURE REGU	310.22 310.22	A/P	CLEARED	10/31/2019
008030	10/01/2019 COLE-PARMER CANADA COMPANY 00635010 WS-SOURCE-CHLOROSENSE CHLO	1,903.23 1,903.23	A/P	CLEARED	10/31/2019
008031	10/01/2019 COX ELECTRONICS & COMMUNICATIONS 1-031148 WS-SOURCE-LIGHTNING USB, 6S C,	179.35 179.35	A/P	CLEARED	10/31/2019
008032	10/01/2019 DEVLIN TIM CLOTHINGALLOW2019 SCD-DISPOSAL-CLOTHING ALLOWA	344.95 344.95	A/P	CLEARED	10/31/2019
008033	10/01/2019 DOWNEY FORD SALES LTD. 577255 WS-#105-SUPPLY, CUT AND PROGR	168.16 168.16	A/P	CLEARED	10/31/2019
008034	10/01/2019 EAST COAST INTERNATIONAL TRUCKS 39149S TS-#20-FLUID INHIBITOR, MIRRORS 39153S WS-#20-INTERNATIONAL M	185.89 131.55 54.34	A/P	CLEARED	10/31/2019
008035	10/01/2019 EMCO CORPORATION 12512729-00 SCD-DISPOSAL-COUPLINGS, PVC P 12512729-01 SCD-DISPOSAL-PVC PIPE	2,494.95 1,990.79 504.16	A/P	CLEARED	10/31/2019
008036	10/01/2019 KENT BUILDING SUPPLIES 1624417 WS-TRANS&DIST-3 PC BRUSH SET 1627134 WS-SOURCE-PLYWOOD 1627165 WS-TRANS&DIST-PAINT 1635701 WS-SOURCE-VINYL SHED	1,180.66 21.38 48.07 56.67 1,054.54	A/P	CLEARED	10/31/2019
008037	10/01/2019 Ron Cleghorn CLOTHINGALLOW19 SCD-DISPOSAL-CLOTHING ALLOWA	100.58 100.58	A/P	CLEARED	10/31/2019
008038	10/10/2019 A. DOWNEY & SON CONSTRUCTION 437046 SCD-DISPOSAL-EXCAVATOR, LABO	1,081.00 1,081.00	A/P	CLEARED	10/31/2019
008039	10/10/2019 ATLANTIC PURIFICATION SYSTEMS LTD. 203932 SCD-DISPOSAL-SAMPLE CELL, DPD	369.15 369.15	A/P	CLEARED	10/31/2019
008040	10/10/2019 BRENNTAG CANADA INC. 46083259 WS-SOURCE-EMPTY CYLINDERS RI 46091824 WS-SOURCE-CHLORINE	3,012.05 -3,680.00 6,692.05	A/P	CLEARED	10/31/2019
008042	10/10/2019 CANADIAN TIRE N16383655 WS-TRANS&DIST-PAINT N16383658 SCD-DISPOSAL-PAINT N16383785 WS-TRANS&DIST-LOCKS N16383787 SCD-DISPOSAL-HANDLE, CLAMP N16383794 WS-SOURCE-BLADE, REC SAW N16383795 WS-SOURCE-HOOK & PICS, KNIFE, I N17093466 WS-SOURCE-PRY BAR, BRUSHES, F N17093492 WS-#20-RUST PAINT N17093504 SCD-DISPOSAL-CASTERS N17093538 SCD-DISPOSAL-GRINDER	1,211.90 78.38 73.58 22.99 10.33 110.33 166.51 194.09 20.68 27.55 57.44	A/P	CLEARED	10/31/2019

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Town of St. Stephen
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Number	issued	Amount	SC	Status	Status Date
	N17093548	WS-SOURCE-SVREWS, NUTS, LADD			
	N17093563	WS-TRANS&DIST-KEYS CUT			
	N17093567	SCD-DISPOSAL-3 PC MAGNETIC BO			
	N17093589	WS-SOURCE-BATTERIES			
	N17093597	WS-SOURCE-LOCKS			
	N17093600	WS-SOURCE-OIL			
008043	10/10/2019 CANADIAN PACIFIC RAILWAY COMPANY	596.87	A/P	CLEARED	10/31/2019
	1800174735	SCD-DISPOSAL-PID01304120 PROPI			
		596.87			
008044	10/10/2019 EAST COAST INTERNATIONAL TRUCKS	5.75	A/P	CLEARED	10/31/2019
	39340S	WS-#20-STT LAMPS			
		5.75			
008045	10/10/2019 EMCO CORPORATION	3,435.05	A/P	CLEARED	10/31/2019
	12512065-00	WS-TRANS&DIST-HYDRANT			
		3,435.05			
008046	10/10/2019 FERO WASTE & RECYCLING INC.	1,929.01	A/P	CLEARED	10/31/2019
	0000161877	WS-TRANS&DIST-GATE BOX CLEAN			
		1,929.01			
008047	10/10/2019 MARINE SYSTEMS INTL. INC.	1,201.75	A/P	OUT-STD	10/10/2019
	2931	SCD-DISPOSAL-HELIJET AIR PIPE R			
		1,201.75			
008048	10/10/2019 MILLTOWN MACHINE & FABRICATION LTD.	222.02	A/P	CLEARED	10/31/2019
	20869	WS-#20-3/8 PLATE, LABOUR TO SHE			
		186.66			
	20891	WS-#20-3/4 SCH 40 PIPE & LABOUR			
		35.36			
008049	10/10/2019 SCOTIA TECH	3,404.00	A/P	CLEARED	10/31/2019
	14839	WS-TRANS&DIST-WATERMETERS			
		3,404.00			
008050	10/10/2019 STEINSVIK CANADA INCORPORATED	163.88	A/P	CLEARED	10/31/2019
	103735	WS-TRANS&DIST-PRESSURE SENS			
		163.88			
008051	10/10/2019 UAP INC.	517.37	A/P	CLEARED	10/31/2019
	961-486052	WS-#105-LEFT MIRROR			
		155.54			
	961-486069	WS-SOURCE-NITRILE GLOVES			
		40.18			
	961-486307	SCD-DISPOSAL-NAPA BULK			
		22.44			
	961-486463	WS-SOURCE-23P. SOCKET			
		68.99			
	961-488866	WS-#20-DEXRON III MERCON			
		153.48			
	961-486907	WS-#20-DEXRON III MERCON			
		76.74			
008052	10/10/2019 WOLSELEY CANADA INC.	3,838.06	A/P	CLEARED	10/31/2019
	6504816	WS-TRANS&DIST-ADAPTERS, METE			
		2,357.73			
	8504817	WS-TRANS&DIST-VALVE BOXES			
		818.07			
	8510224	WS-TRANS&DIST-COUPLINGS			
		549.24			
	8531522	WS-TRANS&DIST-WRENCH WITH 2"			
		113.02			
008053	10/10/2019 TOWN OF ST. STEPHEN	89,169.62	A/P	CLEARED	10/31/2019
	89169.62	WS-FUNDTRANSFER-TO UTILITY CA			
		89,169.62			
008074	10/17/2019 A ONE PUMPING SERVICE LTD.	4,454.53	A/P	CLEARED	10/31/2019
	1011	SCD-DISPOSAL-VIDEO INSPECTION			
		1,417.38			
	6798	SCD-DISPOSAL-JET RODDER TO FL			
		3,037.15			
008075	10/17/2019 BELL ALIANT	316.85	A/P	CLEARED	10/31/2019
	11366812SEP19	WS-SOURCE-PUMP STATION			
		136.38			
	19002807SEP19	SCD-DISPOSAL-OLD BAY WASTERW			
		180.47			
008076	10/17/2019 CHANDLER	402.50	A/P	CLEARED	10/31/2019
	1886312	WS-TRANS&DIST-LADDER 13' EXTE			
		402.50			
008077	10/17/2019 EAGLE XPRESS COURIER SERVICE	373.75	A/P	CLEARED	10/31/2019
	532037	WS-SOURCE-RESEARCH PRODUCT			
		34.50			
	532306	WS-SOURCE-TO RESEARCH & PRO			
		34.50			

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

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Number	Issued		Amount	SC	Status	Status Date
	532314	WS-SOURCE-TO RESEARCH & PRO	34.50			
	532370	WS-SOURCE-TO RESEARCH PRODL	34.50			
	532435	WS-SOURCE-TO RESEARCH AND PI	69.00			
	532450	WS-#20-TO RICHWELL	28.75			
	532470	WS-SOURCE-TO RESEARCH & PRO	34.50			
	532589	WS-SOURCE-TO RESEARCH AND PI	34.50			
	532635	WS-SOURCE-TO RESEARCH AND PI	34.50			
	550841	WS-SOURCE-TO RESEARCH PRODL	34.50			
008078	10/17/2019	EMCO CORPORATION	11,590.08	A/P	CLEARED	10/31/2019
	12512241-00	WS-TRANS&DIST-CAP COVERS, CAI	2,877.39			
	12512674-00	WS-SOURCE-HYDRANT	3,435.05			
	12512797-00	SCD-DISPOSAL-SEWER PIPE	5,277.64			
008079	10/17/2019	KEITH'S BUILDING SUPPLIES	1,096.31	A/P	CLEARED	10/31/2019
	188456	WS-WELLHOUSES#3AND#4-PAINT F	66.53			
	188521	WS-WELLHOUSES#2AND#3-PAINT, '1	135.62			
	188581	WS-TRANS&DIST-KEY CUT	13.75			
	188742	WS-PUMPHOUSES#3-PAINT, INS	412.05			
	188744	WS-SOURCE-GUTTER EAVESTROU	34.25			
	188833	WS-SOURCE-PATIO STONES, SILIC	153.96			
	188888	WS-SOURCE-PLYWOOD, SPRUCE	280.15			
008080	10/17/2019	KEM CANADA MFG	1,092.44	A/P	CLEARED	10/31/2019
	125647	SCD-DISPOSAL-ENVIROTAIN	1,092.44			
008081	10/17/2019	KENT BUILDING SUPPLIES	146.30	A/P	CLEARED	10/31/2019
	1640886	WS-SOURCE-COPPER PIPE	46.92			
	1642289	WS-TRANS&DIST-KRYLON PAINT	9.09			
	1651616	WS-TRANS&DIST-KRYLON	6.89			
	1652896	SCD-DISPOSAL-QUICK SETTING CE	83.40			
008082	10/17/2019	MARK'S COMMERCIAL	183.96	A/P	CLEARED	10/31/2019
	BBI-0000965742	WS-TRANS&DIST-CLOTHING ALLOW	183.96			
008083	10/17/2019	N. B. ELECTRIC POWER	3,969.42	A/P	CLEARED	10/31/2019
	36869807OCT19	WS-3-119MAXWELLCROSSING-BUIL	905.22			
	50228902OCT19	WS-MAXWELLCROSSING-PUMPS	159.55			
	53473043OCT19	WS-SOURCE-CHLORINE RESIDUAL	28.88			
	61230004OCT19	WS-MAXWELLCROSSING-PUMPS	2,717.28			
	82291006OCT19	WS-SOURCE-RESERVOIR	158.49			
008085	10/17/2019	RESEARCH & PRODUCTIVITY COUNCIL	1,153.25	A/P	CLEARED	10/31/2019
	268235	WS-SOURCE-DRINKING WATER LAE	416.71			
	268939	WS-SOURCE-DRINKING WATER LAE	416.71			
	269024	WS-SOURCE-DRINKING WATER LAE	277.81			
	269415	WS-SOURCE-DRINKING WATER LAE	42.02			
008086	10/17/2019	RICHWIL TRUCK CENTRE LTD.	46.82	A/P	CLEARED	10/31/2019
	131264	WS-#20-OUTLET	46.82			
008087	10/17/2019	SOURCE ONE SUPPLIES	8.73	A/P	CLEARED	10/31/2019
	22396	WS-TRANS&DIST-GLOVES	8.73			
008088	10/17/2019	STRESCON LIMITED	6,170.25	A/P	CLEARED	10/31/2019
	50332567*	SCD-DISPOSAL-MANHOLE SECTION	6,170.25			
008089	10/17/2019	THE PANEL SHOP	1,856.96	A/P	CLEARED	10/31/2019
	ITPS002912	WS-SOURCE-PRESSURE SENSORS	1,856.96			

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued	Amount	SC	Status	Status Date
008090	10/17/2019 TOWN OF ST. STEPHEN 133131.11 WS-FUNDTRANSFER-TO GENERAL	133,131.11 133,131.11	A/P	CLEARED	10/31/2019
008091	10/17/2019 XPLORNET INV28746489 WS-MAXWELLCROSSING-SATELLIT	126.49 126.49	A/P	CLEARED	10/31/2019
008092	10/17/2019 TOWN OF ST. STEPHEN 36890.74 WS-FUNDTRANSFER-TO UTILITY CA	36,890.74 36,890.74	A/P	CLEARED	10/31/2019
008093	10/17/2019 TOWN OF ST. STEPHEN 713.13 WS-FUNDTRANSFER-TO UTILITY CA	713.13 713.13	A/P	CLEARED	10/31/2019
008094	10/22/2019 DARREN MITCHELL 2 SCD-SEWER LAGOON-BUSH HOGGI	550.00 550.00	A/P	CLEARED	10/31/2019
008095	10/22/2019 FERRO PORTABLE WELDING & FABRICATION INV0039 WS-MAXWELL CROSS PUMP HOUSE INV034 WS-SOURCE-WELL HOUSE ALUMIN	6,911.68 6,411.68 500.00	A/P	CLEARED	10/31/2019
008096	10/22/2019 MINISTER OF FINANCE DOT08110658-2019 WS-TRANS&DIST-YEARLY AREA OC	18.38 18.38	A/P	OUT-STD	10/22/2019
008097	10/22/2019 N. B. ELECTRIC POWER 52557428OCT19 SCD-218OLDBAYRD-WASTEWATER 53123617OCT19 SCD-STS-DECHLORINATION CHAME 53158875OCT19 SCD-STS-BUDD AVE LIFT STATION 54807440OCT19 SCD-STS-158A MILLTOWN BLVD LIF 56356048OCT19 SCD-STS-18 RIVERSIDE DR LIFT S 61204006OCT19 SCD-2-216KINGSTREET-LIFT STATI 61224002OCT19 SCD-STS-358A MILLTOWN BLVD LIF 61236008OCT19 SCD-STS-BUDD AVE LIFT STATION 76139807OCT19 SCD-STS-5-4 RIVERSIDE DR LIFT 84934906OCT19 SCD-STS-6-58A RIVERSIDE DR LIF 84943406OCT19 WS-STS-TODD HILL RESERVOIR	18,220.28 13,253.91 118.35 2,942.44 34.60 31.51 346.16 1,089.90 179.93 62.45 101.11 59.92	A/P	CLEARED	10/31/2019
008098	10/22/2019 NORTHERN CONSTRUCTION AND SUPPLIERS LTD. 00001811 WS-STS-ASPHALT	14,902.00 14,902.00	A/P	CLEARED	10/31/2019
008100	10/22/2019 ST. STEPHEN PRESCRIPTION CENTRE 37427 WS-SOURCE-VACCINATION	79.23 79.23	A/P	CLEARED	10/31/2019
008101	10/29/2019 ALL GAS TANKS 100262 WS-SOURCE-CHAIN OIL, BAR WREN	103.54 103.54	A/P	OUT-STD	10/29/2019
008102	10/29/2019 BELL MOBILITY INC. 523889487OCT19UTI WS/SCD-ADMIN-CELL PHONE CHAR	2,304.82 2,304.82	A/P	CLEARED	10/31/2019
008103	10/29/2019 BRUNNET 41409* WS/SCD-TOWN HALL-SERVER MAIN	27.31 27.31	A/P	OUT-STD	10/29/2019
008104	10/29/2019 CANADIAN TIRE N16104417 WS-SOURCE-SPONGE SCR HD, CLF N16104433 SCD-DISPOSAL-BRACKETS N16104477 WS-TRANS&DIST-VEST, LAWN SEEI N16383671 WS-SOURCE-CAR WASH, PROTECT N16383689 SCD-DISPOSAL-PAIL LID, BUCKET N16383797 WS-SOURCE-6PK 3/4"X60' ELE, VEL N17093558 WS-SOURCE-ROPE, BAGS, LOCKS N17433793 SCD-DISPOSAL-POOL NOODLES N17433795 WS-SOURCE-SPRAY 9, BATTERIES, N17434056 WS-SOURCE-VACUUM BAGS, THGC	1,034.56 70.53 48.60 33.21 62.03 42.44 120.65 222.93 8.03 66.31 106.85	A/P	OUT-STD	10/29/2019

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued		Amount	SC	Status	Status Date
	N17434057	WS-SOURCE-VACUUM, DRILL	252.98			
008105	10/29/2019	CARQUEST	39.61	A/P	OUT-STD	10/29/2019
	14838-113884	WS-#305-HYNS RPR MNL DAKOTA	39.61			
008106	10/29/2019	COLE-PARMER CANADA COMPANY	2,956.74	A/P	OUT-STD	10/29/2019
	00639722	WS-SOURCE-CHLOROSENSE SENS	2,956.74			
008107	10/29/2019	HARRIS INDUSTRIAL TESTING SERVICES LTD.	287.50	A/P	OUT-STD	10/29/2019
	7627	SCD-DISPOSAL- TOXICITY TEST	287.50			
008108	10/29/2019	JAMER MATERIALS LTD.	1,309.26	A/P	OUT-STD	10/29/2019
	3919	WS-TRANS&DIST-GRAVEL	1,309.26			
008109	10/29/2019	KEITH'S BUILDING SUPPLIES	1,783.72	A/P	OUT-STD	10/29/2019
	189067	WS-SOURCE-PAINT, PAINT TRAY, P.	220.73			
	189196	SCD-DISPOSAL-SURVEY STAKES	20.69			
	189279	SCD-DISPOSAL-MAKRING PAINT	85.03			
	189318	WS-TRANS&DIST-HAMMER DRILL BI	500.25			
	189346	WS-SOURCE-LUMBER, PLYWOOD, I	203.48			
	189347	WS-SOURCE-LIGHT BARS, DRILL BI	124.11			
	189386	WS-SOURCE-SILICONE	32.15			
	189581	SCD-DISPOSAL-SURVEY STAKES	22.99			
	189655	WS-WELL#3+#4-LUMBER	96.37			
	189732	WS-WELL#3AND#4-PAINT, PAINTER	177.59			
	189876	WS-MAXWELL XING-INSULATION W	300.33			
008110	10/29/2019	PUROLATOR COURIER LTD.	156.62	A/P	OUT-STD	10/29/2019
	442619623	SCD-DISPOSAL-TO HARRIS IND TES	156.62			
008111	10/29/2019	RESEARCH & PRODUCTIVITY COUNCIL	1,565.29	A/P	OUT-STD	10/29/2019
	289886	WS-SOURCE-DRINKING WATER LAE	277.81			
	270074	WS-SOURCE-DRINKING WATER LAE	437.72			
	270160	WS-SOURCE-DRINKING WATER LAE	849.76			
008112	10/29/2019	SAINT JOHN LABORATORY SERVICES LTD.	1,551.41	A/P	OUT-STD	10/29/2019
	837-19	SCD-DISPOSAL-TREATMENT PLANT	1,551.41			
008113	10/29/2019	SCOTIA TECH	4,058.35	A/P	OUT-STD	10/29/2019
	14880	WS-SOURCE-METERS, TOUCH PAD.	4,058.35			
008114	10/29/2019	SCP DISTRIBUTORS INC CANADA	1,365.05	A/P	OUT-STD	10/29/2019
	FF013470	WS-SOURCE-CHLORINE	1,365.05			
008115	10/29/2019	SOURCE ONE SUPPLIES	426.04	A/P	OUT-STD	10/29/2019
	22506	WS- TRANS & DIST- ANTI-SLIP SHO	21.83			
	22530	WS- SOURCE- PAPER TOWEL, GARI	404.21			
008116	10/29/2019	SOUTHWEST CONCRETE & CONS LTD	5,432.60	A/P	OUT-STD	10/29/2019
	IN000007405*	WS-TRANS&DIST-EQUIPMENT RENT	3,684.60			
	IN000007885	WS/SCD- STS- EQUIPMENT RENTAL	1,748.00			
008117	10/29/2019	SOUTHERN SANITATION LTD.	125.24	A/P	OUT-STD	10/29/2019
	52107871	WS-BUDD AVE-GARBAGE COLLECT	125.24			
008118	10/29/2019	STATIONERY PLUS	862.64	A/P	OUT-STD	10/29/2019
	55515*	WS/SCD-TOWN HALL-PAPER, FILE E	76.76			
	55709*	WS/SCD-TOWN HALL-LASER TONEF	4.60			
	55843	WS/SCD-TOWN HALL-RECEIPTS JOI	298.01			
	55969**	WS/SCD-TOWNHALL-CALCULATOR	6.24			
	56108*	WS/SCD-TOWNHALL-INTERIM #1 AN	319.70			
	56149*	WS/SCD-TOWN HALL-SCREEN CLEF	3.61			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:56:16AM 11/22/2019

Page 6 of 6

Number	Issued	Amount	SC	Status	Status Date
	56509	WS-SOURCE-POST IT NOTES, MARI			
		153.72			
008119	10/29/2019 TEED SAUNDERS DOYLE & CO.	3,680.00	A/P	OUT-STD	10/29/2019
	9400*	WS-AUDIT-YEAR END 2018			
		3,680.00			
008120	10/29/2019 THE PANEL SHOP	894.41	A/P	OUT-STD	10/29/2019
	ITPS002929	WS-SOURCE-INSTRUMENT CALIBR/			
		894.41			
008121	10/29/2019 TOWN OF ST. STEPHEN	56,893.09	A/P	CLEARED	10/31/2019
	56893.09	WS-FUNDTRANSFER-TO GENERAL I			
		56,893.09			
008122	10/29/2019 WOLSELEY CANADA INC.	2,621.39	A/P	OUT-STD	10/29/2019
	8593034	WS-TRANS&DIST-ELBOWS, WATER			
		1,006.48			
	8619445	WS-TRANS & DIST- SERVICE BOX , ;			
		1,614.91			
008123	10/29/2019 MUNDIE KEVIN	101.17	A/P	CLEARED	10/31/2019
	CLOTHINGALLOW19	SCD-DISPOSAL-CLOTHING ALLOWA			
		101.17			
		Cheque Totals Issued:			
		454,091.06			
		Void:			
		0.00			
		Total Cheques Generated:			
		454,091.06			
		Total # of Cheques Listed:			
		75			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:57:25AM 11/22/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000048	10/10/2019 TOWN OF ST. STEPHEN 35000.00	35,000.00 35,000.00	A/P	OUT-STD	10/10/2019
	Cheque Totals Issued:	35,000.00			
	Void:	0.00			
	Total Cheques Generated:	35,000.00			
	Total # of Cheques Listed:	1			

* Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK5 - Interim No.1-GCF
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:58:00AM 11/22/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000009	10/03/2019 DEBLY ENTERPRISES LTD. 157332 Project#16-4847 Combined Sewer Sep	1,072.19 1,072.19	A/P	OUT-STD	10/03/2019
000013	10/15/2019 DILLON CONSULTING LIMITED 203769 Project#16-4847 Storm Sewer Separati	6,221.04 6,221.04	A/P	OUT-STD	10/15/2019
000015	10/28/2019 TOWN OF ST. STEPHEN 100.00 Fund transfer from Int#1 to Int#4	100.00 100.00	A/P	OUT-STD	10/28/2019
000016	10/28/2019 DILLON CONSULTING LIMITED 205407 Project#187081 Waterfront Revitalizati	45,241.71 45,241.71	A/P	OUT-STD	10/28/2019
000017	10/28/2019 DILLON CONSULTING LIMITED 205780 Project#187081 Waterfront Revitalizati	13,092.41 13,092.41	A/P	OUT-STD	10/28/2019
000018	10/28/2019 DILLON CONSULTING LIMITED 207268 Project#187081 Waterfront Revitalizati	9,544.18 9,544.18	A/P	OUT-STD	10/28/2019
Cheque Totals Issued:		75,271.53			
Void:		0.00			
Total Cheques Generated:		75,271.53			
Total # of Cheques Listed:		6			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK6 - Interim No.1-UCF
 Cheques from 000001 to 000001 dated between 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:58:31AM 11/22/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000010	10/03/2019 DEBLY ENTERPRISES LTD. 157332* Project#16-4847 Combined Sewer Sep	842.43 842.43	A/P	OUT-STD	10/03/2019
000011	10/10/2019 DILLON CONSULTING LIMITED 202423 Project#18-8036 Route 3 Water & Sani	11,314.14 11,314.14	A/P	OUT-STD	10/10/2019
000012	10/10/2019 DILLON CONSULTING LIMITED 203533 Project #18-8036 Route 3 Water & San	9,812.51 9,812.51	A/P	OUT-STD	10/10/2019
000014	10/15/2019 DILLON CONSULTING LIMITED 203769* Project#16-4847 Storm Sewer Separati	4,887.96 4,887.96	A/P	OUT-STD	10/15/2019
Cheque Totals Issued		26,857.04			
Void		0.00			
Total Cheques Generated		26,857.04			
Total # of Cheques Listed		4			

* - 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 10-01-2019 and 10-31-2019

CHEQUE REGISTER

Printed: 10:59:30AM 11/22/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000001	10/04/2019 DILLON CONSULTING LIMITED 202318 Project#18-7576 Combined Sewer Sep	9,342.47 9,342.47	A/P	OUT-STD	10/04/2019
000002	10/09/2019 TOWN OF ST. STEPHEN 100966.00 Fund Transfer to Int#1 GCF	100,966.00 100,966.00	A/P	OUT-STD	10/09/2019
000003	10/09/2019 DILLON CONSULTING LIMITED 203557 Project#19-9772 Waterfront Enhancem	3,105.00 3,105.00	A/P	OUT-STD	10/09/2019
000004	10/09/2019 DILLON CONSULTING LIMITED 205345 Project#19-9772 Waterfront Enhancem	12,765.00 12,765.00	A/P	OUT-STD	10/09/2019
000005	10/09/2019 DILLON CONSULTING LIMITED 206430 Project#19-9953 Riverside Drive Waste	24,552.50 24,552.50	A/P	OUT-STD	10/09/2019
Cheque Totals Issued		150,730.97			
Void		0.00			
Total Cheques Generated		150,730.97			
Total # of Cheques Listed		5			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

Chambers of Commerce Group Insurance Plan:

November, 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>

Visa:

October, 2019

Frank Godsoe (General Government: Annual Visa Fee; Civic Center: Element Fee for Galaxy Program)	109.08
Michelle Vest (Civic Center: Canteen Merchandise, MCA Equipment and Supplies, Small Equipment and Supplies, Admin Office and Supplies, Arena Training and Development; Events: Community Events Expenses; Recreation: Advertising, Coordinator Travel and Training; General Government: Assistant Treasurer Training)	6,223.43
Total	<u>\$ 6,332.51</u>

Service New Brunswick:

Invoice #1264216 (Charges for Utility Payment Acceptance through Service New Brunswick for the month of September, 2019)	97.20
Invoice #1275294 (Charges for Utility Payment Acceptance through Service New Brunswick for the month of October, 2019)	195.28
Total	<u>\$ 292.48</u>

Total Amount **\$ 25,025.02**

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

October, 2019

Sara Urdang (Frances Esther Todd Scholarship - First Installment
Cheque #96)

1,300.00

Total

\$ 1,300.00

RESOLUTION NO.: _____

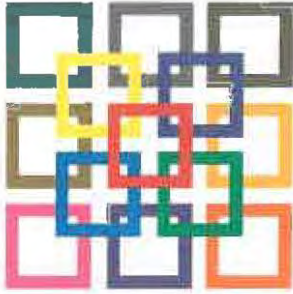
DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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



FUNDY COMMUNITY FOUNDATION



P.O. Box 3902
St. Andrews, NB E5B 3S7
Tel: 506 529 4896
Fax: 506 529 4898
email: fundycf@nb.aibn.com
www.fcf.nb.ca

OFFICIAL PATRON
Hon. Jocelyne Roy Vienneau, Lieutenant
Governor of New Brunswick

**BOARD OF DIRECTORS
2018-2019**

George W. Wolf, III
David Ames, Q.C.
Kate Boyd
Alan Dunfield
Alana F. MacLeod, CPA, CA
Fred Peddie
Bev Tedford
Mary Wobma
Scott Cousins
J. Edward Hurley

YOUTH IN PHILANTHROPY

Andrew Smith
Kelsey Bedford

Executive Director
Sandy Thurber

***"The mission of the Fundy
Community Foundation is to
improve the quality of life for
southwestern, New Brunswick
through developing
endowment funds, making
responsible grants, and
fostering community
leadership."***

**Fundy Community Foundation
P.O. Box 3902, 45 Elizabeth St.
St. Andrews, NB, E5B 3S7
Tel (506) 529-4896
Fax (506) 529-4898**

**E-Mail fundycf@nb.aibn.com
Website: <http://www.fcf.nb.ca>
Registered Charity Number
89316 2438 RR0001**

October 30, 2019

Mayor and Council
Town of St. Stephen
73 Milltown Blvd., Ste. 112
St. Stephen NB E3L 1G5

We are delighted to share with you the enclosed publication of our 2018 Annual Report, *The Power of Belonging* - community news and information from Fundy Community Foundation.

We hope you will enjoy reading about some of the community projects and grants that help to strengthen our communities. If you already picked up a copy at the office or as part of our community distribution, please share this copy with a friend or colleague.

On page 13 and 14, you will find excerpts from our 2018 audited financial statements. Full copies of our audited financial statements including the Independent Auditor's Report, can be viewed on our website at <http://www.fcf.nb.ca/about/financials/>. You may also contact us at (506) 529-4896 or fundycf@nb.aibn.ca and we would be pleased to send you copies in the mail.

Together with our community partners and donors like you, we will continue to make our great communities an even better place to live, work play and grow.

With very best wishes,

George W. Wolf, III, Chair
Fundy Community Foundation

Encl. Annual Report 2018

Received
NOV 01 2019
Town of St. Stephen

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on November 6, 2019 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, NOVEMBER 6, 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
2. Potential Litigation Matter – Section 68(1)(g) 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 (g) 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; and Town Clerk Joan Flewelling.

ABSENT: Town Treasurer Tim Tozer and Assistant Town Treasurer Frank Godsoe.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

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) Report of the Fire Department – Information Report: FD 16-19 from the Fire Chief was received and reviewed for informational purposes.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 27-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) December Regular Session of Council – Proposed Change of Date – Request for Decision Report: TC 02-19 from the Town Clerk was received and reviewed, and Committee agreed with the recommendation to change December's Regular Session of Council from the fourth (4th) Monday, December 23, 2019 @ 7:00 p.m. to the third (3rd) Monday, December 16, 2019 @ 7:00 p.m., and a motion will be considered at the next Regular Session on Monday, November 25, 2019
- (iii) Report of the Finance Department – Information Report: TR 17-19 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 07-19 from the Director of Community Services was received and reviewed for informational purposes.

- (ii) Garcelon Civic Center Security Cameras – Request for Decision Report: CMS 08-19 from the Director of Community Services was received and reviewed, and Committee agreed with the Director's recommendation, and a motion will be considered at the next Regular Session of Council on Monday, November 25, 2019 to purchase the second phase security camera system for the Garcelon Civic Center using the remaining funds allocated from the pool lighting project.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Noise By-law Allowances for Town Events – Request for Decision Report: EDC 11-19 from the Events Development Coordinator was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, November 25, 2019 to grant permission for music to be played at various events during the Christmas Season of 2019 and New Year's 2020, either in the form of a live entertainer(s) or a speaker system.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 13-19 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 5:30 p.m. and returned to open session at 7:40 p.m., at which time it was **MOVED** by Councillor Harding and **SECONDED** by Councillor Parker that the meeting adjourn at 7:40 p.m.

Joan Flewelling

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, NOVEMBER 6, 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
2. Potential Litigation Matter – Section 68(1)(g) 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) Report of the NCO, RCMP – Quarterly reports will now be provided at the Community Policing Committee meetings for Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 16-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 27-19 from Chief Administrative Officer attached.
- (ii) December Regular Session of Council – Proposed Change of Date – Request for Decision Report: TC 02-19 from Town Clerk attached.
- (iii) Report of the Finance Department – Information Report: TR 17-19 from Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 07-19 from Director of Community Services attached.
- (ii) Garcelon Civic Center Security Cameras – Request for Decision Report: CMS 08-19 from Director of Community Services attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Noise By-law Allowances for Town Events – Request for Decision Report: EDC 11-19 from Events Development Coordinator attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 13-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of October 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 27 -19**



To:	Mayor and Council
From:	Jeff Renaud, Chief Administrative Officer
Resource Staff:	N/A
Date of Meeting:	November 6th, 2019
Subject:	CAO INFORMATIONAL REPORT

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:

Work continues on the 2020 municipal budgets. Finalized assessment numbers still have not been received from the Province. Based on this delay in receipt of information, the legislated timeline for budget adoption will be extended beyond Nov. 30th. The Town has 30 days from the receipt of the information for budget adoption.

The Treasurer and CAO met with the representatives from the Province to discuss assessment expectations. This provided some insight, but the details will be found in the final report once it is received.

2. Hotel Development:

Administration has taken steps to address deficiencies in our current agreements relating to hotel development in St. Stephen. It remains the ultimate goal of administration to see a hotel development initiated in very short order.

3. SOLACE Annual Summit:

The CAO attended the SOLACE Annual Summit in Birmingham, England during this reporting period. It was a privilege to be able to represent CAMA and the Town of St. Stephen at this important gathering of local government official from the United Kingdom.

The fact that this conference was being held during the same days that Prime Minister Johnson was negotiating a BREXIT agreement made for a very interesting backdrop to the discussions related to the challenges being faced (and expected to be faced under BREXIT) by local governments.

One key takeaway from the discussions was the identification of the need for CAO's to monitor and care for their own mental health. The profession is prone to high levels of stress, negativity, and ever changing priorities which can have impacts upon the mental health of CAOs and senior managers.

4. International City/County Manager's Association (ICMA) Conference:

During this reporting period, the CAO also had the privilege of representing CAMA and the Town of St. Stephen at the ICMA Conference. This conference, attended by over 5500 local government practitioners provided ample opportunity for professional development and networking.

Key subjects addressed during this conference:

- Leadership—keynote address by Jake Wood of Team Rubicon
- Technology and what it means for future in local government—Keynote Leonard Brody
- Resident influenced strategic planning
- Ethics in the real world
- "Helping your new board get off to a good start"—Orientation planning
- Mental health and perseverance—keynote address by Bonnie St. John (ParaOlympian)
- The use of artificial intelligence to solve public sector problems

During this conference, the CAO was approached to allow his name to stand for election as the International Vice-President representing Canada on the ICMA Board of Directors. This is an opportunity that the CAO is actively considering.

5. Information Technology Improvements:

The senior management team met with representation from one of our IT service providers to discuss necessary improvements to our I.T. systems. A very encouraging discussion was had with respect to how the Town can better manage its I.T. infrastructure and systems.

Areas of improvement identified included:

- Email management
- Records management
- Software/hardware replacement plans
- Possible change in domain name to something simpler than "town.ststephen.nb.ca". It has been identified that the Town already owns the domain "chocolatetown.ca". Administration is currently investigating the process and implications of migrating to that domain.

6. Upcoming CAO Absences

- a. CAO will be out of the office on scheduled vacation leave from Friday, November 8 to Sunday, November 17th inclusive. An Acting CAO will be appointed prior to the CAO's departure, and Council will be advised of the appointment once it has been made.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer



**Town of St. Stephen
Information Report to Council
Report: TR 17-19**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, CPA, CMA, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: November 6, 2019
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).**
 - Accounts Receivable closed to September 30, 2019.
 - Utility billings July-September, 2019-Complete.
 - 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 September 30, 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 72 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 106 employees.
 - Review of procedures for new software for payroll direct deposit-Complete.

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

2) Meetings:

- A) Committee meeting-October 16, 2019.
- B) Senior Managers 2020 budget meeting-October 25, 2019.
- C) Weekly Garcelon Civic Center management staff meetings.
- D) Weekly Accounting Department staff meetings.
- E) 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 September 30, 2019.

- C) 2020 Budget-In Progress.

- D) Audit tender-In progress.

- E) Insurance tender-In progress.

- F) Accounting office planning to minimize paper use-In progress.

- G) Transitioning Town Hall receipting process-In progress.

- H) Year end reserve transfers-In progress.

- I) Multiple HST remittances-Ongoing.

- J) Administering the Charles F Todd Trust Fund-Ongoing.
- K) Computer Server maintenance-Ongoing.



**Town of St. Stephen
Information Report to Council
Report: PW 13-19**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: Nov. 06, 2019
Subject: November Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 4 new Water Meters.
- b) Repaired 1 Water Main.
- c) Started Flushing Mains.
- d) Repaired 1 Water Lateral.

2: Streets:

- a) Installed 1 Sluice Box.
- b) Worked at Chocolate Park.
- c) Put up Legion Banners.
- d) Patched water leak cuts and pot holes.

3: Waste Water:

- a) Videoed 1 Sewer Lateral.
- b) 1 Lateral was repaired.
- c) Replaced Sewer Main 039SW21 on Elm Street.
- d) Repaired Force Main 000FM01 on walking Trail.

Progress Updates

October 30, 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. The availability of one subcontractor suggests that the final deficiency related to a piece of curb may not be corrected until Spring 2020.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is done and demobilizing. Floating dock and gangway tenders will be re-issued in January as previous call yielded no bids which was apparently a result of contractor availability this fall. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months.

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. Correction of the asphalt deficiencies is scheduled for November 14&15th

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

The work is complete with the exception of some concrete sidewalk that must be replaced as a deficient item. It has been removed and should be reinstated in the first half of November.

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

Construction start has been slightly delayed, but is scheduled for Monday, November 4th.



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



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, November 6, 2019
Subject: Committee Meeting for November

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	7
	Out of Town Alarms	8
	Total	15

Alarms	# Calls	# FF	# Hours
1. Ambulance Assist	3	19	19
2. Structure Fire	1	10	10
3. MVA	3	23	23
4. Grease Fire	1	8	8
5. Alarm	3	17	17
6. Smoke in Basement	1	7	7
7. NB Power	1	5	5
8. Smell of Gas	1	7	7
9. Nuisance Smoke	1	12	12

Total	
SSFD	15
Other FD	79
St Stephen PW	4
St Andrews PW	11
Total calls dispatched	109

Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections
3. Passed out treats to kids for Halloween.
4. First Responder Appreciation Supper at St. Croix Legion Branch #9.
5. Auto Extrication refresher training.

2. 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. Fire Prevention Week visits to SSES, MES, Boys and Girls Club, Headstart Daycare, Just for Kidz Daycare.
7. Assist Charlotte County Ground Search and Rescue/Canadian Coast Guard with exercise SAREX at Back Bay/Letete.
8. Emera Pipeline Community Liaison Meeting.
9. Emera Pipeline Mock Emergency Exercise in Red Rock.
10. Ongoing work with respect Workplace Risk Assessment and Lock-out Procedures, as part of Health and Safety Program development.
11. CAO Renaud and I met with NB911 and DELG officials in Fredericton with respect to dispatching future.
12. Job posting for vacant firefighter position.
13. Instructing Driver / Operator course on behalf of NBCC and Fundy Firefighters Association.
14. Tour of Charlotte County with Consultant Doug Hamer with respect to aerial apparatus study.

3. Equipment

1. A center console for radios and emergency lighting switches has been ordered for Unit 200.
2. Replacement tires have been ordered for Unit 201.

4. Personnel

Six SSFD firefighters are participating in the Driver / Operator course being hosted by SSFD.

Firefighter Dana Leon-Driscoll achieved her Firefighter 2 accreditation.

Firefighter Eric grant achieved his Firefighter 2 accreditation.

Fire Chief Sean Morton achieved his Joint Health and Safety Committee and Health and Safety Representative accreditation.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

October REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for October By-Law -- Enforcement. We handled 26 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (1)	Water dept. reported that a fire hydrant was being blocked on Victor St.	<i>Myself as well as the Fire Chief patrolled and found nothing out of the norm.</i>
Assist General Public (12)	Received a complaint of election signs confusing motorists as being a stop sign at a couple of locations.	<i>Contacted the party involved and the signs were removed.</i>

	<p>Received a call from a lady about people smoking drugs in her apt. building</p> <p>Received a call from a business about further licensing</p> <p>Lady called to inquire about roosters and chickens in her neighborhood.</p> <p>Complaint of a dumpster that is overflowing at a local business.</p> <p>Lady called about a new structure that has been built on Union St. that has rather intense lighting</p> <p><i>With regards to the property in Milltown it has been somewhat cleaned up, and continuing dialogue with the property owner</i></p> <p>Taxi license issued to a new company</p> <p><i>Four new licenses issued</i></p>	<p><i>Explained to her that is now legal but if they ore smoking inside to contact her londlord</i></p> <p><i>Informed them that we do not deal with licensing for businesses</i></p> <p><i>After speaking with her everything is fine.</i></p> <p><i>Patrol made and noticed that it had been emptied.</i></p> <p><i>Informed her that I would contact the people responsible for the building and try to get it rectified</i></p> <p><i>Lucky 7 cab</i></p>
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<p>Parking (13)</p>	<p><i>Received a call about the on Milltown Blvd</i></p> <p><i>Received a call about the parking on Porter St.</i></p> <p><i>11 Verbal Warnings were given for parking</i></p>	<p>Enforcement will be stepped up in this area.</p> <p>Enforcement here as well.</p>
<p>Dog Complaints (3)</p>	<p><i>Received a call from a lady complaining about a dog outside barking all day</i></p> <p><i>Lady called about her neighbor letting their dogs out in the yard untied. Is concerned for her dog.</i></p> <p><i>Received a call of a dog being left out unattended</i></p>	<p><i>Owner has been spoken to about this.</i></p> <p><i>Will contact the home owner and get this rectified</i></p> <p><i>Letter has been sent to the dog's owner.</i></p>

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 lost dog and shortly after a call on a found dog, the owner was notified and he picked up his dog. Received a call of a lame dog at the tennis courts in Milltown but was unable to locate, I received a call of a dog being neglected on Dow St. talked to the complainant and the owner and the problem was solved. Also had a concerned person of a dog being left out with no shelter. I spoke to the owners and believe the concerns are unwarranted. No Animals impounded.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2019	2019	2018	2019	2018	2019	2018	2019	2018
OCTOBER								
	# 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	1	\$0.00	\$8,000.00	4	14	\$575,000.00	\$568,249.00
Residential Renos/Additions	13	5	\$118,300.00	\$25,000.00	57	54	\$497,250.00	\$1,150,803.00
New Com./Indus./Instit.	0	2	\$0.00	\$2,042,000.00	1	4	\$7,544,000.00	\$37,400.00
Com./Indus./Inst. Renos	2	0	\$1,065,000.00	\$0.00	13	14	\$1,591,500.00	\$390,500.00
Institutional	3	2	\$15,000.00	\$369,000.00	2	11	\$2,074,200.00	\$878,900.00
Demolition	2	0	\$787,500.00	\$0.00	7	1	\$41,755.00	\$5,200.00
TOTALS	20	10	\$1,985,800.00	\$2,444,000.00	84	98	\$12,323,705.00	\$3,031,052.00
	Cur. Mth							
Demolition Permits	2	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	21	N/A						
Electrical waivers issued	8	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	2	N/A						



**Town of St. Stephen
Information Report to Council
Report: CMS 07-19**



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: Wednesday, November 6th, 2019
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. The Chocolate Park playground has been installed in the last week of October, the landscaping still needs topsoil and we won't get this until the spring but the structure is in and on a concrete foundation and safe for families to use.
- b. The Fall and Winter ice time user agreements have been sent out to the user groups and we are working on an additional 3rd party insurance policy to help us with coverage for the users that do not have their own coverage such as the pick-up leagues and 50+ teams.
- c. Website development continues, with the coordination of the content for each webpage, photography and the allocation of hours needed by the development team.
- d. The Aquatic & Programming Coordinator applicant shortlisted for the position has a clause in his current contract that means he would have to pay \$7000US to his current employer or serve a 6 month notice. He would be able to start in March 2020, with the timing of reposting an advert, Christmas and an additional interviewing stage it makes sense to wait for the initial applicant while we keep on going with myself coordinating the Aquatics dept.
- e. The Tennis Court surface installer has not returned emails or calls and so the repairs will be carried out by the Community Services team and volunteers.
- f. On-going Canadian Tire Jumpstart grant applications are starting to come in with the start of the Fall & Winter programs
- g. Myself and Jeremy McShane attended the AGM of Recreation NB in Fredericton on October 22nd, this was a valuable chance to meet and learn from other communities within NB.
- h. Work continues on reviewing the Community Services policies.
- i. A new light will be installed at the Milltown Boat Launch after we received complaints from local residents about inappropriate behaviour. This additional light installation will not impact the operating budget and the boat launch should be safer and residents happier.
- j. Elm Street Nature Park is no longer going to be covered by Trail NB's insurance policy as the provincial association is dissolving as is their insurance, we are looking into alternative options.

- k. Swimming Pool maintenance is scheduled for December 9-13, this should coincide with the installation of the replacement lights within the pool.
- l. Fallen trees at Dover Hill Park have been trimmed and cut after trail users noticed the paths were blocked after the large storm on October 17th.
- m. The meeting with Bob Sharpe (Lawn contractor) and School representatives to discuss the current working practices took place on October 16th. The Fan 2 renovation costs for infield mix are approximately \$3000 plus the cost of shipping from St. John.
- n. The Cotton Mill Monument will be cleaned and the tower repaired so birds cannot roost in there, we have received a number of complaints about the upkeep of the monument.

2. Future meetings & other activities:

- a. Pro-shop agreement is being developed to extend the agreement from 7 to 12 months.

Administration & Accounting

1. Monthly Projects (October 1st to 29th):

- 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. Various administrative and accounting

2. Statistics (October 1st to 29th):

- a. Approximately 1939 membership check-ins were recorded for the month.
- b. Approximately 47 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 3 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 30 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. Working through Reno issues closely with TOSS and King Construction.
- 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, supplier to ship new lights Nov, 18th and will be installed early December.
- 8. Ongoing meetings with Management.
- 9. Working with contractor to get phase two of the security cameras installed and funding in place.
- 10. Minor hockey schedule now in full swing.

11. Four boilers received a full preventative maintenance this month and have found a few operational maintenance issues will prioritize accordingly and align with current budget allowances.
12. Monthly building inspection completed

Events

3. Past Month's Events:

- a. Drag Queen Bingo Halloween Event at GCC – October 19th
- b. Chamber of Commerce Gala – October 24th

4. Future Events:

- a. Hockey Tournaments:
 - i. SSSHS Girls – Nov 8-10
 - ii. SSSHS Boys – Nov 15-17
 - iii. Rob Gullison – Nov 29-Dec 1
- b. Tree Lighting/Kick Off to Christmas (joint event with BIA) – November 15th at 5:30pm
- c. Midnight Madness in St. Stephen – November 22nd (no market at the GCC this year).
- d. Make your own Christmas Tree Ornament at GCC – November 27th
- e. Black Friday Market @ GCC – November 29th.
- f. St. Stephen Christmas Farmers Market @ GCC – December 1st.
- g. Town of St. Stephen Christmas Party (significant others welcome) – December 5th at 4:30pm at the GCC.
- h. St. Stephen Christmas Parade “Christmas Memories in our Town” - Friday, December 6th at 6pm.
- i. Storytime with Mrs. Claus December 7th 10am then Santa’s Arrival Saturday, December 7th at 11:30-1:30.
- j. 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.
- k. Sensitive Santa @ the Chocolate Museum – December 11th. Details on the Town event page.

5. Other Activities:

- e. Continued working on user agreements for all regular users at GCC.
- f. Attend weekly joint meetings with FSS, DSS, Chamber.
- g. Attended joint Christmas Committee meeting to plan holiday events.
- h. Lower canteen now open for the season – training of new staff continues – food safety training scheduled for 1st week of November.
- i. Continuing to serve as Secretary for Chocolate Fest Inc.

Respectfully submitted,
Kev Sumner - Director of Community Services

RESOLUTION NO.: _____

DATE: November 25, 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" – SECOND READING – READING IN ITS ENTIRETY

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 Second Reading – Reading in its Entirety.

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

CHANGE OF DATE: DECEMBER 2019 REGULAR TOWN COUNCIL MEETING

THAT the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 23rd day of December, 2019 at 7:00 p.m., to the third (3rd) Monday, 16th day of December, 2019 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9 "Meetings" of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

GARCELON CIVIC CENTER SECURITY CAMERAS

THAT the Council of the Town of St. Stephen approves the expenditure of up to \$20,500 (twenty thousand, five hundred dollars), plus HST, subject to normal procurement methodology, to install the second phase of security cameras at the Garcelon Civic Center.

AND THAT funding for the phase two system will be from a redirection of funds currently identified as contributions to the General Capital Reserve.

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

**APPROVAL OF MUSIC – CHRISTMAS SEASON OF 2019 AND NEW YEAR'S 2020
EVENTS**

THAT the Council of the Town of St. Stephen grants permission for music to be played at various events during the Christmas Season of 2019 and New Year's 2020, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town's Events Development Coordinator.

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

**ACQUISITION OF DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE
PROPERTY – PID # 01307412**

THAT the Council of the Town of St. Stephen approves the purchase of property owned by the Department of Transportation and Infrastructure, known as PID # 01307412, which consists of a parcel of land containing approximately 1.17 hectares (2.89 acres), not to exceed \$60,300.00 (sixty thousand, three hundred dollars), plus applicable HST along with legal fees, including any required registration fees and survey costs, for the purpose of owning the land where the Border Community Area Arena is located.

AND THAT the above-noted transaction is contingent on Provincial Ministerial approval.

AND FURTHER THAT the Chief Administrative Officer ensure that the required funds are identified in the 2020 municipal budget.

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

CLOSED SESSION

THAT the Council of the Town of St. Stephen move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the New Brunswick *Local Governance Act*, and one (1) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*.

RESOLUTION NO.: _____

DATE: November 25, 2019

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.