

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 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
  - (a) Purple Day for Epilepsy – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – January 28, 2019
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure
  - (b) Paid Bills
9. COMMUNICATIONS  
COMMUNICATION FOR INFORMATION  
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – February 13, 2019

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

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

14. NEW BUSINESS

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: February 25, 2019

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

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

**AGENDA**

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

**PROCLAMATION**  
**PURPLE DAY FOR EPILEPSY**

**WHEREAS** Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

**WHEREAS** Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people to know that if you have epilepsy, you are not alone; and

**WHEREAS** epilepsy is one of the most common neurological conditions, estimated to affect more than 50 million people worldwide, and more than 300,000 people in Canada; and

**WHEREAS** the public is often unable to recognize the common seizure types, or how to respond with appropriate first aid; and

**WHEREAS** Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally;

**NOW THEREFORE**, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim March 26, 2019 as Purple Day in the Town of St. Stephen, in an effort to raise epilepsy awareness throughout the community.

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

**DATE:** February 25, 2019

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

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

**REGULAR COUNCIL MEETING**

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

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 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; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

**ABSENT:** Councillor David Hyslop.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

**07/19** **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) **Town Employee Retirement** – Mayor MacEachern presented a plaque to Ronnie Kinney recognizing his many years of dedicated service with the Public Works Department.

(b) Mayor MacEachern proclaimed the week of February 11 - 18, 2019 as Heritage Week.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Parker  
Seconded by Councillor Wheaton

**08/19** **THAT** the Minutes of the Regular Council meeting held on December 17, 2018 be approved as circulated. **CARRIED**

**SPECIAL COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

**09/19** **THAT** the Minutes of the Special Council meeting held on January 21, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor Wheaton  
Seconded by Councillor Parker

**10/19** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to October 31, 2018 be received. **CARRIED**

**PAID BILLS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

**11/19** **THAT** the paid bills in the amount of \$2,855,800.40 (two million, eight hundred and fifty-five thousand, eight hundred dollars and forty 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 Wheaton

Seconded by Deputy Mayor Carr

- 12/19 **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 January 16, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 13/19 **THAT** the following staff reports for the month of December 2018 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

- 14/19 **THAT** the Royal Canadian Mounted Police December 2018 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

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

Moved by Councillor Chisholm

Seconded by Councillor Parker

- 15/19** THAT the Council of the Town of St. Stephen agrees, in principle, that the trail between the Ferry Point Bridge to the former Axe Factory building should be developed to complete the link between the Canadian and American trails network;

**AND THAT** Council directs the Chief Administrative Officer to ensure public engagement processes are carried out, and a final recommendation report be presented at the March Committees meeting. **CARRIED**

**REAPPOINTMENTS– ST. CROIX PUBLIC LIBRARY BOARD**

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 16/19** THAT Frances Megilley and Yvette Sawyer both be reappointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective February 1, 2019 and expiring January 31, 2022. **CARRIED**

**15. REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended the Mayor's Levee.
- Attended all Town meetings.

Councillor Parker

- Responded to several telephone calls.
- Attended all Town meetings.

Councillor Wheaton

- Attended all Town meetings.
- Attended the Mayor's Levee.
- Participated in interviews for the new manager of The Chocolate Museum.

Councillor Harding

- Met with Sergeant Stubbs.
- Attended all Town meetings.

Councillor Chisholm

- Attended the Mayor's Levee.
- Attended a Wall of Fame meeting at the Garcelon Civic Center.
- Attended all Town meetings.

Mayor MacEachern

- Attended a "round table" meeting with various Mayors of Charlotte County and York County hosted by Karen Ludwig, MP.
- Attended many meetings.
- Attended Duncan and Flo McGeachy's funeral in Fredericton.

16. QUESTION PERIOD

There was no public or media present.

17. ADJOURNMENT

**ADJOURNMENT**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

**17/19** THAT the meeting adjourn at 7:12 p.m. **CARRIED**

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Mayor

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Town Clerk

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  - (b) Heritage Week - Proclamation
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12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
- (b) St. Stephen/Coastal Link Trails Inc. Initiative
- (c) Reappointments – St. Croix Public Library Board

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17. ADJOURNMENT

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

DATE: February 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 November 30, 2018 be received.

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

	<b>Actual To Date For the Eleven Months Ending November 30, 2018</b>	<b>Budget For the Year Ending December 31, 2018</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	4,910,368	5,356,765	\$446,397	92%
Services Provided to Other Governments	233,322	253,708	20,386	92%
Sale of Services	530,105	605,134	75,029	88%
Other Revenue From Own Sources	225,466	195,842	(29,624)	115%
Unconditional Grants	1,360,024	1,442,611	82,587	94%
Conditional Transfers	19,607	4,200	(15,407)	467%
Other Transfers	1,377,040	1,492,537	115,497	92%
<b>Total Revenue</b>	<b>8,655,932</b>	<b>9,350,797</b>	<b>694,865</b>	<b>93%</b>
<b>Expenditure</b>				
General Government Services	935,851	1,044,472	108,621	90%
Protective Services	1,749,201	2,260,064	510,863	77%
Transportation Services	1,653,278	1,938,884	285,606	85%
Environmental Health Services	225,737	247,794	22,057	91%
Environmental Development Services	237,387	292,874	55,487	81%
Recreational and Cultural Services	1,702,994	1,929,757	226,763	88%
Fiscal Services	845,571	1,628,952	783,381	52%
Other	(10,123)	8,000	18,123	-127%
<b>Total Expenditures</b>	<b>7,339,896</b>	<b>9,350,797</b>	<b>2,010,901</b>	<b>78%</b>
<b>Surplus (Deficit)</b>	<b>\$1,316,036</b>	<b>\$0</b>		

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

	Actual To Date For the Eleven Months Ending November 30, 2018	Budget For the Year Ending December 31, 2018	Remaining	Percentage Used
<b>Revenue</b>				
Sale of Service	\$1,666,023	\$2,065,570	\$399,547	81%
Other Revenue From Own Source	189,666	200,300	10,634	95%
Other Transfers	82,061	89,521	7,460	92%
<b>Total Revenue</b>	<b>1,937,750</b>	<b>2,355,391</b>	<b>417,641</b>	<b>82%</b>
<b>Expenditures</b>				
Water Supply	946,316	1,081,783	135,467	87%
Sewerage Collection and Disposal	621,018	726,650	105,632	85%
Fiscal Services	508,479	546,958	38,479	93%
<b>Total Expenditures</b>	<b>2,075,813</b>	<b>2,355,391</b>	<b>279,578</b>	<b>88%</b>
<b>Surplus (Deficit)</b>	<b>(\$138,063)</b>	<b>\$0</b>		

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

DATE: February 25, 2019

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,469,075.02 (One Million, Four Hundred Sixty-nine Thousand, Seventy-five Dollars and Two Cents) be received.

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

**January 2019**

Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Murchie Avenue - Project No. 18-7576R, Cheque #120)	\$	212,376.77
		<hr/>
	\$	<u>212,376.77</u>

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

**January 2019**

Braden Dow (Irving Randall Todd Scholarship - Final Installment,  
Cheque #92)

1,300.00

**Total**

**\$ 1,300.00**

## **Bank Direct Withdrawals:**

### **Chamber of Commerce Group Insurance Plan, 2018**

#### **January, 2019**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,735.17
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	9,661.26
<b>Total</b>	<b><u><u>\$ 18,396.43</u></u></b>

#### **Visa:**

#### **December, 2018**

Allan MacEachern (General Government: Mayor Travel)	61.07
Jeff Renaud (General Government: Computer Goods, CAO Travel, Yearly Visa Charge; Civic Center: Canteen Supplies; Fire: Yearly Membership, Fire Alarm Equipment Replacement; Community Events: Supplies)	2,849.67
Frank Godsoe (Civic Center: Canteen Merchandise, Equipment and Supplies; Community Events: Christmas Lighting, Event Expenses; General Government: Civic Relations)	5,017.87
	<b><u><u>\$ 7,928.61</u></u></b>

#### **January, 2019**

Allan MacEachern (General Government: Mayor Travel)	53.46
Jeff Renaud (General Government: Office Supplies)	48.28
Frank Godsoe (General Government: Civic Relations, Event Expenses; Civic Center: Canteen Supplies, Monthly Galaxy Program Expense)	1,790.85
	<b><u><u>\$ 1,892.59</u></u></b>

**Service New Brunswick:**

**November, 2018**

Invoice #1170984 (Payment acceptance fees of Utility Bills through Service  
New Brunswick) 550.07

**December, 2018**

Invoice #1178647 (Payment acceptance fees of Utility Bills through Service  
New Brunswick) 122.44

**January, 2019**

Invoice #1185653 (Payment acceptance fees of Utility Bills through Service  
New Brunswick) 202.42

\$ 874.93

**Town of St. Stephen**  
**BNK4 - Civic Center Bank Account**  
Cheques from 000001 to 000041 dated between 01/02/2019 and 01/31/2019

**CHEQUE REGISTER**

Printed: 3:07:57PM 02/21/2019

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<b>Number</b>	<b>Issued</b>		<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000039	01/16/2019	TOWN OF ST. STEPHEN	42,000.00	A/P	OUT-STD	01/16/2019
	42000.00	CC-TRANSFER-TO GENERAL OPS F	42,000.00			
		<b>Cheque Totals Issued:</b>	<b>42,000.00</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>42,000.00</b>			
		<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 023588 dated between 01/01/2019 and 01/31/2019

**CHEQUE REGISTER**

Printed: 3:09:41PM 02/21/2019

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Number	Issued	Amount	SC	Status	Status Date
023314	01/03/2019 ACCT #903240047015 DECEMBER2018 VOLUNTEER FIRE MEMBERSHIP DU	310.00 310.00	A/P	OUT-STD	01/03/2019
023315	01/03/2019 ACCT 8025-280 DECEMBER2018 LOCAL 770 UNION DUES-DECEMBEI	1,316.09 1,316.09	A/P	OUT-STD	01/03/2019
023316	01/03/2019 ALL GAS TANKS 96619 TS-ST5-2000 NISSAN FRONTIER	12,765.00 12,765.00	A/P	OUT-STD	01/03/2019
023317	01/03/2019 BELL ALIANT 47424130NOV18 CC-ADMIN-LANDLINE PHONES	714.28 714.28	A/P	OUT-STD	01/03/2019
023318	01/03/2019 BELL MOBILITY INC. 523889487DEC18CC CC-CELL PHONE CHARGES-DEC 20 523889487DEC18GG GG/PS/TS/RC-CELL PHONES CHARC	986.30 150.82 835.48	A/P	OUT-STD	01/03/2019
023319	01/03/2019 BRUNET 36829 GG-ADMIN-QUARTERLY SERVER M/ IN36601* GG-TOWN HALL SERVER-VIRUS PR	1,450.44 81.94 1,368.50	A/P	OUT-STD	01/03/2019
023321	01/03/2019 CANADIAN TIRE N16882308 RC-HORT-KEYS, KEY TAGS N16882317 TS-#22-WPRK W SYST AF N16882437 RC-PARKS-CABLE TIES N16882511 PS-FIRE-ANTIFREEZE N16882547 TS-SHOP-GARBAGE CAN N16882557 CC-ADMIN-COFFEE MAKER N16882581 CC-EVENTS-CHRISTMAS LIGHTS N16882582 CC-EVENTS-CHRISTMAS LIGHTS, O N16882587 TS-SHOP-CHRISTMAS LIGHTS N17093811 PS-FIRE-SLEDGE HAMMER N17093850 GG-EVENTS-PARADE FLOAT SUPPL N17093883 TS-SHOP-CASTING N17093884 TS-SHOP-EXTENSION CORDS N17093890 PS-FIRE-BOUNCE SHEETS N17093925 CC-EVENTS-FLOOR LAMPS N17093933 CC-ARENA-BELTS N17093954 TS-SHOP-LIMEOUT, LOGITECH COR N17094061 CC-CANTEEN-STEP LADDER N17094070 TS-SHOP-FL OD LED N17094074 TS-SHOP-RUST PAINT N17094081 TS-#200-MOTOMASTER MOT6 N17094098 TS-SHOP-WATER N17094102 PS-FIRE-HALLOWEEN CANDY N17094154 TS-SHOP-2 IN 1 MICRO N17094163 RC-HORT-TOTE N17094178 CC-ARENA-V-BELTS	2,049.79 10.32 32.18 12.64 48.27 34.48 68.94 263.51 106.58 82.73 79.78 47.66 -20.00 55.09 31.02 176.84 41.37 45.54 48.24 114.98 71.25 290.93 76.68 285.48 5.75 11.95 27.58	A/P	OUT-STD	01/03/2019
023322	01/03/2019 CANADIAN SPRINGS 9927451582 GG-TOWN HALL-WATER	31.86 31.86	A/P	OUT-STD	01/03/2019
023323	01/03/2019 CANADA BREAD COMPANY LIMITED 134714901413 CC-CANTEEN-HOT DOG BUNS	25.56 25.56	A/P	OUT-STD	01/03/2019
023324	01/03/2019 CARMICHAEL ENGINEERING LTD. FR-1625031 CC-ARENA-HYDRONIC HEATING LO	2,769.20 2,769.20	A/P	OUT-STD	01/03/2019
023325	01/03/2019 CINTAS CANADA LIMITED	203.85	A/P	OUT-STD	01/03/2019

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 023588 dated between 01/01/2019 and 01/31/2019

**CHEQUE REGISTER**

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Number	Issued		Amount	SC	Status	Status Date
	5012500930	PS-FIRE-FIRST AID SUPPLIES	203.85			
023326	01/03/2019 CNH CAPITAL		42.47	A/P	OUT-STD	01/03/2019
	IN90085	TS-#11-SWITCH	17.89			
	IN90086	TS-#11-BRACKETS, TERMINALS	24.58			
023327	01/03/2019 COCA COLA REFRESHMENTS CANADA COMPANY		601.16	A/P	OUT-STD	01/03/2019
	15330200960	CC-CANTEEN-COCA COLA PRODUC	601.16			
023328	01/03/2019 DAN LECLAIR		50.00	A/P	OUT-STD	01/03/2019
	385DEC192018	TS-ARENA-REKEY DOOR	50.00			
023329	01/03/2019 FIRE TRAINING ASSOCIATES LTD.		1,880.75	A/P	OUT-STD	01/03/2019
	1887	PS-FIRE-ANNUAL LADDER TESTING	1,880.75			
023330	01/03/2019 HARDWARE SPECIALTY LTD.		50.49	A/P	OUT-STD	01/03/2019
	135643	CC-ARENA-KEYBLANKS	50.49			
023331	01/03/2019 HICKS MORLEY HAMILTON STEWART STORIE LLP		1,484.26	A/P	OUT-STD	01/03/2019
	472330	GG-LEGAL-GENERAL	1,484.26			
023332	01/03/2019 JEFF RENAUD		250.00	A/P	OUT-STD	01/03/2019
	DECEMBER2018	GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
023333	01/03/2019 KONICA MINOLTA BUSINESS SOLUTIONS		91.48	A/P	OUT-STD	01/03/2019
	255771396	GG-TOWN HALL-COPIER MAINTENA	91.48			
023334	01/03/2019 LEVITT SAFETY LIMITED		257.16	A/P	OUT-STD	01/03/2019
	1488772-00	PS-FIRE-BATTERY PACKS	257.16			
023335	01/03/2019 MCINNES COOPER		1,421.64	A/P	OUT-STD	01/03/2019
	2018030654	GG-BYLAW-PROPERTY	195.04			
	2018030657	GG-LEGAL-LAND	1,226.60			
023336	01/03/2019 MINISTER OF FINANCE		209.30	A/P	OUT-STD	01/03/2019
	WEEK012019	EMPLOYEE DEDUCTIONS-DEC 30/11	209.30			
023337	01/03/2019 MORNEAU SHEPELL		11,212.50	A/P	OUT-STD	01/03/2019
	872322	GG-PENSION-ACTUARIAL VALUATIC	11,212.50			
023338	01/03/2019 MURPHY SURVEYS LTD.		2,141.88	A/P	OUT-STD	01/03/2019
	18124	GG-BUDD AVENUE-SURVEY	2,141.88			
023340	01/03/2019 N. B. ELECTRIC POWER		40,852.80	A/P	OUT-STD	01/03/2019
	10126106DEC18	TS-CROSSINGLIGHTS-KING STREET	26.21			
	17935200DEC18	TS-KING/UNIONST-TRAFFIC LIGHTS	48.54			
	18169205DEC18	RC-POOL-MILL LANE	573.24			
	19055406DEC18	RC-ARENA-ELECTRICITY	469.91			
	216000030308DEC18	TS-ST5-AREA LIGHTS	11,866.61			
	50660140DEC18	RC-PARKS-ROTARY CHANGING RO	26.21			
	54187672DEC18	TS-KING/QUEENST-TRAFFIC LIGHTS	53.52			
	54253127DEC18	CC-BUILDING-ELECTRICITY	25,817.20			
	54653258DEC18	TS-KING/SUPERSTORE-TRAFFIC LIC	72.07			
	55160607DEC18	RC-COTTONMILL-LIGHTS	80.98			
	55917471DEC18	TS-ST5-WATERFRONT LIGHTS	91.54			
	57955782DEC18	RC-BANDSTAND-CHOCOLATE PARK	33.15			
	57955808DEC18	GG-120MILLTOWNBLVD-ELECTRICI	112.15			
	72924306DEC18	RC-PARKS-BANDSTAND	46.58			
	73006038DEC18	RC-LIBRARY-ELECTRICITY	1,372.78			
	82122207DEC18	RC-PARKS-BASKETBALL COURT	35.26			
	84960501DEC18	RC-PARKS-RIVERSIDE DR LIGHTS	126.85			
023341	01/03/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.		95.36	A/P	OUT-STD	01/03/2019

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	426180 GG-TOWN HALL-FLOOR MATS	95.36			
023342	01/03/2019 ORKIN CANADA CORPORATION IN-8999970 PS-FIRE-PEST CONTROL	152.38 152.38	A/P	OUT-STD	01/03/2019
023343	01/03/2019 PARTS FOR TRUCKS INC. 34285411-00 TS-#7-URETHANE SPINNER 17" DIA	426.97 426.97	A/P	OUT-STD	01/03/2019
023344	01/03/2019 PAYROLL TRANSFER WEEK012019 GG-TRANSFER-DEC 21/18 - JAN 03/19	70,294.00 70,294.00	A/P	OUT-STD	01/03/2019
023345	01/03/2019 PITNEY WORKS DEC132018CC CC-POSTAGE-METER REFILL DEC132018GG GG/PS-POSTAGE-METER REFILL	143.80 3.36 140.44	A/P	OUT-STD	01/03/2019
023346	01/03/2019 PROCOM DATA SERVICES INC. 201814651 GG-TOWNSUITE-SUPPORT 2019	3,932.21 3,932.21	A/P	OUT-STD	01/03/2019
023347	01/03/2019 RECEIVER GENERAL FOR CANADA WEEK012019 GG-REMITTANCE-DEC 21/18 - JAN 03/19	38,345.24 38,345.24	A/P	OUT-STD	01/03/2019
023348	01/03/2019 SEAN MORTON CHILDRENCHRISTMASPAF PS-FIRE-CHILDREN CHRISTMAS PA Y18 CHRISTMASPARTY18 PS-FIRE-CHRISTMAS PARTY 2018	606.69 91.57 515.12	A/P	OUT-STD	01/03/2019
023349	01/03/2019 SERVICE NEW BRUNSWICK CMT5822019 RC-PARKS-2008 CHEV COLORADO	19.00 19.00	A/P	OUT-STD	01/03/2019
023350	01/03/2019 SOURCE ONE SUPPLIES 19890 CC-ARENA-COMET POWDER, FLOO 20030 CC-ARENA-PAPER TOWELS, FOAM	1,196.54 621.95 574.59	A/P	OUT-STD	01/03/2019
023351	01/03/2019 SOUTHWEST ELECTRIC & SECURITY INC. 15867 CC-ARENA-ELEVATOR CONTROL M.	45.55 45.55	A/P	OUT-STD	01/03/2019
023352	01/03/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 28813 CC-ADMIN-DESK SIGN	20.70 20.70	A/P	OUT-STD	01/03/2019
023353	01/03/2019 ST. STEPHEN UTILITY DEPT. DECEMBER2018 EMPLOYEE DEDUCTIONS-DECEMBER	40.00 40.00	A/P	OUT-STD	01/03/2019
023354	01/03/2019 STATIONERY PLUS 41251 GG-TOWN HALL-PAPER FASTENER 41265 GG-TOWN HALL-FILE FOLDERS, DIA 41322 GG-TOWNHALL-FILE FOLDERS 41735 CC-ADMIN-CALENDAR DESK PAD 41828 CC-EVENTS-MAKE YOUR OWN ORN 41887 PS-FIRE-CALENDAR PADS, DIARY 41938 GG-TOWN HALL-PAPER, LABELS, FI 41960 GG-TOWN HALL-PEN 41973 GG-TOWN HALL-LASER TONER 42424 CC-ADMIN-PAPER, PENS, STAPLES 42426 CC-ADMIN-FILE BOXES	717.95 57.97 16.09 -27.59 40.19 142.76 42.49 245.14 1.76 100.27 84.38 14.49	A/P	OUT-STD	01/03/2019
023355	01/03/2019 TEED SAUNDERS DOYLE & CO. 8811 GG-TREASURY-EXAMINATION OF 21 8812 GG-ADMIN-REVIEW BILLING PROCE	15,927.50 13,627.50 2,300.00	A/P	OUT-STD	01/03/2019
023356	01/03/2019 TOSS SOLUTIONS 2374 GG-ADMIN-NEW OFFICE DESIGN	2,161.02 2,161.02	A/P	OUT-STD	01/03/2019
023357	01/03/2019 UNIFIRST CANADA LTD. 7100154291 CC-BUILDING-FLOOR MATS	157.63 157.63	A/P	OUT-STD	01/03/2019

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023358	01/03/2019 WATER & ICE NORTH AMERICA INC. 45051 CC-POOL-SPIDER GASKET	49.45 49.45	A/P	OUT-STD	01/03/2019
023359	01/03/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 193406 GG-CIVIC-TOWN EVENTS 193983 GG-CIVIC-TOWN EVENTS	113.04 56.52 56.52	A/P	OUT-STD	01/03/2019
023360	01/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000028670 GG-TOWNHALL-LEASE-JANUARY/18	5,417.62 5,417.62	A/P	OUT-STD	01/01/2019
023361	01/10/2019 BLAKNEY'S TRUCKING INC. 518 TS-STs-ROAD SALT DELIVERY 531 TS-STs-ROAD SALT DELIVERY 540 TS-STs-ROAD SALT DELIVERY	6,364.48 3,984.87 665.37 1,714.24	A/P	OUT-STD	01/10/2019
023362	01/10/2019 BORDER INVESTIGATIONS & SECURITY INC. 14985 PS-BYLAw-DEC 22 - 31/18	483.00 483.00	A/P	OUT-STD	01/10/2019
023363	01/10/2019 CARGILL LIMITED 2904482832 TS-STs-ROAD SALT 2904485434 TS-STs-ROAD SALT 2904487607 TS-STs-ROAD SALT 2904498824 TS-STs-ROAD SALT 2904500717 TS-STs-ROAD SALT	14,580.76 4,848.20 2,430.39 2,485.41 2,403.66 2,413.10	A/P	OUT-STD	01/10/2019
023364	01/10/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002 DECEMBER2018 GG-MUNICIPALPLAN-DECEMBER/18	30,433.16 30,433.16	A/P	OUT-STD	01/10/2019
023365	01/10/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-122 PS-BUILDINGINSPECTOR-DEC 23 - 3	1,035.00 1,035.00	A/P	OUT-STD	01/10/2019
023366	01/10/2019 GARY ACHESON 063934 GG-CIVIC-MAYOR'S LEVEE ENTERT.	250.00 250.00	A/P	OUT-STD	01/10/2019
023367	01/10/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 17006 TS-STs-DIESEL 323867 TS-STs-DIESEL 644038 TS-STs-DIESEL	3,155.52 874.51 967.47 1,313.54	A/P	OUT-STD	01/10/2019
023368	01/10/2019 KONICA MINOLTA BUSINESS SOLUTIONS 255769752 CC-ADMIN-COPIER MAINTENANCE-I	105.93 105.93	A/P	OUT-STD	01/10/2019
023369	01/10/2019 KONICA MINOLTA BUSINESS 6988343 GG-TOWN HALL-COPIER LEASE-JAN	229.59 229.59	A/P	OUT-STD	01/10/2019
023370	01/10/2019 LAURA BARRETT POOLRENTALREFUND CC-POOL-RENTAL REFUND	61.00 61.00	A/P	OUT-STD	01/10/2019
023371	01/10/2019 MCLAUGHLIN, DONALD DEC142018 TS-#12-VINYL LETTERING ON TRUC	184.00 184.00	A/P	OUT-STD	01/10/2019
023372	01/10/2019 MINISTER OF FINANCE WEEK022019 EMPLOYEE DEDUCTIONS-JAN -6-12	209.30 209.30	A/P	OUT-STD	01/10/2019
023373	01/10/2019 PAUL SWEENEY (Monument Site in Milltown) STONESREIMBURSEMENT REIMBURSEMENT FOR STONES FO	300.00 300.00	A/P	OUT-STD	01/10/2019
023374	01/10/2019 PETTY CASH DECEMBER042018 GG-TOWNHALL-CHRISTMAS DECOF DECEMBER062018 PS-BUILDINGINSPECTOR-REGISTE DECEMBER102018 PS-BUILDINGINSPECTOR-REGISTE DECEMBER272018 PS-BUILDINGINSPECTOR-REGISTE YEARENDRECONCIATION GG-PETTYCASH-YEAR END PETTY I	53.25 17.90 11.50 11.50 12.40 -0.05	A/P	OUT-STD	01/10/2019
023375	01/10/2019 PETTY CASH - GARCELON CIVIC CENTER	216.00	A/P	OUT-STD	01/10/2019

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	NOVEMBER272018	CC-CANTEEN-ONIONS, MARINARA			
	OCTOBER182018	CC-CANTEEN-SALAD DRESSING, TC			
	OCTOBER262018	CC-CANTEEN-COCKTAIL JUICE			
	OCTOBER312018	CC-CANTEEN-USED FREEZER			
	SEPTEMBER202018	CC-CANTEEN-CHEESE STICKS			
	YEARENDRECONCIATION	CC-PETTYCASH-YEAR END RECON			
023376	01/10/2019	TOSS SOLUTIONS			
	2379	GG-NEWTOWNHALL-TECHNICAL DC			
023377	01/10/2019	KONICA MINOLTA BUSINESS			
	6988194	CC-COPIER LEASE-JAN 2019			
023379	01/16/2019	AIR LIQUIDE CANADA INC.			
	69298899	TS-SHOP-EMPTY CYLINDER, BLUES			
023380	01/16/2019	BELL ALIANT			
	06336721DEC18	TS-AIRPORT-LANDLINE PHONE			
	11368891DEC18	GG-TOWNHALL-LANDLINE PHONES			
	11378668DEC18	PS/TS-199UNIONST-LANDLINE PHO			
	11395944DEC18	PS-FIRE-LANDLINE PHONES			
	15772965DEC18	RC-REC/POOL-LANDLINE PHONES			
	46435731DEC18	RC-PARKS-CHOCOLATE PARK CAM			
023381	01/16/2019	BLACK RIVER CASTINGS LTD			
	6058	RC-HORT-CAST IRON PLANTERS			
023382	01/16/2019	BORDER INVESTIGATIONS & SECURITY INC.			
	150145	PS-BYLAW-JAN 01/19 - JAN 11/19 FE			
023384	01/16/2019	CANADIAN TIRE			
	N16882443	RC-PARKS-WORK GLOVES			
	N16882508	RC-PARKS-ANTIFREEZE			
	N16882521	RC-PARKS-ANTIFREEZE			
	N16882568	TS-SHOP-BALL VALVE, STRAPPING,			
	N17092405	CC-POOL-DECK SCRUB			
	N17092408	TS-SHOP-MX 5PC C.STEP			
	N17092419	TS-#6-WASHERS			
	N17092442	PS-FIRE-ROPE PULLEY			
	N17092446	TS#23-BATTERY			
	N17092450	TS-#23-CASTING			
	N17092452	CC-ARENA-PAINT			
	N17093929	GG-EVENTS-TAPE FOR PARADE LIC			
	N17093930	GG-EVENTS-DECORATIONS			
	N17093949	TS-SHOP-PVC PLUG			
	N17093963	CC-BUILDING-CHRISTMAS LIGHTS			
	N17093964	CC-EVENTS-CHRISTMAS LIGHTS			
	N17093973	TS-SHOP-PAINT			
	N17093998	PS-FIRE-1.88 X 60YD DUCT			
	N17094000	TS-SHOP-WRENCHES			
	N17094033	RC-PARKS-ANTIFREEZE			
	N17094056	TS-SHOP-BATTERIES			
	N17094060	CC-BUILDING-HALOWEEN DECORA'			
023385	01/16/2019	CARQUEST			
	14838-92192	TS-#7-HYD FITTING			
	14838-93749	PS-#200-AEROSOL MIX			

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	14838-94214 PS-#200-WIPER BLADES	34.39			
	14838-94675 TS-#1-WEAREVER PREMIUM DRUMS	201.69			
023386	01/16/2019 CINTAS CANADA LIMITED	246.55	A/P	OUT-STD	01/16/2019
	5012500929 TS-SHOP-FIRST AID SUPPLIES	246.55			
023387	01/16/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVICE	2,484.00	A/P	OUT-STD	01/16/2019
	19-02 PS-BUILDINGINSPECTOR-JAN 1/19 -	2,484.00			
023388	01/16/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	9,613.70	A/P	OUT-STD	01/16/2019
	624571 TS-ST5-DIESEL	2,425.01			
	626687 TS-ST5-GAS	4,445.66			
	722363 TS-ST5-DIESEL	2,639.27			
	9352018 TS-SHOP-PETRO STORAGE SITE LI	63.25			
	NOVANDDECINTEREST TS-ST5-NOVEMBER AND DECEMBE	40.51			
023389	01/16/2019 LAWSON PRODUCTS, INC. (ONTARIO_	1,244.54	A/P	OUT-STD	01/16/2019
	9306307791 TS-SHOP-ANCHOR SHACKLES, HEX	512.44			
	9306326617 TS-SHOP-HEX CAP SCREWS	374.37			
	9306341502 TS-ST5-FLAT WASHERS, CAP SCRE	456.48			
	9600077880 TS-SHOP-PLOW BOLTS	-98.75			
023390	01/16/2019 MEGA-LAB MANUFACTURING CO. LTD.	186.30	A/P	OUT-STD	01/16/2019
	0000151291 PS-FIRE-CRYSTAL	186.30			
023391	01/16/2019 MICHELLE VEST	508.14	A/P	OUT-STD	01/16/2019
	500.68 CC-CANTEEN-SUPPLIES	500.68			
	ADJUSTMENTPAYMENT GG- <i>Adjustment Payment</i>	7.46			
023392	01/16/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/16/2019
	WEEK032019 EMPLOYEE DEDUCTIONS-JAN 13-19	209.30			
023394	01/16/2019 N. B. ELECTRIC POWER	18,641.80	A/P	OUT-STD	01/16/2019
	17935200JAN19 TS-KING/UNIONST-TRAFFIC LIGHTS	54.88			
	18169205JAN19 RC-POOL-MILL LANE	672.37			
	18988703JAN19 PS/TS-199UNIONST-ELECTRICITY	1,523.32			
	19051703JAN19 TS-AIRPORT-ELECTRICITY	292.05			
	19051801JAN19 TS-AIRPORT-ELECTRICITY	66.79			
	216000030308JAN19 TS-ST5-AREA LIGHTS	12,044.52			
	50660140JAN19 RC-PARKS-ROTARY CHANGING RO	26.21			
	54187672JAN19 TS-KING/QUEENST-TRAFFIC LIGHTS	57.59			
	55160607JAN19 RC-COTTONMILL-LIGHTS	92.14			
	55917471JAN19 TS-ST5-WATERFRONT LIGHTS	89.73			
	57955782JAN19 RC-PARKS-BANDSTAND IN CHOCOL	51.26			
	57955808JAN19 GG-120MILLTOWNBLVD-ELECTRICI	112.61			
	71315207JAN19 PS-RCMP-ELECTRICITY	1,305.47			
	72924306JAN19 RC-PARKS-BANDSTAND	54.22			
	73006038JAN19 RC-LIBRARY-ELECTRICITY	1,865.02			
	82122207JAN19 RC-PARKS-BASKETBALL COURT	66.72			
	83278804JAN19 TS-ST5-PARKS SHED	141.63			
	84960501JAN19 RC-PARKS-RIVERSIDE DR LIGHTS	125.27			
023395	01/16/2019 NBAFC	175.00	A/P	OUT-STD	01/16/2019
	2019M-96* PS-FIRE-2019 MEMBERSHIP	175.00			
023396	01/16/2019 PRINCESS AUTO	23.35	A/P	OUT-STD	01/16/2019
	820185 TS-SHOP-CABLES AND DRILL SHIPF	23.35			
023397	01/16/2019 SMITH BROS. MACHINE SHOP LTD.	1,742.94	A/P	OUT-STD	01/16/2019

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	DEC182018	PS-FIRE-8 SHEETS 1/8 PLATE	1,501.44			
	DEC72018	PS-#200-REMOVE BROKEN STUDS	241.50			
023398	01/16/2019	SOJOURN ENTERPRISES LIMITED	386.08	A/P	OUT-STD	01/16/2019
	72211	TS-ST5-STREET SIGNS	386.08			
023399	01/16/2019	THE MINISTER OF FINANCE	289,758.75	A/P	OUT-STD	01/16/2019
	29405	PS-RCMP-OCT-DEC/18 POLICING SE	289,758.75			
023400	01/16/2019	THE SAINT CROIX COURIER	66.15	A/P	OUT-STD	01/16/2019
	19083	GG-TOWNHALL-2019 YEARLY SUBS	66.15			
023401	01/16/2019	DEBLY ENTERPRISES LTD.	1,488.59	A/P	OUT-STD	01/16/2019
	156940	TS-ST5-MILLTOWN BLVD, PLEASAN	1,488.59			
023402	01/23/2019	CARGILL LIMITED	9,738.85	A/P	OUT-STD	01/23/2019
	2904432743	TS-ST5-ROAD SALT	9,738.85			
023403	01/23/2019	CNH CAPITAL	826.82	A/P	OUT-STD	01/23/2019
	DEC102018	TS-#11-INTEREST CHARGES	5.08			
	IN90175	TS-#16, #11-HY-TRAN HYDRAULIC C	821.74			
023404	01/23/2019	ENBRIDGE GAS NEW BRUNSWICK	3,424.39	A/P	OUT-STD	01/23/2019
	2018122001008-1016227-0	CC-BUILDING-NATURAL GAS	3,424.39			
	00					
023405	01/23/2019	IRVING ENERGY DISTRIBUTION AND MARKETING	6,789.07	A/P	OUT-STD	01/23/2019
	143444	TS-ST5-GAS	4,601.84			
	149302	TS-ST5-DIESEL	1,227.76			
	424104	TS-ST5-DIESEL	959.47			
023407	01/23/2019	KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	01/23/2019
	7006062	GG-TOWN HALL-COPIER LEASE-FEI	193.71			
023408	01/23/2019	N. B. ELECTRIC POWER	1,070.29	A/P	OUT-STD	01/23/2019
	10126106JAN19	TS-XINGLIGHTS-KING STREET	26.21			
	19055406JAN19	RC-ARENA-ELECTRICITY	963.41			
	54653258JAN19	TS-KING/SUPERSTORE-TRAFFIC LIK	80.67			
023409	01/23/2019	PAYROLL TRANSFER	69,124.00	A/P	OUT-STD	01/23/2019
	WEEK032019	GG-TRANSFER-JAN 04 - 17/19	69,124.00			
023410	01/23/2019	RECEIVER GENERAL FOR CANADA	34,132.88	A/P	OUT-STD	01/23/2019
	WEEK032019	GG-REMITTANCE-JAN 04-17/19	34,132.88			
023411	01/23/2019	SHANNON MICHAEL	1,487.64	A/P	OUT-STD	01/23/2019
	DECEMBER2018	PS-ANIMALCONTROL-MONTHLY VEI	1,487.64			
023412	01/23/2019	ST. CROIX PUBLIC LIBRARY	9,661.75	A/P	OUT-STD	01/23/2019
	JAN-MAR/19GRANT	GG-CIVIC-JANUARY-MARCH/19 GRA	9,661.75			
023413	01/23/2019	TOWN OF ST. STEPHEN	1,028.54	A/P	OUT-STD	01/23/2019
	1028.54	GG-FUNDTRANSFER-TO GENERAL I	1,028.54			
023414	01/24/2019	JONATHAN MCCAFFREY	1,058.57	A/P	OUT-STD	01/24/2019
	COMPUTERREPLACEMEN'	PS-FIRE-DISPATCH COMPUTER REF	1,058.57			
023415	01/24/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/24/2019
	WEEK042019	EMPLOYEE DEDUCTIONS - JAN 20-2	209.30			
023416	01/30/2019	AIR LIQUIDE CANADA INC.	176.43	A/P	OUT-STD	01/30/2019
	69400926	TS-SHOP-BLUESHIELD 8, 16	176.43			
023417	01/30/2019	ALLAN MACEACHERN	185.60	A/P	OUT-STD	01/30/2019
	FUNERAL	GG-MAYOR-FUNERAL IN FREDERIC	96.00			
	MPKARENLUWIG	GG-MAYOR-ROUND TABLE MEETIN	40.80			
	UMNBZONEMEETING19	GG-MAYOR-UMNGB ZONE MEETING	48.80			

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023418	01/30/2019 AQUAM 280535 281130	21,657.64 179.09 21,478.55	A/P	OUT-STD	01/30/2019
	CC-POOL-VINYL COVERED CABLE				
	CC-POOL-STARTING PLATFORM ST				
023419	01/30/2019 BELL ALIANT 47424130DEC18	715.15 715.15	A/P	OUT-STD	01/30/2019
	CC-ADMIN-LANDLINE PHONES				
023420	01/30/2019 BELL MOBILITY INC. 523889487JAN19CC 523889487JAN19GG	825.35 127.72 697.63	A/P	OUT-STD	01/30/2019
	CC-ADMIN-OPS MANAGER, ADMIN/A				
	GG/PS/TS/RC-CELL PHONE CHARGI				
023421	01/30/2019 BLAKNEY'S TRUCKING INC. 543 551	1,690.77 845.66 845.11	A/P	OUT-STD	01/30/2019
	TS-STS-ROAD SALT DELIVERY				
	TS-STS-ROAD SALT DELIVERY				
023422	01/30/2019 BORDER INVESTIGATIONS & SECURITY INC. 15027	966.00 966.00	A/P	OUT-STD	01/30/2019
	PS-BYLAW-JAN 14 - JAN 25				
023423	01/30/2019 BRIGGS PLUMBING INC. 114306 115737	284.35 107.53 176.82	A/P	OUT-STD	01/30/2019
	PM-RCMP-TOILET REPAIR				
	WS-SHOP-COUPINGS, FIP ADAPTE				
023424	01/30/2019 BRUNSWICK NEWS INC 20025254 20026620 20027442	457.59 183.31 182.85 91.43	A/P	OUT-STD	01/30/2019
	PS/RC-FIRE/PARKS-ELM PARK, DON				
	PS-FIRE-HOLIDAY WISHES				
	PS-FIRE-HOLIDAY WISHES				
023425	01/30/2019 CANADIAN SPRINGS 9927744741	23.47 23.47	A/P	OUT-STD	01/30/2019
	GG-TOWN HALL-WATER				
023426	01/30/2019 CARGILL LIMITED 2904519188	4,813.61 4,813.61	A/P	OUT-STD	01/30/2019
	TS-STS-ROAD SALT				
023427	01/30/2019 CARMICHAEL ENGINEERING LTD. FR-1626416	1,527.20 1,527.20	A/P	OUT-STD	01/30/2019
	CC-ARENA-DECTRON SERVICE				
023428	01/30/2019 CHARLOTTE COUNTY JANITORIAL 4159 4161	1,213.25 201.25 1,012.00	A/P	OUT-STD	01/30/2019
	PS-FIRE-JANITORIAL-DEC 2018				
	PS-RCMP-JANITORIAL-DEC 2018				
023429	01/30/2019 CNH CAPITAL IN90086A IN90220	794.02 21.22 772.80	A/P	OUT-STD	01/30/2019
	TS-#11-TERMINAL				
	TS-#16-SYNTHETIC HYDRAULIC OIL				
023432	01/30/2019 CREIGHTON-CARTER LTD. 961-468313 961-468324 961-468341 961-468489 961-468507 961-468599 961-468705 961-468713 961-468790 961-468850 961-468874 961-468881 961-468922 961-468934 961-468977	3,759.16 10.29 62.09 19.08 119.12 84.19 119.99 528.94 51.92 168.48 21.85 7.31 60.29 35.89 79.78 40.97	A/P	OUT-STD	01/30/2019
	TS-SHOP-DRILL BITS				
	TS-SHOP-7PC SCREW EXT.				
	TS-SHOP-VISEGRIP				
	PS-#200-ROLOC, MINI FIBRE				
	TS-SHOP-ETCH PRIMER				
	TS-#18-DRILL BITS, COUPLING				
	PS-#200-BUMPER BAR				
	TS-SHOP-TIPS				
	PS-#200-STEP BMP PAD BLACK				
	TS-SHOP-FUEL HOSES				
	TS-#29-FUEL FILTER				
	TS-#6-OIL FILTER				
	TS-SHOP-RIVETS, 3 16 LONG RIVET				
	PS-#200-OXYGEN SENSOR				
	PS-#200-BLOWER MOTOR RESISTO				

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**Town of St. Stephen**  
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 Cheques from 000001 to 023588 dated between 01/01/2019 and 01/31/2019

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Number	Issued	Amount	SC	Status	Status Date
	961-468979	TS-#5, #7-WINDSHIELD WIPERS			
	961-469000	TS-SHOP-GRANDPRIX20W50, RG. S			
	961-469011	TS-SHOP-STRAIN NUTS			
	961-469034	TS-SHOP-HEADLAMP ALIG			
	961-469090	TS-#12-WINTER TRICO CHILL			
	961-469212	TS-#22-ATF SUPERFLO			
	961-469213	TS-SHOP-MER/DEX111 ATF .946L			
	961-469323	TS-#1-BRAKE SHOES, BRAKE SHOE			
	961-469325	TS-#1-BRAKE WHEEL CYCLINDER			
	961-469433	TS-#1-BRAKE HARDWARE			
	961-469504	TS-#3-THERMOSTAT			
	961-469559	TS-#16-HYDRAULIC HOSES, FITTING			
	961-469584	TS-SHOP-GLASS LENS, PLACTIC CC			
	961-469637	TS-#3-HEATER CORE			
023433	01/30/2019 DAVIS FUELS				
	17432	TS/PS-199 UNION ST-HEATING FUEL			
	17678	TS/PS-199 UNION ST-HEATING FUEL			
	17905	TS/PS-199 UNION ST-HEATING FUEL			
	18071	PM-120 MILLTOWN BLVD-HEATING F			
023434	01/30/2019 DISHER HOMES LTD.				
	11302018-03	PM-385 MILLTOWN BLVD.-BOARD UI			
023435	01/30/2019 EAST COAST INTERNATIONAL TRUCKS				
	33215S	TS-#5-FILTER			
	33265S	TS-#5, #6, #13-LUBRICATING OILS			
023436	01/30/2019 FERRO WASTE & RECYCLING INC.				
	0001569207A	GG-TOWN-ZONE II GARBAGE COLLI			
023437	01/30/2019 FLEET READY LTD.				
	12272	PS-FIRE-MOTOR, PRIMER PUMP			
023438	01/30/2019 FUNDY FIRE FIGHTER ASSOCIATION				
	010119SSFD	PS-FIRE-2019 ASSOCIATION DUES			
023439	01/30/2019 GREENLAW'S GARAGE LTD.				
	4542	TS-#302-BALANCE TIRES			
023440	01/30/2019 GULLISON'S COURIER SERVICE				
	717246	TS-#18-FR CASE EQUIPMENT			
	717625	TS-#11-FR CASE EQUIPMENT			
	717649	TS-#7-FR NOOQUIP			
	717909*	TS-#11-TO CASE EQUIPMENT			
	717920	TS-#7-FR RICHWIL			
	717933	TS-#7-FR RICHWIL			
023441	01/30/2019 HOVEY'S HUSKY SALES & SERVICE				
	8803	TS-#29, #30-B + S STARTERS			
023442	01/30/2019 IRVING ENERGY DISTRIBUTION AND MARKETING				
	320732	CC-BUILDING-NATURAL GAS			
023443	01/30/2019 JEREMY MCSHANE				
	AVENTRCENTER	CC-OPERATIONSMANAGER-MONCT			
023444	01/30/2019 JESSICA HOVEY				
	SWIMSUITS	CC-POOL-SWIMSUIT UNIFORMS			
023445	01/30/2019 KEITH'S BUILDING SUPPLIES				

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Number	Issued		Amount	SC	Status	Status Date
	181562	CC-ARENA-CLOTHING ALLOWANCE	248.39			
023446	01/30/2019	KEM CANADA MFG	149.50	A/P	OUT-STD	01/30/2019
	122190	TS-SHOP-ICE MELT	149.50			
023447	01/30/2019	KENT BUILDING SUPPLIES	229.17	A/P	OUT-STD	01/30/2019
	10075682	TS-SHOP-BOLTS	-8.19			
	1505420	GG-EVENTS-ABS/ELBOWS	17.71			
	1505812	TS-SHOP-SAWBLADE, BLADE, RECI	69.49			
	1505844	CC-ARENA-#PL PREMIUM MAX 266M	12.82			
	1505868	TS-SHOP-CARBIDE THICK METAL	85.51			
	1510436	TS-SHOP-DBOLT, KEYS	51.83			
023448	01/30/2019	KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	01/30/2019
	7005936	CC-COPER-LEASE-FEB/19	118.24			
023449	01/30/2019	LSW WEAR PARTS LTD.	1,695.10	A/P	OUT-STD	01/30/2019
	50038	TS-#18, #16, #6-PLOW BLADES	1,695.10			
023450	01/30/2019	MCINNES COOPER	116.69	A/P	OUT-STD	01/30/2019
	2018033826	GG-LEGAL-PROPERTY SALE	116.69			
023451	01/30/2019	MICHELLE VEST	428.60	A/P	OUT-STD	01/30/2019
	428.60	CC-CANTEEN-SUPPLIES	428.60			
023452	01/30/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/30/2019
	WEEK052019	EMPLOYEE DEDUCTIONS-JAN 27-FE	209.30			
023453	01/30/2019	N. B. ELECTRIC POWER	22,859.92	A/P	OUT-STD	01/30/2019
	54253127JAN19	CC-BUILDING-ELECTRICITY	22,859.92			
023454	01/30/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48	A/P	OUT-STD	01/30/2019
	428243	PS-RCMP-FLOOR MATS	46.74			
	429396	PS-RCMP-FLOOR MATS	46.74			
023455	01/30/2019	ORR ELECTRIC & ALARM LTD.	739.26	A/P	OUT-STD	01/30/2019
	3567	RC-BASKETBALL COURT-REPAIR LI	310.50			
	3605	RC-CHOCOLATE PARK-REPLACED I	333.93			
	3619	RC-CENOTAPH-LIGHTS ON GROUND	94.83			
023456	01/30/2019	PARTS FOR TRUCKS INC.	181.26	A/P	OUT-STD	01/30/2019
	34285660-00	TS-#29-PRO-CASTER SHAFT BRG KI	181.26			
023457	01/30/2019	PAYROLL TRANSFER	70,622.00	A/P	OUT-STD	01/30/2019
	WEEK052019	GG-TRANSFER-JAN 18 - 31/19	70,622.00			
023458	01/30/2019	RECEIVER GENERAL FOR CANADA	36,406.93	A/P	OUT-STD	01/30/2019
	WEEK052019	GG-REMITTANCE-JAN 18 - 31/19	36,406.93			
023459	01/30/2019	RICHWIL TRUCK CENTRE LTD.	2,455.59	A/P	OUT-STD	01/30/2019
	127125	TS-#7-DRIVE FAN	1,564.14			
	127155	TS-#7-RADIATOR	891.45			
023460	01/30/2019	SAINT JOHN SPRING WORKS LTD	810.75	A/P	OUT-STD	01/30/2019
	109557	TS-#12-AIRBAG KIT	810.75			
023461	01/30/2019	SAINTJOHN COMMUNITY LOAN FUND	224.50	A/P	OUT-STD	01/30/2019
	REFUND	CC-REFUND-BILLING ERROR	224.50			
023462	01/30/2019	SAKO INDUSTRIAL SUPPLY	310.50	A/P	OUT-STD	01/30/2019
	17233	PS-FIRE-CITRA BLAST, SPRAYER	310.50			
023463	01/30/2019	SMITH BROS. MACHINE SHOP LTD.	93.84	A/P	OUT-STD	01/30/2019
	DEC272018	TS-SHOP-20' 4X1/4 FLAT BAR	93.84			
023464	01/30/2019	SOURCE ATLANTIC	706.86	A/P	OUT-STD	01/30/2019
	3127649	TS-SHOP-CLOTHING SUPPLIES	196.19			

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Number	Issued	Amount	SC	Status	Status Date
	3127652 TS-SHOP-BOOTS, CUTTING + GRIN	510.67			
023465	01/30/2019 SOUTHWEST CONCRETE & CONS LTD	<b>4,077.88</b>	A/P	OUT-STD	01/30/2019
	IN000005826 TS-ST5-WINTER SAND	3,500.00			
	IN000005827 TS-ST5-EXCAVATION RENTAL	577.88			
023466	01/30/2019 SOUTHERN SANITATION LTD.	<b>9,386.50</b>	A/P	OUT-STD	01/30/2019
	159565 GG-TOWN-ZONE I GARBAGE COLLE	4,602.78			
	159566 GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	159918 CC-BUILDING-GARBAGE COLLECTI	347.88			
	159942 RC-BORDER ARENA-GARBAGE COL	379.50			
	159977 PM-AIRPORT-GARBAGE COLLECTI	50.60			
023467	01/30/2019 SOUTH WEST COURIER	<b>36.06</b>	A/P	OUT-STD	01/30/2019
	17489 TS-#12-FR SJ SPRINWORKS	36.06			
023468	01/30/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	<b>3,689.50</b>	A/P	OUT-STD	01/30/2019
	2019-01 GG-CIVIC-COLLABORATIVE AND RE	3,689.50			
023469	01/30/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	<b>979.33</b>	A/P	OUT-STD	01/30/2019
	194557 CC-CIVIC-MAYOR'S LEVEE, HOLIDAY	50.31			
	194558 GG-CIVIC-GARBAGE HOLIDAY SCHE	120.75			
	194559 GG-CIVIC-TOWN EVENTS	56.52			
	194560 GG-CIVIC-GARBAGE HOLIDAY SCHE	172.50			
	194669 GG-CIVIC-MAYOR'S LEVEE, HOLIDAY	50.32			
	194670 PS-FIRE-FIRE AT CHRISTMAS	51.75			
	195225 GG-CIVIC-MAYOR'S LEVEE, HOLIDAY	50.31			
	195226 GG-CIVIC-CUSTODIAL JOB AD	86.25			
	195492 GG-CIVIC-TOWN EVENTS	56.52			
	195533 GG-CIVIC-TOWN EVENTS	56.52			
	195534 GG-CIVIC-MAYOR'S LEVEE, HOLIDAY	50.31			
	195886 GG-CIVIC-TOWN EVENTS	56.52			
	195887 GG-CIVIC-GARBAGE COLLECTION	120.75			
023470	01/30/2019 ST. STEPHEN AREA CHAMBER	<b>225.00</b>	A/P	OUT-STD	01/30/2019
	2579 GG-CIVIC-2019 MEMBERSHIP FEE	225.00			
023471	01/30/2019 STATIONERY PLUS	<b>3,308.57</b>	A/P	OUT-STD	01/30/2019
	42815 GG-TOWN HALL-TONER	114.87			
	42841 CC-ADMIN-PRINTER, PLANNER, OR	525.72			
	42939 GG-EVENTS-PARADE AWARDS	26.77			
	43004 GG-TOWN HALL-LASER TONER, BIN	344.55			
	43010 GG-TOWN HALL-LASER TONER	107.97			
	43114 GG-TOWN HALL-PRINTER, COFFEE	650.19			
	43392 CC-ADMIN-LAPTOP CASE	65.54			
	43424 GG-TOWN HALL-TONERS	677.99			
	43490 GG-TOWN HALL-TONER	215.95			
	43959 TS-SHOP-PLANNER, DIARY	26.25			
	43982 GG-TOWN HALL-PAPER, DRUM, TO	380.92			
	44042 PS-FIRE-BINDERS, POST-IT NOTES,	93.64			
	44671 GG-TOWN HALL-FILE FOLDER, BIN	78.21			
023472	01/30/2019 UNIFIRST CANADA LTD.	<b>315.26</b>	A/P	OUT-STD	01/30/2019
	7100151567 CC-BUILDING-FLOOR MATS	157.63			
	7100154961 CC-BUILDING-FLOOR MATS	157.63			
023473	01/30/2019 VALLEY EQUIPMENT LTD	<b>296.03</b>	A/P	OUT-STD	01/30/2019
	IX82058 TS-#6-TANK-SURGE	296.03			

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 BNK1 - General Bank Account  
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023474	01/30/2019 YELLOW PAGES GROUP 18-6741054 GG-TOWN HALL-911 LISTING-DEC 2	10.47 10.47	A/P	OUT-STD	01/30/2019
023475	01/30/2019 CANADIAN SPRINGS 9927938633 TS-SHOP-WATER	36.53 36.53	A/P	OUT-STD	01/30/2019
023476	01/30/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD. 428481 GG-TOWN HALL-MATS	95.36 95.36	A/P	OUT-STD	01/30/2019
023477	01/30/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 199372-199932 GG-TOWN-REGIONAL LANDFILL CO	9,831.12 9,831.12	A/P	OUT-STD	01/30/2019
023479	01/31/2019 RECEIVER GENERAL FOR CANADA OCT-DEC/18REMIT GG-TREASURE-OCT-DEC/18 HST RE OCT-DECREMIT18* GG-TREASURY-OCT-DEC/18 HST RE	12,782.42 34,828.15 -22,045.73	A/P	OUT-STD	01/31/2019
<b>Cheque Totals Issued:</b>		<b>1,003,394.41</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>1,003,394.41</b>			
<b>Total # of Cheques Listed:</b>		<b>157</b>			

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 007643 dated between 01/01/2019 and 01/31/2019

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Number	Issued	Amount	SC	Status	Status Date
007438	01/06/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI JANUARY062019 WS-SERIES"BM"-INTEREST	1,842.75 1,842.75	A/P	CLEARED	01/31/2019
007562	01/03/2019 BELL MOBILITY INC. 523889487DEC18UTI WS/SCD-CELL PHONE CHARGES-DE	1,536.51 1,536.51	A/P	CLEARED	01/31/2019
007563	01/03/2019 BERNARD MCFARLANE JR ELECTRICAL 022018 SCD-DISPOSAL-CONNECTORS, MAF	319.24 319.24	A/P	OUT-STD	01/03/2019
007564	01/03/2019 BRIGGS PLUMBING INC. 115550 WS-PUMP HOUSE-CHANGING CHLC 115618 SCD-DISPOSAL-DRAIN TUBING	576.88 520.53 56.35	A/P	CLEARED	01/31/2019
007565	01/03/2019 BRUNET 36829* WS/SCD-ADMIN-QUARTERLY SERVI	81.94 81.94	A/P	CLEARED	01/31/2019
007567	01/03/2019 CANADIAN TIRE N16882309 WS-TRANS&DIST-NOMA LED LIGHT: N16882491 WS-TRANS&DIST-50' EXTENSION CX N16882500 WS-TRANS&DIST-SPONGES, SQUEE N16882525 WS-TRANS&DIST-REG CUT KEY N16882543 SCD-DISPOSAL-TRNBCKL, CHAIN SI N16882555 WS-TRANS&DIST-PAINT N16882564 WS-TRANS&DIST-NOMA LIGHTS N16882570 WS-SOURCE-TRHOOK 3PK N16882572 WS-SOURCE-TAPE, PLUG IN N16882575 WS-SOURCE-DOOR SWEEP N16882598 WS-TRANS&DIST-BATTERIES N17093831 SCD-DISPOSAL-TARP N17093843 WS-TRANS&DIST-GLOVES N17093917 SCD-DISPOSAL-SQUEGE, ALUMN P N17093918 WS-SOURCE-PEROXIDE, RM 2.6L FF N17094055 WS-TRANS&DIST-MR CLEAN, SCRUI N17094064 SCD-DISPOSAL-BUSHING, HOSE AD N17094067 SCD-DISPOSAL-71 RC12YC CHAMP, N17094080 SCD-DISPOSAL-CHEST WADERS, FI N17094103 WS-SOURCE-TOOLS N17094107 WS-TRANS&DIST-PAINT	951.88 68.99 57.44 16.08 16.05 30.75 10.34 28.74 128.73 21.82 24.12 38.99 45.98 45.77 26.43 16.63 12.96 10.33 12.73 160.86 97.66 80.48	A/P	CLEARED	01/31/2019
007568	01/03/2019 COX ELECTRONICS & COMMUNICATIONS 1-023455 WS-SOURCE-4 PORT USB HUB	98.88 98.88	A/P	CLEARED	01/31/2019
007569	01/03/2019 DILLON CONSULTING LIMITED 192705 WS-WATER AND SANITARY SEWER	12,708.42 12,708.42	A/P	CLEARED	01/31/2019
007570	01/03/2019 M.P.W.W.A. 7463 WS-UTILITY-MPWWA ANNUAL MEMI	268.46 268.46	A/P	CLEARED	01/31/2019
007571	01/03/2019 N. B. ELECTRIC POWER 52557428DEC18 SCD-218OLDBAYRD-WASTEWATER 53123617DEC18 SCD-STS-DECHLORINATION CHAME 53158875DEC18 SCD-STS-BUDD AVE LIFT STATION 54807440DEC18 SCD-STS-158A MILLTOWN BLVD LIF 56356048DEC18 SCD-STS-18 RIVERSIDE DR LIFT ST. 61204006DEC18 SCD-2-216KINGST-LIFT STATION 61224002DEC18 SCD-STS-358A MILLTOWN BLVD LIF 61236008DEC18 SCD-STS-BUDD AVE LIFT STATION	13,921.88 5,688.71 181.88 4,428.21 33.75 36.77 268.99 1,584.85 1,334.91	A/P	CLEARED	01/31/2019

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Number	Issued	Amount	SC	Status	Status Date
	76139807DEC18	SCD-ST5-54 RIVERSIDE DR LIFT ST,			
	84934906DEC18	SCD-ST5-6-58A RIVERSIDE DR LIFT			
	84943406DEC18	WS-ST5-TODD HILL RESERVOIR			
007572	01/03/2019 PITNEY WORKS	611.46	A/P	CLEARED	01/31/2019
	DEC13/18UTI	WS/SCD-POSTAGE-METER REFILL			
007573	01/03/2019 PROCOM DATA SERVICES INC.	3,932.21	A/P	CLEARED	01/31/2019
	201814651*	WS-TOWNSUITE-SUPPORT 2019			
007574	01/03/2019 RESEARCH & PRODUCTIVITY COUNCIL	72.37	A/P	CLEARED	01/31/2019
	244488	WS-SOURCE-DRINKING WATER LAE			
007575	01/03/2019 STATIONERY PLUS	1,210.10	A/P	CLEARED	01/31/2019
	41605	WS/SCD-TOWN-UTILITY RECEIPTS .			
	41801	SCD-DISPOSAL-PLANNERS, TAPE, I			
	41867	WS-SOURCE-LASER TONERS			
	41934	WS-TRANS&DIST-COMPUTER MOUN			
	41938*	WS/SCD-TOWN HALL-PAPER, LABEL			
	41960*	WS/SCD-TOWN HALL-PEN			
007576	01/03/2019 TEED SAUNDERS DOYLE & CO.	3,622.50	A/P	CLEARED	01/31/2019
	8811*	WS-TREASURY-EXAMINATION OF 2I			
007577	01/16/2019 BELL ALIANT	316.85	A/P	CLEARED	01/31/2019
	11366812DEC18	WS-SOURCE-PUMP STATION			
	19002807DEC18	SCD-DISPOSAL-OLD BAY WASTEW/			
007578	01/16/2019 BRENNTAG CANADA INC.	2,892.57	A/P	CLEARED	01/31/2019
	40955994	WS-SOURCE-CHLORINE			
	40959230	WS-SOURCE-EMPTY CYLINDER RE			
007579	01/16/2019 CANADIAN TIRE	1,435.56	A/P	CLEARED	01/31/2019
	N17092413	WS-TRANS&DIST-CLOTHING ALLOW			
	N17092425	WS-TRANS&DIST-CRTRDG 2PK			
	N17092431	WS-SOURCE-50' CORD			
	N17093835	WSW-TRANS&DIST-GLOVES, GRIP (			
	N17093839	WS-SHOP-SHOP VAC FILTERS, CLE			
	N17093921	SCD-DISPOSAL-LIGHTS			
	N17093970	TS-SHOP-MFLR, HITCH PIN			
	N17093971	WS-TRANS&DIST-SIGNS			
	N17093999	SCD-DISPOSAL-PAINT			
	N17094091	WS-#438-WINTER TIRES			
007580	01/16/2019 EMCO CORPORATION	910.80	A/P	CLEARED	01/31/2019
	12510476-02	WS-TRANS&DIST-3/8X4' HYD MRKR			
007582	01/16/2019 N. B. ELECTRIC POWER	17,394.56	A/P	CLEARED	01/31/2019
	36869807JAN19	WS-3-119MAXWELLXING-BUILDING			
	50228902JAN19	WS-MAXWELLCROSSING-PUMPS			
	52557428JAN19	SCD-218OLDBAYROAD-WASTEWAT			
	53123617JAN19	SCD-ST5-DECHLORINATION CHAME			
	53158875JAN19	SCD-ST5-BUDD AVE LIFT STATION			
	53473043JAN19	WS-SOURCE-CHLORINE RESIDUAL			
	54807440JAN19	WS-ST5-158A MILLTOWN BLVD LIFT			
	56356048JAN19	SCD-ST5-18 RIVERSIDE DR LIFT S			
	61224002JAN19	SCD-ST5-358A MILLTOWN BLVD LIF			
	61230004JAN19	WS-MAXWELLXING-PUMPS			
	61236008JAN19	WS-ST5-BUDD AVE LIFT STATION			

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Number	Issued	Amount	SC	Status	Status Date
	76139807JAN19	SCD-ST5-54 RIVERSIDE DR LIFT S			
	82291006JAN19	WS-SOURCE-RESERVOIR			
	84934906JAN19	SCD-ST5-658A RIVERSIDE DR LIFT			
	84943406JAN19	WS-ST5-TODD HILL RESERVOIR			
007583	01/16/2019 N. B. SOUTHERN RAILWAY COMPANY LIMITED 77315	WS-ST5-UNDERGROUND PIPE, PRI		CLEARED	01/31/2019
007584	01/16/2019 NORQUIP SUPPLY LTD. 00010556	SCD-DISPOSAL-DRIVER SIDE & PAS		CLEARED	01/31/2019
007585	01/16/2019 PUROLATOR COURIER LTD. 440036012*	WS-SOURCE-TO LLOYDS OF MONC		CLEARED	01/31/2019
007586	01/16/2019 XPLORNET INV24931746	WS-MAXWELLXING-SATELLITE SER		CLEARED	01/31/2019
007587	01/23/2019 DILLON CONSULTING LIMITED 193771	WS-WATER AND SANITARY SEWER		CLEARED	01/31/2019
007588	01/23/2019 GARCELON CIVIC CENTER GIRLSHOCKEYICETIME	WS-LADYSPARTANS-HOCKEY ICE T		OUT-STD	01/23/2019
007589	01/23/2019 N. B. ELECTRIC POWER 61204006JAN19	SCD-ST5-2216 KING ST LIFT STAT		CLEARED	01/31/2019
007590	01/23/2019 STRESCON LIMITED 50302243	SCD-ST5-MANHOLES AND COVERS		CLEARED	01/31/2019
007591	01/23/2019 TOWN OF ST. STEPHEN 51705.79	WS-FUNDTRANSFER-TO GENERAL		CLEARED	01/31/2019
007592	01/23/2019 PITNEY BOWES LEASING 3201009862	WS-TOWN HALL-4TH QUARTER 201		CLEARED	01/31/2019
007593	01/30/2019 A.E. HORNE & SON LTD. 00572199-01	WS-ST5-ASPHALT BROKERAGE		OUT-STD	01/30/2019
	00572200-01	WS-ST5-ASPHALT BROKERAGE			
	00572201-01	WS-ST5-ASPHALT BROKERAGE			
	00572202-01	WS-ST5-ASPHALT BROKERAGE			
007594	01/30/2019 BELL MOBILITY INC. 523889487JAN19UTI	WS/SCD-CELL PHONE CHARGES		OUT-STD	01/30/2019
007595	01/30/2019 BRENNTAG CANADA INC. 40965203	WS-SOURCE-CHLORINE		OUT-STD	01/30/2019
	40967653	WS-SOURCE-EMPTY CYLINDER RE			
007596	01/30/2019 BRIGGS PLUMBING INC. 115738	WS-TRANS&DIST-NIPPLES THREAD		OUT-STD	01/30/2019
	115765	WS-PUMP HOUSE-REPAIR SPLIT UN			
007597	01/30/2019 COX ELECTRONICS & COMMUNICATIONS 1-024253	WS-SOURCE-COMPUTER		OUT-STD	01/30/2019
007598	01/30/2019 CREIGHTON-CARTER LTD. 961-468368	WS-#438-KIT M12X1. 75X18.0MM		OUT-STD	01/30/2019
	961-468456	WS-#102-MIRROR			
	961-469269	WS-#438-TRICO ICE WINTER BLADE			
	961-469618	WS-TRANS&DIST-DIELECTRIC TUNE			
007599	01/30/2019 DAVIS FUELS 17513	WS-MAXWELL CROSSING-HEATING		OUT-STD	01/30/2019
007600	01/30/2019 GULLISON'S COURIER SERVICE 324880	WS-SOURCE-TO RPC		OUT-STD	01/30/2019

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 007643 dated between 01/01/2019 and 01/31/2019

**CHEQUE REGISTER**

Printed: 3:10:39PM 02/21/2019

Number	Issued	Amount	SC	Status	Status Date
	717224	WS-SOURCE-TO RPC			
	717617	WS-SOURCE-TO RPC			
	717922	WS-SOURCE-TO RPC			
007601	01/30/2019	KEITH'S BUILDING SUPPLIES		A/P	OUT-STD 01/30/2019
	181446	WS-TRANS&DIST-RECIP BLADES			
	181886	WS-TRANS&DIST-ROOF RAKE			
	181905	WS-SOURCE-CALCIUM CHLORIDE			
007602	01/30/2019	KENT BUILDING SUPPLIES		A/P	OUT-STD 01/30/2019
	1509612	SCD-DISPOSAL-CABLE			
	1512966	SCD-DISPOSAL-ROBERTSON 2" BIT.			
007603	01/30/2019	PARTS FOR TRUCKS INC.		A/P	OUT-STD 01/30/2019
	34285871-00	WS-#102-CUTTING EDGE, HYD FLUI			
007604	01/30/2019	RESEARCH & PRODUCTIVITY COUNCIL		A/P	OUT-STD 01/30/2019
	245091	WS-SOURCE-DRINKING WATER LAE			
	245171	WS-SOURCE-DRINKING WATER LAE			
	245242	WS-SOURCE-DRINKING WATER LAE			
	245318	WS-SOURCE-DRINKING WATER LAE			
	245713	WS-SOURCE-DRINKING WATER LAE			
	246190	WS-SOURCE-DRINKING WATER LAE			
	246250	WS-SOURCE-DRINKING WATER LAE			
	246334	WS-SOURCE-DRINKING WATER LAE			
	246540	WS-SOURCE-DRINKING WATER LAE			
007605	01/30/2019	SAINT JOHN LABORATORY SERVICES LTD.		A/P	OUT-STD 01/30/2019
	979-18	SCD-DISPOSAL-TREATMENT PLANT			
007606	01/30/2019	SOURCE ATLANTIC		A/P	OUT-STD 01/30/2019
	3127650	WS-TRANS&DIST-PYLONS, CLOTHI			
007607	01/30/2019	SOUTHWEST CONCRETE & CONS LTD		A/P	OUT-STD 01/30/2019
	IN000005826*	WS-ST5-WINTER SAND			
	IN000005947	WS-WATER BREAK-EQUIP RENTAL			
007608	01/30/2019	STATIONERY PLUS		A/P	OUT-STD 01/30/2019
	43004*	WS/SCD-TOWN HALL-LASER TONEF			
	43114*	WS/SCD-TOWN HALL-COFFEECL-CL			
	43558	SCD-DISPOSAL-TAPE, BINDER, FILE			
	43733	WS-TRANS&DIST-PENS, CLIPBOARI			
	43982*	WS/SCD-TOWN HALL-DRUM, TONEF			
	43990	WS-SOURCE-LAMINATE, CALENDAR			
	44671*	WS/SCD-TOWN HALL-FILE FOLDER			
007609	01/30/2019	NULANTIC WATER INC.		A/P	OUT-STD 01/30/2019
	NUI00666	WS-MAXWELL CROSSING-TURBIDIT			
		<b>Cheque Totals Issued:</b>			
		<b>Void:</b>			
		<b>Total Cheques Generated:</b>			
		<b>Total # of Cheques Listed:</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

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

DATE: February 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 February 13, 2019 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 13, 2019 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act*  
– one (1) item
2. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act*  
– one (1) item

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Town Treasurer Tim Tozer.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Harding and SECONDED by Councillor Wheaton that the agenda be approved with one (1) addition: letter from Debbie Dow dated February 12, 2019 be added as (iii) Proposed Amendment to Zoning By-Law under the Property, By-Laws and Environment Committee. CARRIED

3. CONFLICT OF INTEREST

Councillor Hyslop declared a conflict of interest with respect to the Land Matter to be reviewed in the closed session as per Section 68(1)(d) of the New Brunswick *Local Governance Act*, and completed and filed Form 3 with the Town Clerk.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

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

In addition to his report, Sergeant Stubbs advised that a few of his officers are being transferred and are being replaced with a few new members and as in the past, he will introduce the new members, from time to time, at future meetings.

Sergeant Stubbs commended Don Merritt with the Public Works Department for his plowing and shoveling efforts at the Detachment.

- (ii) Report of the Fire Department – The report of the Fire Department was received and reviewed.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.
- (iv) Review of Penalty Provisions Related to Illegal Parking – The Chief Administrative Officer advised that he and the By-Law Enforcement Officer will review the entire Traffic By-Law and will prepare recommendations for review at a future meeting prior to provincial approval.

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Report of the Development / Property Management Office – The report of the Development / Property Management Office was received and reviewed.
- (iii) Proposed Amendment to Zoning By-Law – The letter from Debbie Dow dated February 12, 2019 was received and reviewed.

A motion will be considered at the next Regular Session of Council on Monday, February 25, 2019 to amend the Zoning By-Law to add “a daycare centre” as a permitted use under the Commercial Mix Zone.

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

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer provided a verbal report and, in particular, noted the following:
- The position of Director, Community Services has been advertised, along with support positions at the Garcelon Civic Center.
  - Projects approved in the 2019 budgets will be commenced in the near future.
- (ii) Report of the Finance Department – Report: TR 03-19 from the Treasurer was received and reviewed for informational purposes.
- (iii) Borrowing Limit Authorizations for the General Operating and Water and Sewerage Operating Funds – Report: TR 03-19 from Assistant Treasurer dated February 13, 2019 was received and reviewed, and two (2) motions will be considered at the next Regular Session of Council on Monday, February 25, 2019 for borrowing authority at the Royal Bank and Scotiabank.
- (iv) Proposed Year Round Campobello Ferry – Letter from Chair, Campobello Year Round Ferry Development Committee dated February 5, 2019 was received.

Committee directed the Chief Administrative Officer to draft a letter of support from Mayor MacEachern to Mayor Smart of Campobello.

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

- (i) Report of the Parks and Recreation Office – There was no report this month.
- (ii) Garcelon Civic Center Report – Report: GCC 02-19 from the Operations/Maintenance Coordinator was received and reviewed for informational purposes.

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

- (i) Events and Community Relations – Report: EC 02-19 from the Events Development Coordinator was received and reviewed for informational purposes.

As noted in the Events Development Coordinator's report, an International Festival general meeting will be held in February or early March, and Councillor Wheaton encouraged people to come forward and assist with this year's festival.

- (ii) Epilepsy Awareness – The letter from The Epilepsy Association of Nova Scotia dated February 1, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 25, 2019 to permit purple ribbons be tied to lamp posts on Milltown Boulevard from March 19 to March 31 to promote epilepsy awareness.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 02-19 from the Director of Operations was received and reviewed for informational purposes.

In addition to the Progress Updates noted in the Director's report, the Chief Administrative Officer advised that he will forward to Council recent information received from Dillon Consulting Limited with respect to the re-tendering of the Waterfront Revitalization project.

- (ii) Review of Municipal Practice – Charging for Water Meter Replacement – Report: CAO 03-19 from the Chief Administrative Officer was received and reviewed, and Committee directed the Chief Administrative Officer to prepare the necessary by-law amendments to remove charges related to the replacement of water meters as part of normal maintenance operations.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 6:05 p.m. and returned to open session at 6:20 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Harding that the meeting adjourn at 6:20 p.m.

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 13, 2019 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

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

1. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act*  
– one (1) item
2. Financial Matter – Section 68(1)(c) 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
- (ii) Report of the Fire Department – Report: FD 02-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office
- (iv) Review of Penalty Provisions Related to Illegal Parking – Information to follow.

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

- (i) Report of Building Inspection Office
- (ii) Report of the Development / Property Management Office

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

- (i) Report of the Chief Administrative Officer – Information to follow.
- (ii) Report of the Finance Department – Report: TR 02-19 from Treasurer attached.
- (iii) Borrowing Limit Authorizations for the General Operating and Water and Sewerage Operating Funds – Report: TR 03-19 from Assistant Treasurer dated February 13, 2019 attached.
- (iv) Proposed Year Round Campobello Ferry – Letter from Chair, Campobello Year Round Ferry Development Committee dated February 5, 2019 attached.

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

- (i) Report of the Parks and Recreation Office – No report this month.
- (ii) Garcelon Civic Center Report – Report: GCC 02-19 attached.

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

- (i) Events and Community Relations – Report: EDC 02-19 from Events Development Coordinator attached.
- (ii) Epilepsy Awareness – Letter from The Epilepsy Association of Nova Scotia dated February 1, 2019 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Report: PW 02-19 from Director of Operations attached.
- (ii) Review of Municipal Practice – Charging for Water Meter Replacement – Information to follow.

6. NEW BUSINESS

7. ADJOURNMENT

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

DATE: February 25, 2019

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

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

**STAFF REPORTS**

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



**Town of St. Stephen  
Information Report to Council  
Report: TR 02-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection and Human Resource/Office Manager  
**Date of Meeting:** February 8, 2019  
**Subject:** TREASURER INFORMATIONAL REPORT

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

**Staff Activity since last report:**

- 1) Monthly accounting procedures:
  - A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
    - Accounts Receivable closed to October 31, 2018.
    - Processing Utility bills Oct-Dec/18-Complete.
  - B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
    - Accounts payable closed to November 30, 2018.
  - C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
    - Bi-weekly 82 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 116 employees.
    - Calculating Union retroactive pays-Complete.
    - T4's & T4A's-In Progress.
    - Worksafe NB 2019 remittance-In Progress

- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to February 28, 2018.
  - Council and Department Head Statements of Revenue and Expenditures to October 31, 2018.

1) Meetings:

- A) Weekly Garcelon Civic Center Management Staff meetings.
- B) Weekly Finance Department Staff meetings.
- C) Committee Meeting-January 16, 2019.
- D) Special Council Meeting-January 21, 2019.
- E) Bank of Nova Scotia Representative Meeting-January 29, 2019.

2) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, monitoring, approval and processing of progress payments, grant remittance forms and debenture application:
  - 1) 2012 Sidewalks and Streets Rehabilitation.
  - 2) Civic Center.
  - 3) Prince William Street Infrastructure Renewal.
  - 4) Milltown Blvd (Church Street to Pleasant Street).
  - 5) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 6) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 7) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 8) Skateboard Park.
  - 9) Old Town Hall.
  - 10) Waterfront Revitalization.
  - 11) Turning the Corner Community Space.
  - 12) Combined Sewer Separation and Utility Renewal (Murchie Avenue and Cedar Street).
  - 13) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 14) Water and Sanitary Sewer System Extension (Route 3)
  - 15) 2019 Capital Plans-16 additional capital projects
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to October 31, 2018.
  
- C) 2019 Capital Budget-Complete.
  
- D) 2019 Operating budgets-In Progress.

- E) Multiple HST remittances-In Progress.
- F) Various insurance issues-In Progress.
- G) Municipal Asset Management Plan Project-In Progress.
- H) Administering the Charles F Todd Trust Fund-In Progress.
- I) Review of online banking packages-In Progress.
- J) 2018 charitable donation receipts-In Progress.
- K) Computer server maintenance.

Tim Tozer, CPA, CMA  
Treasurer  
Town of St. Stephen



**Town of St. Stephen  
Information Report to Council  
Report: PW 02-19**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** February 04, 2019  
**Subject:** February Committee Meeting

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

**1: Water system:**

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

**2: Streets:**

- a) Picked up Christmas Trees.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Repaired 3 Catch Basins.
- e) Cold patched pot holes.

**3: Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Flushed 1 Sewer Lateral.
- c) Plowed Snow.
- d) Hauled Snow.

## **Progress Updates**

February 04, 2019

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

Pipe installation is complete to approximately Station 0+740. This represents approximately 2/3 of the pipe length to be installed. The contractor is coordinating with their drilling subcontractor to schedule the pipe installation under the ramp and Route 3. This schedule is not yet confirmed, but it is anticipated that the construction will resume on February 11.

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

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

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

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

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

Dillon is currently reviewing options that will reduce project cost which will be discussed with the Town in February prior to re-tendering the project with a modified scope of work.

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

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

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

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



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



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

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

<b>1. Alarms were:</b>	Town Alarms	8		
	Out of Town Alarms	3		
	Mutual Aid –Calais	0		
	<b>Total</b>	<b>11</b>		
<b>Alarms</b>	<b># Calls</b>	<b># FF</b>	<b># Hours</b>	
1. Alarm system activation	2	7	7	
2. Motor Vehicle Accident	1	12	12	
3. Ambulance Assist	1	9	9	
4. Structure Fire	2	33	84	
5. Chimney Fire	4	51	63	
6. Vehicle Fire	1	6	6	
<b>Total</b>				
SSFD	11			
Other FD	53			
St Stephen PW	7			
St Andrews PW	7			
<b>Total calls dispatched</b>	<b>78</b>			

**2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Provincial Firefighters Curling Championship in Oromocto. Our team placed first in Division B.

3. Station tour for Beavers.

### **3. Fire Chiefs Activities**

1. Committee Meeting
2. Year-end reporting to the Office of the Fire Marshal.
3. JHSC meetings (internal) and with Shelley O'Dell from Worksafe NB with respect to policy and plan development.
4. Coordinating and instructing the 2019 Firefighter 1 Program on behalf of the Fundy Firefighters Association and NBCC.
5. Updates and information for the new Regional Emergency Measures Coordinator for NBEMO, Region 10.

### **4. Equipment**

1. Pump primer on Unit 202 needed to be replaced.
2. SCBA air compressor went through annual service and some minor repairs.

### **5. Personnel**

1. Two new recruits have been brought on, based on probationary terms. These two recruits began Firefighter 1 training in St. George on January 29<sup>th</sup> and will continue into June, until completion.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## January REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for January By-Law –Enforcement.  
We handled 62 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (4)	<p><i>Spoke with</i> the RCM Police with regards to the warrant to be executed</p> <p>DPW called with regards to a vehicle that was towed during snow removal</p> <p>Civic center called with regards to a vehicle they need towed with regards to parking issues</p> <p>Summons was served for court as well as affidavit prepared for same</p>	<p>Has not been issued as of yet</p> <p><i>Person returned to vehicle before tow truck arrived.</i></p>
Assist General Public (3)	<p>Local citizen called to complain about the snow removal blocking a drain in Milltown causing water to back up</p>	<p>Spoke with the owner and he will ensure the plow driver fixes the issue.</p>

	<p>Gentleman called to complain about the parking issues on Marks St. during drop off and pick up from school</p> <p><i>This office handled numerous calls from people about getting a parking ticket at the GCC</i></p>	Informed him we will monitor same
Parking (53)	<p>Ten (10) tickets were issued for parking infractions</p> <p><i>12 Warnings were given for parking</i></p> <p>2 overnight parking warning were issued to vehicles on streets</p> <p>10 Tickets in total were paid</p> <p>Nine (9) summonses were sent out by registered mail.</p> <p>Ten (10) were hand delivered</p>	
Dog Complaints (2)	<p><i>This office is currently investigating a dog using the neighbors yard as it's bathroom</i></p>	<i>Spoke with the dog's owner and he will make sure that she stops</i>

	<i>Complaint of a pit bull, lab mix running at large in the Milltown area</i>	<i>Have passed this onto animal control and this office is looking into it as well.</i>
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Respectfully Submitted,  
Brent MacDougall  
By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

Received a call from a man who found a dog at Subway, the owner came for the dog before I arrived. I received a call of a dog looking lost at the bottom of Dover Hill , I was unable to locate the dog. I received call from a resident on Murchie Ave. about their dog missing , the dog was located at a apartment building where a female lives. I spoke to the owners and warnings were given. Received a complaint of a dog running at large on Church St. Found the home of the dog but the owners would not answer the door. After numerous attempts a letter was sent to them. Received a call of a little dog hanging around the corner of Union and King, the dog was impounded. Later the owner paid a fine, license and board. Received a call of a pit bull mix running out at people on corner of Pleasant and Riverside. I spoke with the owner and a warning was given. Received a call of a Black Lab running on Church St., the address given was the wrong one. Received a call of a dog tied out in bad weather in the Milltown area, I spoke with the owner and they agreed to get a dog house suitable for the animal. Received a call of a pit bull running loose on Pleasant St. The owner later called stating the dog was missing.

Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

BUILDING INSPECTION 2019	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
	# of Per. Pres/mth	# of Per. Prev/yr/mth	Value Pres. Mth	Value Prev. Yr Mth	YTD.#Permits Present Year	YTD.#Permits Prev year	YTD.Value Present Year	YTD.Value Previous Year		
<b>JANUARY</b>										
<b>TYPE OF CONSTRUCTION</b>										
New Residential	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00		
Residential Renos/Additions	0	1	\$0.00	\$30,000.00	0	1	\$0.00	\$30,000.00		
New Com./Indus./Instit.	3	0	\$5,344,000.00	\$0.00	3	0	\$5,344,000.00	\$0.00		
Com./Indus./Inst. Renos	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00		
Institutional	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00		
Demolition	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00		
<b>TOTALS</b>	<b>3</b>	<b>1</b>	<b>\$5,344,000.00</b>	<b>\$30,000.00</b>	<b>3</b>	<b>1</b>	<b>\$5,344,000.00</b>	<b>\$30,000.00</b>		
	<b>Cur. Mth</b>									
Demolition Permits	0	N/A								
Stop Work Orders Issued	0	N/A								
Pre-site Inspections	4	N/A								
Electrical waivers issued	5	N/A								
Active Uninsightly Premises	5	N/A								
Sign Permits	5	N/A								

# Town of St. Stephen

*Canada's Chocolate Town*



## Report of Development / Property Management Office – January 2019

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<b>Planning Advisory Committee</b>	No meeting held in January.
<b>Sign Permits</b>	5 approved
<b>Variances</b>	0 approved
<b>Approved Plans</b>	0 approved
<b>Unightly Premises</b>	The Office of the Building Inspector has five (5) active and ongoing unsightly files open.

### PROPERTIES

<b>R.C.M.P. Building</b>	No activity to report.
<b>Library</b>	No activity to report.
<b>Airport</b>	2019 budget being reviewed with airport attendant.
<b>5 Kings Restaurant</b>	Issues with lack of heat being investigated.



## Town of St. Stephen Information Report to Council Report: GCC: 02-19



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Jeremy McShane, Operations/Maintenance Coordinator  
**Resource Staff:** Kari Kluge and Nikki Mott  
**Date of Meeting:** February 6<sup>th</sup>, 2019  
**Subject:** Garcelon Civic Center Monthly Report

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

### Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. Ongoing work on pool filters
3. Interview process continuing for Casual Maint. Position
4. One swim platform being replaced by manufacturer. Defect in manufacturing.
5. Work on commercial Makeup air unit for kitchen, found a few issues, will be fixed.
6. Shift trial with a designated custodial rotation has been proven to be making a difference in the trouble areas. Will continue with this.

### Aquatics Department

1. Halfway through winter swimming lessons
2. Planning spring swimming lessons with registration beginning March 24th
3. Organizing and planning courses to teach lifeguards the swimming lesson instructor and advanced swimming lesson instructor courses.
4. Ordering new equipment for the gym (more weight plates)
5. Planning summer programming schedules for GCC and Milltown Pool

### Administration/Accounting

#### 1. Monthly Projects

- a. Completed the Accounts Receivable Aging Report for November and December 2018. Submitted to Accounting for processing.
- b. Reviewed Outstanding Invoices.
- c. Sent monthly invoices to various organizations.
- d. Updated Corporate Membership Policy. New policy will start on April 1, 2019.
- e. Trained a casual employee for flex work when needed.

- f. Updated Admin/Front Desk training manual. Will re-training student staff throughout the month of February.
- g. Liaised with Events Coordinator and Aquatics/Fitness Coordinator on various programs and future planning.

2. **Statistics:**

- a. Approximately 1834 membership check-ins were recorded for the month.
- b. Approximately 165 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 58 punch cards sold throughout the month.

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

DATE: February 25, 2019

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

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

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

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

**THE TOWN OF ST. STEPHEN**

**BY-LAW NO. Z-1.8**

**A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW.**

**BE IT ENACTED** by the Council of The Town of St. Stephen as follows:

1. By-Law No. Z-1, being The Town of St. Stephen Zoning By-Law, is amended by adding “a daycare centre” as a permitted use under Section 5.3.1(1)(a) CM (Commercial Mix) Zone and numbered (xxix).

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

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

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

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

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

DATE: February 25, 2019

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

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

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

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



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

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**POLICE REPORT  
January 2019**

**Council / Mayor's Report:**

This report for the Town of St. Stephen RCMP covers the period of **January 1, 2019 to January 31, 2019 inclusive**. During this time period, the RCMP responded to **301** calls for service within the Municipality of St. Stephen.

**TRAFFIC**

Check stops.....	32
Driving While Disqualified or License Suspension.....	2
Other Moving Traffic Violations – Provincial/Territorial.....	5
Other Non-Moving Traffic – Provincial/Territorial.....	1
Traffic Collision – Non-Reportable.....	7
Traffic Collision – Property Damage.....	3
Traffic Tickets.....	37
Traffic Warnings.....	8

**PROVINCIAL STATUTES:**

False/Abandoned 911.....	8
Fire Prevention Act – Other Activities.....	2
Mental Health Act.....	3
Trespass Act – Provincial/Territorial – Other Activities.....	2

**CRIMINAL CODE:**

Breach of Peace .....	1
Break and Enter – Other .....	1
Break and Enter – Residence .....	2
Criminal Harassment .....	1
Disturbing the peace/Causing a disturbance.....	1
Failure to comply with condition of undertaking/recognizance/direction in remand order.....	1
Harassing Communications .....	1
Impaired Operation over 80 mgs of Motor Vehicle .....	1
Mischief – Damage to, or obstruct enjoyment of property .....	4
Other theft under \$5000.....	2
Theft under/equal to \$5000 – Shoplifting.....	1
Theft under/equal to \$5000 from a motor vehicle .....	1
Theft, forgery, misuse of credit card.....	1
Uttering Threats against a Person.....	3

**OTHER FEDERAL STATUTES:**

Trafficking – Schedule I: Other.....	1
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**OTHER INVESTIGATIONS:**

Assistance to Canadian Federal Agency.....	8
Assistance to Canadian Police (non-RCMP) Agency .....	2
Assistance to Canadian Provincial/Territorial Agency .....	4
Assistance to General Public .....	9
Crime Prevention .....	2
False Alarms.....	14
Information File .....	2
Items Lost/Found – except Passports .....	2
Municipal Bylaws .....	1
Police Certificates/Letters .....	109
Suspicious Person/Vehicle/Property .....	6
Unfounded .....	7
Wellbeing Check.....	3

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

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

DATE: February 25, 2019

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

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

**SCOTIABANK BORROWING AUTHORITY**

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

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

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

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

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

DATE: February 25, 2019

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

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

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

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

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

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

DATE: February 25, 2019

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

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

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

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

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

DATE: February 25, 2019

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.