

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**MONDAY, AUGUST 24, 2020 @ 7:00 P.M.**  
**GARCELON CIVIC CENTER**  
**22 BUDD AVENUE, ST. STEPHEN, NB**

**Public Attendance via Town's Facebook Page**

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 – July 27, 2020
  
8. **ACCOUNTS**
  - (a) Statements of Revenue and Expenditure – June 30, 2020
  - (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 – August 12, 2020

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-law No. A-17 - A Bylaw Respecting the Remuneration of Members of Town Council – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Setting Date for Public Hearing of Objections – Proposed Municipal Plan By-law
- (b) Employee Code of Conduct

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: August 24, 2020

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

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

**AGENDA**

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

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

DATE: August 24, 2020

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on July 27, 2020 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**MONDAY, JULY 27, 2020 @ 7:00 P.M.**

**In response to the outbreak of the COVID-19 virus, the public was not permitted to attend the meeting; however, the meeting was broadcast live on the Town's Facebook page.**

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 Harding

Seconded by Councillor Chisholm

107/20 **THAT the Agenda be approved as circulated. CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

**REGULAR COUNCIL MEETING**

Moved by Councillor Parker

Seconded by Councillor Wheaton

108/20 **THAT the Minutes of the Regular Council meeting held on June 22, 2020 be approved as circulated. CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 109/20 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to May 31, 2020 be received.  
CARRIED

PAID BILLS

Moved by Councillor Wheaton  
Seconded by Councillor Parker

- 110/20 THAT the paid bills in the amount of \$1,579,710.30 (one million, five hundred and seventy-nine thousand, seven hundred and ten dollars and thirty cents) be received.  
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

- 111/20 THAT Communication for Information, note and file, be adopted. CARRIED

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Wheaton  
Seconded by Councillor Harding

- 112/20 THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on July 15, 2020 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Parker  
Seconded by Councillor Hyslop

113/20 THAT the following staff reports for the month of June 2020 be adopted:  
Chief Administrative Officer; Finance Department; Public Works Department; Fire  
Department; By-Laws and Building Inspection Services; and Community Services  
and Events. CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws were considered.

14. NEW BUSINESS

UNSIGHTLY PREMISES – 29 PLEASANT STREET

Moved by Councillor Harding  
Seconded by Councillor Chisholm

114/20 THAT the Council of the Town of St. Stephen declares 29 Pleasant Street (PID #  
01312347), St. Stephen, NB, to be unsightly as outlined in the Town of St. Stephen's  
By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises" and  
directs the Chief Administrative Officer to cause the said premises to be cleaned up  
or repaired in the most cost effective manner, including demolition if necessary, with  
any related costs being recoverable from the property owner. CARRIED

AWARDING OF CONTRACTS – TOWN HALL RELOCATION – FURNITURE  
TENDER

Moved by Councillor Wheaton  
Seconded by Councillor Hyslop

115/20 THAT the following three (3) contracts be awarded to provide furnishings  
appropriate to the operational requirements of the new space for the Town Hall  
relocation at the Garcelon Civic Center:

Company

Amount

Chandler	\$18,342.41, plus HST
Office Express Inc.	\$12,216.37, plus HST
Grand & Toy Ltd.	\$60,394.24, plus HST

CARRIED

**TOWN OF ST. STEPHEN – DESIGNATED HIGHWAYS FIVE YEAR PRIORITIES  
(2021 – 2025) – MUNICIPAL DESIGNATED HIGHWAY PROGRAM**

Moved by Councillor Hyslop

Seconded by Councillor Parker

- 116/20 THAT the Council of the Town of St. Stephen approves the Designated Highways Five Year Priorities (2021 - 2025) list as presented at the Committees meeting on July 15, 2020, under the Municipal Designated Highway Program, and submits same to the Department of Transportation and Infrastructure to assist the Department in considering the request in preparation for the budget process. **CARRIED**

**AWARDING OF TENDER: STREET IMPROVEMENTS 2020 – MILLTOWN  
BOULEVARD (BOUNDARY STREET TO HILL STREET) – DILLON PROJECT  
NO. 20-2637 – NBDTI PROJECT NO. 20-D430**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 117/20 THAT of the six (6) tenders received, the low tender of \$635,930 (six hundred and thirty-five thousand, nine hundred and thirty dollars), including HST, from Classic Construction (2012) Ltd. of Saint John, NB, for street improvements on Milltown Boulevard between Boundary Street and Hill Street be accepted. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Councillor Hyslop**

- Attended all Town meetings.
- Attended a Charlotte County Museum board meeting and stated that the museum is open by appointment only.

**Councillor Wheaton**

- Attended all Town meetings.
- Participated electronically in a Rural Lynx/Southwest NB Transit Authority Inc. board meeting and Annual General Meeting and the board voted to dissolve the corporation.
- Invited to and attended one of the “Meet Your Neighbour” sessions at the McNichol property now owned by the Passamaquoddy Nation which arose out of NB Power’s decision to decommission the Milltown Dam.
- Participated electronically to discuss preparations for Chocolate Fest events.
- Busy working on next year’s St. Stephen’s 150<sup>th</sup> Anniversary Celebrations.

**Councillor Chisholm**

- Attended all Town meetings.
- Had an informal meeting with the Director of Community Services.



Councillor Harding

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Thanked the Mayor for his dedication in attempting to save the decommissioning of the Milltown Dam, and advised that supposedly a consultation process may take place in a few months.

Councillor Parker

- Attended all Town meetings.
- Pleased with the work done on the Turning the Corner project.
- Pleased with the renovations at the St. Croix Public Library.
- Responded to phone calls.

Mayor MacEachern

- Attended all Town meetings.
- Thanked both staff and Council for their work through the COVID-19 pandemic.
- Suggested to the public to get the facts and state their opinions on the potential decommissioning of the Milltown Dam.

16. QUESTION PERIOD

Any questions posted on the Town's Facebook page will be addressed by the Chief Administrative Officer.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop  
Seconded by Councillor Parker

118/20 THAT the meeting adjourn at 7:15 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
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8. **ACCOUNTS**
  - (a) Statements of Revenue and Expenditure – May 31, 2020
  - (b) Paid Bills
  
9. **COMMUNICATIONS**  
**COMMUNICATION FOR INFORMATION**
  - (a) Thank you card from Chloe Hannan, recipient of the JAD Campbell Scholarship.  
**COMMUNICATION FOR ACTION**

10. APPROVAL OF COMMITTEE MINUTES

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

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Unightly Premises – 29 Pleasant Street  
(b) Awarding of Contracts – Town Hall Relocation – Furniture Tender  
(c) Town of St. Stephen – Designated Highways Five Year Priorities (2021 – 2025) – Municipal Designated Highway Program  
(d) Awarding of Tender: Street Improvements 2020 – Milltown Boulevard (Boundary Street to Hill Street) – Dillon Project No. 20-2637 – NBDTI Project No. 20-D430

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: August 24, 2020

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

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

**STATEMENTS OF REVENUE AND EXPENDITURE**

**THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2020 be received.

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

	<b>Actual To Date For the Six Months Ending June 30, 2020</b>	<b>Budget For the Year Ending December 31, 2020</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	2,701,221	5,402,445	\$2,701,224	50%
Services Provided to Other Governments	116,310	224,617	108,307	52%
Sale of Services	156,559	736,230	579,671	21%
Other Revenue From Own Sources	80,876	220,570	139,694	37%
Unconditional Grants	844,077	1,608,894	764,817	52%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	538,473	1,203,167	664,694	45%
<b>Total Revenue</b>	<b>4,437,516</b>	<b>9,400,123</b>	<b>4,962,607</b>	<b>47%</b>
<b>Expenditure</b>				
General Government Services	632,257	1,094,153	461,896	58%
Protective Services	1,153,262	2,342,901	1,189,639	49%
Transportation Services	1,016,601	2,154,100	1,137,499	47%
Environmental Health Services	125,806	230,320	104,514	55%
Environmental Development Services	181,259	364,931	183,672	50%
Recreational and Cultural Services	844,102	2,223,274	1,379,172	38%
Fiscal Services	491,744	982,444	490,700	50%
Other	-8,307	8,000	16,307	-104%
<b>Total Expenditures</b>	<b>4,436,724</b>	<b>9,400,123</b>	<b>4,963,399</b>	<b>47%</b>
<b>Surplus (Deficit)</b>	<b>\$792</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Six Months Ending June 30, 2020</b>	<b>Budget For the Year Ending December 31, 2020</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$1,014,770	\$2,122,590	\$1,107,820	48%
Other Revenue From Own Source	\$104,279	\$211,080	106,801	49%
Other Transfers	\$15,487	\$30,973	15,486	50%
<b>Total Revenue</b>	<b>1,134,536</b>	<b>2,364,643</b>	<b>1,230,107</b>	<b>48%</b>
<b>Expenditures</b>				
Water Supply	\$545,006	\$1,134,589	589,583	48%
Sewerage Collection and Disposal	\$360,379	\$718,782	358,403	50%
Fiscal Services	\$370,317	\$511,272	140,955	72%
<b>Total Expenditures</b>	<b>1,275,702</b>	<b>2,364,643</b>	<b>1,088,941</b>	<b>54%</b>
<b>Surplus (Deficit)</b>	<b>(\$141,166)</b>	<b>\$0</b>		

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

DATE: August 24, 2020

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$764,390.36 (seven hundred and sixty-four thousand, three hundred and ninety dollars and thirty-six cents) be received.

**Bank Direct Withdrawals:**

**SERVICE NEW BRUNSWICK:**

**JUNE, 2020**

Invoice #1342116 (Fee for Utility Payment Acceptances at Service New Brunswick)

104.26

**Total**

\$ 104.26

**Grant Total**

\$ 104.26



Town of St. Stephen  
 BNK4 - Civic Center Bank Account  
 Cheques from 000001 to 000057 dated between 07-01-2020 and 07-31-2020

CHEQUE REGISTER

Printed: 11:49:38AM 08/19/2020

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Number	Issued	Amount	SC	Status	Status Date
000055	07/30/2020 TOWN OF ST. STEPHEN	5,000.00	A/P	OUT-STD	07/30/2020
	5000.00 GG-FUNDTRANSFER-TO GENERAL	5,000.00			
	<b>Cheque Totals Issued</b>	<b>5,000.00</b>			
	<b>Void</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>5,000.00</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  
 BNK5 - Interim No.1-GCF  
 Cheques from 000001 to 000056 dated between 07-01-2020 and 07-31-2020

CHEQUE REGISTER

Printed: 11:50:12AM 08/19/2020

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Number	Issued	Amount	SC	Status	Status Date
000053	07/06/2020 TOSS SOLUTIONS 2554 Professional Services-New Town Hall	3,278.39 3,278.39	A/P	OUT-STD	07/06/2020
000054	07/08/2020 KING'S CABLING SOLUTIONS LTD. KC-007-20 GCC-25 Pair Backbone Cable	1,869.51 1,869.51	A/P	OUT-STD	07/08/2020
000055	07/22/2020 DILLON CONSULTING LIMITED 216726 Project#202509-Waterfront Trail Upgra	3,393.77 3,393.77	A/P	OUT-STD	07/22/2020
<b>Cheque Totals Issued:</b>		<b>8,541.67</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>8,541.67</b>			
<b>Total # of Cheques Listed:</b>		<b>3</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK8 - Interim No.3-UCF**  
 Cheques from 000001 to 000020 dated between 07-01-2020 and 07-31-2020

**CHEQUE REGISTER**

Printed: 11:50:45AM 08/19/2020

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000018	07/22/2020 MURPHY SURVEYS LTD. 2020-022 Easement Survey River Street	2,072.88 2,072.88	A/P	OUT-STD	07/22/2020
000019	07/28/2020 DILLON CONSULTING LIMITED 216725 Project#191946-West Street Infrastruct	7,175.01 7,175.01	A/P	OUT-STD	07/28/2020
<b>Cheque Totals Issued:</b>		<b>9,247.89</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>9,247.89</b>			
<b>Total # of Cheques Listed:</b>		<b>2</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 026235 dated between 07-01-2020 and 07-31-2020

**CHEQUE REGISTER**

Printed: 11:51:04AM 08/19/2020

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Number	Issued	Amount	SC	Status	Status Date
026013	07/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000032128 GG-TOWNHALL-LEASE FOR JULY/20	5,417.62 5,417.62	A/P	CLEARED	07/31/2020
026043	07/07/2020 ACCT #903240047015 JUNE2020 VOLUNTEER FIRE MEMBERSHIPS D	270.00 270.00	A/P	OUT-STD	07/07/2020
026044	07/07/2020 ACCT 8025-280 JUNE2020 LOCAL 770 UNION DUES-JUNE 2020	2,011.25 2,011.25	A/P	CLEARED	07/31/2020
026045	07/07/2020 ANDY'S POOL AND SPA 30053141 RC-MILLPOOL-FILTER MEDIA	1,260.00 1,260.00	A/P	OUT-STD	07/07/2020
026046	07/07/2020 BELL MOBILITY INC. 523889487JUN20CC CC-ADMIN-CELL PHONE CHARGES 523889487JUN20GG TS/PS/RC/GG-CELL PHONE CHARGE	1,511.84 294.28 1,217.56	A/P	CLEARED	07/31/2020
026047	07/07/2020 C.J.MUNN EQUIPMENT LTD. 95554 PS-FIRE-2 POINT CHIN STRAPS	112.24 112.24	A/P	CLEARED	07/31/2020
026048	07/07/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JUNE2020 GG-MUNCIPALPLAN-JUNE 2020	42,019.62 42,019.62	A/P	CLEARED	07/31/2020
026049	07/07/2020 CNH CAPITAL IN95293 TS-#18-WIRE HARNESS	372.78 372.78	A/P	CLEARED	07/31/2020
026051	07/07/2020 GRAYBAR CANADA 13937661-00 CC-ARENA-4WNLED	1,006.25 1,006.25	A/P	CLEARED	07/31/2020
026052	07/07/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 321060 TS-ST5-DIESEL	2,405.02 2,405.02	A/P	CLEARED	07/31/2020
026053	07/07/2020 JOHN O'HALLORAN 2020INSTALLMENT GG-GRANT-HOUSING UNIT DEVELO	4,000.00 4,000.00	A/P	CLEARED	07/31/2020
026054	07/07/2020 KENT BUILDING SUPPLIES 10085810 CC-ARENA-LUMBER 1738659 RC-PARKS-HEX BOLTS, FLAT WASH 1739237 RC-PARKS-SAFETY GLASS HALF FF 1739910 RC-PARKS-KEYED CAMBIE SATIN N 1742197 CC-ARENA-CEMENT EDGER 1742203 CC-ARENA-LUMBER 1742427 CC-ARENA-KEYS 1743421 CC-ARENA-ALUM 3-WAY LADDER 1744184 RC-HORT-GARDEN HOE 1744434 CC-ARENA-ROLLER CAGE, 10PK MIK 1744862 CC-ARENA-STEEL POP RIVETS 1745606 CC-ARENA-ALUM POP RIVETS 1746149 CC-ARENA-POP RIVETS 1747928 CC-ARENA-ANCR/WEDGE 1749900 RC-PARKS-FOAM ROLLER, CEMENT 1750609 CC-ARENA-WOODFLLER, SCRAPER 1753246 RC-PARKS-SPRAY BOTTLES, SPRA 1753761 RC-PARKS-SPRAYERS 1753941 RC-HORT-SPIREA, CEDAR, HOSTA 1756339 CC-POOL-SCREWS, BUSHINGS, BAL 1758566 CC-POOL-WALL MOULDING 1756692 CC-ARENA-TUBING CUTTER, STEEL 1757301 CC-ARENA-COUPLINGS	1,161.23 -22.85 62.97 16.03 64.16 34.07 15.92 8.53 160.41 16.09 132.16 35.26 24.06 27.13 24.32 13.66 12.28 58.24 82.33 159.29 194.76 8.54 27.26 6.61	A/P	CLEARED	07/31/2020

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Town of St. Stephen  
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Page 2 of 8

Number	Issued	Amount	SC	Status	Status Date
026055	07/07/2020 KONICA MINOLTA BUSINESS 7602899 CC-ADMIN-PHOTOCOPIER LEASE	279.21 279.21	A/P	CLEARED	07/31/2020
026056	07/07/2020 MILLTOWN MACHINE & FABRICATION LTD. 21346 TS-#16-LABOUR & MATERIAL TO FA 21371 TS-#24-3/4 PLATE CUTTING CHARGI	1,179.93 112.61 1,067.32	A/P	CLEARED	07/31/2020
026057	07/07/2020 MINISTER OF FINANCE WEEK272020 EMPLOYEE DEDUCTIONS-JULY 05-1	209.30 209.30	A/P	CLEARED	07/31/2020
026058	07/07/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 465091 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	07/31/2020
026059	07/07/2020 RICHWIL TRUCK CENTRE LTD. 134835 TS-#5-BEARINGS, U-JOINT KITS	377.43 377.43	A/P	CLEARED	07/31/2020
026060	07/07/2020 SAUNDERS EQUIPMENT LTD. 0000080578 CC-ARENA-ZAMBONI MAINTENANCI	1,633.55 1,633.55	A/P	CLEARED	07/31/2020
026061	07/07/2020 SOURCE ONE SUPPLIES 24844 TS-SHOP-PAPER TOWELS	78.30 78.30	A/P	CLEARED	07/31/2020
026062	07/07/2020 ST. CROIX PUBLIC LIBRARY JULYTOSEPT2020 GG-GRANT-JULY-SEPTEMBER 2020	9,661.75 9,661.75	A/P	CLEARED	07/31/2020
026063	07/07/2020 ST.STEPHEN DEVELOPMENT BOARD JULY-SEPT2020 GG-GRANT-JULY-SEPT 2020	20,000.00 20,000.00	A/P	CLEARED	07/31/2020
026064	07/07/2020 ST. STEPHEN UTILITY DEPT. JUNE2020 EMPLOYEE DEDUCTIONS-JUNE 202	60.00 60.00	A/P	CLEARED	07/31/2020
026065	07/07/2020 STATIONERY PLUS 65677 GG-TOWN HALL-DRUM UNIT, LASEF 65680 GG-TOWN HALL-PENS 65735 TS-SHOP-PAPER, INKJET CARTRIDG 65846 CC-ADMIN-CORRECTION TAPE, PEN 65886 CC-ADMIN-LASER TONER 65954 GG-TOWN HALL-FILE FOLDERS 66007 GG-TOWN HALL-PAPER 66119 CC-ADMIN-LAMINATING POUCH 66160 GG-TOWN HALL-LASER TONER 66295 PS-FIRE-MULITFUNCTION PRINTER 66386 CC-ADMIN-MARKER SET, MARKER E 66552 TS-SHOP-FLAGS 66615 CC-ADMIN-MARKER SET, SHREDDE 66661 GG-TOWN HALL-LASER TONER	2,339.42 268.96 2.18 161.46 143.82 114.87 15.99 94.71 97.74 215.95 349.01 54.95 604.26 100.65 114.87	A/P	CLEARED	07/31/2020
026066	07/07/2020 UAP INC. 961-500327 TS-#28-FUEL WATER SEP FILTER, C 961-500353 TS-#38-FITTING, 3 4 C2 HYD.HOSE 961-500377 TS-SHOP-HAND IMPACT DRIVER 961-500387 PS-#202-22 WINTER TRICO CHILL 961-500591 TS-SHOP-ELECTRONIC CALIPER 961-500614 TS-#16-HYDRAULIC HOSES, COUPL 961-500676 TS-SHOP-SNAPRING PLIERS 961-500685 TS-#6-HYDRAULIC HOSES, COUPLIN 961-500736 TS-#34-FITTING, HYDRAULIC HOSE 961-500766 TS-SHOP-WIDE STRAP TIE BLACK 961-500895 TS-SHOP-COL. FLEECE, 25 LBS	3,479.71 73.52 172.89 26.32 98.07 35.52 260.21 213.89 345.74 34.43 75.56 24.35	A/P	CLEARED	07/31/2020

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	961-501009	TS-#34-HYDRAULIC HOSES, COUPL			
	961-501053	TS-SHOP-GAS PUMP HOUSE			
	961-501059	RC-PARKS-TRAILER BREAK AWAY S			
	961-501104	TS-SHOP-LOCKNUT SOCKET 2-3 4			
	961-501202	TS-#22-AIR FILTERS, ROCKERSWIT			
	961-501213	TS-SHOP-P95 FILTERS			
	961-501364	RC-PARKS-MOWERS OIL			
	961-501573	TS-SHOP-LUCITE THINNER			
	961-501584	TS-SHOP-GUN EQUIPMENT CLEANE			
	961-501626	TS-#23-BRAKE ROTORS, BRAKE PAI			
	961-501703	TS-#23-CALIPER HOUSING BOLT, C/			
	961-501753	TS-#23-TLAMP, ADO CALIPER			
	961-501893	TS-#23-CORE DEPOSIT			
	961-501929	TS-SHOP-TIP CLEANER KIT			
	961-501930	TS-SHOP-2X9 BRUSH, SMALL BRUS			
	981-502168	TS-SHOP-3 8 DR QUICK RELEASE, F			
	961-502257	TS-#17-SEAL			
	961-502366	TS-#17-SEAL			
	961-502454	TS-#7-LED AMBER DUAL STROBE			
	961-502486	TS-SHOP-NAPA W W FLUID -40			
	961-502512	TS-#7-MAGNETS			
	961-502552	RC-#304-CAMSHAFT SENSOR			
026067	07/07/2020 SOURCE ONE SUPPLIES	88.78	A/P	CLEARED	07/31/2020
	24658 CC-ARENA-GARBAGE CANS	88.78			
026068	07/07/2020 YELLOW PAGES GROUP	40.60	A/P	CLEARED	07/31/2020
	INV00903689 PS-FIRE-DIGITAL AND MEDIA LISTIN	40.60			
026069	07/13/2020 BAYVIEW TRUCKS AND EQUIPMENT LTD.	856.23	A/P	CLEARED	07/31/2020
	02P46380 RC-MOWERS-WHELLS, BLADES, MC	856.23			
026070	07/13/2020 BELL ALIANT	2,589.20	A/P	CLEARED	07/31/2020
	11368891JUN20 GG-TOWNHALL-LANDLINE PHONES	1,639.62			
	11395944JUN20 PS-FIRE-LANDLINE PHONES	929.58			
026071	07/13/2020 BERRN CONSULTING LTD.	405.95	A/P	CLEARED	07/31/2020
	204247 CC-POOL-AED BATTERIES	405.95			
026072	07/13/2020 CARMICHAEL ENGINEERING LTD.	1,738.80	A/P	CLEARED	07/31/2020
	FR-1691585 CC-ARENA-REPAIR ICE CUBE UNIT	1,738.80			
026073	07/13/2020 CNH CAPITAL	486.52	A/P	CLEARED	07/31/2020
	IN95229 TS-#18-PIN W/RING, FILTERS, HY-TF	486.52			
026074	07/13/2020 FUNDY BUILDING INSPECTION	2,484.00	A/P	CLEARED	07/31/2020
	20-73 PS-BUILDINGINSPECTOR-JUN 28 - J	2,484.00			
026075	07/13/2020 GRANITE TOWN COMMUNICATIONS LTD.	269.10	A/P	CLEARED	07/31/2020
	1052 PS-FIRE-PAGER BATTERIES	269.10			
026076	07/13/2020 HARDWARE SPECIALTY LTD.	77.78	A/P	CLEARED	07/31/2020
	140270 CC-ARENA-KEYBLANKS	77.78			
026077	07/13/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	218.99	A/P	CLEARED	07/31/2020
	401269 CC-BUILDING-NATURAL GAS	218.99			
026078	07/13/2020 L.E.WHITTAKER CO., LTD.	124.20	A/P	CLEARED	07/31/2020
	42514 PS-FIRE-ANNUAL EXTINGUISHER IN	124.20			
026079	07/13/2020 LIFESAVING SOCIETY - NB Branch	326.00	A/P	OUT-STD	07/13/2020

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	3152 CC-POOL-SWIM FOR LIFE LICENCE,	326.00			
026080	07/13/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15492 PS-BYLAW-JUNE 29 - JULY 10/20 FE	1,610.00 1,610.00	A/P	CLEARED	07/31/2020
026081	07/13/2020 MICMAC FIRE & SAFETY SOURCE NB-00875005 PS-FIRE-BUNKER SUITS	10,717.23 10,717.23	A/P	CLEARED	07/31/2020
026082	07/13/2020 MINISTER OF FINANCE WEEK282020 EMPLOYEE DEDUCTIONS-JUL 12-18	209.30 209.30	A/P	CLEARED	07/31/2020
026083	07/13/2020 SAUNDERS EQUIPMENT LTD. 0000080516 TS-#34-QC SWEEPER TENSION SPF 0000080579 TS-STREETSWEEPER-BRUSHES	790.81 280.21 510.60	A/P	CLEARED	07/31/2020
026084	07/13/2020 SHANNON MICHAEL JUNE302020 PS-ANIMALCONTROL-MONTHLY FEI	1,611.83 1,611.83	A/P	CLEARED	07/31/2020
026085	07/13/2020 SOURCE ONE SUPPLIES 24925 CC-ARENA-FLOOR STRIPPER 24974 PS-FIRE-PAPER TOWELS, DISPOSA	220.48 155.78 64.70	A/P	CLEARED	07/31/2020
026086	07/13/2020 SOUTHWEST CONCRETE & CONS LTD IN000009458 TS-TURNING THE CORNER-LIMESTO	853.30 853.30	A/P	CLEARED	07/31/2020
026087	07/14/2020 CARMICHAEL ENGINEERING LTD. FR-1692608 CC-ICEPLANT-REPLACING MALFUN	13,362.85 13,362.85	A/P	CLEARED	07/31/2020
026088	07/14/2020 SOURCE ONE SUPPLIES 24998 CC-POOL-POOL CHEMICALS	10,524.77 10,524.77	A/P	CLEARED	07/31/2020
026089	07/21/2020 BELL ALIANT 06336721JUN20 TS-AIRPORT-LANDLINE PHONE 11378668JUN20 TS/PS-199UNIONST-LANDLINE PHOI 15772965JUN20 RC-REC/POOL-LANDLINE PHONES 46435731JUN20 RC-PARKS-CHOCOLATE PARK CAME 47424130JUN20 CC-ADMIN-LANDLINE PHONES 47780283JUN20 CC-ADMIN-BUSINESS FIBE	2,055.60 169.37 371.56 320.07 117.24 716.38 360.98	A/P	CLEARED	07/31/2020
026090	07/21/2020 DAVIS FUELS 25907 TS/PS-199 UNION ST-HEATING OIL	395.12 395.12	A/P	CLEARED	07/31/2020
026091	07/21/2020 DEAN MCCULLOUGH JUN162020 RC-TURN THE CORNER-TOPSOIL	993.60 993.60	A/P	CLEARED	07/31/2020
026092	07/21/2020 DEREK MCNIECE PROMOTIONS 2665 PS-FIRE-EMBROIDERY	338.36 338.36	A/P	OUT-STD	07/21/2020
026093	07/21/2020 DWAYNE ROBINSON 818219 GG-FOODBANK-NEW RAMP WITH DI	2,410.40 2,410.40	A/P	OUT-STD	07/21/2020
026094	07/21/2020 JENN WINSTANLEY 94.00 CC-POOL-SWIM LESSONS REFUND	94.00 94.00	A/P	CLEARED	07/31/2020
026095	07/21/2020 MAYFIELD GARDENS INC. 171 RC-HORT-HANGING BASKETS	4,186.00 4,186.00	A/P	OUT-STD	07/21/2020
026096	07/21/2020 MINISTER OF FINANCE WEEK292020 EMPLOYEE DEDUCTIONS-JULY 19	209.30 209.30	A/P	CLEARED	07/31/2020
026097	07/21/2020 N. B. ELECTRIC POWER 18169205JUL20 RC-POOL-MILL LANE 18988703JUL20 TS/PS-199UNIONST-ELECTRICITY 19051703JUL20 TS-AIRPORT-ELECTRICITY 19051801JUL20 TS-AIRPORT-ELECTRICITY 216000030308JUL20 TS-ST5-AREA LIGHTS	17,839.48 3,302.28 1,068.32 166.35 46.98 12,044.11	A/P	CLEARED	07/31/2020

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	55160607JUL20	RC-COTTONMILL-LIGHTS	57.95			
	65083030JUL20	RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207JUL20	PS-RCMP-ELECTRICITY	937.47			
	72924306JUL20	RC-PARKS-BANDSTAND	40.01			
	82122207JUL20	RC-PARKS-BASKETBALL COURT	26.86			
	83278804JUL20	TS-STP-PARKS SHED	33.82			
	84960501JUL20	RC-PARKS-RIVERSIDE DR LIGHTS	75.90			
026098	07/21/2020	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	CLEARED	07/31/2020
	465903	PS-RCMP-FLOOR MATS	46.74			
026099	07/21/2020	ORKIN CANADA CORPORATION	161.58	A/P	OUT-STD	07/21/2020
	C-1684253	PS-FIRE-PEST CONTROL	161.58			
026100	07/21/2020	ORR ELECTRIC & ALARM LTD.	309.17	A/P	CLEARED	07/31/2020
	4553	RC-LIBRARY-REMOVED LIGHTS IN C	86.25			
	4600	RC-MILLPOOL-BLOWN FUSE IN THE	86.25			
	4601	RC-MILLPOOL-SWITCHED POOL PU	136.67			
026101	07/21/2020	PAYROLL TRANSFER	84,953.00	A/P	CLEARED	07/31/2020
	WEEK282020	GG-TRANSFER-JULY 03-16/20	84,953.00			
026103	07/21/2020	RECEIVER GENERAL FOR CANADA	39,069.72	A/P	CLEARED	07/31/2020
	WEEK282020	GG-REMITTANCE-JULY 03-16/20	39,069.72			
026104	07/21/2020	SAKO INDUSTRIAL SUPPLY	732.56	A/P	CLEARED	07/31/2020
	1182	TS-SHOP-TACKY IMPACT GREASE	350.18			
	1183	TS-SHOP-RUST DEFENSE	382.38			
026105	07/21/2020	SAUNDERS EQUIPMENT LTD.	510.60	A/P	CLEARED	07/31/2020
	0000080704	TS-STREETSWEEPER-BRUSHES	510.60			
026106	07/21/2020	SEAN MORTON	220.13	A/P	CLEARED	07/31/2020
	SUPPERMEETING	PS-FIRE-FIRE DEPT SUPPER MEETI	220.13			
026107	07/21/2020	SOUTHERN SANITATION LTD.	5,469.76	A/P	OUT-STD	07/21/2020
	183588	GG-TOWN-LEAF AND BRUSH CLEAN	5,469.76			
026108	07/21/2020	SOUTHWEST ELECTRIC & SECURITY INC.	846.40	A/P	CLEARED	07/31/2020
	17009	CC-ARENA-REPLACED LIGHTS ON I	846.40			
026109	07/21/2020	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	522.24	A/P	CLEARED	07/31/2020
	31105	GG-EVENTS-BANNERS FOR GRADU	494.39			
	31128	CC-ARENA-DOOR RULES STICKERS	27.85			
026110	07/21/2020	WURTH CANADA LIMITED	1,582.49	A/P	CLEARED	07/31/2020
	23947429	TS-SHOP-KN95 MASKS	558.90			
	23950204	TS-SHOP-PIPE SEALANT, THREADL	1,023.59			
026111	07/21/2020	YELLOW PAGES GROUP	83.04	A/P	OUT-STD	07/21/2020
	INV00882726	GG-TOWN HALL-YELLOW PAGES ME	83.04			
026112	07/21/2020	BRIGGS PLUMBING INC.	25.29	A/P	CLEARED	07/31/2020
	1572173	TS-SHOP-SOLDER 50/50 WIRE	25.29			
026113	07/21/2020	COX ELECTRONICS & COMMUNICATIONS	45.99	A/P	CLEARED	07/31/2020
	1-039808	TS-SHOP-TRENDNET 5PORT GB	45.99			
026114	07/21/2020	YELLOW PAGES GROUP	10.47	A/P	OUT-STD	07/21/2020
	INV00951258	GG-TOWNHALL-911 LISTING	10.47			
026125	07/30/2020	ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	07/30/2020
	632758	RC-MILLPOOL-ALARM SYSTEM MON	96.60			
026126	07/30/2020	BERNARD YOUNG	1,035.00	A/P	OUT-STD	07/30/2020
	806154	CC-CONFERENCEROOM-STRIPPINC	1,035.00			

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026127	07/30/2020 BRUNET INC.	501.41	A/P	OUT-STD	07/30/2020
	44817 GG-ADMIN-COMPUTER SERVICE	478.98			
	IN44683 GG-ADMIN-COMPUTER SERVICE	22.43			
026128	07/30/2020 BRUNSWICK FYR SYSTEMS DIVISION	115.86	A/P	OUT-STD	07/30/2020
	0000069635 CC-KITCHEN-SEMI-ANNUAL INSPEC	115.86			
026129	07/30/2020 CANADIAN SPRINGS	216.08	A/P	OUT-STD	07/30/2020
	19100841070120 PS-RCMP-WATER	130.21			
	19100841070120* TS-SHOP-WATER	32.88			
	19100841070120** RC-MILLPOOL-WATER	52.99			
026130	07/30/2020 CARQUEST	1,586.89	A/P	OUT-STD	07/30/2020
	14838-130103 TS-#16-HOSES, COUPLING/ADAPTE	124.60			
	14838-130408 TS-SHOP-3 PACK VANILLAROMA	3.63			
	14838-130455 TS-#23-TAILGATE CABLE	51.06			
	14838-131698 TS-#1-METRIC KIT	37.94			
	14838-131713 TS-SHOP-DRILL CARD	7.05			
	14838-132148 TS-#1-SUSPENSION CONTROL ARM	676.89			
	14838-132150 TS-#1-SWAY BAR LINK KITS, SUSPE	118.91			
	14838-132267 TS-#1-HUB ASSEMBLIES	528.89			
	14838-132335 TS-SHOP-WHISK BROOMS	37.72			
026131	07/30/2020 CHARLOTTE COUNTY JANITORIAL	1,461.64	A/P	OUT-STD	07/30/2020
	4641 PS-FIRE-JANITORIAL-JUN 2020	161.00			
	4642 TS-SHOP-JANITORIAL-JUNE 2020	92.00			
	4644 PM-RCMP-JANITORIAL-JUNE 2020	1,208.64			
028132	07/30/2020 COX ELECTRONICS & COMMUNICATIONS	68.98	A/P	OUT-STD	07/30/2020
	1-039888 CC-FITNESS AREA-HDMI COUPLER	68.98			
026133	07/30/2020 CUMING'S FIRE & SAFETY EQUIPMENT LTD.	748.71	A/P	OUT-STD	07/30/2020
	C072886 PS-FIRE-AIR BANDITS	748.71			
026134	07/30/2020 DEMPSEY'S PLUMBING & HEATING	1,143.79	A/P	OUT-STD	07/30/2020
	4202 RC-MILLPOOL-FIXED BROKEN PIPE:	1,143.79			
026135	07/30/2020 FUNDY BUILDING INSPECTION	2,484.00	A/P	CLEARED	07/31/2020
	20-78 PS-BUILDINGINSPECTION-JULY 12-2	2,484.00			
026136	07/30/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	7,104.84	A/P	OUT-STD	07/30/2020
	19944 TS-ST5-DIESEL	2,581.68			
	425031 TS-ST5-GAS	4,523.18			
028137	07/30/2020 KONICA MINOLTA BUSINESS	131.10	A/P	OUT-STD	07/30/2020
	7637865 CC-ADMIN-PHOTOCOPIER LEASE-A	131.10			
026138	07/30/2020 LAWSON PRODUCTS, INC. (ONTARIO_	447.78	A/P	OUT-STD	07/30/2020
	9307481167 TS-SHOP-CABINET, 8" LEGS A-24 S1	209.80			
	9307667489 TS-SHOP-WASHERS, CAP SCREWS	447.79			
	9500221216 TS-SHOP-FREIGHT ADJUSTMENT	-209.81			
026139	07/30/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI	1,610.00	A/P	CLEARED	07/31/2020
	15502 PS-BYLAW-JULY 13-24/20 FEE	1,610.00			
026140	07/30/2020 MACFARLANDS LTD	69.50	A/P	OUT-STD	07/30/2020
	03T465934 TS-#28-WORKING LIGHT	-69.25			
	03T468018 TS-#28-WIRING HARNES	138.75			
026141	07/30/2020 MILLTOWN MACHINE & FABRICATION LTD.	206.58	A/P	OUT-STD	07/30/2020
	21412 TS-#17-ANGLE IRON, BOLTS, NUTS	206.58			
026142	07/30/2020 MINISTER OF FINANCE	209.30	A/P	OUT-STD	07/30/2020

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	WEEK302020 EMPLOYEE DEDUCTIONS-JUL 26-AL	209.30			
026143	07/30/2020 MOFFITT DODGE CHRYSLER LTD. IM23973 TS-#1-SPACERS, SCREWS	225.63 225.63	A/P	OUT-STD	07/30/2020
026144	07/30/2020 N. B. ELECTRIC POWER 10126106JUL20 TS-XINGLIGHTS-KING STREET 1793500JUL20 TS-KING/UNIONST-TRAFFIC LIGHT 19055406JUL20 RC-ARENA-ELECTRICITY 50660140JUL20 RC-PARKS-ROTARY CHANGING RO 54187672JUL20 TS-KING/QUEENST-TRAFFIC LIGHTS 54653258JUL20 TS-KING/SUPERSTORE-TRAFFIC LI 55917471JUL20 TS-ST-S-WATERFRONT LIGHTS 57955782JUL20 RC-PARKS-BANDSTAND IN CHOCOL 73006038JUL20 RC-LIBRARY-ELECTRICITY	1,311.15 26.86 40.32 333.07 26.86 38.93 80.85 56.10 28.72 679.44	A/P	CLEARED	07/31/2020
026145	07/30/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 466738 PM-RCMP-FLOOR MATS	48.74 46.74	A/P	OUT-STD	07/30/2020
026146	07/30/2020 ORR ELECTRIC & ALARM LTD. 4497 TS-ST-S-POST LIGHTS BEHIND COFF 4596 TS-ST-S-TESTED LIGHTS AT CENOT 4606 GG-TOWNHALL-SECURITY SYSTEM	517.35 288.43 86.25 142.67	A/P	OUT-STD	07/30/2020
026147	07/30/2020 PAYROLL TRANSFER 84720.00 GG-TRANSFER-JULY 17-30/20	84,720.00 84,720.00	A/P	CLEARED	07/31/2020
026148	07/30/2020 PETTY CASH - GARCELON CIVIC CENTER JUNE132020 CC-ADMIN-SHARPIES JUNE172020 RC-MLLPOOL-GARBAGE BAGS JUNE182020* CC-ADMIN-WASTE BINS, MOOUSE F JUNE242020 CC-ADMIN-PENCIL HOLDER, DIVIDE JUNE242020* RC-MILLPOOL-RED CROSS MASKS JUNE242020** RC-MILLPOOL-LETTER TRAYS	120.15 20.69 6.90 8.62 33.41 45.93 4.60	A/P	OUT-STD	07/30/2020
026149	07/30/2020 RECEIVER GENERAL FOR CANADA WEEK292020 GG-REMITTANCE-JULY 17-30/20	41,096.14 41,096.14	A/P	CLEARED	07/31/2020
026150	07/30/2020 RICHWIL TRUCK CENTRE LTD. 29785 TS-#7-CHECK A/C, ABS LIGHT ON	1,153.29 1,153.29	A/P	OUT-STD	07/30/2020
026151	07/30/2020 SHARPE'S LAWN CARE 741 GG-BUSINESS PARK-PROPERTY MA	1,150.00 1,150.00	A/P	OUT-STD	07/30/2020
026152	07/30/2020 SOURCE ONE SUPPLIES 25112 CC-POOL-BATH TISSUE, HAND SANI 25117 CC-ARENA-FLOOR SEALER AND FIN 25157 CC-ARENA-FLOOR PADS, FLOOR SE	853.28 518.77 145.45 189.06	A/P	OUT-STD	07/30/2020
026153	07/30/2020 SOURCE ATLANTIC 3602904 TS-SHOP-HAND SANITIZER 3602907 TS-SHOP-GLOVES 3609152 TS-ST-S-CLOTHING ALLOWANCE 3816977 TS-SHOP-REPLACEMENT BLADE FC	473.22 18.98 62.10 114.78 277.36	A/P	OUT-STD	07/30/2020
026154	07/30/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17012 CC-POOL-REPLACED FLOAT FOR PI	203.93 203.93	A/P	OUT-STD	07/30/2020
026155	07/30/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 2020-02-213588 GG-TOWN-REGIONAL LANDFILL COI	11,884.56 11,884.56	A/P	OUT-STD	07/30/2020
026156	07/30/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	2,107.34	A/P	OUT-STD	07/30/2020

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	31053	GG-EVENTS-DIGITIZED LOGO	201.25			
	31078	CC-PARKS-COVID19 SIGNS FOR PA	1,060.38			
	31089	RC-MILLPOOL-SIGNS	845.71			
026157	07/30/2020	TOWN OF ST. STEPHEN	<b>28,240.26</b>	A/P	CLEARED	07/31/2020
	28240.26	GG-FUNDTRANSFER-TO GENERAL I	28,240.26			
026158	07/30/2020	UAP INC.	<b>3,011.61</b>	A/P	OUT-STD	07/30/2020
	961-502733	TS-#28-AIR FILTER	45.63			
	961-502845	TS-#28-AIR FILTERS	91.26			
	961-502940	TS-SHOP-FLEECE	24.35			
	961-503125	TS-SHOP-NAPA-BULK	10.12			
	961-503339	TS-SHOP-TIRE SOAP, TLAMP	144.24			
	961-503375	TS-#18-EXHAUST FLUID	89.76			
	961-503474	TS-#5-BRACKET-HANGER	13.35			
	961-503542	PS-#205-HANGER BRACKETS	53.41			
	961-503543	TS-#13-FITTING, COUPLING, HOSES	61.11			
	961-503796	PS-FIRE-COLOURED FLEECE	24.35			
	961-503834	TS-SHOP-TIRE INSERTS	18.40			
	961-503858	TS-#15-MARKER LAMPS	10.17			
	961-503944	TS-SHOP-MAGNETIC RETRACTABLE	37.89			
	961-503981	TS-#15-MARKER LAMPS, RED	23.60			
	961-504000	TS-#15-OIL SEALS	20.31			
	961-504046	CC-#438-OIL FILTER	6.64			
	961-504191	TS-#207,#28-AIR FILTERS, RED BAR	251.94			
	961-504302	TS-#1-OXYGEN SENSOR	49.68			
	961-504309	TS-#1-MANIFOLD GASKET SET, OIL	30.72			
	961-504369	TS-SHOP-U-JOINT PULLER	442.69			
	961-504376	TS-#1-DORMAN EXHAUST	170.86			
	961-504396	TS-#1-WARRANTY ON INV #961-504	-170.86			
	961-504444	TS-#1-BRAKE PADS, BRAKE ROTOR	435.11			
	961-504495	TS-#1-RESPONSE COMPLETE ASSE	410.76			
	961-504496	TS-#1-CV SHAFTS	330.50			
	961-504501	TS-#28-COUPLINGS. HOSES	88.77			
	961-504509	TS-#34-COUPLINGS, HOSE	63.76			
	961-504570	TS-SHOP-T. PUNCH, BALL PEIN	62.54			
	961-504602	TS-#21-POWER ALTERNATOR	127.20			
	961-504721	TS-SHOP-HOLESAWS	32.65			
	961-504881	S-#1-CORE DEPOSIT	-20.80			
	961-504882	TS-SHOP-SOLID WIRE-12LB	27.05			
	961-504990	TS-SHOP-BRUSH 2 CRIMPED	4.45			
		<b>Cheque Totals Issued</b>	<b>509,943.46</b>			
		<b>Void</b>	<b>0.00</b>			
		<b>Total Cheques Generated</b>	<b>509,943.46</b>			
		<b>Total # of Cheques Listed</b>	<b>105</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008613 dated between 07-01-2020 and 07-31-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008063	07/06/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBMINT* WS-SERIES"BM"-INTEREST	1,672.25 1,672.25	A/P	CLEARED	07/31/2020
008064	07/06/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBMPRNPL WS-SERIES"BM"-PRINCIPAL	22,000.00 22,000.00	A/P	CLEARED	07/31/2020
008527	07/07/2020 A ONE PUMPING SERVICE LTD. 2086 SCD-DISPOSAL-VACUUM TRUCK TC	112.70 112.70	A/P	CLEARED	07/31/2020
008528	07/07/2020 BDI A DIVISION OF BELL MOBILITY INC. 18399486 SCD-DISPOSAL-CELL UPGRADE AN 18410449 SCD-DISPOSAL-CELL PHONE SCREI	122.17 83.08 39.09	A/P	CLEARED	07/31/2020
008529	07/07/2020 BELL MOBILITY INC. 523889487JUN20UTI WS/SCD-CELL PHONE CHARGES-JL	1,820.04 1,820.04	A/P	CLEARED	07/31/2020
008530	07/07/2020 CLONEY CONSTRUCTION INC. 00919 WS-TRANS&DIST-36 YARDS OF TOF	1,035.00 1,035.00	A/P	CLEARED	07/31/2020
008531	07/07/2020 KENT BUILDING SUPPLIES 1753391 WS-TRANS&DIST-ENTRY DOOR KNK	67.85 67.85	A/P	CLEARED	07/31/2020
008532	07/07/2020 NOVA FIRE EQUIPMENT LTD. 20348 WS-TRANS&DIST-PULL-ON HIP BOC	424.63 424.63	A/P	CLEARED	07/31/2020
008533	07/07/2020 PRINCESS AUTO 1124672 WS-TRANS&DIST-PUMP TRASH, PUI	1,046.47 1,046.47	A/P	CLEARED	07/31/2020
008534	07/07/2020 PUROLATOR COURIER LTD. 444654629 SCD-DISPOSAL-TO HARRIS INDUST	284.46 284.46	A/P	CLEARED	07/31/2020
008535	07/07/2020 RESEARCH & PRODUCTIVITY COUNCIL 289047 WS-SOURCE-DRINKING WATER LAE	608.14 608.14	A/P	CLEARED	07/31/2020
008536	07/07/2020 RICHWIL TRUCK CENTRE LTD. 134451 WS-#20-INV #134432 FREIGHT CHAF	34.50 34.50	A/P	CLEARED	07/31/2020
008537	07/07/2020 SAINT JOHN SPRING WORKS LTD 114659 WS-#20-CROSS TUBE, PINS. BOLTS 114667 WS-#105-SPRINGS, BOLTS AND NUT	8,714.31 8,109.87 604.44	A/P	CLEARED	07/31/2020
008538	07/07/2020 STATIONERY PLUS 65680* WS/SCD-TOWN HALL-PENS 65737 WS-TRANS&DIST-INKJET CARTRIDG 65751 SCD-DISPOSAL-PAPER, LABELS 65954* WS/SCD-TOWN HALL-FILE FOLDER 66007* WS/SCD-TOWN HALL-PAPER	232.94 2.17 95.97 24.13 15.97 94.70	A/P	CLEARED	07/31/2020
008539	07/07/2020 THOMAS CONNICK 120 WS-SOURCE-MOWING AROUND WA	275.00 275.00	A/P	CLEARED	07/31/2020
008540	07/07/2020 UAP INC. 961-500699 WS-#8-HYDRAULIC HOSES, COUPLI 961-500728 WS-#20-HYDRAULIC HOSES, COUPLI 961-501214 WS-#305-DOOR SWITCH 961-501738 WS-#20-80W-90 GEAR OIL 961-501848 SCD-#4-LOW PROFILE FUSES 961-501990 WS-#20-RUBBER GROMMETS 961-501999 WS-#20-PRIMARY WIRES	1,077.43 284.07 492.10 13.48 185.20 13.80 11.73 77.05	A/P	CLEARED	07/31/2020
008541	07/07/2020 PITTAO, RENA (Over payment) 2020451630 PREP - 01130005.01	179.62 179.62	A/R	OUT-STD	07/07/2020
008542	07/07/2020 BLOJ, VALERIU & IBOJKA-ANNA (Over payment)	112.70	A/R	CLEARED	07/31/2020

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Town of St. Stephen  
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Number	Issued	Amount	SC	Status	Status Date
	2020451668 PREP - 00760032.03	112.70			
008543	07/13/2020 A PLUS UPHOLSTERY & DETAILING 200019 WS-#102-VELCRO	43.70 43.70	A/P	CLEARED	07/31/2020
008544	07/13/2020 BRIGGS PLUMBING INC. 1572099 WS-SOURCE-FILTER 5 STRING WOL	149.04 149.04	A/P	CLEARED	07/31/2020
008545	07/13/2020 CALDWELL LESLIE JUNE292020 WS-TRANS&DIST-CUT TREES & TRI	350.00 350.00	A/P	CLEARED	07/31/2020
008546	07/13/2020 CLONEY CONSTRUCTION INC. 00921 WS-TRANS&DIST-TOPSOIL	345.00 345.00	A/P	CLEARED	07/31/2020
008547	07/13/2020 MEGA-LAB MANUFACTURING CO. LTD. 155557 SCD-DISPOSAL-CAPTIVE 8 155599 WS-TRANS&DIST-AIR FRESHNERS 155600 WS-TRANS&DIST-3P (A), CRYSTAL (	1,481.55 915.06 265.65 300.84	A/P	CLEARED	07/31/2020
008548	07/13/2020 PUROLATOR COURIER LTD. 444814700 SCD-DISPOSAL-TO HARRIS INDUST	228.65 228.65	A/P	CLEARED	07/31/2020
008549	07/13/2020 RESEARCH & PRODUCTIVITY COUNCIL 289826 WS-SOURCE-DRINKING WATER LAE 289989 WS-SOURCE-DRINKING WATER LAE	1,150.32 300.56 849.76	A/P	CLEARED	07/31/2020
008550	07/13/2020 SOURCE ONE SUPPLIES 24920 WS-TRANS&DIST-PAPER TOWELS, I	216.75 216.75	A/P	CLEARED	07/31/2020
008551	07/13/2020 SOUTHWEST CONCRETE & CONS LTD IN000009511 WS-TRANS&DIST-EQUIPMENT RENT	1,700.56 1,700.56	A/P	CLEARED	07/31/2020
008552	07/13/2020 THE PANEL SHOP ITPS003180 WS-SOURCE-TURBIDITY METER LAI	804.17 804.17	A/P	CLEARED	07/31/2020
008553	07/13/2020 XPLOARNET INV32837088 WS-MAXWELLCROSSING-SATELLIT	388.67 388.67	A/P	CLEARED	07/31/2020
008554	07/21/2020 A ONE PUMPING SERVICE LTD. 3018 SCD-DISPOSAL-JET RODDER AND C	1,983.75 1,983.75	A/P	OUT-STD	07/21/2020
008555	07/21/2020 AVENSYS SOLUTIONS INC PSIA101218 SCD-DISPOSAL-2.5 GALLON POLY B	4,828.85 4,828.85	A/P	CLEARED	07/31/2020
008556	07/21/2020 BELL ALIANT 11366812JUNE20 WS-SOURCE-PUMP STATION 19002807JUNE20 SCD-DISPOSAL-OLD BAY WASTERM	322.57 136.37 186.20	A/P	CLEARED	07/31/2020
008557	07/21/2020 DOWNEY FORD SALES LTD. 31421 WS-#102-CABLE ASSEMBLIES	165.90 165.90	A/P	CLEARED	07/31/2020
008558	07/21/2020 N. B. ELECTRIC POWER 36869807JUL20 WS-3-119MAXWELLCROSSING-BUIL 50228902JUL20 WS-MAXWELXING-PUMPS 53473043JUL20 WS-SOURCE-CHLORINE RESIDUAL 61224002JUL20 SCD-ST5-358A MILLTOWN BLVD LIF 61230004JUL20 WS-MAXWELLCROSSING-PUMP 76139807JUL20 SCD-ST5-5-4 RIVERSIDE DR LIFT 82291006JUL20 WS-SOURCE-RESERVOIR 84934906JUL20 SCD-ST5-6-58A RIVERSIDE DR LIF 84943406JUL20 WS-ST5-TODD HILL RESERVOIR	5,148.18 860.71 189.13 29.34 556.80 3,115.26 51.61 187.88 98.01 59.44	A/P	CLEARED	07/31/2020
008559	07/21/2020 PETTY CASH JUNE152020 WS/SCD-CERTIFIEDCHEQUE-N.B. H	20.00 20.00	A/P	CLEARED	07/31/2020
008560	07/21/2020 SCOTIA TECH FLUID SERVICES	4,894.09	A/P	CLEARED	07/31/2020

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Number	Issued		Amount	SC	Status	Status Date
	15136	WS-TRANS&DIST-WATER METER	639.09			
	15141	WS-WATER METER-4" SENSUS OMP	4,255.00			
008561	07/21/2020	SCP DISTRIBUTORS INC CANADA	1,466.48	A/P	CLEARED	07/31/2020
	FF017456	WS-SOURCE-CHLORINE	1,466.48			
008562	07/21/2020	THE PANEL SHOP	580.16	A/P	OUT-STD	07/21/2020
	ITPS003186	SCD-DISPOSAL-WWTP SCADA/FLOW	580.16			
008563	07/21/2020	WOLSELEY CANADA INC.	1,077.18	A/P	CLEARED	07/31/2020
	139578	WS-TRANS&DIST-STRAIGHT COUPL	-771.22			
	9391293	WS-TRANS&DIST-SERVICE LINE TUI	441.60			
	9443804	WS-TRANS&DIST-YELLOW VEST	56.35			
	9464702	WS-TRANS&DIST-1" CB X 1" CB COF	563.85			
	9464703	WS-TRANS&DIST-YELLOW VEST	56.35			
	9470140	WS-TRANS&DIST-BEND METER ENC	176.64			
	9470141	WS-TRANS&DIST-METER SETTERS	553.61			
008564	07/21/2020	GILLIS, MICHAEL EST. & C/O JOHN GILLIS <i>(Over Payment)</i>	158.98	A/R	OUT-STD	07/21/2020
	2020455245	PREP - 00790041.00	158.98			
008565	07/21/2020	MCSHANE, PATRICK & KRISTEN <i>(Over Payment)</i>	63.45	A/R	OUT-STD	07/21/2020
	2020451709	PREP - 00310004.00	63.45*			
008566	07/21/2020	MCKNIGHT, PETER & C/O GENWORTH - 259393 <i>(Over Payment)</i>	17.13	A/R	OUT-STD	07/21/2020
	2020446790	PREP - 00700071.01	17.13*			
008567	07/30/2020	ALL GAS TANKS	878.81	A/P	OUT-STD	07/30/2020
	104255	WS-SOURCE-STIHL POWER UNITS,	878.81			
008568	07/30/2020	BRENNTAG CANADA INC.	3,136.15	A/P	OUT-STD	07/30/2020
	46215766	WS-SOURCE-CHLORINE	6,816.15			
	46218512	WS-SOURCE-EMPTY CLYLINDER RE	-3,680.00			
008569	07/30/2020	BRUNET INC.	501.39	A/P	OUT-STD	07/30/2020
	44817*	WS/SCD-ADMIN-COMPUTER SERVIC	478.97			
	IN44683*	WS/SCD-ADMIN-COMPUTER SERVIC	22.42			
008570	07/30/2020	CARQUEST	32.80	A/P	OUT-STD	07/30/2020
	14838-130183	WS-TRANS&DIST-WIRE CUP BRUSH	10.34			
	14838-131577	WS-TRANS&DIST-COURTESY LAMP.	22.46			
008571	07/30/2020	DEAN MCCULLOUGH	1,324.80	A/P	OUT-STD	07/30/2020
	42	SCD-DISPOSAL-TOPSOIL	1,324.80			
008572	07/30/2020	EMCO CORPORATION	20,876.46	A/P	OUT-STD	07/30/2020
	12514288-00	WS-TRANS&DIST-GATE VLV OL, BOI	2,780.87			
	12514288-01	WS-TRANS&DIST-GATE VLV OL	10,120.00			
	12514301-00	SCD-DISPOSAL-COUPLINGS, PVC P	3,141.64			
	12514301-01	SCD-SEWER-COUPLINGS	8.72			
	12514301-02	SCD-DISPOSAL-COUPLINGS	69.74			
	12514374-00	WS-TRANS&DIST-16" MACRO HP CC	3,898.50			
	12514516-00	SCD-DISPOSAL-COUPLINGS, L/SWP	490.94			
	12514516-01	SCD-DISPOSAL-SEWER PIPE	366.05			
008573	07/30/2020	N. B. ELECTRIC POWER	17,836.08	A/P	CLEARED	07/31/2020
	52557428JUL20	SCD-218OLDBAYRD-WASTEWATER	14,420.05			
	53123617JUL20	SCD-STS-DECHLORINATION CHAME	116.64			
	53158875JUL20	SCD-STS-BUDD AVE LIFT STATION	2,674.05			
	54807440JUL20	SCD-STS-159A MILLTOWN BLVD. LI	33.05			
	56356047JUL20	SCD-STS-18 RIVERSIDE DR LIFT S	33.05			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008613 dated between 07-01-2020 and 07-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	61204006JUL20 SCD-2-216KINGSTREET-LIFT STATI	359.24			
008574	07/30/2020 PITNEY BOWES LEASING	724.51	A/P	OUT-STD	07/30/2020
	3201480713 WS-TOWNHALL-AUG-OCT/20 LEASE	724.51			
008575	07/30/2020 RESEARCH & PRODUCTIVITY COUNCIL	756.67	A/P	OUT-STD	07/30/2020
	291126 WS-SOURCE-DRINKING WATER LAE	756.67			
008576	07/30/2020 SAINT JOHN LABORATORY SERVICES LTD.	1,604.60	A/P	OUT-STD	07/30/2020
	632-20 SCD-DISPOSAL-WASTE WATER TRE	1,604.60			
008577	07/30/2020 SAINT JOHN SPRING WORKS LTD	655.50	A/P	OUT-STD	07/30/2020
	114826 WS-#102-SPRINGS, BOLTS AND NU1	655.50			
008578	07/30/2020 SOURCE ATLANTIC	237.61	A/P	OUT-STD	07/30/2020
	3602905 WS-TRANS&DIST-CLOTHINGALLOW	237.61			
008579	07/30/2020 SOUTH WEST COURIER	101.20	A/P	OUT-STD	07/30/2020
	18522 WS-#102-FROM SAINT JOHN SPRINC	101.20			
008580	07/30/2020 TOWN OF ST. STEPHEN	4,168.47	A/P	CLEARED	07/31/2020
	4168.47 WS-FUNDTRANSFER-TO UTILITY CA	4,168.47			
008582	07/30/2020 XYLEM CANADA COMPANY	51,914.45	A/P	OUT-STD	07/30/2020
	3558337329 SCD-BUDDLIFTSTATION-PUMP	51,914.45			
008583	07/30/2020 TOWN OF ST. STEPHEN	56,909.90	A/P	CLEARED	07/31/2020
	56909.90 WS-FUNDTRANSFER-TO UTILITY CA	56,909.90			
008584	07/30/2020 UAP INC.	710.66	A/P	OUT-STD	07/30/2020
	961-503219 WS-#105-5W-20 CONVENTIONAL OIL	61.03			
	961-503250 WS-#105-SWAY BAR LINK	83.42			
	961-503262 SCD-DISPOSAL-AGRICULTURE BEL	497.15			
	961-503762 WS-#105-5W-30 OIL	61.03			
	961-504662 WS-#102-CENTER BOLTS	3.80			
	961-504689 WS-#102-COPPER LUG	4.23			
	<b>Cheque Totals Issued:</b>	<b>229,575.40</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>229,575.40</b>			
	<b>Total # of Cheques Listed:</b>	<b>59</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
 BNK9 - Credit Card Clearing (Bank)  
 Cheques from 000133 to 000144 dated between 08-01-2020 and 08-19-2020

**CHEQUE REGISTER**

Printed: 10:07:29AM 08/19/2020

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Number	Issued	Amount	SC	Status	Status Date
000133	08/06/2020 GANONG CHOCOLATIER-VISA JULY062020* GG-CIVIC-CHOCOLATES FOR SCAD.	20.93 20.93	A/P	CLEARED	08/20/2020
000134	08/08/2020 MCDONALD'S-VISA JULY042020* CC-POOL-DRINKS FOR LIFEGUARD:	13.19 13.19	A/P	CLEARED	08/20/2020
000135	08/06/2020 OWL LABS CA - VISA JUNE172020* CC-COUNCILROOM-MEETING OWL I	1,608.85 1,608.85	A/P	CLEARED	08/20/2020
000136	08/06/2020 THE 5 KINGS BREW PUB-VISA JUNE62020 GG-CAO-COVID MEETING WITH FIRI	44.97 44.97	A/P	CLEARED	08/20/2020
000137	08/06/2020 TIM HORTONS-VISA JUNE282020* CC-POOL-DRINKS FOR LIFEGUARD	15.94 15.94	A/P	CLEARED	08/20/2020
000138	08/06/2020 ZOOM-VISA JUNE272020* GG-ADMIN-VIRTUAL MEETING SOFT	23.00 23.00	A/P	CLEARED	08/20/2020
000139	08/06/2020 GANONG CHOCOLATIER-VISA JULY082020 CC-CIVIC-MP WILLIAMSON BIRTH OI	29.62 29.62	A/P	CLEARED	08/06/2020
000140	08/06/2020 SCOTIABANK-VISA JUNE262020 GG-BANKCHARGES-ANNUAL FEE	75.00 75.00	A/P	CLEARED	08/06/2020
000141	08/06/2020 THE 5 KINGS BREW PUB-VISA JULY142020 GG-MAYOR-LUNCH MEETING	39.35 39.35	A/P	CLEARED	08/08/2020
000142	07/06/2020 AMAZON MARKETPLACE-VISA JUNE042020 CC-POOL-AMAZON PRIME MEMBER	9.19 9.19	A/P	CLEARED	07/31/2020
000143	07/06/2020 BLARIX - VISA JUNE092020 RC-MILLPOOL-LIFEGUARD MESH BA	86.15 86.15	A/P	CLEARED	07/31/2020
000144	07/08/2020 JEAN COUTU - VISA JUNE112020 GG-EVENTS-PHOTOFRAME FOR 150	11.49 11.49	A/P	CLEARED	07/31/2020
<b>Cheque Totals Issued:</b>		<b>1,977.68</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>1,977.68</b>			
<b>Total # of Cheques Listed:</b>		<b>12</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



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

DATE: August 24, 2020

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

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

**COMMITTEES MEETING**

**THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on August 12, 2020 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, AUGUST 12, 2020 @ 5:00 P.M.**  
**GARCELON CIVIC CENTER**  
**22 BUDD AVENUE, ST. STEPHEN, NB**

**Public Attendance via Town's Facebook Page**

**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.

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the agenda be approved as circulated. **CARRIED**

3. **CONFLICT OF INTEREST**

Councillor Hyslop declared a conflict of interest and left the room during the "Friends of the Dog Park" presentation, as well as during the Director of Community Services' Request for Decision Report on a "Potential Dog Park", and filed Form 3 "Statement Disclosing a Conflict of Interest" with the Town Clerk.

4. **DELEGATIONS/PRESENTATIONS**

(i) **Friends of the Dog Park** - On behalf of the Friends of the Dog Park Committee, Elizabeth Hyslop, presented information and, in particular, requested the following:

- To be recognized as a Committee of Council and a Council member to sit on the committee.
- Reverse or amend the June 22, 2020 motion 100/20 which states "the preferred approach to the creation of a dog park is to enter into a lease agreement with an appropriate third party", as a lease agreement is not viable.

Mrs. Hyslop confirmed that the Friends of the Dog Park Committee are no longer interested in pursuing the airport site as a potential dog park.

Council thanked Mrs. Hyslop for her presentation and stated that it will be discussed later in the meeting under the Parks and Recreation Committee.

5. ITEMS

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

- (i) RCMP Quarterly Report – As noted on the Agenda, quarterly reports for the West District will now be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 17-20 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 for July 2020 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 for July 2020 was received and reviewed.
- (ii) Town Planning & Development Services – The report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, as of August 5, 2020, was received and reviewed for informational purposes.
- (iii) Process for Adoption of the Municipal Plan By-law – Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, reviewed with Council the “Background”, “Potential Path Forward for Adoption and Considerations for Council”, and the “Next Steps for Council”, and a motion will be considered at the next Regular Session of Council on Monday, August 24, 2020 to set a date for a Public Hearing on the municipal plan, and live comments from the public will be taken using Zoom Webinar.
- (iv) Review of By-law No. A-2, A By-law Respecting Procedures of the Town Council and Town Administration – Request for Decision Report: CAO 27-20 from the Chief Administrative Officer was received and reviewed, and Council directed him to draft a new procedural by-law incorporating the suggestions noted in his report for review at next month’s Committees meeting.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 24-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Staff Code of Conduct – Request for Decision Report: CAO 25-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, August 24, 2020 to adopt the Staff Code of Contact.
- (iii) Council Remuneration By-law – Request for Decision Report: CAO 26-20 from the Chief Administrative Officer was received and reviewed, and first reading of the by-law will be considered at the next Regular Session of Council on Monday, August 24, 2020
- (iv) Report of the Finance Department – Information Report: TR 14-20 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 10-20 from the Director of Community Services was received and reviewed for informational purposes.
- (ii) Potential Dog Park – Request for Decision Report: CMS 11-20 from the Director of Community Services was received and reviewed.

Council directed the Chief Administrative Officer to form an *ad hoc* committee and Council agreed with his suggestion that it comprise of the following:

- One (1) member of Council;
- Director of Community Services; and,
- Two (2) members of the Friends of the Dog Park Committee

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

- (i) Events and Community Relations – Information Report: EDC 08-20 from the Events Development Coordinator was received and reviewed for informational purposes.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 09-20 from the Director of Operations was received and reviewed for informational purposes.

6. **NEW BUSINESS**

No new business.

The Chief Administrative Officer reviewed comments posted on the Town's Facebook with Council.

7 **ADJOURNMENT**

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Parker that the meeting adjourn at 7:20 p.m.

\_\_\_\_\_  
Joan Flewelling  
Town Clerk

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, AUGUST 12, 2020 @ 5:00 P.M.**  
**GARCELON CIVIC CENTER**  
**22 BUDD AVENUE, ST. STEPHEN, NB**

**Public Attendance via Town's Facebook Page**

**OPEN COMMITTEES MEETING**

1. **RECORDING OF ATTENDANCE**

2. **APPROVAL OF AGENDA**

3. **CONFLICT OF INTEREST**

4. **DELEGATIONS/PRESENTATIONS**

(i) **Friends of the Dog Park** – Presentation by Friends of the Dog Park Committee.

5. **ITEMS**

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

- (i) **RCMP Quarterly Report** – Quarterly reports for the West District will be provided through the Regional Service Commission 10.
- (ii) **Report of the Fire Department** – Information Report: FD 17-20 from Fire Chief attached.
- (iii) **Report of the By-Laws Office** – July 2020 attached.

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

- (i) **Report of Building Inspection Office** – July 2020 attached.
- (ii) **Town Planning & Development Services** – Report as of August 5, 2020 from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, attached.
- (iii) **Process for Adoption of the Municipal Plan By-law** – Report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, attached.
- (iv) **Review of By-law No. A-2, A By-law Respecting Procedures of the Town Council and Town Administration** – Request for Decision Report: CAO 27-20 from Chief Administrative Officer attached.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 24-20 from Chief Administrative Officer attached.
- (ii) Staff Code of Conduct – Request for Decision Report: CAO 25-20 from Chief Administrative Officer attached.
- (iii) Council Remuneration Bylaw – Request for Decision Report: CAO 26-20 from Chief Administrative Officer attached.
- (iv) Report of the Finance Department – Information Report: TR 14-20 from Treasurer attached.

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

- (i) Report of the Director of Community Services – Information Report: CMS 10-20 from Director of Community Services attached.
- (ii) Potential Dog Park – Request for Decision Report: CMS 11-20 from Director of Community Services attached.

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

- (i) Events and Community Relations – Information Report: EDC 08-20 from Events Development Coordinator attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 09-20 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: August 24, 2020

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

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

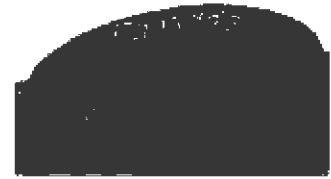
**STAFF REPORTS**

**THAT** the following staff reports for the month of July 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services and Events.





**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report: CAO 24-20**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** August 12<sup>th</sup>, 2020  
**Subject:** CAO REPORT

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**Recommendation: That Council accept this report for informational purposes.**

The activities of the Office of the Chief Administrative Officer for the reporting period included the following:

**COVID-19**

The situation with COVID-19 continues to impact our operations. However, the Province of New Brunswick has remained in a relatively good position with respect to COVID cases. This has allowed town staff to work towards the re-introduction of some services, albeit under slightly modified conditions.

As we continue to work to restore services, we ask that our clients and users continue to work cooperatively and be patient with our staff while we work to establish the “new normal”

**POLICY WORK**

- Development of a Minimum Property Standards Bylaw remains in progress
- Review of Bylaw A-2. (results have been submitted on this agenda)
- Development of a new Vehicle Usage policy
- Development of a Staff Code of Conduct

**OTHER:**

- Participating in project with NB Power representatives to determine best opportunities for projects at GCC that may reduce operational costs.
- Discussions with respect to Fleet Tracking/Fleet management solutions continues.
- Senior Management Team has begun work on the 2021 budget

Respectfully Submitted,

Jeff Renaud  
Chief Administrative Officer



**Town of St. Stephen  
Information Report to Council  
Report: TR 14-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, CPA, CMA, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.  
**Date of Meeting:** August 12, 2020  
**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 May 31, 2020.
  - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
  - Review for update of Collection Policy-In progress.
  - Utility bills April-June, 2020-Complete.
  
- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to March 31, 2020.
  - Review of procedures for electronic payments-In progress.
  - Review for update of Purchasing Policy-In progress.
  
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 74 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 109 employees.
  
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to August 31, 2019.
  - Department Head and Council Statements to May 31, 2020.

**2) Meetings:**

- A) Accounting Department staff meetings.
- B) Senior Management Staff meetings.
- C) Tender opening-Street Improvements 2020-July 10, 2020.
- D) Garcelon Civic Center/New Town Hall access controls-July 13, 2020.
- E) Committee meeting-July 15, 2020.
- F) Royal Bank of Canada review/services meeting-July 24, 2020.
- G) New Town Hall furniture meeting-July 31, 2020.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 2) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 3) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 4) Waterfront Revitalization.
  - 5) Waterfront Enhancements (GTF).
  - 6) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
  - 7) Designated Highway-Milltown Blvd (Pleasant Street to Riverside Drive).
  - 8) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 9) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 10) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
  - 11) West Street Utility Renewal (GTF).
  - 12) Waterfront Trail.
  - 13) 2019-2020 Capital Plans.
  - 14) Designated Highway-Milltown Blvd (Boundry Street to Hill Street).
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to May 31, 2020.
  
- C) Accounting office planning to minimize paper use-In progress.
  
- D) Transitioning to new Town Hall-In progress.
  
- E) Bill Weston NDMP project-In Progress.
  
- F) Multiple HST remittances-Ongoing.
  
- G) Administering the Charles F Todd Trust Fund-Ongoing.



**Town of St. Stephen  
Information Report to Council  
Report: PW 09-20**



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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:** August 12, 2020  
**Subject:** August Committee Meeting

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

**1: Water system:**

- a) Installed 2 Hydrants.
- b) Repaired 6 Water Meters.
- c) Installed 11 new Water Meters.
- d) Repaired 3 Water Laterals.

**2: Streets:**

- a) Replaced Storm Sewer beside #55 Main St.
- b) Worked on Turn the Corner Park.
- c) Painted Crosswalks and Parking Spaces.
- d) Finished Sweeping Streets.

**3: Waste Water:**

- a) Flushed 4 Sewer Mains.
- b) Videoed 1 Sewer Lateral.
- c) Repaired 1 Sewer Main.
- d) Videoed 4 Sewer Mains.

## **Project Updates – Town of St. Stephen**

### **August 4, 2020**

Milltown Boulevard Designated Highway Upgrades 2020 – Project No. 20-2637

The tender is awarded. Currently waiting for a scheduled start date from the Contractor.

Waterfront Trail Upgrades – Project No. 20-2509

880 meters of trail is excavated and partially done between Prince William Street and Budd Avenue.

West Street Infrastructure Renewal – Project No. 19-1946

175 meters of sanitary sewer and water main have been installed and 170 meters of partial road reconstruction has been completed on West Street from Schoodic Street to 90 meters north of Milltown Boulevard.

Riverside Drive WWPS Replacement – Project No. 19-9953

Design drawings are at 90%. The land surveyor confirmed property lines/locations and the overall site plan configuration has been updated. Dillon is currently coordinating the procurement of easements with NB Power and finalizing design and tender documents.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is off site and the work complete with the exception of the floating docks and gangway. The floating docks and gangway have been fabricated and are awaiting delivery and installation. We are working with the wharf contractor to schedule their return to the site to install the floating docks and gangway, and correct minor deficiencies.

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

The work is complete with final payments being processed. *(This project will be removed from the next progress update)*

Waterfront Enhancements – Project No. 19-9772

Project completed. *(This project will be removed from the next progress update)*

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

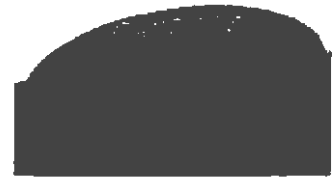
The project and deficiencies are complete and final payments are being processed. *(This project will be removed from the next progress update)*

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

The project is complete and all outstanding deficiencies were addressed in July. Final payments are being processed. *(This project will be removed from the next progress update)*



Town of St. Stephen  
Information Report to Council  
Report: FD 17-20



To: Jeff Renaud, Chief Administrative Officer  
From: Sean Morton, Fire Chief  
Resource Staff:  
Date of Meeting: Wednesday, August 12, 2020  
Subject: Committee Meeting for August

Recommendation: That this report be received for informational purposes.

1. Alarms were: Town Alarms 13  
Out of Town Alarms 3  
Total 16

Alarms	# Calls	# FF	# Hours
1. Ambulance Assist	4	33	33
2. MVA	1	13	13
3. Alarm	4	19	19
4. Nuisance Fire	3	9	9
5. GSAR	1	11	11
6. Solvent Smell	1	1	1
7. Vehicle Fire	1	11	11
8. Debris Fire	1	8	8

<b>Total</b>			
SSFD	16		
Other FD	46		
St Stephen PW	2		
St Andrews PW	5		

**Total calls dispatched 69**

2. Fire Department Activities

1. Monthly meeting
2. Fire extinguisher program
3. Online training opportunities.

4. Assisted RCMP/CCGSAR with a short-lived search along the river upstream from the Milltown Border crossing.
5. Dispatching services for Welsford FD were discontinued on July 16<sup>th</sup>. Saint John PSAP has taken over dispatching for Welsford under the Regional Fire Dispatch model imposed by NB911. Local LSD departments will begin the switchover sometime this month.

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

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Senior Management Team meetings.
4. Vacation scheduling.
5. NBCC Association Training Representative duties. (Scheduling exams)
6. Fire pit permit inspections.
7. Director of Protective Services duties. (Building and By-law)
8. Milltown Dam Community Liaison Committee.
9. Office of Fire Marshal Zoom meeting.
10. Research Ladder Truck training options.
11. Assisted Water Dept. with leaking roof at Maxwell Crossing.
12. Meeting with Ladder Truck vendor with respect to truck specifications.

### **4. Equipment**

1. Remote rescue equipment and harnesses received annual certification.
2. Breathing air compressor went through semi-annual testing.
3. A forestry pump which failed at a wildland fire in Calais will be replaced with a new pump. This pump will utilize the engine from the pump that failed. An attempt to repair the damaged pump was unsuccessful. A floating intake strainer, 250 gallon porta-tank, pressure gauges, pressure relief valve and other related equipment were purchased to compliment our wildland firefighting capabilities.
4. Fire hose testing has begun. We are starting with our 1 ¼" attack lines. Some issues with our coupling repair machine has slowed us down a bit in this regard. We are looking at options with respect to the coupling machine which is very old.
5. A bulk purchase of fire extinguisher dry chemical and Class A firefighting foam was made to replenish our inventory.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## July REPORT

2020

To: CAO – Town of St. Stephen

Please find enclosed my report for July By-Law –Enforcement. We handled 28 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	Notice to comply was issued to a gentleman in Milltown for rezoning	<i>Still under investigation</i>
	Lady called to inquire about a home based business	<i>Passed onto Alex Henderson</i>
	Received another complaint of a dilapidated building in the Milltown area	<i>Building has been set down to be demolished</i>
	Received a complaint from the public works with regards to a hedge being a safety issue in Milltown	<i>Spoke with the property owner and she is OK with the Town trimming it back.</i>
	Met with Dave Beech on the water front to look at the painting of yellow lines to restrict parking	



<p>Assist General Public (15)</p>	<p>Received a complaint of people allowing their animals to use the Rotary field as a toilet</p> <p>Received a call of a Marijuana grow op going on at a residence in Town</p> <p><i>Received a complaint of a person with a pool with no fence around same</i></p> <p><i>Received a complaint of a hedge blocking the site of a lady backing out of her driveway.</i></p> <p><i>During patrol notice a person erecting a fence without a permit</i></p> <p><i>During patrol notice a person erecting a pool without a permit</i></p> <p><i>During patrol notice a person pool without a proper fence.</i></p> <p><i>During patrol notice a person had put installed a pool without a permit, and no fence</i></p>	<p><i>Will keep this area in our patrols</i></p> <p><i>Directed the person to call the RCM Police</i></p> <p><i>Spoke with the owner of the property and the rectified the problem.</i></p> <p><i>Hedge has been trimmed to the proper measurements</i></p> <p><i>Person has obtained a permit</i></p> <p><i>Informed the lady as well as the pool installer of the by law. She obtained the permit.</i></p> <p><i>Informed her that fence had to be fenced in, She complied</i></p> <p><i>Contacted the property owner and they complied with the permits</i></p>

	<p><i>During patrol notice a person erecting a pool without a permit, and no fence</i></p> <p><i>During patrol notice a person had put installed a pool without a permit, and no fence</i></p> <p><i>Received a complaint of pool in Milltown without the proper fencing</i></p> <p><i>Comp received of bright yard light shining from the neighbor shining in his house and what should he do.</i></p> <p><i>Received another complaint from a resident in Elm Park with regards to a travel trailer dumping waste onto his property</i></p> <p><i>Gentlemen called about his neighboring business encroaching onto his land</i></p> <p><i>Received a email from a lady with regards to her neighbor</i></p>	<p><i>Contacted the property owner and they complied with the permits</i></p> <p><i>Contacted the property owner and they complied with the permits</i></p> <p><i>Patrol to the area found the fence to be compliant</i></p> <p><i>Informed the caller to talk to his neighbor to see if he would redirect same</i></p> <p><i>File has been passed onto Council for recommendations</i></p> <p><i>I believe the problem has been resolved</i></p> <p><i>Replied by email as well as left her a voice mail but no response</i></p>
<p><b>Parking (7)</b></p>	<p><i>Seven warnings issued for parking</i></p>	

Dog Complaints (1)	Received a call of a barking dog on Scoodic	<i>Passed onto animal control</i>

Respectfully Submitted,  
 Brent MacDougall  
 By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I patrolled the Town daily and answered all calls. I received numerous calls this month on missing cats and dogs, I helped in finding two lost dogs. Received two calls of dogs running at large at Milltown Border, was unable to locate. Received a call from St. Stephen post office of a parcel carrier being bit on Hill St. I checked the dog for rabies shots and waring given to owner. No animals were impounded this month.

Respectfully Submitted,  
 Mike Shannon  
 Animal Control Officer

<b>BUILDING INSPECTION 2020</b>	2020	2019	2020	2019	2020	2019	2020	2019
<b>JULY</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	<b>Pres/mth</b>	<b>Prev/yr/mth</b>	<b>Pres. Mth</b>	<b>Prev.Yr Mth</b>	<b>Present Year</b>	<b>Prev year</b>	<b>Present Year</b>	<b>Previous Year</b>
New Residential	0	0	\$0.00	\$0.00	3	2	\$591,000.00	\$350,000.00
Residential Renos/Additions	22	10	\$192,017.50	\$35,250.00	61	46	\$447,646.00	\$265,850.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	3	1	\$819,816.00	\$7,544,000.00
Com./Indus./Inst. Renos	0	1	\$0.00	\$36,500.00	8	12	\$195,600.00	\$524,500.00
Institutional	2	1	\$0.00	\$13,455.00	4	1	\$522,270.00	\$13,455.00
Demolition	0	3	\$10,000.00	\$881,700.00	7	5	\$38,092.50	\$887,400.00
<b>TOTALS</b>	<b>24</b>	<b>15</b>	<b>\$202,017.50</b>	<b>\$966,905.00</b>	<b>86</b>	<b>67</b>	<b>\$2,614,155.00</b>	<b>\$9,585,205.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	2	N/A						
Stop Work Orders Issued	0	N/A						
Inspections	30	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	4	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: CMS 10-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Kev Sumner, Director of Community Services  
**Resource Staff:** Aaron Muzzatti, Nikki Mott & Jeremy McShane  
**Date of Meeting:** Wednesday, August 12<sup>th</sup> 2020  
**Subject:** Community Services Monthly Report

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

**Community Services**

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

- a. I met with two reps from the "Friends of the Dog Park" supporters group on July 2<sup>nd</sup> and responded to emails regarding the dog park, they have requested a delegation attend the August 12<sup>th</sup> committee meeting. They have confirmed that they won't be able to form an executive that manages the park, however they are able to fundraise and clean the park once a month. I have also attached a decision item to this report for council to consider.
- b. The development of the Waterfront Trail continues at good speed, the section starting on Prince William St to Pizza Delight has been prepared. Dillon Consulting, myself or Dave Beach and St. Isidore Asphalt (contractor) meet each Thursday to discuss the progress. So far we have been communicating the progress to residents via the Facebook page, plus Dillon has met with concerned businesses that are located near the trail to hear their concerns and inform them of the plans.
- c. Website development continues with the content for each page almost complete, the photography was completed in early July with some great results that will be incorporated onto the final live version.
- d. Rotary Field is being used most nights of the week by softball, baseball and soccer groups, this is our only field and we are putting lots of effort into getting the diamond up to a good standard and the comments we are getting from the groups reflect that. Drainage, fencing and dog waste are the issues that we continue to deal with at the field.
- e. Work has begun repairing and painting the Lighthouse in time for the town's 150<sup>th</sup> anniversary, the light is also work in the top and the plaque has been repainted.
- f. Giddins Memorial Airport – Our parks and recreation crew have been cutting this airport apron and outer areas as Mike Smith had requested this be cut, he had looked at contracting the work out for \$3000 but we are doing the work in house to keep down costs.
- g. Aaron and I met with the Shark Attack Swim Team to work out the Fall schedule for when we open the GCC pool, COVID will impact on some programming as cleaning has to be carried out but we should be able to offer the same programming as we did pre-COVID.
- h. We received a mural request from the BIA to install a mural on the side of library wall on King Street, just north of the existing rainbow mural that was installed in 2018. I am waiting for the conceptual art before I form a committee to review the proposal.

- i. We have seen an increase on litter and late night drinking on the waterfront trail, so I have informed the RCMP and requested that more patrols take place on weekends and around statutory holidays as this is the time when we see the most issues.
- j. The Milltown Tennis Courts have seen some upgrades on the fencing and the storage areas, children and young teenagers were able to squeeze between once of the areas of fencing so we have fixed that, plus we repaired the storage shed that we share with the tennis club.
- k. We have approached Dillon Consulting about possibly installing a sunshade at the Milltown Pool, we have suggested a design similar to the sails on our town logo. The rationale for this is the pool and bench area is quite exposed and shelter is required.
- l. We continue to sanitize the recreational facilities twice a day during the week.
- m. All Recreational facilities including the GCC are open, the first weeks of the walking track and fitness center have gone well, there were limited hours for both but we have reviewed how this performed and we are increasing the hours for users. Ice rentals started August 3<sup>rd</sup> and the pool is scheduled to reopen on September 1<sup>st</sup>. Operational plans have been created for all facilities and work continues on the re-opening the GCC.
- n. Outdoor projects including repairs to shelters in Chocolate Park and the Kiosk on the waterfront have been completed, we have also removed the old shelter and the Cotton Mill Monument as it was unsafe and work on replacing it has begun. We have upgraded the signage at the playgrounds in town so users know to follow the Parks Bylaw and to use our new phone number.
- o. Standard operating procedures and best practices for working in and around empty swimming pools have been submitted to the Joint Health & Safety Committee.

2. Meetings & other activities:

- a. Community Service departmental meetings every other Tuesday at 9am.
- b. Senior Management Team meetings each Tuesday at 10am.
- c. Joint Health & Safety meeting the first Wednesday of every month.
- d. Fundy Recreation Practitioners Assoc. Zoom meeting every two weeks to discuss COVID19 and other issues relating to municipalities.
- e. Parks & Recreation staff meeting every second Monday at 3pm.

Administration

1. Monthly Projects (July 2020):

- 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. Processed the Revenue reports for the finance department.
- d. Deposits, banking, and reconciled shifts.
- e. Various administrative and accounting.
- f. Cross trained in Accounts Receivable as relief for Town Hall.
- g. Walking Track and Fitness Center opened to active members only on July 13<sup>th</sup>, 2020. Hours of operation between 8:30 a.m. to 8:30 p.m.
- h. Sign in sheets and tracking logs created by Admin Desk for contact tracing users in the facility as per the Provincial COVID guidelines.
- i. Planned the public re-opening of the Fitness Center and Walking Track. Assisted in implementing the COVID Operation Plan.
- j. Advised staff of upcoming changes to procedures due to the COVID Operational Plan.

2. **Statistics (July 2020):**

- a. The Walking Track had 410 users check-in from July 13<sup>th</sup> to July 31<sup>st</sup>.
- b. The Fitness Center saw 383 members check-in from July 13<sup>th</sup> to July 31<sup>st</sup>.

**Aquatic & Programming**

1. **Past Months Events:**

- a. Numbers at the W.T. Booth Centennial Pool have increased throughout the summer, and we are now averaging higher attendance per swim with the booking system than in the first few weeks.
- b. New beach entry grates will be ordered and installed to prevent the frequent breaking and floating that we are currently experiencing, as well as to raise the water level of the pool for the sake of safer rescue procedures.
- c. It has been decided a 20 hp motor is too powerful for the pool, so the W.T. Booth Aquatic facility will receive a new 15 hp motor in the fall, following the closing of the facility.
- d. Met with Director of Community Services and CAO to discuss HR matters in regards to two lifeguards.

2. **Update on Aquatic Programming:**

- a. Supervisors have begun their stroke refinement training to prepare for the transition to Red Cross swimming lessons, so that they may be able to assist in training other instructors.
- b. The Red Cross affiliation process has been finalized as of July 29<sup>th</sup>, 2020.
- c. Transfer of instructor certifications to Red Cross will begin in early to mid September, with supervisors being used to aid in the training during in-service.
- d. A first certification Red Cross instructor course is currently being planned for a mid September start, based on the availability of the instructor.
- e. A National Lifeguard Service course (NLS) will be started at the W.T. Booth Centennial Aquatic facility has been planned to start in mid August, in conjunction with a Bronze Medallion/Cross course, dependant on interest in the courses.
- f. A tentative schedule for the Garcelon Aquatic Centre has been completed, which will be implemented/limited based on the staff availability in the fall, with many of our lifeguards leaving for university.
- g. A first draft of the Garcelon Aquatic Centre COVID Operational Plan has been completed and submitted for revision to Kev Sumner and Jeff Renaud.
- h. Regular staff in-services will be reduced to once per month upon returning to the GCC, compared to the twice per month at the W.T. Booth Centennial Aquatic facility.

**Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Working on a few loose ends in regard to the new Town hall reno completion.
3. Furniture tender was put out.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Replaced lights in arena that were not working or half working.
6. Arena handrail project for bleachers has been completed, they are getting great positive reviews.

7. Ladder handrails in large competition pool have been modified, to meet standards, so that we can now host swim meets. Originals were not installed correctly and encroached the two out swim lanes. Therefore, we could not have sanctioned swim meets.
8. Building was ready to reopen for July 13<sup>th</sup>. Lots of signage and directional changes within the building to meet the covid-19 guidelines set fourth by the GNB.
9. Continuing work on COVID-19 Operational plans.
10. Built ice and had arena ready third week in July.
11. Extensive building maintenance/projects are coming along.
12. Attended FRPA meetings every 2 week via video meetings.
13. Attended online webinars through CPRA.

Respectfully submitted,  
Kev Sumner - Director of Community Services





**Town of St. Stephen**  
**Information Report to Council**  
**Report: EDC 08-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** August 12<sup>th</sup>, 2020  
**Subject:** EDC Informational Report

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

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

- a. No Town of St. Stephen events for July.
- b. Gym and Walking track opened for users July 13<sup>th</sup>
- c. Arena opened August 1<sup>st</sup> with first rental August 2<sup>nd</sup>

**2. Future Events:**

- a. Summer Concert Series – Cancelled.
- b. August 2<sup>nd</sup>-6<sup>th</sup> – Chocolate Fest – A mostly digital experience this year, the festival is working on options for some more traditional in-person activities after the lifting of some restrictions. Chocolate Fest organized the NB Day Fun Run and renamed Jelly Bean Run (to be continued as a Chocolate Fest event as done previously).
- c. August 5<sup>th</sup> – 9<sup>th</sup> – International Fest. Cancelled in April after Premier Higg's announced about no festivals for 2020.
- d. August 10<sup>th</sup> – 14<sup>th</sup> – Southern Ice Dogs Hockey Camp at the GCC from 8am-4:30pm daily. Walking track will be closed during this time (to be used by camp). Will re-open every evening at 5pm.
- e. August 21<sup>st</sup>/22<sup>nd</sup> – Shop Local – St. Stephen. A variation on the joint festival between TSS/DSS and Chamber. The Farmer's Market will offer live music (pending approval of Operational Plan) that Friday and businesses throughout St. Stephen are encouraged to offer sales and Covid friendly activities.
- f. August 27<sup>th</sup> - Joan's retirement celebration. Details TBC
- g. September 11<sup>th</sup>/12<sup>th</sup> – Drive Thru "Ribfest" featuring Texas Rangers BBQ and Crabby's BBQ and co-hosted by Charlotte County GSAR – parking lot of the GCC 11am-8pm daily. The Farmer's Market may add something extra for the 11<sup>th</sup> as well.
- h. September 11<sup>th</sup> – Annual Chamber of Commerce Golf Tournament (not directly affiliated with TSS)
- i. September 16<sup>th</sup> – 1-3pm – Statue Reveal ("soft" unveiling with main even to take place May 2021).
- j. November/December – "Walk of Lights" along the waterfront (light up the trees and gazebos from the wharf along the length in front of the GCC ). Power to be installed to each of the gazebos on the waterfront.

**3. Additional Information:**

- a. Town Community board has been installed along the waterfront. One side is locked for town controlled notices, the other side is open to the public for posting.
- b. The new "Christmas" tree was planted on the waterfront and the Telegraph Journal and CHCO both ran news stories on it during July.
- c. GCC room bookings have started, with Holland College booking 2 rooms through mid-September.

Respectfully submitted,

Michelle Vest

Events Development Coordinator

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

DATE: August 24, 2020

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

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

**BY-LAW NO. A-17 - A BYLAW RESPECTING THE REMUNERATION OF MEMBERS  
OF TOWN COUNCIL – FIRST READING – SHORT TITLE ONLY**

**THAT** leave now be given to introduce a by-law entitled By-Law No. A-17 – “A Bylaw Respecting the Remuneration of Members of Town Council” – for First Reading – Short Title Only.

TOWN OF ST. STEPHEN

BY-LAW NO. A-17

**A BYLAW RESPECTING THE REMUNERATION OF MEMBERS OF TOWN COUNCIL**

**BE IT ENACTED** by the Council of the Town of St. Stephen, under the authority vested in it by the Local Governance Act, SNB 2017, C-18 as follows:

**1. Title**

- a. This bylaw shall be known and cited as the "Council Remuneration Bylaw."

**2. Application**

- a. This bylaw applies to all duly elected members of the municipal Council for the Town of St. Stephen.

**3. Definitions**

"Act" shall reference the Local Governance Act, SNB 2017, C-18, and any amendments thereto.

"Chief Administrative Officer" shall refer to the administrative head of the Town of St. Stephen as appointed by Council.

"Compensation" means a form of monetary payment for the performance of some work or service.

"Council" shall reference the Mayor and Councillors as a collective body.

"Councillor" shall refer to a member of Council other than the Mayor.

"Remuneration" means both monetary and non-monetary payment for the performance of some work or service.

**4. Remuneration of Council Members**

- a. The Mayor shall be paid remuneration for discharge of the duties of the office in accordance with Schedule A, attached to and forming part of this bylaw.
- b. The Deputy Mayor shall be paid remuneration for discharge of duties of the office in accordance with Schedule A.
- c. Each Councillor shall be paid remuneration for discharge of duties of the office in accordance with Schedule A.

## **Remuneration of Members of Town Council**

### **Page 2**

- d. Where any member of Council does not serve a full 12-month term, remuneration shall be pro-rated on a monthly basis for the time served.
- e. Remuneration shall be issued to members of Council in two installments as follows:
  - i. The first installment shall be issued in the month of May for services rendered between during the preceding months of December through May.
  - ii. The second installment shall be issued in the month of November for services rendered between the preceding months of June through November.

### **5. Travel Expenses**

- a. Members of Council shall be entitled to reimbursement of legitimate expenses incurred as a result of their duties as office holders of the municipality in accordance with Schedule A.

### **6. Revisions to this Bylaw**

- a. A review of Council salaries shall be completed by Council one year prior to a municipal election to ensure Council salaries are in line with other comparable communities. Council may approve a salary adjustment that can only take effect at the beginning of the new Council term.

### **7. Repeal**

By-law No. A-2.2 entitled *A By-Law to Amend By-Law No. A-2, "A By-law Respecting Procedures of the Town Council and Town Administration"* adopted on July 20, 2009, is hereby repealed.

SCHEDULE A

RATES OF REMUNERATION

Mayor	\$ 16,718 per annum
Deputy Mayor	\$ 9,888 per annum
Councillor	\$ 8,359 per annum

ANNUAL COST OF LIVING ADJUSTMENT

Annually, the rates of remuneration shall be adjusted for changes in the cost of living by applying the percentage change in the Consumer Price Index for January of the previous year compared to January of the current year, for the Province of New Brunswick as prepared by Statistics Canada. Such adjustment shall be calculated by the Treasurer and reviewed by the Chief Administrative Officer prior to application. New rates shall be rounded to the nearest dollar.

In the event that Consumer Price Index should fall below zero, remuneration rates shall remain at the previous level.

TRAVEL EXPENSES

- Mileage: Eligible mileage shall be reimbursed at the rates established by policy from time to time.
- Meals: Members of Council shall be eligible to claim meal allowances in accordance with the terms for such reimbursement as set by policy from time to time
- Incidentals: Member of Council shall be eligible for reimbursement of incidental costs associated with travel while on approved Town business. Such expenses may be approved by policy as established, or by resolution of Council.

**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            , 2020.

First Reading:

Second Reading:

Third and Final Reading:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

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

DATE: August 24, 2020

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

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

**SETTING DATE FOR PUBLIC HEARING OF OBJECTIONS – PROPOSED  
MUNICIPAL PLAN BY-LAW**

**THAT** a Public Hearing of Objections to proposed By-Law No. M-2, being the “Town of St. Stephen Municipal Plan Bylaw”, which will repeal and replace the existing By-Law No. M-1, be set for Wednesday, September 16, 2020 at 5:00 pm at the Garcelon Civic Center, 22 Budd Avenue, St. Stephen, NB.

**AND THAT** staff arrange to conduct the hearing in a manner which will permit electronic public participation in the hearing, as well as public attendance at the meeting, if such attendance can be done in accordance with public health directives in place at the time of the meeting.

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

DATE: August 24, 2020

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

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

**EMPLOYEE CODE OF CONDUCT**

**THAT** the Council of the Town of St. Stephen adopts the Employee Code of Conduct as presented at the Committees meeting on August 12, 2020.



EMPLOYEE  
CODE OF CONDUCT



## Table of Contents

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The Town of St. Stephen (the town) is committed to the principles of integrity, accountability and openness and endeavors to maintain the highest level of public confidence in all that we do. Through staff commitment and effort we are able to demonstrate our values and deliver quality public service.

These guidelines, referred to as the Code, explain the expected rules of behaviour required, and support the town's core values of:

**Accountability**

We deliver what we promised. We are accountable for our own actions and results. We are accountable for the efficient and effective use of public funds.

**Dedication**

We willingly take on responsibility. We are committed to serving our community. We take initiative and we take on our share of the work.

**Honesty**

Each of us demonstrates personal integrity, truthfulness and honesty in how we do our job. We inspire public confidence and trust in our government.

**Innovation**

We pursue innovation by being creative, showing initiative and taking risks. We encourage employees to exercise judgment in meeting customer needs.

**Respect**

We value an open, respectful and inclusive workplace. We value the cultural and social diversity of our community. We make it possible for every resident to participate in our community, and in our government.

**Teamwork**

We act as a team. We demonstrate high levels of trust and cooperation. We collaborate across departments to achieve our goals. We work in partnership with our community.

## How does the Code affect me?

It is only through the commitment of our employees that we are able to deliver quality service and maintain public trust. To keep this confidence and trust, town employees must be above reproach in their professional dealings. They must demonstrate the highest standards of behaviour. As employees we are accountable to the town, our Council and citizens of St. Stephen and are responsible for the assets entrusted to us. It is with this in mind that every town employee is expected to comply with the Code of Conduct and other policies and procedures that govern employee behaviour.

## Ethical questions

The Code of Conduct does not answer every question that may arise. It is designed to promote ethical decision making and behaviour and to make us think about how ethics and integrity must guide us in doing our jobs. The examples and frequently asked questions (FAQ's) are only a guide and not an exhaustive list. Just because an example is not specific or provided does not mean no violation would be found.

Ethical behaviour is not about finding all the right answers, it is about asking all the right questions such as:

- Am I putting my own interests before the town's?
- Would I make the same decision if my managers, the public or the media were watching me?
- Would I be embarrassed if my decision, comments or actions were on the front page of the newspaper?
- Would I hesitate to take this action or allow my employees to take this action if this were my own company?
- Will I owe someone a favour if I do this?
- Would I be offered this if I weren't an employee of the town?
- Could my comments on social media or in a public forum be considered negative, derogatory or taken as a criticism of the town, Council or a fellow employee?

If you answered "yes" to any of these questions, you may have an ethical dilemma. Seek advice. If you are still not sure, "ASK" again and keep asking until you get an answer. A simple rule to follow – "if in doubt, don't".

For advice or guidance related to this Code, speak to any of the supervisors, managers or leaders in the organization. Find someone you are comfortable speaking with and get the information you need.

## Disclosure

It is the responsibility of all employees to disclose any real or what may be perceived as a conflict of interest or violation of the Code. If you think you may be in violation of the Code, address the situation and make full and prompt disclosure to your supervisor. Any suspected non-compliance by another employee must also be promptly reported. Anyone who knowingly makes a false accusation about non-compliance will be subject to disciplinary action.

Where an employee in good faith reports a violation of the Code, they will not be dismissed, disciplined or suspended or threatened with such. They will not be penalized and intimidation or coercion by another employee will not be tolerated.

## Town time and assets

Town time and assets are used only for the performance of town duties. We will safeguard and protect town work time and assets. Employees must devote themselves exclusively to the performance of their employment duties during paid working hours. We will not use any town asset, including e-mail, internet services, or any other electronic communication devices, if such use could be offensive, inappropriate or fraudulent.

### **What does this mean?**

Town employees are required to care for town assets, which includes all property, equipment, software, information, materials and time. Town assets are only to be used for town purposes or as approved by your supervisor.

### **Why is this important?**

The town, like any organization, should not waste time, money or resources. We serve all the citizens of St. Stephen and our work is paid for by their tax dollars. To do our jobs properly, we need to have all resources available at all times. Whether the asset in question is work time, a town vehicle or a computer, it must be ready and available to do the assigned task.

### **Things to do**

- Respect town assets and take proper care of them
- Use town assets only for town work
- Reimburse the town promptly for any personal costs (long distance calls, photocopying)
- Devote time at work to performing assigned job duties
- Obtain approval for exemptions
- Ensure all town forms, documentation and requisitions are completed accurately

### **Things not to do**

- Take home town assets for personal use without prior approval
- Use a town vehicle for personal business
- Install personal software on town computers
- Download software on town equipment without prior approval
- Store large amounts of non-work-related data on town computers
- Access, communicate, distribute or display racial or ethnic slurs, threats, insults, obscenities, abuse, defamation or lewd or sexually explicit material on town computers
- E-mail or use of any other electronic communication devices for non-work-related material without permission from your supervisor

## **FAQ's**

**Q. Can I photocopy my son's hockey schedule for him and his teammates?**

**A.** One or two copies is not an abuse of town assets. Multiple copies, or repeated use of town equipment, require supervisor approval and reimbursement to the town.

**Q. Can I help myself to things the office is throwing away or declaring surplus?**

**A. No.** Articles in the garbage are still considered town assets. If you are interested in purchasing an item that has been declared surplus, speak with your supervisor.

**Q. Can I use the Internet at work to plan my vacation and book my airline tickets?**

**A. Yes,** provided you do it on your own time (i.e. lunch, coffee breaks), there are no costs to the town and your activity does not place town computer systems at risk.

**Q. Is it appropriate to sell chocolates or raffle tickets or collect money for charitable associations at my work site during normal working hours?**

**A. Yes,** subject to approval by your immediate supervisor.

**Q. I noticed a colleague of mine has submitted an expense form for a conference she told me she didn't attend. Should I inform my supervisor?**

**A. Yes,** you must report this as it is considered fraud. You can speak directly with your supervisor.

**Q. Can I access town assets for occasional personal use? What about infrequent phone calls? Can I call my child's daycare or make a medical appointment?**

**A. Yes.** Incidental use of town assets for personal reasons is allowed as long as there is no negative impact on your performance, no abuse of paid work time or no added cost to the town. This includes telephone and cellular phone use.

**Q. Can I do personal work at my workstation during lunch hour?**

**A.** Incidental use of your work station is permissible as long as you are doing the work on your own time (i.e. lunch, breaks) and there is no cost to the town.

**Q. What should I do if I receive chain letters or offensive jokes and pictures at my work e-mail address?**

**A.** Delete them immediately and tell the sender to stop sending them to your town address. You should also consider informing your supervisor depending on the frequency or content of the emails. We are all responsible for ensuring the town's email and systems are used appropriately.

**Q. What should I do if I see an employee siphoning gas from a town vehicle?**

**A.** Report the incident to your supervisor.

**Q. Can I borrow a piece of town equipment to use over the weekend to do a personal job?A.**

Personal use of town resources is prohibited unless authorized.

**Q. I am permanently assigned a Town vehicle. Can I use it to run errands on the weekend?**

**A. No.** The vehicle can only be used for work related purposes including travel from home to and from work sites.

**Q. My colleague has asked me to call in sick for my shift this weekend because she needs the overtime. Can I do this?**

**A. No.** This is sick leave fraud and you will be disciplined.

## Gifts and gratuities

Municipal employees will not accept or provide any gift, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

### What does this mean?

Employees must not give or receive gifts if in doing so there is a perception that their decisions are being influenced or their integrity appears to be compromised.

### Why is this important?

Although most gifts come with no strings attached, there is always the chance that something is expected or perceived to be expected in return.

### Things to do

- Decline cash tips or in kind gifts
- Decline gifts that could be viewed as an exchange for a favour
- Decline gifts from potential vendors or interested parties during or in anticipation of the purchasing or tendering process
- If unsure, decline the gift or ask your supervisor

### FAQ's

**Q. The town is in the process of awarding a contract and I am involved in the decision process. One of the bidders has offered to take me to a hockey game. Can I accept the invitation?**

**A. No.** The perception is that the bidder could be given special consideration or favours in return for the ticket(s).

**Q. I don't want to be impolite by rejecting what is a kind and sincere gesture. How should I respond? Can I accept any gifts?**

**A.** Politely explain that you appreciate the gesture but the town already compensates you. It is unacceptable to accept cash, loans, free services or individual discounts. Town employees may accept:

- Small holiday gifts showing appreciation (cards, cookies, chocolates)
- Advertising material (calendars, scratch pads, disposable pens, t-shirts, caps)
- Protocol items (symbolic or ceremonial gifts)

**Q. The town paid for me to attend a conference and I won a door prize. Can I accept it? Can I accept an honorarium?**

**A.** You can accept the door prize but if the prize is of significant value, you should advise your supervisor. You are not permitted to accept a cash honorarium.

**Q. A vendor my department uses regularly has invited me to play golf with him. Can I attend?**

**A. Only if prior approval has been given by your supervisor or manager. If approved, this should be on your time – after work or vacation time.**



## Personal conduct

We will perform our duties with honesty and integrity and in a manner that is helpful, respectful and courteous. We will not behave in a manner that could result in a conflict of interest.

### What does this mean?

Employees will do their jobs to the best of their abilities, treat those we work with and serve with respect and courtesy. We respect the dignity and diversity of our colleagues and the public.

### Why is this important?

It takes the effort of each and every employee to make the Town of St. Stephen a great place to live, learn, work and play. The best way to maintain good working relationships is to treat every person the way you want to be treated.

This is particularly important for municipal employees because we are often seen as ambassadors of the town. We must work to maintain the public's confidence by acting courteously and responsibly and by providing the best possible level of service.

### Things to do

- Practice common courtesies, such as "please" and "thank-you"
- Treat people as you want to be treated
- Represent the town in a positive way
- Be honest with people and in all your dealings with the town
- Make every person feel important
- Take on a customer-service focus
- Exercise diplomacy and tact when dealing with difficult people
- Respond promptly to requests for information or assistance
- Recognize that we are the public face of the town so dress appropriately

### FAQ's

**Q. Do I have to follow the Code of Conduct when I'm off duty but still in my town uniform?**

**A. Yes.** When you are in uniform, the public identifies you as a town employee and may assume you are performing town duties.

**Q. Can I use social media venues such as Twitter, Facebook or my personal blog to voice my opinions about Council decisions, fellow employees or my workplace?**

**A.** Always adhere to the town's Social Media Guidelines and policy on personal use of computers at work. If you identify that you are an employee of the town on a personal site, make it clear that you are expressing personal views, not necessarily those of the town. You are accountable for your comments and any comments, statements or opinions about Council decisions, fellow employees or your workplace that are or perceived to be negative, derogatory etc. may result in disciplinary action.

**Q. In my job, I'm in regular contact with angry people. How do I deal with abusive and profane language?**

**A.** Pay genuine attention to the person and project a positive, courteous attitude. Be helpful and do what you can to resolve the issue. If the behaviour is abusive or profane language is used, ask the person to stop the behaviour. If the aggressive behaviour continues despite your best efforts, ask your supervisor for help and report the incident.

**Q. Can I stop for a beer on my way home from work if I'm wearing my town uniform?**

**A. No.** Although you are on your own time, your uniform leads people to believe otherwise.

## Personal gain, benefit or favouritism

We will not participate in any decision process that may result in a real or perceived personal gain or benefit. We will remove ourselves from situations where there is a real or perceived risk of favouritism. We will use information collected by the town only for purposes consistent with the use for which it was collected. When we have access to confidential information relating to any competition open to the public, we are ineligible to compete. We will not recommend or endorse products, services or suppliers.

### What does this mean?

Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism or benefit. Awarding of town tenders, job opportunities, land sales and disposal of surplus assets will be carried out impartially – without any advantage or favouritism to themselves or others.

### Why is this important?

All town business must be conducted fairly and impartially. Employees are compensated for their service with tax dollars. A town employee should not benefit from his or her job beyond the compensation paid for the job.

### Things to do

- Use information only for the purpose for which it was collected
- Remove yourself from any decision process that may result in actual or perceived personal gain, benefit or favouritism

### FAQ's

#### **Q. My sister just bid on a town contract in my work area. What should I do?**

**A.** You must disclose the relationship to your supervisor at the beginning of the process. If you are in a position to evaluate the bid, influence the selection of the successful bidder or manage the bidder's performance, there is a potential conflict of interest. Your supervisor must ensure you are not involved in the decision-making process and do not have access to information regarding the process which could be used to influence decision makers.

#### **Q. In my job, I drive a town pickup truck that is being declared surplus. Can I buy it?**

**A. Yes.** Once the town has properly declared the truck surplus and it is available for sale to the public at large through a third party, you may make an offer to buy it. You will not get any greater consideration in the sale process than any other member of public offering to purchase the vehicle through an open sale process.

#### **Q. My brother-in-law is qualified for a job I directly supervise. Can he be hired for that position?**

**A. No.** Immediate family members may not work in the same department where there is direct or indirect supervision. Furthermore, no one may be hired, transferred or promoted to a position over which a relative can be perceived to have influence over their promotion or supervision.

**Q. I work in Corporate Services and my brother has a consulting agreement with another department. What should I do?**

**A. Nothing.** Since you were not involved in the decision process that awarded his contract and do not have any involvement with that business, there is no conflict.

**Q. I have started a romantic relationship with my supervisor. What should I do?**

**A.** The town discourages workplace relationships which can result in conflicts of interest, complaints of favouritism, claims of sexual harassment and other employee morale problems. In this situation, you and your supervisor must promptly disclose this relationship to the manager of your work area. The manager must take steps to address the supervisory-subordinate working relationship in order to remove actual or perceived favouritism along with any other potential conflicts. This may include modifying the reporting relationship and/or a change in position for one or both employees involved.

**Q. My daughter wants to work for the summer at the town. Can I contact the hiring manager and ask them to hire her?**

**A. No.** Town employees may not advocate for the employment of any individual.

**Q. My neighbour has applied to a position at the town. Can I contact the hiring manager and ask them to look at his resume?**

**A. No.** Town employees may not advocate for the employment of any individual.

**Q. I have been asked to speak at a conference by a software company to share the town's experience with their product. Can I attend?**

**A. Yes,** with prior approval from your department head. Your presentation must include a statement that you are not endorsing or recommending the product.

## Use, collection and disclosure of information

We will use, collect and disclose information only in accordance with the *Right to Information and Protection of Privacy Act (RTIPPA)* and for the purposes of carrying out town duties.

### What does this mean?

Many employees have access to personal information about other employees or access to personal or financial information of members of the public. This information must be kept confidential and secure, and must only be used for the purpose for which it was collected.

### Why is this important?

Employees have a responsibility to maintain and to protect business and financial information of the public and personal information about identifiable individuals. RTIPPA governs the way municipalities use, collect and disclose information. Employees are required to keep all personal information private and not to disclose it. In addition, any business or financial information of the public is confidential and can only be used for the purpose for which it was gathered. Employees are not allowed to use this information for personal gain or benefit of any kind.

### Things to do

- Maintain confidentiality
- Keep information secure
- Use information only for the purpose for which it was collected
- Handle sensitive and confidential information with care and disclose only in accordance with RTIPPA.

### FAQ's

**Q. I have been asked to give a job reference for a former town employee. Can I share my opinions about this individual?**

**A. Yes, with the employee's written permission.** All reference information must be consistent with documented performance in the employee's file. Direct questions must be answered honestly but information should not be volunteered. If you have any doubts, you should speak with your supervisor or your human resources consultant.

**Q. Who can access an employee's file?**

**A. Employee files are accessed for work-related purposes and only if you are authorized to do so (ie. direct supervisor, manager or human resources). Access to employees' files is restricted to the necessity to fulfill job duties.**

**Q. I am a firefighter who attended a medical call on my friend's street. My friend asked why their neighbour was taken to the hospital. Can I tell them?**

**A. No.** Personal information you obtain regarding a member of the public cannot be disclosed and must be kept confidential.

**Q. I was called to an accident scene to assist in the clean-up. The car was totaled and I took a picture with my cell. Can I send to my friends and post it on my Facebook page?**

**A. No.** You should not be taking personal pictures of work events or situations unless specifically authorized by your supervisor. This is personal information regarding a member of the public. It is not to be disclosed and must be kept confidential.

**Q. I operate a small, home-based business that sells baby clothes. In my job, I have access to personnel files and I've noticed a few town employees are on maternity leave. Can I call them at home to let them know I'm in business?**

**A. No.** Employees provide their phone numbers and family information to the town for work-related purposes. It is a severe breach of conduct to use this information for anything other than town work.

**Q. I handle the Human Resources files for my office and discovered my co-worker's 40th birthday is coming up. Can I plan a surprise party?**

**A. No.** If you found out about the birthday through town records, the information is considered confidential and cannot be shared with colleagues or used to plan a party.

**Q. I have information that suggests a contract was not handled according to town policy. Should I tell the public or the media?**

**A. No.** This information must be directed to your manager or commissioner.

**Q. I have been contacted by the media to comment on a town project or issue. Should I make a comment or share details?**

**A. No.** Direct the caller to speak with the Chief Administrative Officer or Mayor, who will respond directly to the media or will refer the individual to the appropriate department spokesperson.

**Q. I run a children's program at a town facility. A parent wants to give out birthday party invitations for their child and has asked me for the addresses of some of the kids in the program. Can I give them to her?**

**A. No.** Personal information you obtain regarding a member of the public cannot be disclosed and must be kept confidential.

## Other employment and activities

We will only engage in other employment and activities that do not conflict with our town duties.

### What does this mean?

To ensure continued commitments to service levels, employees are expected to avoid other employment or activities that interfere with their town duties or are contrary to the interests of the town.

### Why is this important?

Employees of the town work hard and are dedicated to ensuring the town's success. During paid working hours your attention must be devoted to your work at the town. You cannot have other employment or engage in other activities that conflict with or undermines your ability to perform your town duties effectively.

### Things to do

- Refuse work that could be perceived as a conflict of interest
- Advise our supervisors where we have any involvement with an external organization that could be considered a conflict of interest.
- Ensure other employment is not adversely affecting your town responsibilities.

### FAQ's

**Q. I work as a mechanic for the town and would like to get a part-time job as a mechanic. Is this permissible?**

**A. Yes.** You can take the job as long as the service is not in conflict with your work at the town and the service is not performed on town time or using town resources.

**Q. Can I hold more than one job with the town?**

**A. Yes.** You can hold more than one job however the total hours worked in any week cannot exceed 40 hours per week.

**Q. I am a real estate agent. Can I answer a call at work from a client regarding a listing I have?**

**A. No.** Work related to outside employment must not be conducted on town time or use town resources.

## Political activity

We must not engage in any political activity or electioneering during normal working hours at our place of work.

### What does this mean?

Political activities such as canvassing, campaigning, or fundraising that aim to advance an individual's or group's political interests will not be permitted in the workplace during normal working hours. All employees have the right to take part in political activity and electioneering, but only on their own time.

### Why is this important?

The fact that we work for a municipal government presents a unique situation; our workplace is a highly political environment where opinions vary widely and strongly. In order to respect all beliefs, political activity is not allowed in the workplace. Political views and activities are important to many employees, but the work environment and time should be devoted to town business.

### Things to do

- Get written permission from your direct supervisor before you engage in any non-work activity at your place of work.

### FAQ's

**Q. I want to put up some election signs during my lunch hour for the candidate I am supporting. Can I do this?**

**A. Yes.** Such activity must be as a citizen and not as, or appear to be as a representative of the town. You should not be driving a town vehicle, sporting town logo wear or a town uniform.

**Q. My spouse is running for political office. Can I accept contributions to the campaign while I'm at work?**

**A. No.** Town employees are not permitted to raise or to contribute funds to political campaigns while at their place of work.

**Q. I am attending a political fundraising event. Can I use my corporate credit card to purchase a ticket?**

**A. No.** Town employees are not permitted to use town funds to attend political events.



## Professional codes of conduct

Employees with professional designations may be subject to more than one code of conduct. If a situation arises that may cause conflict or confusion between the applicable codes, speak with your manager.

### Compliance

Managers must ensure each employee receives a copy of the Code of Conduct.

Each employee must sign the enclosed declaration form to acknowledge receipt of the Code of Conduct.

Questions concerning the application, interpretation or disclosure procedures of the Code of Conduct should be directed to your supervisor.

Violation of the Code of Conduct may result in disciplinary action, up to and including dismissal.

If you think you are or may be in conflict with the Code of Conduct, you must notify your supervisor.

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

DATE: August 24, 2020

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.