

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**MONDAY, MAY 25, 2020 @ 7:00 P.M.**

**Meeting Conducted by Electronic Participation**

1. **MOMENT OF SILENCE**
2. **RECORDING OF ATTENDANCE**
3. **APPROVAL OF AGENDA**
4. **CONFLICT OF INTEREST**
5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**
  - (a) Lyme Awareness Month – Proclamation
  - (b) Disability Awareness Week - Proclamation
6. **NOTICES OF MOTIONS**
7. **APPROVAL OF COUNCIL MINUTES**
  - (a) Regular Council Meeting – March 23, 2020
8. **ACCOUNTS**
  - (a) Statements of Revenue and Expenditure - February 29, 2020 and March 31, 2020
  - (b) Paid Bills – March, 2020 and April 2020
9. **COMMUNICATIONS**  
**COMMUNICATION FOR INFORMATION**  
**COMMUNICATION FOR ACTION**
10. **APPROVAL OF COMMITTEE MINUTES**
  - (a) **Committee of Council Meeting** – April 28, 2020
  - (b) **Committees Meeting** – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – May 13, 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. L-11 – Subdivision By-Law – Second Reading – Section Numbers Only
- (b) By-Law No. L-12 – A By-Law to Regulate the Delivery of Flyers – Second Reading – Section Numbers Only
- (c) By-Law No. S-14 – A By-Law to Prohibit Excessive Noises – Second Reading – Section Numbers Only
- (d) By-Law No. A-15 – A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer – Second Reading – Section Numbers Only
- (e) By-Law No. A-16 – A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Written Views – Planning Review and Adjustment Committee – Proposed By-law No. L-11 – Subdivision By-law
- (b) Written Views – Planning Review and Adjustment Committee – Proposed By-law No. M-2 – Municipal Plan
- (c) Transfer from Water and Sewerage Capital Reserve Fund (SCADA System Upgrade)
- (d) Community Grants Fund – Charlotte County Museum
- (e) Community Grants Fund – Make-A-Wish Canada – NB Chapter
- (f) Garcelon Civic Center Arena – Metal Handrails
- (g) Dillon Consulting Limited – Agreement for Professional Services – Street Improvements 2020 (Milltown Boulevard – Boundary Street to Hill Street)
- (h) Upgrade of Culvert Structures at Billy Weston Brook Agreement
- (i) 2020 Spring Cleanup

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: May 25, 2020

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

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

**AGENDA**

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

**PROCLAMATION**

**LYME AWARENESS MONTH**

**MAY 2020**

**Whereas** Lyme disease is one of the fastest growing infections in Canada; and

**Whereas** the population of ticks, the prime cause of Lyme disease, is growing and expanding in New Brunswick; and

**Whereas** the tick season is also extended due to climate change; and

**Whereas** there is an increasing number of New Brunswickers who are suffering from Lyme disease; and

**Whereas** Lyme disease, if not diagnosed and treated early, can become a debilitating condition, causing extreme fatigue, cardiac and nervous system disorders and/or arthritic symptoms; and

**Whereas** all New Brunswickers would benefit by being more aware of Lyme disease, how it is contracted, what the symptoms associated with the disease are and how to get the prompt medical care needed to avoid illness and suffering.

**Therefore**, I, Allan MacEachern, Mayor of the Town of St. Stephen, Province of New Brunswick, do hereby proclaim the month of May 2020 as Lyme Awareness Month in the Town of St. Stephen.

**PROCLAMATION**  
**DISABILITY AWARENESS WEEK— MAY 31<sup>ST</sup> TO JUNE 6<sup>TH</sup> , 2020**

**“ACCESSIBILITY IS THE FUTURE!”**

***Whereas***, the municipality of the Town of St. Stephen is committed to assisting citizens with disabilities to participate fully in our community; and

***Whereas***, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

***Whereas***, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

***Whereas***, we support the theme: ***“ACCESSIBILITY IS THE FUTURE!”***;

***Now Therefore Be It Known That I***, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby request the citizens of St. Stephen to join with our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 31<sup>st</sup> to June 6<sup>th</sup> , 2020.

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

DATE: May 25, 2020

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on March 23, 2020 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**GARCELON CIVIC CENTER**  
**22 BUDD AVENUE**  
**MONDAY, MARCH 23, 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; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

**41/20** **THAT** the Agenda be approved as circulated. **CARRIED**

Good Evening everyone,

Thank you all for joining us here this evening. As you can see, we are running things a little differently this evening. I would like to take this opportunity to thank our staff for their creative thinking and hard work in setting up this alternative Council room so that we can continue with the business of the municipality while following the social distancing recommendations of the Chief Medical Officer.

Additionally, I would like to welcome anyone at home that is watching this meeting via our Facebook Live broadcast. This is a first for our community, but it demonstrates our Council's desire to ensure continued public participation in our meetings.

I would also like to take a moment to address the COVID-19 situation. This virus is a threat unlike any other that our community, province, country or planet has faced. Despite that fact, I remain very encouraged by the many ways that our community has responded. I look around our community and I notice the efforts that are being made to mitigate risks,

while also maintaining a community spirit. The Teddy Bear hunt, for instance was a great success. I know that our Community Events Coordinator is working on plans for our community to come together while being apart. Please keep an eye out for that in the near future.

Finally, I would like to make sure that our residents are aware of the work being done behind the scenes to assist our community in managing this situation. The Town of St. Stephen has activated its Emergency Response Plan to Level 2. This means that our senior management team has been working in conjunction with colleagues at other municipalities in our region, as well as the provincial Emergency Measures Organization, to continually monitor, and respond to, the various impacts of COVID-19. *According to today's briefing, no new cases have been reported, leaving the provincial total at 17. Of course, these are only confirmed or presumed cases. We cannot assume these are the only cases, but we can use these numbers as a measure of the success of our mitigation efforts.*

At this time, I ask all residents of St. Stephen, to continue to follow the recommendations of the Chief Medical Officer. To refrain from any unnecessary outings. To practice "Social Distancing" as much possible, and to continue to wash hands routinely. These steps will help to keep our families and community safe.

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Mayor MacEachern proclaimed April 15, 2020 as Talk With Our Kids About Monday (TWOKAM) Day.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

42/20

**THAT** the Minutes of the Regular Council meeting held on February 24, 2020 be approved as circulated. CARRIED

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

- 43/20 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to January 31, 2020 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Wheaton  
Seconded by Councillor Hyslop

- 44/20 **THAT** the paid bills in the amount of \$838,012.70 (eight hundred and thirty-eight thousand, and twelve dollars and seventy cents) be received. **CARRIED**

9. COMMUNICATIONS

**COMMUNICATION FOR INFORMATION**

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 45/20 **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 Parker  
Seconded by Councillor Hyslop

- 46/20 **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 March 11, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 47/20 **THAT** the following staff reports for the month of February 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE – THIRD AND FINAL READING – SHORT TITLE ONLY**

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

48/20 **THAT** By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – be given Third and Final Reading – Short Title Only. **CARRIED**

**BY-LAW NO. L-11 – SUBDIVISION BY-LAW – FIRST READING – SHORT TITLE ONLY**

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

49/20 **THAT** leave now be given to introduce a by-law entitled By-law No. L-11 – “Subdivision By-law” – for First Reading – Short Title Only. **CARRIED**

**BY-LAW NO. L-12 – A BY-LAW TO REGULATE THE DELIVERY OF FLYERS – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

50/20 **THAT** leave now be given to introduce a by-law entitled By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – for First Reading – Short Title Only. **CARRIED**

Deputy Mayor Carr voting in favour of the motion.  
Councillor Harding voting in favour of the motion.  
Councillor Wheaton voting in favour of the motion.  
Councillor Hyslop voting in favour of the motion.  
Councillor Chisholm voting in favour of the motion.  
Councillor Parker voting against the motion.

**BY-LAW NO. S-14 – A BY-LAW TO PROHIBIT EXCESSIVE NOISES – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

51/20 **THAT** leave now be given to introduce a by-law entitled By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – for First Reading – Short Title Only. **CARRIED**

**BY-LAW NO. A-15 - A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN POWERS TO THE CHIEF ADMINISTRATIVE OFFICER – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Wheaton

Seconded by Council Chisholm

- 52/20 THAT leave now be given to introduce a by-law entitled By-Law No. A-15 – “A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer” – for First Reading – Short Title Only. **CARRIED**

**BY-LAW NO. A-16 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A RECREATION ADVISORY COMMITTEE – FIRST READING – SHORT TITLE ONLY**

Moved by Councillor Wheaton

Seconded by Councillor Parker

- 53/20 THAT leave now be given to introduce a by-law entitled By-Law No. A-16 – “A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee” – for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

**MUNICIPAL PLAN 2020 – PUBLIC HEARING AND PLANNING REVIEW AND ADJUSTMENT COMMITTEE**

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 54/20 THAT the Council of the Town of St. Stephen schedule a public hearing for the repeal and replacement of the Municipal Plan, inclusive of a list of required changes, for Monday, April 27, 2020 at 7:00 p.m. in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building).

**AND THAT** Council refer the Municipal Plan to the Planning Review and Adjustment Committee for its written views and recommendation to be received by Council within ninety (90) days. **CARRIED**

**COUNCIL REQUEST – PLANNING REVIEW AND ADJUSTMENT COMMITTEE – PROPOSED BY-LAW NO. L-11 – SUBDIVISION BY-LAW**

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 55/20 THAT the Council of the Town of St. Stephen request the written views of the Planning Review and Adjustment Committee (PRAC) on the proposed By-Law No. L-11, “Subdivision By-law” which repeals and replaces By-law No. L-4, “Subdivision By-law”, to be received by Council within ninety (90) days. **CARRIED**

**RESCINDING AND REPLACING – FIRE DRIVERS/DISPATCHERS, BACK-UP DRIVERS AND VOLUNTEER FIREFIGHTERS**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

- 56/20 THAT the Council of the Town of St. Stephen rescinds the “Fire Drivers, Back-up Drivers and Volunteer Firemen Policy No. 025 and replaces it with “Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters” Policy No. 70.  
**CARRIED**

**RESCINDING OF ORGANIZATION AND SUPERVISION OF STAFF POLICY**

Moved by Councillor Wheaton  
Seconded by Deputy Mayor Carr

- 57/20 THAT the Council of the Town of St. Stephen rescinds the “Organization and Supervision of Staff” Policy No. 008. **CARRIED**

**FUNDRAISING ROAD TOLL – ST. STEPHEN-MILLTOWN LIONS CLUB**

Moved by Councillor Parker  
Seconded by Councillor Harding

- 58/20 THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Lions Club (the “Club”) to establish a voluntary road toll for fundraising purposes near the intersection of Wall Street and Prince William Street on Saturday, September 19, 2020 between the hours of 8:00 a.m. and 4:00 p.m., with an alternate date of Saturday, September 26, 2020 between the hours of 8:00 a.m. and 4:00 p.m., and contingent on receipt by the Town of the Club’s Certificate of Insurance. **CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY ANIMAL SHELTER**

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

- 59/20 THAT the Council of the Town of St. Stephen approves the request from the Charlotte County Animal Shelter (the “Shelter”) to establish a voluntary road toll for fundraising purposes on Queen Street West between Marks Street and Porter Street on Saturday, June 6, 2020 between the hours of 8:00 a.m. and 6:00 p.m., with an alternate date of Saturday, October 3, 2020 between the hours of 8:00 a.m. and 6:00 p.m., and contingent on receipt by the Town of the Shelter’s Certificate of Insurance.  
**CARRIED**

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM**

Moved by Councillor Harding  
Seconded by Councillor Wheaton

- 60/20 **THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue (CCGSAR) Team to establish a voluntary road toll for fundraising purposes on Prince William Street (between King and Princess Streets) on Saturday, May 2, 2020 between the hours of 9:00 a.m. and 5:00 p.m., and contingent on receipt by the Town of the CCGSAR Team's Certificate of Insurance. **CARRIED**

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

Moved by Councillor Parker  
Seconded by Councillor Hyslop

- 61/20 **THAT** Kendra French be appointed to the Board of Trustees of the St. Croix Public Library for a three (3) year term effective April 1, 2020 and expiring March 31, 2023. **CARRIED**

**LICENSE AGREEMENT – PRO SHOP SERVICES**

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

- 62/20 **WHEREAS** the Town's Director of Community Services and Mike Bronson have negotiated a License Agreement which provides a license from The Town of St. Stephen to Mike Bronson to provide Pro Shop Services in the Garcelon Civic Center (the "License Agreement");

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the License Agreement between The Town of St. Stephen and Mike Bronson, providing a license for Mike Bronson to provide Pro Shop Services in the Garcelon Civic Center on the terms and conditions outlined in the form of License Agreement presented to Council.

**CARRIED**

**MEMORANDUM OF UNDERSTANDING – COASTAL LINK TRAIL INC.**

Moved by Councillor Wheaton  
Seconded by Councillor Hyslop

- 63/20 **WHEREAS** the Town's Chief Administrative Officer and Coastal Link Trail Inc. have negotiated a Memorandum of Understanding regarding the development and operation of approximately two (2) kilometers of the Waterfront Trail which will increase accessibility and promote active transportation among local users and visitors.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Understanding between The Town of St. Stephen and Coastal Link Trail Inc. in the form presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Attended a Green Paper on Education in NB organized by the Department of Education and Early Childhood Development.
- Attended the Lunch & Learn Session – New Brunswick Immigration Programs and Your Business hosted by the Chamber of Commerce.
- Attended a Canada 1<sup>st</sup> Basketball Committee meeting and the Committee recently received the final Feasibility Study and Business Plan from the consultant.
- Stated that due to the COVID-19 outbreak, the Charlotte County Museum Board is uncertain whether or not the museum will open for the season.

Councillor Parker

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Responded to phone calls.
- Attended all Town meetings.

Councillor Wheaton

- Attended March's Committees meeting; however, unable to attend last month's Council meeting on February 24<sup>th</sup>.
- Due to the COVID-19 outbreak, it has been a very quiet month.

Councillor Harding

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Attended all Town meetings.

Councillor Chisholm

- Attended all Town meetings.
- Participated in a conference call with Wall of Fame Committee members and due to the COVID-19 outbreak, this year's banquet and induction ceremony has been postponed to next year.
- Responded to a few phone calls.

Mayor MacEachern

- Attended a Green Paper on Education in NB organized by the Department of Education and Early Childhood Development.
- Attended many meetings.
- Attends ongoing meetings with respect to the COVID-19 outbreak and commends the group of people involved for their professionalism.

16. QUESTION PERIOD

Comments were posted on the Town's Facebook page that the meeting was inaudible.

17 ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop  
Seconded by Councillor Parker

64/20 **THAT** the meeting adjourn at 7:30 p.m. CARRIED

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Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**GARCELON CIVIC CENTER**  
**22 BUDD AVENUE**  
**MONDAY, MARCH 23, 2020 @ 7:00 P.M.**

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Talk With Our Kids About Money (TWOKAM) Day - Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – February 24, 2020
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure to January 31, 2020
  - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

- (a) Thank you note from the St. Croix Theatre Company.
- (b) Thank you letter from the Saint Stephen Rural Cemetery.
- (c) Thank you letter from the Saint John Regional Hospital Foundation.

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 – March 11, 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-14 – A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee – Third and Final Reading – Short Title Only
- (b) By-Law No. L-11 – Subdivision By-Law – First Reading – Short Title Only
- (c) By-Law No. L-12 – A By-Law to Regulate the Delivery of Flyers – First Reading – Short Title Only
- (d) By-Law No. S-14 – A By-Law to Prohibit Excessive Noises – First Reading – Short Title Only
- (e) By-Law No. A-15 – A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer – First Reading – Short Title Only
- (f) By-Law No. A-16 – A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee – First Reading – Short Title Only

14. NEW BUSINESS

- (a) Municipal Plan 2020 – Public Hearing and Planning Review and Adjustment Committee
- (b) Council Request – Planning Review and Adjustment Committee – Proposed By-Law No. L-11 – Subdivision By-Law
- (c) Rescinding and Replacing – Fire Drivers/Dispatchers, Back-up Drivers and Volunteer Firefighters
- (d) Rescinding of Organization and Supervision of Staff Policy
- (e) Fundraising Road Toll – St. Stephen-Milltown Lions Club
- (f) Fundraising Road Toll – Charlotte County Animal Shelter
- (g) Fundraising Road Toll – Charlotte County Ground Search and Rescue Team
- (h) Appointment – St. Croix Public Library Board
- (i) License Agreement – Pro Shop Services
- (j) Memorandum of Understanding – Coastal Link Trail Inc.

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: May 25, 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 February 29, 2020 and March 31, 2020 be received.

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

	<b>Actual To Date For the Two Months Ending February 29, 2020</b>	<b>Budget For the Year Ending December 31, 2020</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	891,696	5,402,445	\$4,510,749	17%
Services Provided to Other Governments	37,959	224,617	186,658	17%
Sale of Services	125,239	736,230	610,991	17%
Other Revenue From Own Sources	45,266	220,570	175,304	21%
Unconditional Grants	265,892	1,608,894	1,343,002	17%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	182,104	1,203,167	1,021,063	15%
<b>Total Revenue</b>	<b>1,548,156</b>	<b>9,400,123</b>	<b>7,851,967</b>	<b>16%</b>
<b>Expenditure</b>				
General Government Services	190,726	1,094,153	903,427	17%
Protective Services	200,772	2,342,901	2,142,129	9%
Transportation Services	403,538	2,154,100	1,750,562	19%
Environmental Health Services	40,442	230,320	189,878	18%
Environmental Development Services	66,452	364,931	298,479	18%
Recreational and Cultural Services	312,976	2,223,274	1,910,298	14%
Fiscal Services	63,045	982,444	919,399	6%
Other	-6,630	8,000	14,630	-83%
<b>Total Expenditures</b>	<b>1,271,321</b>	<b>9,400,123</b>	<b>8,128,802</b>	<b>14%</b>
<b>Surplus (Deficit)</b>	<b>\$276,835</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 Two Months Ending February 29, 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	\$89,249	\$2,122,590	\$2,033,341	4%
Other Revenue From Own Source	31,473	\$211,080	179,607	15%
Other Transfers	5,162	\$30,973	25,811	17%
<b>Total Revenue</b>	<b>125,884</b>	<b>2,364,643</b>	<b>2,238,759</b>	<b>5%</b>
<b>Expenditures</b>				
Water Supply	180,958	\$1,134,589	953,631	16%
Sewerage Collection and Disposal	85,931	\$718,782	632,851	12%
Fiscal Services	12,452	\$511,272	498,820	2%
<b>Total Expenditures</b>	<b>279,341</b>	<b>2,364,643</b>	<b>2,085,302</b>	<b>12%</b>
<b>Surplus (Deficit)</b>	<b>(\$153,457)</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Three Months Ending March 31, 2020</b>	<b>Budget For the Year Ending December 31, 2020</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	1,350,609	5,402,445	\$4,051,836	25%
Services Provided to Other Governments	37,959	224,617	186,658	17%
Sale of Services	148,110	736,230	588,120	20%
Other Revenue From Own Sources	62,539	220,570	158,031	28%
Unconditional Grants	402,228	1,608,894	1,206,666	25%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	275,603	1,203,167	927,564	23%
<b>Total Revenue</b>	<b>2,277,048</b>	<b>9,400,123</b>	<b>7,123,075</b>	<b>24%</b>
<b>Expenditure</b>				
General Government Services	252,124	1,094,153	842,029	23%
Protective Services	574,375	2,342,901	1,768,526	25%
Transportation Services	534,636	2,154,100	1,619,464	25%
Environmental Health Services	63,806	230,320	166,514	28%
Environmental Development Services	76,197	364,931	288,734	21%
Recreational and Cultural Services	428,092	2,223,274	1,795,182	19%
Fiscal Services	125,844	982,444	856,600	13%
Other	-6,630	8,000	14,630	-83%
<b>Total Expenditures</b>	<b>2,048,444</b>	<b>9,400,123</b>	<b>7,351,679</b>	<b>22%</b>
<b>Surplus (Deficit)</b>	<b>\$228,604</b>	<b>\$0</b>		

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

	<u>Actual To Date For the Three Months Ending March 31, 2020</u>	<u>Budget For the Year Ending December 31, 2020</u>	<u>Remaining</u>	<u>Percentage Used</u>
<b>Revenue</b>				
Sale of Service	\$503,986	\$2,122,590	\$1,618,604	24%
Other Revenue From Own Source	\$51,935	\$211,080	159,145	25%
Other Transfers	\$7,743	\$30,973	23,230	25%
<b>Total Revenue</b>	<u>563,664</u>	<u>2,364,643</u>	<u>1,800,979</u>	24%
<b>Expenditures</b>				
Water Supply	\$267,618	\$1,134,589	866,971	24%
Sewerage Collection and Disposal	\$139,964	\$718,782	578,818	19%
Fiscal Services	\$16,907	\$511,272	494,365	3%
<b>Total Expenditures</b>	<u>424,489</u>	<u>2,364,643</u>	<u>1,940,154</u>	18%
<b>Surplus (Deficit)</b>	<u>\$139,175</u>	<u>\$0</u>		

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

DATE: May 25, 2020

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

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

**PAID BILLS – MARCH AND APRIL 2020**

**THAT** the paid bills for the month of March, 2020, in the amount of \$1,273,534.61 (one million, two hundred and seventy-three thousand, five hundred and thirty-four dollars and sixty-one cents) be received.

**AND THAT** the paid bills for the month of April, 2020, in the amount of \$768,721.29 (seven hundred and sixty-eight thousand, seven hundred and twenty-one dollars and twenty-nine cents) be received.

**Town of St. Stephen**  
 BNK5 - Interim No.1-GCF  
 Cheques from 000001 to 000048 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
000040	03/13/2020 ACADIAN MARINE & DIVING LTD 190183 Project#187081A Waterfront Revitalizat	5,715.14 5,715.14	A/P	OUT-STD	03/13/2020
000041	03/13/2020 ACADIAN MARINE & DIVING LTD 190207 Project#187081A Waterfront Revitalizat	110,216.79 110,216.79	A/P	OUT-STD	03/13/2020
000042	03/31/2020 TOSS SOLUTIONS 2528 Professional Services-New Town Hall	4,539.94 4,539.94	A/P	OUT-STD	03/31/2020
000043	03/31/2020 KING CONSTRUCTION LTD. 6978 Garcelon Interior Fit-Up	46,618.16 46,618.16	A/P	OUT-STD	03/31/2020
<b>Cheque Totals Issued:</b>		<b>167,090.03</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>167,090.03</b>			
<b>Total # of Cheques Listed:</b>		<b>4</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
BNK4 - Civic Center Bank Account  
Cheques from 000001 to 000054 dated between 03-01-2020 and 03-31-2020

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**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000053	03/04/2020 TOWN OF ST. STEPHEN 81,000.00	81,000.00 81,000.00	A/P	CLEARED	03/31/2020
	<b>Cheque Totals Issued:</b>	<b>81,000.00</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>81,000.00</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**  
 BNK6 - Interim No.1-UCF  
 Cheques from 000001 to 000050 dated between 03-01-2020 and 03-31-2020

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**CHEQUE REGISTER**

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Number	Issued		Amount	SC	Status	Status Date
000039	03/11/2020	DEBLY ENTERPRISES LTD.	114,112.05	A/P	OUT-STD	03/11/2020
	157578	Project#18-8036 Water & Sanitary Sew	114,112.05			
		<b>Cheque Totals Issued:</b>	<b>114,112.05</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>114,112.05</b>			
		<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**Chambers of Commerce Group Insurance Plan:**

**MARCH, 2020**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums) 8,088.93

Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums) 11,330.83

**Total** \$ 19,419.76

**Total Amount** \$ 19,419.76

**Town of St. Stephen**  
 BNK1 - General Bank Account  
 Cheques from 000001 to 025875 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
025529	03/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000031412 GG-TOWNHALL-LEASE-MARCH/20	5,417.62 5,417.62	A/P	CLEARED	03/31/2020
025531	03/04/2020 ACCT #903240047015 FEBRUARY2020 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	CLEARED	04/30/2020
025532	03/04/2020 ACCT 8025-280 FEBRUARY2020 LOCAL 770 UNION DUES-FEBRUARY	1,259.29 1,259.29	A/P	CLEARED	03/31/2020
025533	03/04/2020 BELL MOBILITY INC. 523009487FEB20CC CC-ADMIN-CELL PHONE CHARGES 523889487FEB20GG GG/TS/RC/PS-ADMIN-CELL PHONE C	1,090.07 130.45 959.62	A/P	CLEARED	03/31/2020
025534	03/04/2020 CANADA BREAD COMPANY LIMITED 103714907245 CC-CANTEEN-HOT DOG BUNS	26.59 26.59	A/P	CLEARED	03/31/2020
025535	03/04/2020 COCA COLA CANADA BOTTLING LIIMITED 15330202621 CC-CANTEEN-COCA COLA PRODUC	431.22 431.22	A/P	CLEARED	03/31/2020
025536	03/04/2020 D.R. BRENTON LTD. IN00064554 PS-FIRE-HYDRO TEST CASCADE CY	391.00 391.00	A/P	CLEARED	03/31/2020
025537	03/04/2020 DIALOGUE NEW BRUNSWICK MEMBERSHIP2020 RC-PARKS-MEMBERSHIP 2020	500.00 500.00	A/P	CLEARED	03/31/2020
025538	03/04/2020 DOW JENNIFER HORTSUPPLIES2020 RC-HORT-SEEDS, BULBS	118.96 118.96	A/P	CLEARED	03/31/2020
025539	03/04/2020 ENTANDEM 34065* CC-MUSIC-SOCAN MUSIC LICENSE	228.37 228.37	A/P	OUT-STD	03/04/2020
025540	03/04/2020 GARCELON CIVIC CENTER 2433 PS-FIRE-ROOM RENTALS	224.00 224.00	A/P	CLEARED	03/31/2020
025541	03/04/2020 GREENLAW'S GARAGE LTD. 6157 TS-#1-BALANCE TIRES	92.00 92.00	A/P	CLEARED	03/31/2020
025542	03/04/2020 GROS MORNE INSTITUTE 800* GG-EVENTS-FESTIVAL & EVENT MA	454.25 454.25	A/P	CLEARED	03/31/2020
025543	03/04/2020 JEFF RENAUD FEBRUARY2020* GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	CLEARED	03/31/2020
025544	03/04/2020 KEVIN SUMNER FUNDYRECMEETING CC-MEETING-FUNDY REC PRACTIO	15.00 15.00	A/P	CLEARED	03/31/2020
025545	03/04/2020 KONICA MINOLTA BUSINESS SOLUTIONS 284280681 GG-TOWNHALL-COPIERMANTENAN	139.50 139.50	A/P	CLEARED	03/31/2020
025546	03/04/2020 LAWSON PRODUCTS, INC. (ONTARIO_ 9307365320 TS-SHOP-MALE JIC 37 FIELD ATTAC	342.62 342.62	A/P	CLEARED	03/31/2020
025547	03/04/2020 LIBERTY UTILITIES 2020022001008-1016227-0 CC-BUILDING-NATURAL GAS 00	3,609.52 3,609.52	A/P	CLEARED	03/31/2020
025548	03/04/2020 MARION JAMER TRAINING PS-FIRE-FIRST RESPONDER TRAINI	400.00 400.00	A/P	CLEARED	03/31/2020
025549	03/04/2020 MINISTER OF FINANCE WEEK092020 EMPLOYEE DEDUCTIONS-MAR 01-M	209.30 209.30	A/P	CLEARED	03/31/2020
025550	03/04/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 457754 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	03/31/2020
025551	03/04/2020 PAYROLL TRANSFER WEEK092020* GG-TRANSFER-FEB 14 - FEB 27/20	113,790.00 113,790.00	A/P	CLEARED	03/31/2020
025552	03/04/2020 PCS SALES (CANADA) LTD.	7,762.67	A/P	CLEARED	03/31/2020

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**Town of St. Stephen**  
 BNK1 - General Bank Account  
 Cheques from 000001 to 025875 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	5992886 TS-ST5-ROAD SALT	1,931.02			
	5992887 TS-ST5-ROAD SALT	1,948.73			
	6014624 TS-ST5-ROAD SALT	1,931.66			
	6014625 TS-ST5-ROAD SALT	1,951.26			
025553	03/04/2020 PITNEY WORKS	62.11	A/P	CLEARED	03/31/2020
	FEBRUARY132020** GG-POSTAGEMETER-REFILL	62.11			
025554	03/04/2020 PITNEY BOWES	51.92	A/P	CLEARED	03/31/2020
	1015044339 GG-POSTAGEMETER-CLEANING KIT	51.92			
025555	03/04/2020 RECEIVER GENERAL FOR CANADA	42,415.17	A/P	CLEARED	03/31/2020
	WEEK092020 GG-REMITTANCE-FEB 14 - FEB 27/20	42,415.17			
025556	03/04/2020 RICHWIL TRUCK CENTRE LTD.	238.15	A/P	CLEARED	03/31/2020
	133169 TS-#6-FILTERS	187.68			
	133202 TS-#7-SWITCH BAK	50.47			
025557	03/04/2020 SAKO INDUSTRIAL SUPPLY	373.75	A/P	CLEARED	03/31/2020
	09992-WHSE TS-SHOP-DIESEL ADDITIVE, GEAR OIL	373.75			
025558	03/04/2020 SEAN MORTON	23.06	A/P	CLEARED	03/31/2020
	FRAMES PS-FIRE-PICTURE FRAMES	23.06			
025559	03/04/2020 SOURCE ONE SUPPLIES	1,355.67	A/P	CLEARED	03/31/2020
	23449 CC-POOL-SODIUM BICARBONATE	693.80			
	23468 TS-SHOP-FOAMING HAND SOAP	229.98			
	23481 CC-ARENA-MOP HEADS	126.71			
	23518 CC-ARENA-LOBBY DUST PANS WITH	305.18			
025560	03/04/2020 ST. STEPHEN AREA CHAMBER	245.00	A/P	CLEARED	03/31/2020
	3159 GG-CIVIC-ANNUAL GENERAL MEETING	200.00			
	3171 GG-CIVIC-NB IMMIGRATION PROGRAM	45.00			
025562	03/04/2020 STATIONERY PLUS	696.52	A/P	CLEARED	03/31/2020
	61116 GG-TOWN HALL-FILE BOXES, COFFERS	74.26			
	61292 GG-TOWNHALL-RULERS, EXPANDING	9.92			
	61341 GG-TOWN HALL-FOLDBACK CLIPS, INDEX	11.75			
	61569 PS-FIRE-ENVELOPES, BINDERS, PEN	194.96			
	61575 CC-ADMIN-DYMO TAPE	66.68			
	61640 CC-ADMIN-ADAPTER-STARTER, HIGHLIGHTERS	68.99			
	61751 TS-SHOP-NOTEBOOK, FILE FOLDER	7.19			
	61922 GG-TOWNHALL-PAPER, PEN, COFFERS	134.40			
	61933 CC-ADMIN-WIRELESS MOUSE	22.99			
	61934 CC-ADMIN-EHF FEE FOR INVOICE #	0.86			
	62086 GG-TOWNHALL-PEN	1.14			
	62227 TS-SHOP-COLOUR INKJET CARTRIDGE	73.16			
	62541 GG-TOWNHALL-COFFEE K-CUPS	24.14			
	62562 GG-TOWNHALL-BINDERS	6.08			
025563	03/04/2020 VALLEY EQUIPMENT LTD	144.34	A/P	CLEARED	03/31/2020
	IY03374 TS-#6-SPEED SENSOR KIT, FLOOR	144.34			
025564	03/04/2020 YELLOW PAGES GROUP	40.60	A/P	CLEARED	03/31/2020
	20-7812238 GG-TOWNHALL-MEDIA LISTING	40.60			
025565	03/04/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	3,959.13	A/P	CLEARED	03/31/2020
	621323 TS-ST5-DIESEL	3,959.13			
025566	03/04/2020 ST. STEPHEN UTILITY DEPT.	40.00	A/P	CLEARED	03/31/2020
	FEBRUARY2020 EMPLOYEE DEDUCTIONS-FEBRUARY	40.00			

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 025875 dated between 03-01-2020 and 03-31-2020

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Number	Issued	Amount	SC	Status	Status Date
025567	03/10/2020 BELL ALIANT 11368891FEB20 GG-TOWNHALL-LANDLINE PHONES 11395944FEB20 PS-FIRE-LANDLINE PHONES	2,667.53 1,568.61 1,098.92	A/P	CLEARED	03/31/2020
025568	03/10/2020 BLAKNEY'S TRUCKING INC. 755 TS-ST5-ROAD SALT DELIVERY	2,635.24 2,635.24	A/P	CLEARED	03/31/2020
025569	03/10/2020 CANADA BREAD COMPANY LIMITED 104414907348 CC-CANTEEN-HOT DOG BUNS	26.59 26.59	A/P	CLEARED	03/31/2020
025570	03/10/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 FEBRUARY2020 GG-MUNCIPALPLAN-FEBRUARY 202	26,930.16 26,930.16	A/P	CLEARED	03/31/2020
025571	03/10/2020 COCA COLA CANADA BOTTLING LIIMITED 15331202853 CC-CANTEEN-COCA COLA PRODUC	372.53 372.53	A/P	CLEARED	03/31/2020
025573	03/10/2020 EAGLE XPRESS COURIER SERVICE 487415 TS-#5-TO RICHWELL 487423 TS-#21-TO SAUNDERS EQUIPMENT 487447 TS-SHOP-FROM MARITIME CASE 487452 TS-#18, #6 SCRAPPER BLADES To: LSW Wear 487453 TS-#11-TO MARITIME CASE 487458 TS-#11-TO MARITIME CASE 487459 TS-SHOP-TO LSW WEAR 487475 TS-#11-TO MARITIME CASE 487477 TS-SHOP-TO PARTS FOR TRUCKS 487480* TS-#22-TO MARITIME CASE 487486 TS-#24-PARTS FOR TRUCKS 732645 TS-#16-TO MARITIME CASE 732648 TS-#16-TO MARITIME CASE 732726 TS-#5, #7-TO PARTS FOR TRUCKS 732727 TS-#16-TO MARITIME CASE 732746 TS-#13-TO TOROMONT CAT	724.50 34.50 34.50 34.50 69.00 34.50 46.00 69.00 34.50 92.00 34.50 69.00 34.50 34.50 34.50 34.50 34.50 34.50	A/P	CLEARED	03/31/2020
025574	03/10/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 20-25 PS-BUILDINGINSPECTOR-FEB 25 - M	2,484.00 2,484.00	A/P	CLEARED	03/31/2020
025575	03/10/2020 KONICA MINOLTA BUSINESS SOLUTIONS 264277213 CC-ADMIN-PHOTOCOPIER MAINTEN 264277214 CC-ADMIN-PHOTOCOPIER MAINTEN	81.53 22.81 58.72	A/P	CLEARED	03/31/2020
025576	03/10/2020 KONICA MINOLTA BUSINESS 7495151 GG-TOWNHALL-COPIER LEASE-APP	193.71 193.71	A/P	CLEARED	03/31/2020
025577	03/10/2020 LAWSON PRODUCTS, INC. (ONTARIO_ 9307380093 TS-SHOP-WASHERS, CARRIAGE BO	146.29 146.29	A/P	CLEARED	03/31/2020
025578	03/10/2020 MACDONALD, BEV 631174 PM-RCMP-FLOOR TILE REPAIR, REF	172.50 172.50	A/P	CLEARED	03/31/2020
025579	03/10/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15407 PS-BYLAW-FEB 24 - MAR 06/20 FEE	1,610.00 1,610.00	A/P	CLEARED	03/31/2020
025580	03/10/2020 MACFARLANDS LTD 03T464974 TS-#28-REAR VIEW MIRROR, MAINT 03T465069 TS-#28-WORKING LIGHT 03T465114 TS-#28-LOCKING UNITS, NYLON NU	1,747.93 618.61 117.32 1,012.00	A/P	CLEARED	03/31/2020
025581	03/10/2020 MICMAC FIRE & SAFETY SOURCE LTD. NS-00873373 PS-FIRE-DECON DRY BAGS	3,303.95 3,303.95	A/P	CLEARED	03/31/2020
025582	03/10/2020 MINISTER OF FINANCE	209.30	A/P	CLEARED	03/31/2020

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Town of St. Stephen  
 BNK1 - General Bank Account  
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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	WEEK102020 EMPLOYEE DEDUCTIONS-MARCH 0	209.30			
025583	03/10/2020 ORR ELECTRIC & ALARM LTD. 4413 GG-TOWNHALL-KEYPAD BATTERY I	114.60 114.60	A/P	CLEARED	03/31/2020
025584	03/10/2020 PCS SALES (CANADA) LTD. 6016460 TS-ST5-ROAD SALT 6016461 TS-ST5-ROAD SALT 6018404 TS-ST5-ROAD SALT 6018405 TS-ST5-ROAD SALT	7,754.46 1,916.48 1,951.26 1,934.19 1,952.53	A/P	CLEARED	03/31/2020
025585	03/10/2020 PETTY CASH FEBRUARY2020 GG-BUILDINGINSPECTOR-REGISTE	76.05 76.05	A/P	CLEARED	03/31/2020
025586	03/10/2020 PRO-TECH SANITATION LTD. 286499 CC-ARENA-SQUEEGEE BLADE SET	175.67 175.67	A/P	CLEARED	03/31/2020
025587	03/10/2020 SEAN MORTON AWARDSBANQUET PS-FIRE-TABLE CLOTHS	27.37 27.37	A/P	CLEARED	03/31/2020
025588	03/10/2020 SHANNON MICHAEL FEBRUARY2020 PS-ANIMALCONTROL-MONTHLY VEI KENNELFEESFEB/20 PS-ANIMALCONTROL-KENNEL FEES	2,176.83 1,611.83 565.00	A/P	CLEARED	03/31/2020
025589	03/10/2020 SOURCE ONE SUPPLIES 23525 PS-FIRE-BATHROOM TISSUE, PAPEI 23565 CC-ARENA-CHEMICAL RESISTANT T	183.75 161.85 21.90	A/P	CLEARED	03/31/2020
025590	03/10/2020 SOUTHWEST CONCRETE & CONS LTD IN000008636 TS-ST5-WINTER SAND, LOADER	7,060.54 7,060.54	A/P	CLEARED	03/31/2020
025591	03/10/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 2020-01-1 GG-PLANNING SERVICES-QUARTEF	7,530.00 7,530.00	A/P	CLEARED	03/31/2020
025592	03/10/2020 SPEEDY ST-STEPHEN 8768 8788-340341 CC-ARENA-8" PUMP-ACTION VACUL	348.45 348.45	A/P	CLEARED	03/31/2020
025593	03/10/2020 ST. STEPHEN FIRE DEPARTMENT AWARDSBANQUET PS-FIRE-DJ FOR AWARDS BANQUE	300.00 300.00	A/P	CLEARED	04/30/2020
025594	03/10/2020 TOWN OF ST. STEPHEN 26462.62 GG-FUNDTRANSFER-TO GENERAL I	26,462.62 26,462.62	A/P	CLEARED	03/31/2020
025595	03/10/2020 UNIFIRST CANADA LTD. 7100198113 CC-BUILDING-FLOOR MATS 7100198876 CC-BUILDING-FLOOR MATS	274.36 137.18 137.18	A/P	CLEARED	03/31/2020
025596	03/10/2020 WURTH CANADA LIMITED 23825746 TS-SHOP-SPEED CUT OFF WHEELS 23829126 TS-SHOP-DUAL WALL SHRINK TUBE	356.37 74.41 281.96	A/P	CLEARED	03/31/2020
025597	03/10/2020 YELLOW PAGES GROUP 20-7831486 GG-TOWNHALL-911 LISTING	10.47 10.47	A/P	CLEARED	03/31/2020
025598	03/17/2020 BELL ALIANT 06336721FEB20 TS-AIRPORT-LANDLINE PHONE 11378668FEB20 PS/TS-199UNIONSTREET-LANDLINE 15772965FEB20 RC-REC/POOL-LANDLINE PHONES 46435731FEB20 RC-PARKS-CHOCOLATE PARK CAMI 47424130FEB20 CC-ADMIN-LANDLINE PHONES 47780283FEB20 CC-ADMIN-BUSINESS FIBE	1,948.51 169.37 368.21 218.33 117.24 714.38 360.98	A/P	CLEARED	03/31/2020
025599	03/17/2020 BLAKNEY'S TRUCKING INC. 758 TS-ST5-ROAD SALT DELIVERY	1,321.48 1,321.48	A/P	CLEARED	03/31/2020
025600	03/17/2020 BRUNET INC.	14,871.60	A/P	CLEARED	03/31/2020

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
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**CHEQUE REGISTER**

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Number	Issued		Amount	SC	Status	Status Date
	43131	GG/PS-TOWNHALL/FIRE-NEW COMF	2,399.19			
	43131*	CC-ADMIN-LAPTOP, EMAIL SERVICI	163.87			
	43682	CC-ADMIN-COMPUTER AND LAPTOP	1,311.00			
	43682*	GG-TOWNHALL-VARIOUS COMPUTE	1,232.31			
	IN43012	GG-TOWNHALL-WIRELESS ACCESS	629.05			
	IN43440	GG-TOWNHALL-LAPTOPS, COMPUT	6,793.05			
	IN43550	GG-TOWNHALL-DESKTOP MONITOF	169.05			
	IN43550*	CC-ADMIN-DESKTOP COMPUTER	981.53			
	IN43551	CC-ADMIN-LAPTOP	1,192.55			
025601	03/17/2020	CANADA BREAD COMPANY LIMITED	26.59	A/P	CLEARED	03/31/2020
	105114907444	CC-CANTEEN-HOT DOG BUNS	26.59			
025602	03/17/2020	CARQUEST	963.93	A/P	CLEARED	03/31/2020
	14838-122377	TS-SHOP-DUAL PUMP SERVICE JAC	172.37			
	14838-122476	TS-#6-HOSE, COUPLINGS/ADAPTER	147.36			
	14838-122899	TS-#13-HOSES, COUPLING, ADAPTE	146.79			
	14838-123030	TS-#7-WINTER BLADES	44.68			
	14838-123031	TS-#7,#5,#6-WINTER BLADES	104.25			
	14838-123274	TS-#12-REMAN ALTERNATOR	296.78			
	14838-123310	TS-#12-IDLER/TENSIONER PULLEYS	36.57			
	14838-123398	TS-SHOP-WINSHIELD WASHER FLU	15.13			
025603	03/17/2020	CHANDLER	184.00	A/P	CLEARED	03/31/2020
	1950690	PS-FIRE-CLOTHING ALLOWANCE	184.00			
025604	03/17/2020	CHAR CO CHEVROLET PONTIAC BUICK GMC LTD.	337.45	A/P	OUT-STD	03/17/2020
	IG11359	TS-#12-HANDLE	113.83			
	IG11366	TS-#12-CABLE	96.91			
	IG11387	TS-#12-LOCK, CABLE	126.71			
025605	03/17/2020	CNH CAPITAL	1,504.70	A/P	CLEARED	03/31/2020
	IN93886	TS#22-STARTER CORE RETURN	-78.78			
	IN93950	TS-#22-CORE RETURN	-62.10			
	IN94142	TS-#11-REMAN-STARTER, CORE-ST	458.41			
	IN94245	TS-#16-KITS	137.45			
	WO20532	TS-#11-SENSORS, SEALS	1,049.72			
025606	03/17/2020	DALE MATHESON'S TOWING	103.50	A/P	CLEARED	03/31/2020
	FEBRUARY212020	TS-#22-TOW SIDEWALK PLOW	103.50			
025607	03/17/2020	DAVIS FUELS	4,537.63	A/P	CLEARED	03/31/2020
	23959	PM-120MILLTOWNBLVD-HEATING FI	586.13			
	23988	TS/PS-199UNIONSTREET-HEATING I	720.89			
	24120	PS/TS-199UNIONSTREET-HEATING I	866.27			
	24281	PS/TS-199UNIONSTREET-HEATING I	1,408.52			
	24379	TS/PS-199UNIONSTREET-HEATING I	955.82			
025608	03/17/2020	DEMPSEY'S PLUMBING & HEATING	281.04	A/P	CLEARED	03/31/2020
	4045	CC-ARENA-ZURN AQUA SPEC CART	281.04			
025609	03/17/2020	KENT BUILDING SUPPLIES	737.34	A/P	CLEARED	03/31/2020
	1704444	TS-SHOP-PICK HANDLE, SLEDGEHA	88.73			
	1704492	TS-SHOP-PICK HANDLE	29.93			
	1707668	CC-ARENA-PAIS, HOOKS, GONG BI	50.52			
	1709140	CC-ARENA-PL PREMIUM BAX 266ML	49.15			
	1709995	TS-SHOP-REFILL/OIL FILTER	7.48			
	1711419	CC-ARENA-CEILING TILES	195.25			

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Number	Issued	Amount	SC	Status	Status Date
	1711619	TS-SHOP-DOORSWEEP, PROPANE			
	1711772	TS-SHOP-ALUM THRESHOLD, ANCR			
	1712285	CC-ARENA-CEILING TILES			
025610	03/17/2020	KONICA MINOLTA BUSINESS		CLEARED	03/31/2020
	7494962	CC-ADMIN-LEASE-APRIL/20			
025611	03/17/2020	MCLAUGHLIN, DONALD		CLEARED	03/31/2020
	JANUARY092020	CC-PANELSIGNS-"AUTHORIZED VEI			
025612	03/17/2020	MINISTER OF FINANCE		CLEARED	03/31/2020
	WEEK112020	EMPLOYEE DEDUCTIONS-MARCH 1			
025613	03/17/2020	N. B. ELECTRIC POWER		CLEARED	03/31/2020
	18988703MAR20	TS/PS-199UNIONST-ELECTRICITY			
	19051703MAR20	TS-AIRPORT-ELECTRICITY			
	19051801MAR20	TS-AIRPORT-ELECTRICITY			
	216030308MAR20	TS-ST5-AREA LIGHTS			
	65083030MAR20	RC-PARKS-MILLTOWN BOAT LAUNC			
	71315207MAR20	PS-RCMP-ELECTRICITY			
	83278804MAR20	TS-ST5-PARKS SHED			
025614	03/17/2020	NEW SYSTEM LAUNDRY & CLEANERS LTD.		CLEARED	03/31/2020
	458877	PM-RCMP-FLOOR MATS			
025615	03/17/2020	ORKIN CANADA CORPORATION		CLEARED	04/30/2020
	C-1156081	CC-BUILDING-PEST CONTROL			
025616	03/17/2020	PARTS FOR TRUCKS INC.		CLEARED	03/31/2020
	34309555-00	TS-#6-INTENSIFIRE HALOGEN KIT			
	34310724-00	TS-#30-SPINNER SHAFT ELECTRIC			
	34310783-00	TS-#12-PEC ATTACH KIT			
	34310867-00	TS-#30-PRO-CASTER SHAFT BRG KI			
025617	03/17/2020	PAYROLL TRANSFER		CLEARED	03/31/2020
	WEEK112020	GG-TRANSFER-FEB 28 - MAR 12/20			
025618	03/17/2020	PCS SALES (CANADA) LTD.		CLEARED	03/31/2020
	6022087	TS-ST5-ROAD SALT			
	6022088	TS-ST5-ROAD SALT			
025619	03/17/2020	PROMO HEROES		CLEARED	03/31/2020
	19711	CC-ARENA-CLOTHING ALLOWANCE			
025620	03/17/2020	RECEIVER GENERAL FOR CANADA		CLEARED	03/31/2020
	WEEK112020	GG-REMITTANCE-FEB 28 - MAR 12/2			
025621	03/17/2020	RICHWIL TRUCK CENTRE LTD.		CLEARED	03/31/2020
	133544	TS-#5-VARIOUS FILTERS			
025622	03/17/2020	SAINT JOHN SPRING WORKS LTD		CLEARED	03/31/2020
	113756	TS-#29-SPINNER SHAFT BEARINGS,			
025623	03/17/2020	SAUNDERS EQUIPMENT LTD.		CLEARED	03/31/2020
	0000079483	TS-#22-HUDRAULIC CYLINDER			
025624	03/17/2020	SERVICE NEW BRUNSWICK		OUT-STD	03/17/2020
	CRZ4092020	RC-PARKS-2014 FORD F150			
025625	03/17/2020	SOURCE ONE SUPPLIES		CLEARED	03/31/2020
	23588	CC-ARENA-VINYL GLOVES			
	23621	CC-POOL-SQUEEGEE, BROOM BRAI			
	23629	CC-ARENA-HANDLE, FLOOR SQUEE			
025626	03/17/2020	SOURCE ATLANTIC		CLEARED	03/31/2020

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	3496754	TS-STC-CLOTHING ALLOWANCE			
	3503774	TS-STC-CLOTHING ALLOWANCE			
025627	03/17/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	195.50	A/P	CLEARED	03/31/2020
	224559	GG-CIVIC-PAC EXPRESSION OF INT			
025628	03/17/2020 STATIONERY PLUS	1,372.32	A/P	CLEARED	03/31/2020
	62830	GG-TOWNHALL-FILE FOLDERS, COF			
	62918	CC-ADMIN-INKJET CARTRIDGES			
	62971	GG-TOWNHALL-MARKER, POST-IT M			
	63124	PS-FIRE-FOLDBACK CLIPS, TAPE-P-			
	63135	CC-ADMIN-PAPER, WRITING PADS,			
	63292	GG-TOWNHALL-LASER TONER, PAF			
	63319	GG-TOWNHALL-COFFEE K-CUPS			
	63460	GG-TOWNHALL-PRINTER, LASER TC			
	63549	GG-TOWNHALL-FILE FOLDER LABEL			
	63553	GG-TOWNHALL-LASER TONER			
	63736	GG-TOWNHALL-SCREEN CLEANING			
	63767	GG-TOWNHALL-FILE FOLDER LABEL			
025629	03/17/2020 UNIFIRST CANADA LTD.	137.18	A/P	CLEARED	03/31/2020
	710 0199630	CC-BUILDING-FLOOR MATS			
025630	03/17/2020 YELLOW PAGES GROUP	83.03	A/P	CLEARED	03/31/2020
	20-7843184	GG-TOWNHALL-YELLOW PAGES ME			
025631	03/17/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	5,068.98	A/P	CLEARED	03/31/2020
	20110	TS-STC-DIESEL			
025632	03/17/2020 KONICA MINOLTA BUSINESS	534.86	A/P	CLEARED	03/31/2020
	7495152	GG-TOWNHALL-COPIER LEASE- MA			
	7495153	GG-TOWNHALL-COPIER LEASE- API			
025633	03/17/2020 ORKIN CANADA CORPORATION	161.58	A/P	CLEARED	03/31/2020
	C-1155923	PS-FIRE-PEST CONTROL			
025634	03/17/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	849.71	A/P	CLEARED	03/31/2020
	30613	CC-ARENA-DONOR WALL SIGN			
	30697	CC-ARENA-SIGNAGE			
025636	03/17/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	3,383.59	A/P	CLEARED	03/31/2020
	348287	CC-BUILDING-NATURAL GAS			
025638	03/23/2020 WORKSAFE NB	86,879.74	A/P	CLEARED	03/31/2020
	2328432020	GG-WAGES-YEARLY ESTIMATION			
	2328432020CRED*	GG-WAGES-ESTIMATED REVERSAL			
025639	03/24/2020 ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	CLEARED	04/30/2020
	600499	RC-MILLPOOL-ALARM SYSTEM MON			
025640	03/24/2020 CANADIAN TIRE	218.07	A/P	CLEARED	04/30/2020
	N17129844	PS-FIRE-FIRE ALARMS, ELECTRICAL			
	N17129933	TS-SHOP-BIT SET			
	N17129942	PM-AIRPORT-SNOW BRUSH			
	N17129959	CC-ARENA-MOLDING TAPE			
	N17129975	PS-FIRE-KLEENEX, DUCT TAPE			
	N17130065	CC-ARENA-LIMEOUT, LYSOL			
025641	03/24/2020 CANADIAN SPRINGS	118.43	A/P	OUT-STD	03/24/2020
	19100841030120	TS-SHOP-WATER			
	19100841030120GG/PS	GG/PS-TOWNHALL/RCMP-WATER			

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025642	03/24/2020 CANADA BREAD COMPANY LIMITED 105814907549 CC-CANTEEN-HOT DOG BUNS 134614906513 CC-CANTEEN-HOT DOG BUNS	53.18 26.59 26.59	A/P	CLEARED	04/30/2020
025643	03/24/2020 CHARLOTTE COUNTY JANITORIAL 4539 PS-FIRE-JANITORIAL-FEB 2020 4542 PM-RCMP-JANITORIAL-FEB 2020	1,446.34 161.00 1,285.34	A/P	CLEARED	04/30/2020
025644	03/24/2020 CINTAS CANADA LIMITED 5016040292 TS/PS-STREETS/FIRE-FIRST AID SU 5016040292* CC-BUILDING-FIRST AID SUPPLIES	1,974.99 334.96 1,640.03	A/P	CLEARED	04/30/2020
025645	03/24/2020 CNH CAPITAL IN94273 TS-#11-STARTER CORE IN94283 TS-#11-TIE RODS IN94340 TS-#16-PAINT, GRAY QUART, HY-TRA	789.26 -62.10 602.60 248.76	A/P	CLEARED	04/30/2020
025646	03/24/2020 COCA COLA CANADA BOTTLING LIIMITED 15331202900 CC-CANTEEN-COCA COLA PRODUC	336.42 336.42	A/P	CLEARED	04/30/2020
025647	03/24/2020 DEMPSEY'S PLUMBING & HEATING 4056 CC-ARENA-ZURN AQUA SPED CART	93.68 93.68	A/P	CLEARED	04/30/2020
025648	03/24/2020 EAGLE XPRESS COURIER SERVICE 331784 TS-#22-TO SAUNDERS EQUIPMENT 331786 TS-#29,#30-TO PARTS FOR TRUCKS 331795 TS-SHOP-TO MARITIME CASE, TO N 487217 TS-SHOP-TO PARTS FOR TRUCKS 487243 TS-#6-FROM RICHWELL 790326 TS-#11-FROM MARITIME CASE	218.50 34.50 34.50 46.00 34.50 34.50 34.50	A/P	CLEARED	04/30/2020
025649	03/24/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 20-31 GG-BUILDINGINSPECTOR-MAR 08 -	2,484.00 2,484.00	A/P	CLEARED	03/31/2020
025650	03/24/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 420264 TS-ST5-DIESEL	779.59 779.59	A/P	OUT-STD	03/24/2020
025651	03/24/2020 KIMBERLY STE MARIE 26.24 GG-ACCTSPAYABLEMANAGER-SCC	26.24 26.24	A/P	CLEARED	03/31/2020
025652	03/24/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15417 PS-BY-LAW-MARCH 09 - MARCH 20/2	1,610.00 1,610.00	A/P	CLEARED	03/31/2020
025653	03/24/2020 MCINNES COOPER 2020004327 GG-LEGAL-FLOOD MITIGATION WOF 2020004359 GG-LEGAL-GENERAL 2020004371 GG-LEGAL-BY-LAW	3,836.23 1,168.98 646.01 2,021.24	A/P	CLEARED	04/30/2020
025654	03/24/2020 MCLAUGHLIN, DONALD MARCH112020 RC-PARKS-USE WHARF AT OWN RI	138.00 138.00	A/P	OUT-STD	03/24/2020
025655	03/24/2020 MILLTOWN MACHINE & FABRICATION LTD. 21201 TS-#29-PILLOW BLOCKS, 2 BOLT	102.79 102.79	A/P	CLEARED	04/30/2020
025656	03/24/2020 MINISTER OF FINANCE WEEK122020 EMPLOYEE DEDUCTIONS-MARCH 2	209.30 209.30	A/P	CLEARED	03/31/2020
025658	03/24/2020 N. B. ELECTRIC POWER 10126106MAR20 TS-XINGLIGHTS-KING STREET 17935200MAR20 TS-KING/UNIONST-TRAFFIC LIGHT 18169205MAR20 RC-POOL-MILL LANE 19055406MAR20 RC-ARENA-ELECTRICITY 50660140MAR20 RC-PARKS-ROTARY CHANGING RO	26,167.56 26.86 50.53 570.64 518.82 26.86	A/P	CLEARED	03/31/2020

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	54187672MAR20	TS-KING/QUEENST-TRAFFIC LIGHTS			
	54253127MAR20	CC-BUILDING-ELECTRICITY			
	54653258MAR20	TS-KING/SUPERSTORE-TRAFFIC LIGHTS			
	55160607MAR20	RC-COTTONMILL-LIGHTS			
	55917471MAR20	TS-STO-WATERFRONT LIGHTS			
	57955782MAR20	RC-PARKS-BANDSTAND IN CHOCOLATE			
	57955808MAR20	GG-120MILLTOWNBLVD-ELECTRICITY			
	72924306MAR20	RC-PARKS-BANDSTAND			
	73006038MAR20	RC-LIBRARY-ELECTRICITY			
	82122207MAR20	RC-PARKS-BASKETBALL COURT			
	84960501MAR20	RC-PARKS-RIVERSIDE DR LIGHTS			
025659	03/24/2020 RICHWIL TRUCK CENTRE LTD.	1,462.39	A/P	CLEARED	04/30/2020
	133591	TS-#7-FILTERS			
	133619	TS-#7-FILTERS			
	133636	TS-#5-GLASS ASSY, HEAD MIRROR			
025660	03/24/2020 SAFETY FIRST-SFC	241.50	A/P	CLEARED	03/31/2020
	87305	PS-FIRE-TRAFFIC CONTROL PERSONNEL			
025661	03/24/2020 SOURCE ONE SUPPLIES	1,521.56	A/P	CLEARED	03/31/2020
	23648	CC-POOL-HAIR & BODY SHAMPOO			
	23674	CC-POOL-HYDROCHLORIC ACID			
	23722	CC-ARENA-BOWL BRUSH, FOAM SCOURER			
	23761	PS-FIRE-LIQUID LAUNDRY DETERGENT			
025662	03/24/2020 SOUTHWEST ELECTRIC & SECURITY INC.	6,810.30	A/P	CLEARED	04/30/2020
	16818	CC-BUILDING-REQUIREMENTS FOR			
025663	03/24/2020 SOUTH WEST COURIER	34.39	A/P	CLEARED	04/30/2020
	18304	TS-STO-TO SAINT JOHN SPRINGWOOD			
025664	03/24/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	6,057.28	A/P	CLEARED	04/30/2020
	209985-210373	GG-TOWN-REGIONAL LANDFILL COLLECTION			
025665	03/24/2020 ST. STEPHEN FIRE DEPARTMENT	9.00	A/P	OUT-STD	03/24/2020
	990466	CC-BUILDING-2 DIGIT CIVIC ADDRESS			
025666	03/24/2020 UNIFIRST CANADA LTD.	137.18	A/P	CLEARED	04/30/2020
	7100200391	CC-BUILDING-FLOOR MATS			
025667	03/24/2020 WATER & ICE NORTH AMERICA INC.	8,729.90	A/P	CLEARED	04/30/2020
	49487	CC-POOL-VARIOUS REPLACEMENT			
025668	03/24/2020 WILSONS SECURITY	16,367.95	A/P	CLEARED	04/30/2020
	395279	CC-BUILDING-INSTGALL CCTV			
025669	03/30/2020 PARTS FOR TRUCKS INC.	62,494.77	A/P	CLEARED	04/30/2020
	32358048-00	TS-#5-ALL SEASON DUMP BODY			
	3431024-00	TS-#30-SPINNER SHAFT ELECTRIC MOTOR			
025670	03/31/2020 BELL MOBILITY INC.	1,101.69	A/P	CLEARED	04/30/2020
	523889487MAR20	CC-ADMIN-OPS MANAGEMENT			
	523889487MAR20GG	TS/PS/GG/RC-CELL PHONE CHARGES			
025671	03/31/2020 BLAKNEY'S TRUCKING INC.	1,331.59	A/P	CLEARED	04/30/2020
	762	TS-STO-ROAD SALT DELIVERY			
025672	03/31/2020 BRUNSWICK NEWS INC	99.02	A/P	CLEARED	04/30/2020
	20073309	RC-PARKS & REC-SUMMER STUDENT			
025673	03/31/2020 CANADA BREAD COMPANY LIMITED	26.59	A/P	CLEARED	04/30/2020
	106514907660	CC-CANTEEN-HOT DOG BUNS			

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025674	03/31/2020 COX ELECTRONICS & COMMUNICATIONS 1-035847 PS-FIRE-ETHERNET CABLES	45.98 45.98	A/P	CLEARED	04/30/2020
025675	03/31/2020 DEREK MCNIECE PROMOTIONS 2574 PS-FIRE-PROMOTIONAL PENS	320.94 320.94	A/P	CLEARED	04/30/2020
025676	03/31/2020 KEM CANADA MFG 127675 CC-ARENA-GERMICIDAL MULTI USE 127812 TS-SHOP-KEMELT BLUE BLAZER - 2	287.18 -52.53 339.71	A/P	CLEARED	04/30/2020
025677	03/31/2020 KONICA MINOLTA BUSINESS SOLUTIONS 284895726 GG-TOWNHALL-COPIER MAINTENAI	91.77 91.77	A/P	CLEARED	04/30/2020
025678	03/31/2020 LAROCHELLE EQUIPMENT INC. 0090763 TS-#5,#6,#7-BRAS POUSSE HAUT MI	1,621.11 1,621.11	A/P	CLEARED	04/30/2020
025679	03/31/2020 LIBERTY UTILITIES 2020032002008-1018227-0 CC-BUILDING-NATURAL GAS 00	3,021.97 3,021.97	A/P	CLEARED	04/30/2020
025680	03/31/2020 MAYFIELD GARDENS INC. 135 RC-PARKS-MULCH, PERRENNIALS,	150.42 150.42	A/P	CLEARED	04/30/2020
025681	03/31/2020 MINISTER OF FINANCE WEEK132020 EMPLOYEE DEDUCTIONS-MARCH 2	209.30 209.30	A/P	CLEARED	04/30/2020
025682	03/31/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 459995 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	04/30/2020
025683	03/31/2020 PARTS FOR TRUCKS INC. 34310783-01 TS-#29, #30-LED 3 LAMP, SURFACE	165.60 165.60	A/P	CLEARED	04/30/2020
025684	03/31/2020 PAYROLL TRANSFER WEEK132020 GG-TRANSFER-MARCH 13 - MARCH	71,431.00 71,431.00	A/P	CLEARED	04/30/2020
025685	03/31/2020 PCS SALES (CANADA) LTD. 6028672 TS-STs-ROAD SALT 6029292 TS-STs-ROAD SALT	3,889.24 1,948.10 1,941.14	A/P	CLEARED	04/30/2020
025686	03/31/2020 RECEIVER GENERAL FOR CANADA WEEK132020 GG-REMITTANCE-MARCH 13 - MARC	36,951.82 36,951.82	A/P	CLEARED	04/30/2020
025689	03/31/2020 SERVICE NEW BRUNSWICK AA49682020 PS-FIRE-1943 FORD FIRE CGL0722020 PS-FIRE-1997 DODGE DAKOTA CGN1762020 TS-STs-1996 FORD F250 CKN6352020 TS-STs-2004 DODGE DAKOTA CND7802020 PS-FIRE-2008 FORD F150 CND8232020 RC-PARKS-2003 GMC SONOMA CPD7832020 TS-STs-2008 DODGE DAKOTA CPE9732020 RC-PARKS-2011 FORD F150 CRH7702020 TS-STs-2008 DODGE DAKOTA CRW6372020 TS-STs-2014 FORD F250 CRW6382020 TS-STs-2014 FORD F250 CTH7182020 TS-STs-2010 CHEVROLET SILVERAI GYV8332020 RC-PARKS-2007 FORD ESCAPE LAB1392020 TS-STs-1984 INTERNATIONAL 2554 LAK8262020 TS-STs-2000 INTERNATIONAL F-267 LAZ8762020 PS-FIRE-2005 GMC C7C042 LAZ8772020 PS-FIRE-1987 WHITE VOLVO WX LAZ8782020 PS-FIRE-2007 FREIGHTLINER MS 10 LAZ8792020 PS-FIRE-2000 FREIGHTLINER FL80	684.00 19.00	A/P	OUT-STD	03/31/2020

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	LAZ9452020	TS-ST5-2008 INTERNATIONAL 7500			
	LCB4922020	TS-ST5-2003 INTERNATIONAL 7400			
	LCE4972020	TS-ST5-2012 FREIGHTLINER 114SD			
	M332422020	TS-ST5-1987 SNOWBL			
	M416642020	TS-ST5-2001 BOMAG ROLLER			
	M420882020	TS-ST5-2002 TRACKLESS MT			
	M433632020	TS-ST5-2004 CASE 721D			
	M447732020	TS-ST5-2005 CATERP 420D			
	T112432020	RC-PARKS-2004 KUBOTA L3130D			
	T267672020	TS-ST5-2015 CASE 580SN WT			
	T285552020	TS-ST5-2018 CASE 721G			
	T301472020	TS-ST5-2019 WACKER NEUSON WL			
	TEK8232020	TS-ST5-1997 HOME MA UTILIT			
	TFI2672020	PS-FIRE-1998 EZ LOADER BOAT TR			
	TLA2262020	TS-ST5-2007 DURATR DLE16T			
	TNM3632020	PS-FIRE-2012 HURRAI CARGO			
	TOI1492020	RC-PARKS-2014 US CARGO USASG			
025690	03/31/2020 SOURCE ONE SUPPLIES	140.97	A/P	CLEARED	04/30/2020
	23680	PM-LIBRARY-MULTI-SURFACE CLEA			
	23715	PM-LIBRARY-GARBAGE BAGS, PAPI			
025691	03/31/2020 SOURCE ATLANTIC	124.20	A/P	CLEARED	04/30/2020
	3522366	TS-SHOP-COWHIDE GLOVES			
025692	03/31/2020 UAP INC.	845.76	A/P	CLEARED	04/30/2020
	961-495285	TS-#1-CENTRE BOLTS			
	961-495369	TS-#6-LUBE FILTER			
	961-495373	TS-#6-FUEL FILTER			
	961-495451	TS-#6-FUEL FILTERS, AUTOMOTIVE			
	961-495511	TS-#5-ROTELLA T4 TRIPLE PRO			
	961-495540	TS-#6-FUEL FILTER			
	961-496047	TS-#12-O-RING COUPLING KIT, INTE			
	961-496181	TS-#21-HOSES, HYDRAULIC HOSES			
	961-496221	TS-#12-OIL FILTER, 5W30 DEXOS			
	961-496246	TS-#12-NON-DETERGENT, 5W-30			
	961-496247	TS-SHOP-WW FLUID -40, DIESEL EX			
	961-496455	TS-#1-5W30 DEXOS			
025693	03/31/2020 UNIFIRST CANADA LTD.	137.18	A/P	CLEARED	04/30/2020
	7100201152	CC-BUILDING-FLOOR MATS			
025694	03/31/2020 WURTH CANADA LIMITED	379.24	A/P	CLEARED	04/30/2020
	23848292	TS-SHOP-NITRILE GLOVES, ROST C			
025695	03/31/2020 KONICA MINOLTA BUSINESS SOLUTIONS	79.84	A/P	CLEARED	04/30/2020
	264895899	CC-ADMIN-PHOTOCOPIER MAINTEN			
		<b>Cheque Totals Issued</b>			
					<b>806,283.10</b>
		<b>Void</b>			<b>0.00</b>
		<b>Total Cheques Generated</b>			<b>806,283.10</b>
		<b>Total # of Cheques Listed</b>			<b>159</b>

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008470 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
008341	03/04/2020 BELL MOBILITY INC. 523889487FEB20UTI WS/SCD-ADMIN-CELL PHONE CHAR	4,748.10 4,748.10	A/P	CLEARED	03/31/2020
008342	03/04/2020 BLAKNEY'S TRUCKING INC. 747 WS-TRANS&DIST-COLD PATCH DEL	1,276.11 1,276.11	A/P	CLEARED	03/31/2020
008343	03/04/2020 COX ELECTRONICS & COMMUNICATIONS 1-035622 WS-TRANS&DIST-COMPUTER AND F 1-035623 WS-SOURCE-COMPUTER CLEANUP	264.50 172.50 92.00	A/P	CLEARED	03/31/2020
008344	03/04/2020 PITNEY WORKS FEBRUARY132020* WS/SCD-POSTAGEMETER-REFILL	1,221.69 1,221.69	A/P	CLEARED	03/31/2020
008345	03/04/2020 PITNEY BOWES 1015044339* WS/SCD-POSTAGEMETER-CLEANIN	51.91 51.91	A/P	CLEARED	03/31/2020
008346	03/04/2020 ST. STEPHEN GUARDIAN 378481 WS-SOURCE-CLOTHING ALLOWANC	253.00 253.00	A/P	CLEARED	03/31/2020
008347	03/04/2020 STATIONERY PLUS 61095 WS-SOURCE-PENS, TABS, PLANNEF 61116* WS/SCD-TOWN HALL-FILE BOXES, C 61292* WS/SCD-TOWNHALL-RULERS, EXPA 61341* WS/SCD-TOWN HALL-FOLDBACK CL 61782 SCD-DISPOSAL-PLANNER, INKJET C 61805 WS-SOURCE-FLASH DRIVES, DATEI 61922* WS/SCD-TOWNHALL-PAPER, PEN, C 61998 WS/SCD-TOWNHALL-ENVELOPES 62086* WS/SCD-TOWNHALL-PEN 62541* WS/SCD-TOWNHALL-COFFEE K-CUI 62562* WS/SCD-TOWNHALL-BINDERS	529.21 104.26 74.26 9.94 11.76 18.38 64.34 134.41 80.48 1.15 24.14 6.09	A/P	CLEARED	03/31/2020
008348	03/04/2020 WOLSELEY CANADA INC. 9060605 WS-TRANS&DIST-MAGNAWAND MA 9086694 WS-TRANS&DIST-1 KEY IMP WRCH 9086695 WS-TRANS&DIST-ALPH RESTRAINING 9086696 WS-TRANS&DIST-ROCKET LED TOV 9086697 WS-TRANS&DIST-RED LITH BAT PAC	3,206.78 1,106.88 401.35 1,101.70 563.50 33.35	A/P	CLEARED	03/31/2020
008349	03/10/2020 CINTAS CANADA LIMITED 9078551535 WS-TRANS&DIST-KEVLAR W/BLOCK	209.19 209.19	A/P	CLEARED	03/31/2020
008350	03/10/2020 EAGLE XPRESS COURIER SERVICE 487419 WS-SOURCE-FR RESEARCH & PROI 487464 WS-SOURCE-TO RESEACH AND PR 732705 WS-SOURCE-TO RESEARCH PRODU 732740 WS-SOURCE-TO THE PANEL SHOP 732749 WS-SOURCE-TO RESEARCH AND PI	172.50 34.50 34.50 34.50 34.50	A/P	CLEARED	03/31/2020
008351	03/10/2020 ORR ELECTRIC & ALARM LTD. 4416 SCD-DISPOSAL-REPLACE OLD EME	1,261.94 1,261.94	A/P	CLEARED	03/31/2020
008352	03/10/2020 PETTY CASH FEBRUARY2020* WS/SCD-SOURCE-REGISTERED LET	13.80 13.80	A/P	CLEARED	03/31/2020
008353	03/10/2020 RESEARCH & PRODUCTIVITY COUNCIL 280386 WS-SOURCE-DRINKING WATER LAE 281157 WS-SOURCE-DRINKING WATER LAE	901.70 450.85 450.85	A/P	CLEARED	03/31/2020
008354	03/17/2020 BARTLETT RANDY	1,115.48	A/P	CLEARED	04/30/2020

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008470 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	CELLPHONE	WS-SOURCE-CELL PHONE REPLAC			
008355	03/17/2020 BELL ALIANT	1,115.48			
	11366812FEB20	322.57	A/P	CLEARED	03/31/2020
	19002807FEB20	136.37			
		186.20			
008356	03/17/2020 BRIGGS PLUMBING INC.	598.00	A/P	CLEARED	03/31/2020
	1571393	598.00			
008357	03/17/2020 BRUNET INC.	1,514.06	A/P	CLEARED	03/31/2020
	43131**	1,006.25			
	43682**	507.81			
008358	03/17/2020 CARQUEST	264.30	A/P	CLEARED	03/31/2020
	14838-123750	264.30			
008359	03/17/2020 EMCO CORPORATION	1,519.14	A/P	CLEARED	03/31/2020
	12513876-00	1,519.14			
008360	03/17/2020 KEITH'S BUILDING SUPPLIES	727.64	A/P	CLEARED	03/31/2020
	193503	140.78			
	193794	56.33			
	193885	41.39			
	193950	9.98			
	193984	330.84			
	194051	113.85			
	194073	34.47			
008361	03/17/2020 N. B. ELECTRIC POWER	11,393.03	A/P	CLEARED	03/31/2020
	36869807MAR20	935.97			
	50228902MAR20	191.34			
	52557428MAR20	6,207.19			
	53473043MAR20	87.34			
	61230004MAR20	3,727.01			
	82291006MAR20	244.18			
008362	03/17/2020 PARTS FOR TRUCKS INC.	772.21	A/P	CLEARED	03/31/2020
	34309436-00	529.90			
	34310887-00	242.31			
008383	03/17/2020 RICHWIL TRUCK CENTRE LTD.	679.21	A/P	CLEARED	03/31/2020
	133477	52.79			
	133493	220.43			
	133500	225.27			
	133589	180.72			
008364	03/17/2020 SCOTIA TECH	7,905.10	A/P	CLEARED	04/30/2020
	15005	1,097.10			
	15013	6,808.00			
008365	03/17/2020 SOURCE ATLANTIC	368.78	A/P	CLEARED	03/31/2020
	3516756	368.78			
008366	03/17/2020 STATIONERY PLUS	484.99	A/P	CLEARED	03/31/2020
	62719	73.16			
	62771	107.11			
	62830*	48.39			
	62971*	60.35			
	63181	45.01			
	83292*	52.85			

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008470 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	63319*	WS/SCD-TOWNHALL-COFFEE K-CUI			
	63429	WS-SOURCE-CALCULATOR			
	63549*	WS/SCD-TOWNHALL-FILE FOLDER I			
	63736*	WS/SCD-TOWNHALL-SCREEN CLEA			
	63767*	WS/SCD-TOWNHALL-FILE FOLDER I			
008367	03/24/2020	BRIGGS PLUMBING INC.			
	1571437	WS-TRANS&DIST-TEES, CAPS, ADAI		A/P	CLEARED 04/30/2020
008368	03/24/2020	CANADIAN TIRE			
	N17129187	WS-SOURCE-STAPLER		A/P	CLEARED 04/30/2020
	N17129860	SCD-DISPOSAL-CONNECT SPRAY N			
	N17129939	SCD-DISPOSAL-WD-40, TAPE MEAS			
	N17129946	WS-SOURCE-CLEANING SUPPLIES			
	N17129958	SCD-DISPOSAL-BLEACH, TAPE			
	N17129972	WS-SOURCE-BATTERIES, BUTTON I			
	N17129976	WS-SOURCE-ROPE, FLUID FILM, W			
	N17129980	WS-TRANS&DIST-NUTS, WASHERS,			
	N17129992	WS-SOURCE-ZIPLOCS, TAPE, TOTE			
008369	03/24/2020	EAGLE XPRESS COURIER SERVICE			
	331655	WS-SOURCE-TO RESEARCH & PRO		A/P	CLEARED 04/30/2020
	331662	WS-#102-TO PARTS FOR TRUCKS			
	331691	WS-SOURCE-TO RESEARCH & PRO			
	331773	WS-SOURCE-TO RESEARCH & PRO			
	331777	TS-#20-TO RICHWELL			
	331785	WS-#20-TO RICHWELL			
	487221	WS-SOURCE-TO RESEARCH & PRO			
008370	03/24/2020	N. B. ELECTRIC POWER			
	53123617MAR20	SCD-STS-DECHLORINATION CHAME		A/P	CLEARED 03/31/2020
	53158875MAR20	SCD-STS-BUDD AVE LIFT STATION			
	54807440MAR20	SCD-STS-159A MILLTOWN BLVD. LI			
	56356048MAR20	SCD-STS-18 RIVERSIDE DR LIFT S			
	61204006MAR20	SCD-2-216KINGSTREET-LIFT STATI			
	61224002MAR20	SCD-STS-358A MILLTOWN BLVD LIF			
	61236008MAR20	SCD-STS-BUDD AVE LIFT STATION			
	76139807MAR20	SCD-STS-5-4 RIVERSIDE DR LIFT			
	84934906MAR20	SCD-STS-6-58A RIVERSIDE DR LIF			
	84943406MAR20	WS-STS-TODD HILL RESERVOIR			
008371	03/24/2020	NORQUIP SUPPLY LTD.			
	11323	SCD-#9-HITCH TORSION SPRING KI		A/P	CLEARED 04/30/2020
008372	03/24/2020	RESEARCH & PRODUCTIVITY COUNCIL			
	281620	WS-SOURCE-DRINKING WATER LAE		A/P	CLEARED 03/31/2020
	282114	WS-SOURCE-DRINKING WATER LAE			
008373	03/24/2020	RICHWIL TRUCK CENTRE LTD.			
	131857	WS-#20,#8-VARIOUS FILTERS		A/P	CLEARED 04/30/2020
	133590	WS-#20, #8-4TRIPR, OIL			
008374	03/24/2020	SAINT JOHN LABORATORY SERVICES LTD.			
	395-20	SCD-DISPOSAL-TREATMENT PLANT		A/P	CLEARED 04/30/2020
008375	03/24/2020	SOUTHWEST CONCRETE & CONS LTD			
	IN000008715	WS-TRANS&DIST-EQUIPMENT RENI		A/P	CLEARED 04/30/2020
	IN000008819	WS-TRANS&DIST-EQUIPMENT RENI			

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008470 dated between 03-01-2020 and 03-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
008376	03/24/2020 THE PANEL SHOP ITPS003092 SCD-DISPOSAL-BUDD AVE AND SC/	652.05 652.05	A/P	CLEARED	04/30/2020
008377	03/24/2020 TOWN OF ST. STEPHEN 17467.61* WS-FUNDTRANSFER-TO UTILITY CA	17,467.61 17,467.61	A/P	CLEARED	03/31/2020
008378	03/30/2020 PARTS FOR TRUCKS INC. 34309000-00 WS-#102-XLS OFF TRUCK KIT-MS YF	5,646.50 5,646.50	A/P	CLEARED	04/30/2020
008379	03/31/2020 BELL MOBILITY INC. 523889487MAR20UTI WS/SCD-CELL PHONE CHARGES	4,257.32 4,257.32	A/P	CLEARED	04/30/2020
008380	03/31/2020 CANADIAN SPRINGS 19001832030120 WS-TRANS&DIST-WATER	48.79 48.79	A/P	CLEARED	04/30/2020
008381	03/31/2020 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	OUT-STD	03/31/2020
008382	03/31/2020 PARTS FOR TRUCKS INC. 34310783-02 WS-#20, #8-LED 60 SERIES STROBE 34310783-03 WS-#20-LED 3 LAMP, SURFACE MOL	498.69 415.89 82.80	A/P	CLEARED	04/30/2020
008383	03/31/2020 SERVICE NEW BRUNSWICK CSA0612020 WS-ST5-2014 TOYOTA TACOMA L621682020 SCD-ST5-1987 INTERNATIONAL 195 L899922020 WS-ST5-1998 CHEVROLET K2500 LCB4862020 WS-ST5-1987 INTERNATIONAL 2554 T191902020 WS-ST5-1988 CASE HACKHOE TB08862020 WS-ST5-1992 AQUATE SEPTIC TEL1402020 WS-ST5-1986 GARDNE DENVER THM8992020 WS-ST5-2004 ROADMASTER UTILIT	152.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00	A/P	OUT-STD	03/31/2020
008384	03/31/2020 SOURCE ATLANTIC 3522368 WS-ST5-CLOTHING ALLOWANCE	229.94 229.94	A/P	CLEARED	04/30/2020
008385	03/31/2020 SOUTHWEST CONCRETE & CONS LTD IN000008898 WS-TRANS&DIST-EQUIPMENT REN1	414.00 414.00	A/P	CLEARED	04/30/2020
008386	03/31/2020 UAP INC. 961-496079 WS-#105-CLAMPS 961-496511 TS-#20-HORN	56.68 7.45 49.23	A/P	CLEARED	04/30/2020
<b>Cheque Totals Issued:</b>		<b>85,629.67</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>85,629.67</b>			
<b>Total # of Cheques Listed:</b>		<b>46</b>			

\* - Partial payment was made on Invoice

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Town of St. Stephen  
BNK5 - Interim No.1-GCF  
Cheques from 000001 to 000048 dated between 04-01-2020 and 04-30-2020

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**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
000045	04/17/2020 KING CONSTRUCTION LTD. 7014 Garcelon Interior Fit-Up	112,340.75 112,340.75	A/P	OUT-STD	04/17/2020
<b>Cheque Totals Issued:</b>		<b>112,340.75</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>112,340.75</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  
BNK6 - Interim No.1-UCF  
Cheques from 000001 to 000050 dated between 04-01-2020 and 04-30-2020

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000044	04/07/2020 THE PANEL SHOP ITPS003013* SCADA System Upgrade	12,912.20 12,912.20	A/P	OUT-STD	04/07/2020
<b>Cheque Totals Issued:</b>		<b>12,912.20</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>12,912.20</b>			
<b>Total # of Cheques Listed:</b>		<b>1</b>			

\* - Partial payment was made on Invoice

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**Town of St. Stephen**  
**BNK8 - Interim No.3-UCF**  
 Cheques from 000001 to 000017 dated between 04-01-2020 and 04-30-2020

**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000015	04/20/2020 DILLON CONSULTING LIMITED 213952 West Street Infrastructure Renewal	4,666.27 4,666.27	A/P	OUT-STD	04/20/2020
000016	04/20/2020 DILLON CONSULTING LIMITED 215398 West Street Infrastructure Renewal	9,386.65 9,386.65	A/P	OUT-STD	04/20/2020
<b>Cheque Totals Issued:</b>		<b>14,052.92</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>14,052.92</b>			
<b>Total # of Cheques Listed:</b>		<b>2</b>			

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**Town of St. Stephen**  
 BNK1 - General Bank Account  
 Cheques from 000001 to 025875 dated between 04-01-2020 and 04-30-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
025635	04/01/2020 HERITAGE COURT HOLDINGS LIMITED CN000001045 GG-TOWNHALL-OPERATING COST / RC000031606 GG-TOWNHALL-LEASE FOR MARCH	4,037.62 -1,380.00 5,417.62	A/P	CLEARED	04/30/2020
025696	04/07/2020 ACCT #903240047015 MARCH2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	CLEARED	04/30/2020
025697	04/07/2020 ACCT 8025-280 MARCH2020 LOCAL 770 UNION DUES - MARCH 2	1,267.86 1,267.86	A/P	CLEARED	04/30/2020
025698	04/07/2020 BLAKNEY'S TRUCKING INC. 763 TS-STS-ROAD SALT DELIVERY	1,322.34 1,322.34	A/P	CLEARED	04/30/2020
025699	04/07/2020 BRIGGS PLUMBING INC. 1571500 PM-RCMP-SEAL IN MENS WASHRO	100.95 100.95	A/P	CLEARED	04/30/2020
025700	04/07/2020 BRUNSWICK NEWS INC 20073943 RC-PARKS-SUMMER STUDENTS EM	99.02 99.02	A/P	CLEARED	04/30/2020
025701	04/07/2020 CANADA BREAD COMPANY LIMITED 107214907763 CC-CANTEEN-HOT DOG BUNS 131814906135* CC-CANTEEN-HOT DOG BUNS	53.18 26.59 26.59	A/P	OUT-STD	04/07/2020
025702	04/07/2020 CARQUEST 14838-124013 TS-#7-ROTELLA T4 14838-124719 TS-#5-BLACK RUST PREVENTATIVE 14838-124831 TS-#24-MIRRIOR	562.96 196.68 102.26 264.02	A/P	CLEARED	04/30/2020
025703	04/07/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MARCH2020 GG-MUNCIPALPLAN-MARCH 2020	27,284.34 27,284.34	A/P	CLEARED	04/30/2020
025704	04/07/2020 CINTAS CANADA LIMITED 5016233320 PS/CC-FIRE/BUILDING-FIRST AID SL 5016233320A GG-TOWNHALL-FIRST AID SUPPLIE: 5016233320B TS-SHOP-FIRST AID SUPPLIES	650.89 413.36 68.23 169.30	A/P	CLEARED	04/30/2020
025705	04/07/2020 CNH CAPITAL FEBRUARYINTEREST TS-#18-FEBRUARY INTEREST 2020 IN94035 TS-#16-LIGHT ASSEMBLY IN94088 TS-#18-VALVE PLUGS	372.26 17.69 215.05 139.52	A/P	CLEARED	04/30/2020
025708	04/07/2020 COCA COLA CANADA BOTTLING LIIMITED 15330202727 CC-CANTEEN-COCA COLA PRODUC	572.43 572.43	A/P	CLEARED	04/30/2020
025707	04/07/2020 DEBLY ENTERPRISES LTD. 157579 CC-PARKINGLOT-RECONFIGURATIK	10,552.33 10,552.33	A/P	OUT-STD	04/07/2020
025708	04/07/2020 DOW JENNIFER CLOTHINGALLOW20 RC-HORT-CLOTHING ALLOWANCE	73.60 73.60	A/P	OUT-STD	04/07/2020
025709	04/07/2020 DYNAMIC ONLINE MARKETING CORP. 127434 PS-FIRE-TRAINING INCENTIVES	379.50 379.50	A/P	CLEARED	04/30/2020
025710	04/07/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVI 20-35 PS-BUILDINGINSPECTOR-MAR 22 - /	2,484.00 2,484.00	A/P	CLEARED	04/30/2020
025711	04/07/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 227353 TS-STS-GAS	4,353.05 4,353.05	A/P	CLEARED	04/30/2020
025712	04/07/2020 JEFF RENAUD MARCH2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	CLEARED	04/30/2020
025713	04/07/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15427 PS-BYLAW-MARCH 23 - APRIL 03/20	1,610.00 1,610.00	A/P	CLEARED	04/30/2020
025714	04/07/2020 MACFARLANDS LTD	69.25	A/P	CLEARED	04/30/2020

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 025875 dated between 04-01-2020 and 04-30-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
	03T465559 TS-#28-WORKING LIGHT	69.25			
025715	04/07/2020 MINISTER OF FINANCE	209.30	A/P	OUT-STD	04/07/2020
	WEEK142020 EMPLOYEE DEDUCTIONS-APRIL 05-	209.30			
025716	04/07/2020 MOFFITT DODGE CHRYSLER LTD.	10.31	A/P	CLEARED	04/30/2020
	IM23703 PS-FIRE-FILTERS	10.31			
025717	04/07/2020 ORR ELECTRIC & ALARM LTD.	304.94	A/P	CLEARED	04/30/2020
	4463 PM-RCMP-TROUBLESHOT LIGHT NC	165.28			
	4465 PM-RCMP-CHANGED BALLASTS IN I	139.66			
025718	04/07/2020 SEAN MORTON	106.77	A/P	CLEARED	04/30/2020
	MEACMEETING PS-FIRE-MEAC MEETING	106.77			
025719	04/07/2020 SHANNON MICHAEL	1,668.33	A/P	CLEARED	04/30/2020
	681120 PS-ANIMALCONTROL-COLLECTION	55.50			
	MARCH2020 PS-ANIMALCONTROL-MONTHLY FEI	1,611.83			
025720	04/07/2020 SOURCE ONE SUPPLIES	867.40	A/P	CLEARED	04/30/2020
	23800 CC-ARENA-HAIR & BODY SHAMPOC	186.83			
	23805 CC-ARENA-URINAL & PORCELAIN C	579.62			
	23831 PS-FIRE-DISPOSABLE COVERALLS '	100.95			
025721	04/07/2020 SOURCE ATLANTIC	509.78	A/P	CLEARED	04/30/2020
	3538873 TS-STC-CLOTHING ALLOWANCE	509.78			
025722	04/07/2020 ST. CROIX PUBLIC LIBRARY	9,661.75	A/P	OUT-STD	04/07/2020
	APRIL-JUNE2020 GG-GRANT-APRIL-JUNE 2020	9,661.75			
025723	04/07/2020 ST.STEPHEN DEVELOPMENT BOARD	20,000.00	A/P	OUT-STD	04/07/2020
	APRIL-JUNE2020 GG-GRANT-APRIL-JUNE 2020	20,000.00			
025724	04/07/2020 ST. STEPHEN UTILITY DEPT.	40.00	A/P	CLEARED	04/30/2020
	MARCH2020 EMPLOYEE DEDUCTIONS-MARCH 2	40.00			
025725	04/07/2020 UNIFIRST CANADA LTD.	137.18	A/P	CLEARED	04/30/2020
	7100201925 CC-BUILDING-FLOOR MATS	137.18			
025726	04/07/2020 WURTH CANADA LIMITED	353.57	A/P	CLEARED	04/30/2020
	23862959 TS-SHOP-GLOVES, HAND CLEANER	204.99			
	23864089 TS-COVID-19-PARTICULATE RESPIR	148.58			
025727	04/15/2020 ALL GAS TANKS	66.70	A/P	CLEARED	04/30/2020
	101908 TS-SHOP-OXYGEN BOTTLE	66.70			
025728	04/15/2020 BELL ALIANT	4,014.03	A/P	CLEARED	04/30/2020
	11368891MAR20 GG-TOWNHALL-LANDLINES	1,306.26			
	11378688MAR20 PS/TS-199UNIONST-LANDLINE PHOI	367.91			
	11395944MAR20 PS-FIRE-LANDLINE PHONES	929.31			
	15772965MAR20 RC-REC/POOL-LANDLINE PHONES	218.33			
	46435731MAR20 RC-PARKS-CHOCOLATE PARK CAME	117.24			
	47424130MAR20 CC-ADMIN-LANDLINE PHONES	714.00			
	47780283MAR20 CC-ADMIN-BUSINESS FIBE	360.98			
025729	04/15/2020 CARMICHAEL ENGINEERING LTD.	1,964.20	A/P	CLEARED	04/30/2020
	FR-1683577 CC-POOL-HEAT PUMP MALFUNCTION	1,964.20			
025730	04/15/2020 Derek O'Brien	291.00	A/P	CLEARED	04/30/2020
	REFUND CC-REFUND-GYM MEMBERSHIP	291.00			
025731	04/15/2020 FILTRATION PLUS	665.85	A/P	CLEARED	04/30/2020
	5436059 CC-ARENA-PERFECT PLEAT	665.85			
025732	04/15/2020 FLEET READY LTD.	715.24	A/P	CLEARED	04/30/2020
	13937 PS-FIRE-STRIKER W/DR SWITCH KI'	254.23			

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
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Number	Issued	Amount	SC	Status	Status Date
	13954 PS-FIRE-MALE ADAPTERS, FEMALE	461.01			
025733	04/15/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 819659 TS-ST5-DIESEL	811.61 811.61	A/P	OUT-STD	04/15/2020
025734	04/15/2020 KIM COLLIER REFUND CC-COVID-19-BIRTHDAY PARTY CAI	131.00 131.00	A/P	CLEARED	04/30/2020
025735	04/15/2020 KONICA MINOLTA BUSINESS 7531461 GG-TOWNHALL-COPIER LEASE-MA	208.39 208.39	A/P	OUT-STD	04/15/2020
025736	04/15/2020 MICMAC FIRE & SAFETY SOURCE LTD. NS-00874004 PS-FIRE-PULL-ON BOOTS	593.40 593.40	A/P	CLEARED	04/30/2020
025737	04/15/2020 MILLTOWN MACHINE & FABRICATION LTD. 21230 TS-#5-3/16 STAINLESS PLATE 21239 TS-#5-FLAT BARS	264.11 77.34 186.77	A/P	OUT-STD	04/15/2020
025738	04/15/2020 MINISTER OF FINANCE WEEK152020 EMPLOYEE DEDUCTIONS-APRIL 12	209.30 209.30	A/P	CLEARED	04/30/2020
025739	04/15/2020 N. B. ELECTRIC POWER 19051703APR20 TS-AIRPORT-ELECTRICITY 19051801APR20 TS-AIRPORT-ELECTRICITY 216000030308APR20 TS-ST5-AREA LIGHTS 65083030APR20 RC-PARKS-MILLTOWN BOAT LAUNC	12,449.22 305.10 60.58 12,044.11 39.43	A/P	CLEARED	04/30/2020
025740	04/15/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 461108 PM-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	04/30/2020
025741	04/15/2020 ORKIN CANADA CORPORATION C-1294646 PS-FIRE-MONTHLY PEST CONTROL	161.58 161.58	A/P	CLEARED	04/30/2020
025742	04/15/2020 PAYROLL TRANSFER WEEK152020 GG-TRANSFER-MARCH 27 - APRIL 0	64,920.00 64,920.00	A/P	CLEARED	04/30/2020
025743	04/15/2020 PETTY CASH - GARCELON CIVIC CENTER FEBRUARY022020 CC-ADMIN-CONTAINER FOR CHANG FEBRUARY202020 CC- <i>Building-Clorak Wipas</i> FEBRUARY252020* CC-CANTEEN-CUSTOM DUTY FOR C MARCH022020 CC-ADMIN-OFFICE SUPPLIES, COIN MARCH022020* GG-EVENTS-PORTABLE SPEAKER, I	52.15 4.60 9.20 4.65 10.35 23.35	A/P	CLEARED	04/30/2020
025744	04/15/2020 PITNEY WORKS MARCH132020 GG/PS-POSTAGE METER REFILL	216.36 216.36	A/P	CLEARED	04/30/2020
025745	04/15/2020 RECEIVER GENERAL FOR CANADA WEEK152020 GG-REMITTANCE-MARCH 27 - APRIL	34,952.12 34,952.12	A/P	CLEARED	04/30/2020
025746	04/15/2020 SEAN MORTON SPRAY NINE PS-COVID-SPRAY NINE	34.46 34.46	A/P	OUT-STD	04/15/2020
025747	04/15/2020 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1695141 CC-ELEVATOR-FEB/20 - APR/20 MAI	1,242.55 1,242.55	A/P	CLEARED	04/30/2020
025748	04/15/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 350212 CC-BUILDING-NATURAL GAS	2,436.46 2,436.46	A/P	OUT-STD	04/15/2020
025749	04/15/2020 ORKIN CANADA CORPORATION C-1294772 CC-BUILDING-MONTHLY PEST CON	83.38 83.38	A/P	OUT-STD	04/15/2020
025750	04/17/2020 TOWN OF ST. STEPHEN 24000.00 GG-TRANSFER-TO GENERAL CAPIT	24,000.00 24,000.00	A/P	CLEARED	04/30/2020
025751	04/20/2020 TOWN OF ST. STEPHEN 8000.00 GG-TRANSFER-TO GENERAL CAPIT	8,000.00 8,000.00	A/P	CLEARED	04/30/2020
025752	04/22/2020 CNH CAPITAL	220.18	A/P	CLEARED	04/30/2020

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Number	Issued	Amount	SC	Status	Status Date
	IN94578 TS-#18,#37-W/RING PINS, PIN ASSEI	220.18			
025753	04/22/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 20-38 PS-BUILDINGSPECTOR-APR 05 - 1	2,484.00 2,484.00	A/P	CLEARED	04/30/2020
025754	04/22/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 218973 TS-ST5-DIESEL	657.72 657.72	A/P	OUT-STD	04/22/2020
025755	04/22/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15432 PS-BYLAW-APRIL 06 - 17/20 FEE	1,610.00 1,610.00	A/P	CLEARED	04/30/2020
025756	04/22/2020 MINISTER OF FINANCE WEEK162020 EMPLOYEE DEDUCTIONS- APRIL 19	209.30 209.30	A/P	CLEARED	04/30/2020
025757	04/22/2020 PIZZA DELIGHT 573866 PS-FIRE-PIZZA 573867 PS-FIRE-PIZZA	105.50 39.97 65.53	A/P	CLEARED	04/30/2020
025758	04/22/2020 SAUNDERS EQUIPMENT LTD. 0000079843 TS-STREETSWEEPER-POLY CONV	510.60 510.60	A/P	CLEARED	04/30/2020
025759	04/22/2020 SWYRICH CORPORATION 24351 GG-TOWNHALL-TOWN LAPEL PINS	944.60 944.60	A/P	OUT-STD	04/22/2020
025760	04/22/2020 TRACTION FREDERICTON (591) 591229464 PS-FIRE-CREEPER	80.85 80.85	A/P	OUT-STD	04/22/2020
025762	04/22/2020 N. B. ELECTRIC POWER 17935200APR20 TS-KING/UNIONST-TRAFFIC LIGHT 18169205APR20 RC-POOL-MILL LANE 18988703APR20 TS/PS-199UNIONST-ELECTRICITY 50660140APR20 RC-PARKS-ROTARY CHANGING RO 54187672APR20 TS-KING/QUEENST-TRAFFIC LIGHTS 55160607APR20 RC-COTTONMILL-LIGHTS 55917471APR20 TS-ST5-WATERFRONT LIGHTS 57955782APR20 RC-PARKS-BANDSTAND IN CHOCOL 57955808APR20 PM-120MILLTOWNBLVD-ELECTRICIT 71315207APR20 PS-RCMP-ELECTRICITY 72924306APR20 RC-PARKS-BANDSTAND 73006038APR20 RC-LIBRARY-ELECTRICITY 82122207APR20 RC-PARKS-BASKETBALL COURT 83278804APR20 TS-ST5-PARKS SHED 84960501APR20 RC-PARKS-RIVERSIDE DR LIGHTS	5,873.44 45.57 664.99 1,731.15 26.86 50.07 82.86 57.18 28.72 74.59 1,277.52 45.28 1,639.84 26.86 28.57 93.38	A/P	CLEARED	04/30/2020
025763	04/22/2020 BELL ALIANT 06336721MAR20 TS-AIRPORT-LANDLINE PHONE	169.37 169.37	A/P	CLEARED	04/30/2020
025765	04/24/2020 RECEIVER GENERAL FOR CANADA PID15207749 GG-42 MILLTOWN BLVD, PARCEL A	2,850.00 2,850.00	A/P	OUT-STD	04/24/2020
025766	04/29/2020 CANADIAN SPRINGS 19100841040120 TS-SHOP-WATER T200667536014 PS-RCMP-WATER	170.29 32.88 137.41	A/P	OUT-STD	04/29/2020
025767	04/29/2020 CHARLOTTE COUNTY JANITORIAL 4565 PS-FIRE-JANITORIAL-MARCH 2020 4568 PM-RCMP-JANITORIAL-MARCH 2020	1,447.23 201.25 1,245.98	A/P	OUT-STD	04/29/2020
025768	04/29/2020 CUMING'S FIRE & SAFETY EQUIPMENT LTD. C072096 PS-FIRE-BOOTS	816.49 816.49	A/P	OUT-STD	04/29/2020
025769	04/29/2020 DAVIS FUELS 24473 GG-120MILLTOWNBLVD-HEATING FI	3,426.44 580.66	A/P	OUT-STD	04/29/2020

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	24474	TS/PS-199 UNION ST-HEATING FUEL	964.18			
	24699	TS/PS-199UNIONSTREET-HEATING I	623.93			
	24752	TS/PS-199 UNION ST-HEATING FUEL	659.05			
	24882	TS/PS-199 UNION ST-HEATING FUEL	598.62			
025771	04/29/2020	EAGLE XPRESS COURIER SERVICE	603.75	A/P	OUT-STD	04/29/2020
	525765	TS-#30-TO PARTS FOR TRUCKS	28.75			
	525768	GG-TREASURY-MCBB APPLICATION	28.75			
	525770	TS-#16-FROM MARITIME CASE	28.75			
	525771	TS-#7-TO RICHWELL	69.00			
	525776	TS-#11-TO MARITIME CASE	34.50			
	525783	TS-#7-TO RICHWELL	28.75			
	525785	TS-SHOP-FROM BRUNNET	34.50			
	525792	TS-#5-FROM RICHWELL	34.50			
	525798	TS-SHOP-FROM PARTS FOR TRUCK	34.50			
	732669	TS-#11-FROM MARITIME CASE	34.50			
	732685	TS-#5-FROM PARTS FOR TRUCKS	28.75			
	732691	TS-#5-FROM PARTS FOR TRUCKS	46.00			
	732692	TS-#11-FROM MARITIME CASE	34.50			
	749518	TS-SHOP-FROM PARTS FOR TRUCK	46.00			
	749519	TS-SHOP-TO PARTS FOR TRUCKS	46.00			
	749563	TS-STREETS SWEEPER-TO SAUNDI	46.00			
025772	04/29/2020	FLEET READY LTD.	1,179.61	A/P	OUT-STD	04/29/2020
	13987	PS-FIRE-AUTO EJECT	1,179.61			
025773	04/29/2020	GREENIUS	2,218.76	A/P	OUT-STD	04/29/2020
	AUCC03312020	PS-FIRE-2020 ONLINE TRAINING SU	2,218.76			
025774	04/29/2020	KEM CANADA MFG	1,247.57	A/P	OUT-STD	04/29/2020
	128171	TS-SHOP-GERMEX, HAND CLEANER	961.62			
	128201	GG-COVID19-HAND SANITIZER	285.95			
025775	04/29/2020	KENT BUILDING SUPPLIES	1,491.05	A/P	OUT-STD	04/29/2020
	1713371	CC-POOL-FLOOR GROUT	21.06			
	1714715	TS-SHOP-MORTAR, LEVER BAR	60.08			
	1714985	TS-SHOP-GROUT, GROUT SPONGE,	47.74			
	1716223	TS-SHOP-ANTI SKIDD/EPOXY SHIEL	77.66			
	1716396	TS-SHOP-4PC BRUSH SET, ROLLER	33.45			
	1717335	CC-ARENA-GORILLA SUPER GLUE, :	32.27			
	1719346	CC-ARENA-PAINT AND PAINT SUPPI	273.92			
	1719408	PS-FIRE-WATER	18.56			
	1719587	CC-ARENA-PRIMER, SEALER	193.35			
	1720026	RC-ARENA-PLYWOOD, DECK SCRE\	660.80			
	1721129	TS-#5-WASHERS, HEX NUTS, HEX B	72.16			
025776	04/29/2020	KONICA MINOLTA BUSINESS SOLUTIONS	30.79	A/P	OUT-STD	04/29/2020
	265527254	CC-ADMIN-PHOTOCOPIER MAINTEN	30.79			
025777	04/29/2020	KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	04/29/2020
	7531315	CC-ADMIN-LEASE-MAY 2020	118.24			
025778	04/29/2020	LIBERTY UTILITIES	670.07	A/P	OUT-STD	04/29/2020
	2020042104008-1016227-0	CC-BUILDING-NATURAL GAS	670.07			
	00					
025779	04/29/2020	MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	04/29/2020
	RC00084155	CC-BUILDING-WATER COOLER REN	80.50			

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025780	04/29/2020 MIDLAND COURIER 9926770 TS-SHOP-FROM TRC HYDRAULICS I	74.43 74.43	A/P	OUT-STD	04/29/2020
025781	04/29/2020 MILLTOWN MACHINE & FABRICATION LTD. 21245 TS-#5-STAINLESS ANGLE IRONS, FL 21246 TS-SHOP-STAINLESS WELDING ROI	695.33 555.26 140.07	A/P	OUT-STD	04/29/2020
025782	04/29/2020 MINISTER OF FINANCE WEEK172020 EMPLOYEE DEDUCTIONS-APRIL 26	209.30 209.30	A/P	OUT-STD	04/29/2020
025783	04/29/2020 N. B. P. A. GUIDE MAR262020 PS-FIRE-ANNUAL CRIME PREVENTI	265.00 265.00	A/P	OUT-STD	04/29/2020
025784	04/29/2020 ORR ELECTRIC & ALARM LTD. 4224 PM-PUBLIC LIBRARY-CHANGED U-T 4253 TS-TOWN WHARF-UNHOOKED LAF 4386 PM-ST.CROIX PUBLIC LIBRARY-REP 4474 TS-DOWNTOWN LIGHTS-ASSESSEC 4480 PM-RCMP-REPLACED WALLPACK O 4483 TS-DECORATIVE LIGHTS-REPLACEI	2,020.59 337.18 87.18 207.58 511.69 324.71 552.25	A/P	OUT-STD	04/29/2020
025785	04/29/2020 PAYROLL TRANSFER WEEK172020 GG-TRANSFER-APRIL 10 - APRIL 23/	65,311.00 65,311.00	A/P	OUT-STD	04/29/2020
025786	04/29/2020 PETTY CASH MARCH062020 PS-FIRE-PACKAGE TO NOVA SCOTIA MARCH242020 GG-TREASURY-WORKSAFE NB DEP	30.75 15.15 15.60	A/P	OUT-STD	04/29/2020
025787	04/29/2020 RECEIVER GENERAL FOR CANADA WEEK172020 GG-REMITTANCE-APRIL 10 - APRIL :	35,209.71 35,209.71	A/P	OUT-STD	04/29/2020
025788	04/29/2020 RICHWIL TRUCK CENTRE LTD. 133899 TS-SHOP-TOOL HEAD, TOOL HUB CM133500 TS-#5-CORE RETURN	11.36 48.07 -36.71	A/P	OUT-STD	04/29/2020
025789	04/29/2020 SEACOR ATHLETIC SGII3755 CC-ARENA-BLACK SMOOTH FINISH	959.67 959.67	A/P	OUT-STD	04/29/2020
025790	04/29/2020 SOURCE ONE SUPPLIES 23916 TS-SHOP-BATH TISSUE 24012 GG-COVID19-GLOVES, DISINFECTAI 24059 PS-FIRE-PAPER TOWEL	134.74 45.14 43.73 45.87	A/P	OUT-STD	04/29/2020
025791	04/29/2020 SOUTH WEST COURIER 18361 PS-FIRE-FROM LEWCO	14.26 14.26	A/P	OUT-STD	04/29/2020
025792	04/29/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS: 209985-211037 GG-TOWN-LANDFILL	9,725.32 9,725.32	A/P	OUT-STD	04/29/2020
025793	04/29/2020 ST.CROIX RIDGE RUNNERS INC. APRIL62020 RC-PARKS-ADVERTISEMENT LOGO	172.50 172.50	A/P	OUT-STD	04/29/2020
025795	04/29/2020 UAP INC. 961-496193 CC-ARENA-AGRICULTURE BELTS 961-496812 TS-#7-FUEL FILTER 961-496878 TS-#7-FUEL FILTER 961-496912 TS-#7-FUEL FILTER 961-496977 TS-#7-FUEL FILTER 961-496995 TS-#18, #6-DIESEL EXHAUST FLUID 961-497195 TS-SHOP-TIRE INSERTS, TIRE REPA 961-497415 RC-#304-WHEEL BEARINGS 961-497559 RC-#304-WHEEL BEARING AND HUE	1,714.45 94.89 44.44 -44.44 44.44 44.44 68.93 129.33 60.93 352.15	A/P	OUT-STD	04/29/2020

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	961-497560	RC-#304-SWAY BAR LINK			
	961-497577	TS-SHOP-VALVECAPPERPRO VALVI			
	961-497603	RC-#304-INV#961-497559 WARRANT			
	961-497894	TS-SHOP-BRUSH 2 CRIMPED, BRUS			
	961-497698	TS-SHOP-QUICK RELEASE			
	961-497766	RC-#304-SWAY BAR FRAME BUSHIN			
	961-497791	TS-#5-ADAPTERS			
	961-497843	TS-SHOP-RATCHET REPAIR KIT			
	961-497868	TS-#3-OIL FILTER, 5W-3 OIL, BRUSH			
	961-497946	TS-#5-TRAILER CABLES, BRUSH 2 C			
	961-497997	TS-SHOP-OXYFUEL			
	961-498021	TS-SHOP-STAINLESS WIRE			
	961-498146	TS-SHOP-WHITE GREASE, BRAKE F			
	961-498183	TS-SHOP-DOT 5 SILICONE BRAKE			
	961-498234	TS-SHOP-AUTOMATIC FUEL NOZZLI			
025796	04/29/2020 VIKING FIRE PROTECTION INC	1,746.80	A/P	OUT-STD	04/29/2020
	673042 CC-POOL-RELOCATE HEAD IN ENTF	1,113.63			
	673043 CC-ARENA-REPAIR LEAK IN ENTRA	633.17			
025797	04/29/2020 WURTH CANADA LIMITED	151.98	A/P	OUT-STD	04/29/2020
	23873520 TS-SHOP-DISINFECTANT SPRAY	78.18			
	23874061 TS-COVID19-GLOVES	73.80			
025798	04/29/2020 YELLOW PAGES GROUP	83.03	A/P	OUT-STD	04/29/2020
	INV00652692 GG-TOWNHALL-YELLOW PAGES ME	83.03			
025799	04/29/2020 KONICA MINOLTA BUSINESS SOLUTIONS	52.50	A/P	OUT-STD	04/29/2020
	265527377 GG-TOWN HALL-COPIER MAINTENA	52.50			
025800	04/29/2020 YELLOW PAGES GROUP	40.60	A/P	OUT-STD	04/29/2020
	INV00482573 PS-FIRE-YELLOW PAGES MEDIA-MA	40.60			
025801	04/29/2020 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	04/29/2020
	INV00515651 GG-TOWN HALL-911 LISTING	10.47			
	<b>Cheque Totals Issued:</b>	<b>396,614.90</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>396,614.90</b>			
	<b>Total # of Cheques Listad:</b>	<b>103</b>			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
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Number	Issued	Amount	SC	Status	Status Date
008392	04/07/2020 BLAKNEY'S TRUCKING INC. 764 WS-STC-COLD PATCH DELIVERY	618.92 618.92	A/P	CLEARED	04/30/2020
008393	04/07/2020 BRENNTAG CANADA INC. 46142084 WS-SOURCE-EMPTY CLINDER RETI 46152733 WS-SOURCE-CHLORINE 46154839 SCD-DISPOSAL-EMPTY CYLINDER F 46169867 WS-SOURCE-CHLORINE	6,249.33 -3,680.00 6,792.15 -3,680.00 6,817.18	A/P	CLEARED	04/30/2020
008394	04/07/2020 BROWN'S PAVING LIMITED 16819 TS-STC-COLD PATCH	6,122.95 6,122.95	A/P	CLEARED	04/30/2020
008395	04/07/2020 CARQUEST 14838-124527 WS-#305-H1 BULB	5.96 5.96	A/P	CLEARED	04/30/2020
008396	04/07/2020 CINTAS CANADA LIMITED 5016233320C WS-TRANS&DIST-FIRST AID SUPPLI 5016233320D SCD-DISPOSAL-FIRST AID SUPPLIE: 9080869169 WS-TRANS&DIST-GLOVES 9080872213 WS-TRANS&DIST-FIRST AID SUPPLI	355.43 170.59 331.23 -209.19 62.80	A/P	CLEARED	04/30/2020
008397	04/07/2020 COX ELECTRONICS & COMMUNICATIONS 1-035880 WS-SOURCE-SERVICE CALL FOR AI	129.87 129.87	A/P	CLEARED	04/30/2020
008398	04/07/2020 SAINT JOHN SPRING WORKS LTD 113932 SCD-#4-U BOLTS AND NUTS	39.10 39.10	A/P	CLEARED	04/30/2020
008399	04/07/2020 SOURCE ATLANTIC 3528505 SCD-DISPOSAL-CLOTHING ALLOWA 3534972 SCD-DISPOSAL-BUDD AVE LIFT STA	946.40 181.65 764.75	A/P	CLEARED	04/30/2020
008400	04/07/2020 TOWN OF ST. STEPHEN 59872.94 WS-FUNDTRANSFER-TO GENERAL	59,872.94 59,872.94	A/P	CLEARED	04/30/2020
008401	04/07/2020 WARREN PAYNE ESTATE RIGHT-OF-WAY2020 WS-UTILITY-RIGHT-OF-WAY PAYME	50.00 50.00	A/P	OUT-STD	04/07/2020
008402	04/07/2020 GUY R. DAY & SON, LIMITED <i>(behind due to Utility Overpayment)</i> 2020446596 PREP - GUY0L001 2020446968 PREP - GUY0L001	1,840.00 636.62 1,203.38	A/R	CLEARED	04/30/2020
008403	04/07/2020 BULLOCK, CAROLINE <i>(Paid to Town in Error)</i> 2020446958 PREP - 00760020.02	1,002.82 1,002.82	A/R	CLEARED	04/30/2020
008405	04/15/2020 BELL ALIANT 11366812MAR20 WS-SOURCE-PUMP STATION 19002807MAR20 SCD-DISPOSAL-OLD BAY WASTERV	322.57 136.37 186.20	A/P	CLEARED	04/30/2020
008406	04/15/2020 BERNIE MCFARLANE ELECTRICAL 09 SCD-DISPOSAL-CHANGE 600R CON 10 WS-MAXWELLCROSSING-FUSES, FI 282019 SCD-DISPOSAL-BULBS 302019 WS-MAXWELLCROSSING-LOCKOUT 312019 SCD-DISPOSAL-CALL IN TO TRACK I 46 SCD-BUDDAVELIFTSTATION-SEWA	1,328.25 276.00 203.55 210.45 155.25 207.00 276.00	A/P	CLEARED	04/30/2020
008407	04/15/2020 HARTLAND ARMATURE WORKS LIMITED 3874694 SCD-DISPOSAL-LEESON 1 HP1 MOT	341.77 341.77	A/P	CLEARED	04/30/2020
008408	04/15/2020 LEVITT SAFETY LIMITED 1494027-00 SCD-DISPOSAL-REPLACEMENT SE	3,574.92 3,574.92	A/P	CLEARED	04/30/2020
008409	04/15/2020 N. B. ELECTRIC POWER	12,608.43	A/P	CLEARED	04/30/2020

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008470 dated between 04-01-2020 and 04-30-2020

**CHEQUE REGISTER**

Printed: 4:13:19PM 05/21/2020

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Number	Issued		Amount	SC	Status	Status Date
	36869807APR20	WS-3-119MAXWELLCROSSING-BUIL	992.38			
	50228902APR20	WS-MAXWELLCROSSING-PUMPS	421.19			
	52557428APR20	SCD-218OLDBAYRD-WASTEWATER	6,857.01			
	53473043APR20	WS-SOURCE-CHLORINE RESIDUAL	90.75			
	61230004APR20	WS-MAXWELLCROSSING-PUMPS	3,979.71			
	82291006APR20	WS-SOURCE-RESERVOIR	267.39			
008410	04/15/2020 PITNEY WORKS		646.74	A/P	CLEARED	04/30/2020
	MARCH132020*	WS/SCD-POSTAGE METER REFILL	646.74			
008411	04/15/2020 RESEARCH & PRODUCTIVITY COUNCIL		901.70	A/P	CLEARED	04/30/2020
	282974	WS-SOURCE-DRINKING WATER LAE	450.85			
	283388	WS-SOURCE-DRINKING WATER LAE	450.85			
008413	04/15/2020 XPLORNET		126.49	A/P	CLEARED	04/30/2020
	INV30849830	WS-MAXWELLCROSSING-SATELLIT	126.49			
008414	04/15/2020 XYLEM CANADA COMPANY		9,189.88	A/P	CLEARED	04/30/2020
	3558334339	SCD-DISPOSAL-LIFT STATION BASI	9,189.88			
008415	04/17/2020 BURROUGHSFORD, THOMAS <i>(Credit Refund)</i>		526.59	A/R	CLEARED	04/30/2020
	2019442101	PREP - 00270047.01	434.87			
	2020442565	PREP - 00270047.01	91.72*			
008416	04/22/2020 A ONE PUMPING SERVICE LTD.		258.75	A/P	OUT-STD	04/22/2020
	2022	SCD-DISPOSAL-FLUSH LINE ON DE/	258.75			
008417	04/22/2020 COX ELECTRONICS & COMMUNICATIONS		57.49	A/P	OUT-STD	04/22/2020
	1-036913	WS-SOURCE-IPHONE DEF CASE, PC	218.47			
	1-037034	WS-SOURCE-IPHONE CASE	-160.98			
008418	04/22/2020 N. B. ELECTRIC POWER		7,530.00	A/P	CLEARED	04/30/2020
	53123617APR20	SCD-ST5-DECHLORINATION CHAME	205.18			
	53158875APR20	SCD-ST5-BUDD AVE LIFT STATION	3,954.63			
	54807440APR20	SCD-ST5-159A MILLTOWN BLVD. LI	34.60			
	56356048APR20	SCD-ST5-18 RIVERSIDE DR LIFT S	33.05			
	61224002APR20	SCD-ST5-358A MILLTOWN BLVD LIF	1,376.71			
	61236008APR20	SCD-ST5-BUDD AVE LIFT STATION	1,603.43			
	76139807APR20	SCD-ST5-5-4 RIVERSIDE DR LIFT	99.57			
	84934906APR20	SCD-ST5-6-58A RIVERSIDE DR LIF	132.04			
	84943406APR20	WS-ST5-TODD HILL RESERVOIR	90.79			
008419	04/22/2020 THE PANEL SHOP		1,445.55	A/P	OUT-STD	04/22/2020
	ITPS003104*	SCD-DISPOSAL-MAY 08/20 - MAY 08/	1,445.55			
008420	04/27/2020 TOWN OF ST. STEPHEN		93,579.30	A/P	CLEARED	04/30/2020
	93579.30	WS-FUNDTRANSFER-TO GENERAL	93,579.30			
008421	04/29/2020 BRIGGS PLUMBING INC.		1,262.40	A/P	OUT-STD	04/29/2020
	1571613	WS-TRANS&DIST-INSTALL OUTSIDE	241.92			
	1571636	WS-TRANS&DIST-RUN TEMP LINES	1,020.48			
008422	04/29/2020 CARQUEST		46.39	A/P	OUT-STD	04/29/2020
	14838-124973	WS-TRANS&DIST-RAGS, WINDSHIEI	46.39			
008423	04/29/2020 COLE-PARMER CANADA COMPANY		2,997.72	A/P	OUT-STD	04/29/2020
	00651510	WS-SOURCE-CHLOROSENSE SENS	2,997.72			
008424	04/29/2020 EAGLE XPRESS COURIER SERVICE		379.50	A/P	OUT-STD	04/29/2020
	525764	WS-#20-TO RICHWELL	34.50			
	525767	WS-SOURCE-TO RPC	34.50			
	525775	WS-#20-TO RICHWELL	34.50			

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\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008470 dated between 04-01-2020 and 04-30-2020

**CHEQUE REGISTER**

Printed: 4:13:19PM 05/21/2020

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Number	Issued		Amount	SC	Status	Status Date
	732862	SCD-DISPOSAL-TO EDOLY GROUP	34.50			
	732663	WS-SOURCE-TO RPC	34.50			
	749510	WS-SOURCE-TO RESEARCH & PRO	34.50			
	749511	WS-SOURCE-TO RESEARCH & PRO	34.50			
	749537	SCD-DISPOSAL-FROM EDDY GROU	34.50			
	749547	WS-SOURCE-TO RESEARCH & PRO	34.50			
	749555	WS-#20-TO RICHWELL	34.50			
	749575	WS-SOURCE-TO RPC	34.50			
008425	04/29/2020	KENT BUILDING SUPPLIES	574.07	A/P	OUT-STD	04/29/2020
	1715308	WS-TRANS&DIST-KRYLON	9.09			
	1719078	WS-TRANS&DIST-KEY, HOSE	62.00			
	1719118	WS-TRANS&DIST-SHUTOFF FULL FL	11.75			
	1722318	WS-TRANS&DIST-INSUL/FOAMULAR	491.23			
008426	04/29/2020	N. B. SOUTHERN RAILWAY COMPANY LIMITED	575.00	A/P	OUT-STD	04/29/2020
	81151	WS-ST5-UNDERGROUND PIPE, PRI	575.00			
008427	04/29/2020	PITNEY BOWES LEASING	738.44	A/P	OUT-STD	04/29/2020
	3201206598	WS-PHOTOCOPIERLEASE-LATE FEI	13.93			
	3201400287	WS-TOWN HALL-MAY-JULY 2020 LE	724.51			
008428	04/29/2020	RESEARCH & PRODUCTIVITY COUNCIL	3,996.65	A/P	OUT-STD	04/29/2020
	283727	WS-SOURCE-DRINKING WATER LAE	300.56			
	284190	WS-SOURCE-DRINKING WATER LAE	2,395.48			
	284336	WS-SOURCE-DRINKING WATER LAE	849.76			
	284425	WS-SOURCE-DRINKING WATER LAE	450.85			
008429	04/29/2020	RICHWIL TRUCK CENTRE LTD.	68.75	A/P	OUT-STD	04/29/2020
	133853	WS-#20-SURFACE, BO	68.75			
008430	04/29/2020	RYAN ORCHARD CONSULTING	391.50	A/P	OUT-STD	04/29/2020
	100	WS-SOURCE-DATABASE DEVELOP	391.50			
008431	04/29/2020	SAINT JOHN LABORATORY SERVICES LTD.	1,545.80	A/P	OUT-STD	04/29/2020
	438-20	SCD-DISPOSAL-TREATMENT PLANT	1,449.06			
	439-20	WS-TRANS&DIST-DRINKING WATER	96.74			
008432	04/29/2020	SOURCE ONE SUPPLIES	55.94	A/P	OUT-STD	04/29/2020
	24012*	WS-SOURCE-BATH TISSUE, BROOM	55.94			
008433	04/29/2020	SOUTHWEST CONCRETE & CONS LTD	5,745.98	A/P	OUT-STD	04/29/2020
	IN000008976	WS-TRANS&DIST-EQUIPMENT REN	4,708.10			
	IN000008977	WS-TRANS&DIST-EQUIPMENT REN	1,037.88			
008434	04/29/2020	SOUTH WEST COURIER	46.46	A/P	OUT-STD	04/29/2020
	18361*	SCD-DISPOSAL-FROM SPRINGWOR	46.46			
008435	04/29/2020	THE PANEL SHOP	339.92	A/P	OUT-STD	04/29/2020
	ITPS003114	WS-SOURCE-REPLACEMENT CHLO	339.92			
008436	04/29/2020	UAP INC.	874.01	A/P	OUT-STD	04/29/2020
	961-496998	WS-#105-FILTERS	43.42			
	961-497029	WS-#105-SWAY BAR LINK, BRAKE P	271.63			
	961-497053	WS-#105-BRAKE CALIPERS, CORE C	311.05			
	961-497071	WS-#105-CORE DEPOSITS	-72.63			
	961-497100	SCD-#4-SWAY BAR BUSHINGS	44.59			
	961-497116	SCD-#4-LOW PROFILE FUSES	24.84			
	961-497178	SCD-#4-LOW PROFILE FUSES	13.80			
	961-497212	WS-#305-STROBE	183.94			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	981-497522	WS-#305-SYN GEAR OIL	49.59			
	961-497589	WS-#305-STOPLIGHT BULB	3.78			
008437	04/29/2020	WOLSELEY CANADA INC.	<b>3,363.35</b>	A/P	OUT-STD	04/29/2020
	9185964	WS-TRANS&DIST-ROT HAM HD KIT	573.85			
	9185965	WS-TRANS&DIST-HAMMER DRILL-B.	402.50			
	9185967	WS-TRANS&DIST-CONTRACTOR BA	51.91			
	9213752	WS-TRANS&DIST-LEATHER GLOVES	57.48			
	9213753	WS-TRANS&DIST-SAFETY GLASSES	193.06			
	9213754	WS-TRANS&DIST-RECIP BLADE SAV	76.04			
	9213755	WS-TRANS&DIST-USB RECHRGBL F	158.70			
	9219425	WS-TRANS&DIST-SERVICE LINE TUI	1,849.81			
008438	04/29/2020	XPLORNET	<b>126.49</b>	A/P	OUT-STD	04/29/2020
	INV31282736	WS-MAXWELL CROSSING-SATTELI	126.49			
<b>Cheque Totals Issued:</b>			<b>232,800.52</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>232,800.52</b>			
<b>Total # of Cheques Listed:</b>			<b>45</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

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

DATE: May 25, 2020

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

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

**COMMITTEE OF COUNCIL MEETING**

THAT the Minutes of the Committee of Council meeting held on April 28, 2020 be approved as circulated.

**ST. STEPHEN TOWN COUNCIL**  
**COMMITTEE MEETING**  
**TUESDAY, APRIL 28, 2020 @ 7:00 P.M.**

**Meeting Conducted by Electronic Participation**

1. **RECORDING OF ATTENDANCE**

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

**ABSENT:** Town Clerk Joan Flewelling.

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **ITEM**

Motion to move into closed session as per:

- (i) **Financial Matter** – Section 68(1)(c) of the *New Brunswick Local Governance Act* – one (1) item

It was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Harding that the above-noted one (1) item be moved into closed session as per Section 68(1)(c) of the *New Brunswick Local Governance Act*. **CARRIED**

5. **ADJOURNMENT**

Council came out of closed session at 7:21 p.m., at which time it was **MOVED** by Councillor Wheaton and **SECONDED** by Councillor Harding that the meeting adjourn at 7:21 p.m. **CARRIED**

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Jeff Renaud  
Chief Administrative Officer/Acting Town Clerk

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Dated

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**COMMITTEE MEETING**  
**TUESDAY, APRIL 28, 2020 @ 7:00 P.M.**

**Meeting Conducted by Electronic Participation**

1. RECORDING OF ATTENDANCE

2. APPROVAL OF AGENDA

3. CONFLICT OF INTEREST

4. ITEM

Motion to move into closed session as per:

(i) Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

5. ADJOURNMENT

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

DATE: May 25, 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 May 13, 2020 be approved as circulated.

**COMMITTEES MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**WEDNESDAY, MAY 13, 2020 @ 5:00 P.M.**

**Meeting Conducted by Electronic Participation**

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

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

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

ABSENT: Councillor Ken Parker.

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

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

5. ITEMS

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

- (i) 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) Reports of the Fire Department – Information Reports: FD 12-20 and FD 13-20 from the Fire Chief were received and reviewed for informational purposes.

Mayor MacEachern commended the Fire Chief for his diligent work through the COVID-19 pandemic.

- (iii) Reports of the By-Laws Office – The reports of the By-Law Enforcement Officer for March and April 2020 were received and reviewed.

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

- (i) Reports of the Building Inspection Office – The reports of the Building Inspection Office for March and April 2020 were received and reviewed.
- (ii) Town Planning & Development Services – The reports from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, as of April 2 and May 8, 2020, were received and reviewed for informational purposes.

The recommendations from the Planning Review & Adjustment Committee (PRAC) on By-law No. L-11, Subdivision By-law, noted in the Planning Director's report as of May 8, 2020, were reviewed and Council will consider second reading of the Subdivision By-law at the Regular Session on Monday, May 25, 2020.

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

- (i) Report of the Chief Administrative Officer – The Chief Administrative Officer provided a verbal report and, in particular, noted the following:
  - very busy meeting with the COVID-19 team;
  - working well with the CUPE President through the pandemic and all members are back to work;
  - met with the Planning Director, Southwest New Brunswick Service Commission, on various files

- construction of new town office is nearing completion at the Garcelon Civic Center; IT and furnishings are yet to be completed;
  - return to work plan will be discussed with the Senior Management Team.
- (ii) Report of the Finance Department – Information Report: TR 08-20 from the Treasurer was received and reviewed for informational purposes.
- (iii) Transfer from Water and Sewerage Capital Reserve Fund (SCADA System Upgrade) – Request for Decision Report: TR 09-20 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, May 25, 2020 to transfer \$11,709.23 from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a SCADA System Upgrade.
- (iv) Financial Request – Letter from the Chair, Charlotte County Museum Board, dated April 28, 2020, was received and reviewed, and Council will consider a motion at the next Regular Session on May 25, 2020 to approve the financial request of \$2,500.
- (v) Financial Request – Letter from the Provincial Director, Children’s Wish/Make-A-Wish Canada – NB Chapter, was received and reviewed, and Council will consider a motion at the next Regular Session to approve a donation in the amount of \$500.00.
- (vi) 2020 Budget Amendment – Redirection of Funds – Request for Decision Report: CMS 06-20 from the Director of Community Services was received and reviewed, and Council will consider a motion at the next Regular Session to approve the release of \$7,000 from the redirection of funds to be transferred to the General Operating Reserve Fund in the 2020 General Operating Fund budget, to go towards the total cost of \$17,000 for the purchase of metal handrails on the Garcelon Civic Center arena stairs.

Mayor MacEachern thanked the Finance Department staff for their ongoing diligent work during the COVID-19 pandemic.

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

- (i) Report of the Director of Community Services – Information Report: CMS 05-20 from the Director of Community Services was received and reviewed for informational purposes.

Mayor MacEachern thanked the Director of Community Services and his staff for their ongoing diligent work during the COVID-19 pandemic.

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

- (i) Events and Community Relations – Information Report: EDC 03-20 from the Events Development Coordinator was received and reviewed for informational purposes.

Councillor Wheaton advised that a virtual Chocolate Fest will take place this summer, and also advised that a few entries were received with respect to the Town's 150<sup>th</sup> Anniversary Logo Contest.

The Chief Administrative Officer thanked the Events Development Coordinator and the Director of Community Services for their ongoing diligent work during the COVID-19 pandemic.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Reports of the Public Works Department – Information Report: PW 04-20 and PW 05-20 from the Director of Operations were received and reviewed for informational purposes.

In addition to the Director's report, the Chief Administrative Officer advised that a quote was received from a contractor with respect to Spring Cleanup, and he will discuss this with the Senior Management Team in preparation of a report to Council.

6. **NEW BUSINESS**

No new business.

7. **ADJOURNMENT**

The meeting moved into closed session at 5:50 p.m. and returned to open session at 6:00 p.m., at which time it was **MOVED** by Councillor Hyslop and **SECONDED** by Councillor Chisholm that the meeting adjourn at 6:00 p.m.

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**WEDNESDAY, MAY 13, 2020 @ 5:00 P.M.**

**Meeting Conducted by Electronic Participation**

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

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

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
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) Reports of the Fire Department – Information Reports: FD 12-20 and FD 13-20 from Fire Chief attached.
- (iii) Reports of the By-Laws Office – March and April 2020

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

- (i) Reports of Building Inspection Office – March and April 2020
- (ii) Town Planning & Development Services – Reports as of April 2, 2020 and May 8, 2020 from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, attached.

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

- (i) Report of the Chief Administrative Officer – Information to follow.
- (ii) Report of the Finance Department – Information Report: TR 08-20 from Treasurer attached.
- (iii) Transfer from Water and Sewerage Capital Reserve Fund (SCADA System Upgrade) – Request for Decision Report: TR 09-20 from Treasurer attached.
- (iv) Financial Request – Letter from Chair, Charlotte County Museum Board, dated April 28, 2020 attached.
- (v) Financial Request – Letter from Provincial Director, Children’s Wish/Make-A-Wish Canada – NB Chapter, attached.
- (vi) 2020 Budget Amendment – Redirection of Funds – Request for Decision Report: CMS 06-20 from Director of Community Services attached.

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

- (i) Report of the Director of Community Services – Information Report: CMS 05-20 from Director of Community Services attached.

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

- (i) Events and Community Relations – Information Reports: EDC 04-20 and EDC 05-20 from Events Development Coordinator attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Reports of the Public Works Department – Information Reports: PW 04-20 and PW 05-20 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

DATE: May 25, 2020

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

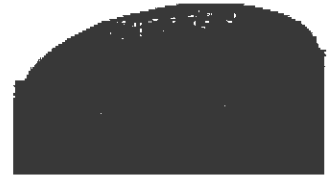
SECONDED BY: \_\_\_\_\_

**STAFF REPORTS**

**THAT** the following staff reports for the months of March and April 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  
Information Report to Council  
Report: TR 08-20**



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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:** May 13, 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).
  - Processing January-March, 2020 Utility bills-Complete.
  - Accounts Receivable closed to February 29, 2020.
  - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
  - Review for update of Collection Policy-In progress.
  
- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to January 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 54 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 89 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 March 31, 2019.
  - Department Head and Council Statements to January 31, 2020.

**2) Meetings:**

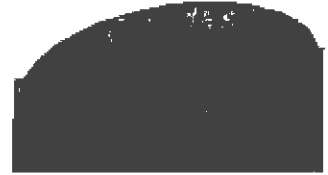
- A) Accounting Department staff meetings.
- B) Senior Management Staff meetings.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Civic Center.
  - 2) Prince William Street Infrastructure Renewal.
  - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 6) Waterfront Revitalization.
  - 7) Waterfront Enhancements (GTF).
  - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
  - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 11) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 12) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
  - 13) West Street Utility Renewal (GTF).
  - 14) Waterfront Trail.
  - 15) 2019-2020 Capital Plans.
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to January 31, 2020.
  
- C) Accounting office planning to minimize paper use-In progress.
  
- D) Transitioning Town receipting process-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 04-20**



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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:** April 15, 2020  
**Subject:** April Committee Meeting

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

**1: Water system:**

- a) Installed 4 new Water Meters.
- b) Repaired 15 Water Meters.
- c) Repaired 3 Water Main Leaks.
- d) Repaired 2 Water Laterals.
- e) Plowed Snow

**2: Streets:**

- a) Cold Patched.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Hauled Snow.
- d) Hauled Sand.

**3: Waste Water:**

- a) Videoed 14 Sewer Laterals.
- b) Rodded 1 Sewer Lateral.
- c) There was an Emergency purchase of \$45,143 for a new pump for LS#1 at Budd Ave.

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

**April 2, 2020**

### **Waterfront Trail Upgrades – Project No. 20-2509**

Most of the topographic surveying is complete, with only a few isolated sections where snow has not sufficiently melted. Design has commenced. It is anticipated that the design process will last through March with tender documents available in early May.

### **West Street Infrastructure Renewal – Project No. 19-1946**

The design is at 99% and is currently undergoing internal review. It is anticipated that final tender documents will be complete by April 10<sup>th</sup>. The timing of tendering and construction is currently being discussed and will be scheduled in consideration of the Town's MCBB application.

### **Riverside Drive WWPS Replacement – Project No. 19-9953**

Design drawings are at 75%. 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.

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

The work is complete with final payments being processed.

### **Waterfront Enhancements – Project No. 19-9772**

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

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

The wharf contractor is off site and the work complete with the exception of the installation of the floating docks and gangway. The floating dock and gangway supply have been awarded. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months, and correct minor deficiencies at that time.

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

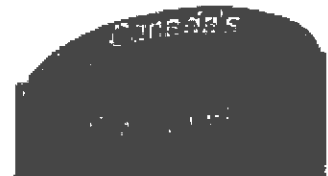
The water main has been commissioned and the project is complete with the exception of a deficiency with a portion of the curb repair which is scheduled for repair in the Spring of 2020.

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

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



**Town of St. Stephen  
Information Report to Council  
Report: PW 05-20**



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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:** May 13, 2020  
**Subject:** May Committee Meeting

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

**1: Water system:**

- a) Installed 2 new Water Meters.
- b) Flushed Water Mains.
- c) Repaired 2 Hydrants.
- d) Repaired 5 Water Laterals.
- e) Plowed Snow

**2: Streets:**

- a) Cold Patched.
- b) Plowed and Sanded Streets and Sidewalks.
- c) Started sweeping streets and sidewalks.
- d) Helped sandbag at Pizza Delight.

**3: Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Rodded 1 Sewer Lateral.
- c) Flushed 3 Sewer Mains.
- d) Videoed 1 Sewer Main.
- e) Reinstalled Pump #1.

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

### **May 4, 2020**

Waterfront Trail Upgrades – Project No. 20-2509

Design progress is at 95%. The 99% design review meeting with the Town is scheduled for May 5, 2020 and tenders will be issued in the first half of May.

West Street Infrastructure Renewal – Project No. 19-1946

The design is at 99% and is currently undergoing internal review. The timing of tendering and construction is currently being discussed and will be scheduled in consideration of the Town's MCBB application.

Riverside Drive WWPS Replacement – Project No. 19-9953

Design drawings are at 85%. 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.

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

The work is complete with final payments being processed.

Waterfront Enhancements – Project No. 19-9772

Construction is scheduled to recommence the week of May 4<sup>th</sup> 2020.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is off site and the work complete with the exception of the installation of the floating docks and gangway. The floating dock and gangway supply have been awarded. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months, and correct minor deficiencies at that time.

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

The water main has been commissioned and the project is complete with the exception of a deficiency with a portion of the curb repair which is scheduled for repair in the Spring of 2020.

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

Work in Elm Park is complete. Some deficiencies remain outstanding are being addressed. An asphalt deficiency and replacement of 2-3 trees in a hedge remain as outstanding deficiencies that are scheduled to be addressed in the Spring of 2020.



**Town of St. Stephen  
Information Report to Council  
Report: FD 12-20**



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

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

<b>1. Alarms were:</b>	Town Alarms	7
	Out of Town Alarms	7
	<b>Total</b>	<b>14</b>

<b>Alarms</b>	<b># Calls</b>	<b># FF</b>	<b># Hours</b>
1. Stove Fire	1	10	10
2. MVA	6	71	84
3. Alarm	4	44	44
4. Grass Fire	1	12	12
5. Structure Fire	2	26	104

<b>Total</b>			
SSFD	14		
Other FD	50		
St Stephen PW	3		
St Andrews PW	1		
<b>Total calls dispatched</b>	<b>68</b>		

## **2. Fire Department Activities**

1. Monthly Meeting of the fire department.

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Meeting with Worksafe NB representative with respect to JHSC development.
4. Ongoing internal work with respect to Health and Safety Program development.
5. Senior Management Team meetings.
6. Committee Meeting
7. Coordinating two different courses within the Fundy Firefighters Association, on behalf of FFA and NBCC.
8. NB Power Community Liaison Committee Conference Call
9. Civic Number Change for an incorrect address on Milltown Blvd.
10. Computer issues related to new Protective Services Office for Brent and Manzer.
11. SOPs related to Fire Dept. response and pandemic implications.
12. Established as Municipal Information Coordinator for Provincial State of Emergency.
13. Attended Municipal Emergency Action Committee (MEAC) meetings.
14. Several media interviews related to cross border mutual aid.
15. Sourcing of PPE such as hand sanitizer.
16. Attended Labour/Management meeting.

## **4. Equipment**

1. Medical First Response kits were put together and placed on the trucks. These kits contain protective coveralls, masks, gloves and hand-wipes. In the event of a medical call, firefighters assigned to perform medical duties will be assigned a PPE Kit to put on for their protection.
2. A bulk purchase of hand sanitizer had been ordered for the protection of FD staff.

## **5. Personnel**

1. Firefighters scheduled for nightly sleep in station duties have been reassigned to be on call from home for their respective shifts, to reduce traffic and the risk of contamination in the station.
2. All unnecessary visits to the station by FD personnel and the public have been banned for the duration of the State of Emergency.

Respectfully,

Chief Sean Morton



## **2. Fire Department Activities**

1. Working on Training Facility.
2. Updating MSDS sheets.
3. Wildland fire equipment serviced and put onto trucks.

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. SOPs related to Fire Dept. response and pandemic implications.
4. Daily duties as Municipal Information Coordinator for Provincial State of Emergency.
5. Twice weekly Municipal Emergency Action Committee (MEAC) meetings.
6. Weekly Regional Health Authority Teleconferences.
7. Weekly Region 10 Emergency Measures Teleconferences.
8. Weekly Fire Marshal Zoom meeting for Career Departments.
9. Weekly Fire Marshal Zoom meeting for Volunteer Departments.
10. NBCC Association Training Representative Skype meeting.
11. Birthday/Thank You Parade for Dougie Fiander, CCH and Lincourt Manor
12. Emera Community Liaison Committee Webex Teleconference.
13. Sourcing of PPE such as hand sanitizer, facial coverings.
14. Municipal Pandemic Operational Plan.

## **4. Equipment**

1. A bulk purchase of hand sanitizer has been received for the protection of FD staff.
2. One No-touch thermometer has been received from the Office of the Fire Marshal and a dozen more were ordered for distribution to other TOSS Departments.
3. Bandanas were ordered for distribution to FD Staff for use in non-high risk activities, in preparation for facial coverings becoming mandatory in public.
4. A donation of 120 cloth face masks, box of nitrile gloves and 50 disposable surgical masks was made by a Charlotte County Business.
5. PPE kits were put together and distributed to the firefighters for their protection in the event they arrive on scene prior to the Engines or Ambulance and need to perform Medical First Response

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

### March REPORT

2020

To: CAO – Town of St. Stephen

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

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (1)	Received a request from Dave Beech to speak to a person pushing snow onto the street.	<i>Letter sent to the person involved</i>
Assist General Public (7)	Gentleman called with regards to opening a new taxi service  New taxi license issued to Ricks Taxi  Two new licenses issued for taxi drivers	<i>Pertinent information passed onto to him</i>

	<p>During patrols noticed a sandwich board sign placed illegally</p> <p>Gentleman called about getting permission from the Town to set up a vegetable stand in the summer, then not liking the answer threatened to operate any way</p> <p>During patrol found a person Busking at the Superstore</p> <p><i>Also passed on to the Taxi info about the Covid- 19 Pandemic</i></p>	<p><i>Passed onto the building inspector</i></p> <p><i>Patrols made on the date in question and will continue to monitor during the month of April.</i></p> <p><i>Informed him he needed a license and as well as the state of emergency we are in.</i></p>
<p>Parking (17)</p>	<p><i>Four warning tickets issued for parking</i></p> <p><i>Three warnings given for overnight parking</i></p> <p><i>Comp of overnight parking on King St.</i></p> <p>Nightly patrols done of King street twice a week for the month of March and no vehicles were found to be parked overnight. 8 Checks were done</p> <p>Ticket # 0619 issued for two hour parking</p> <p>Ticket # 0627 issued for dog running at large</p> <p>Ticket # 0626 Voided</p>	<p>This will be monitored throughout the month of March</p>

Dog Complaints (1)	Received a complaint form a person on Church St. with regards to a dog running at large.	<i>Ticket issued to the owner of the dog</i>

Respectfully Submitted,  
 Brent MacDougall  
 By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I patrolled the Town daily and answered all calls of missing cats and dogs. One call was on keeping of chickens in Town and another getting quills out of a dog. One call of an injured stray cat, she decided to keep the cat instead of putting it down. Dog running on Happy Valley lane, I patrolled several times but could not locate. A complaint of dogs not being controlled on Victor Street. I talked to the owner ad a warning was given. Dead cat picked up on Church St. and disposed of.

Respectfully Submitted,  
 Mike Shannon  
 Animal Control Officer

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

### April REPORT

2020

To: CAO – Town of St. Stephen

Please find enclosed my report for April By-Law –Enforcement.  
We handled 12 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (2)	Noticed that construction work was being done to residence on Church St.  Assisting Kev Sumner with the patrols of Parks and Green Spaces to ensure everyone is abiding by the Covid-19 measures	<i>Passed onto building for further investigation</i>  <i>Ongoing</i>
Assist General Public (5)	Gentleman called with regards to his taxi service	<i>Not running due to Covid 19</i>

	<p>Charlotte County Dial a ride was looking for information about transporting meals etc. to the elderly</p> <p>During patrols noticed a sandwich board sign placed illegally</p> <p>Gentleman called about off site signage</p> <p><i>Received info of a open well/manhole at a residence, This property is owned by DOT</i></p>	<p><i>Pertinent info, was passed onto them</i></p> <p><i>This was passed onto development for further investigation.</i></p> <p><i>Passed onto development office</i></p> <p><i>Building inspector is dealing with them to get is rectified</i></p>
<p>Parking (4)</p>	<p><i>Four warning tickets issued for parking</i></p>	
<p>Dog Complaints (1)</p>	<p><i>Complaint of dog barking at a residence on Milltown Blvd.</i></p>	<p><i>Passed onto animal control</i></p>

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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 a complaint from resident of Apt. building on Elm St. of dog barking all night. I spoke to the owner and a warning was given. I received a call of a dog barking in Milltown Blvd. warning given. I received a call of a dog running on Hill St. & Queensway, found the Bassett hound and returned to the owner. Complaint of a Husky-Shepard Mix running on Hawthorne and Queen. I spoke to the owner and a warning was given. I received a call of a dog dead in a bog I checked it out and found that it was a deer.

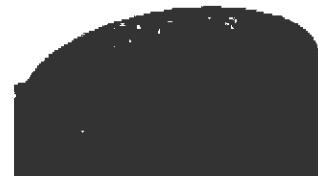
Respectfully Submitted,  
Mike Shannon  
Animal Control Officer

	2020	2019	2020	2019	2020	2019	2020	2019
<b>BUILDING INSPECTION 2020</b>								
<b>MARCH</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	1	0	\$240,000.00	\$60,000.00	1	0	\$240,000.00	\$0.00
Residential Renos/Additions	2	2	\$22,000.00	\$0.00	5	4	\$29,200.00	\$128,000.00
New Com/Indus/Instit.	2	0	\$818,816.00	\$0.00	2	0	\$818,816.00	\$5,344,000.00
Com./Indus./Inst. Renos	1	3	\$25,000.00	\$327,000.00	1	6	\$25,000.00	\$327,000.00
Institutional	0	0	\$0.00	\$0.00	1	0	\$109,045.00	\$0.00
Demolition	0	0	\$0.00	\$0.00	2	0	\$20,292.50	\$0.00
<b>TOTALS</b>	<b>6</b>	<b>5</b>	<b>\$1,105,816.00</b>	<b>\$387,000.00</b>	<b>12</b>	<b>10</b>	<b>\$1,242,353.50</b>	<b>\$5,799,000.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	6	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	3	N/A						

<b>BUILDING INSPECTION 2020</b>	2020	2019	2020	2019	2020	2019	2020	2019
<b>APRIL</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	1	\$0.00	\$230,000.00	1	1	\$240,000.00	\$230,000.00
Residential Renos/Additions	7	5	\$38,625.00	\$16,600.00	12	9	\$67,825.00	\$144,600.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	2	0	\$818,816.00	\$5,344,000.00
Com./Indus./Inst. Renos	3	2	\$92,000.00	\$65,000.00	4	8	\$117,000.00	\$392,000.00
Institutional	0	0	\$0.00	\$0.00	1	0	\$109,045.00	\$0.00
Demolition	1	0	\$12,800.00	\$0.00	3	0	\$33,092.00	\$0.00
<b>TOTALS</b>	<b>11</b>	<b>8</b>	<b>\$143,425.00</b>	<b>\$311,600.00</b>	<b>23</b>	<b>18</b>	<b>\$1,385,778.00</b>	<b>\$6,110,600.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	1	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	9	N/A						
Electrical waivers issued	1	N/A						
Active Unsightly Premises	4	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: CMS 05-20**



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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, May 13<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. Aquatics The aquatic facility has been closed for all of April, as well as the foreseeable future (Started March 13<sup>th</sup>). Both pools have been drained.
- b. A grant application has been submitted to the Fundy Community Grant Foundation to run a planned Autism Swim program starting September 28<sup>th</sup>. This will be in line with the scheduled start date for fall lessons.
- c. The process of Red Cross affiliation has been started in order for us to run the Red Cross swimming lesson program. This will allow us to provide higher quality swimming lessons to our participants, as well as keep them engaged in the program for longer, as there are twice as many levels when compared to the Lifesaving Society's Swim For Life program.
- d. A new annual Lifesaving course calendar has been made. This means that LSS courses will happen regularly every year moving forward. One is in development for Red Cross programs now and will be finalized along side the affiliation process. Winter, Fall, Summer & Spring swim schedules have all been created and will run unchanged from year to year (with the exception of the Spring Schedule), unless there is a need to change them.
- e. Staff from the Events department (Mike Townes) and the GCC Maintenance Staff (Danny Gaddas) have been seconded to the Parks and Recreation department to assist with the Spring and Summer tasks. With the events department cancelling most of their events and the ice being removed from the GCC we can use the staff in other roles.
- f. Website development continues with page content now being added to the wireframe structure, we are very close to signing off on the final product, it will need approximately 6 weeks before it goes live.
- g. The new GCC/Town Hall phone system has been partially installed, the hardware is in place and we just need furniture in the renovations before the final touches can be added and the training of staff can begin.
- h. Work continues on reviewing the Community Services policies.
- i. The Anglophone School District has decided not to renew the Fields Maintenance agreement with the Town. I have informed Bob Sharpe of the decision and its repercussions and we are going to pay him up until the contract expires on June 2<sup>nd</sup>. I have asked for their plans and who to contact when we start getting requests for the fields and so far we have

not received any updates. I also shared with them the number of bookings we got in 2019 and our revenue from last year (\$3510) so they have an idea of the coordination needed.

- j. We are waiting on clarification on the 2020 Canada Summer jobs (CSJ) Grants as I have been approved to hire 6 Parks and Recreation students to assist Jenn the Horticulturist. The job titles include Horticulture crew and Lawn care crew. Sadly with the uncertainty over the pools and events the Lifeguards Park Maintenance & Special Events Crew positions have been scrapped.
- k. I am waiting to receive quotes from a monument restoration company to see if it is possible to clean a number of monuments in town. I am also researching quotes for the Shriners, they have offered to purchase a wheelchair swing for the town for one of our playgrounds.

**2. Meetings & other activities:**

- a. Tourism meeting with Kendall, Michelle & Ghislaine (March 27<sup>th</sup>)
- b. Municipal Emergency Action Committee (MEAC) and Senior Management Team meetings.
- c. Met with Bob Sharpe on April 20<sup>th</sup> to discuss the situation regarding the Fields Maintenance contract with the School Division
- d. Fundy Recreation Practitioners Assoc. Zoom meeting every two weeks to discuss COVID19 and other issues relating to municipalities.
- e. Parks and Recreation meetings bi-weekly to plan and discuss tasks.
- f. Coastal Link Trail review meetings are proceeding despite COVID19 slowing down a few aspects of the project, time lines have not been created for a confirmed start date but the majority of the details are in place so hopefully there won't be too many issues or delays.

**Administration**

**1. Monthly Projects (April 2020):**

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Processed the Revenue reports for the finance department.
- c. Deposits, banking, and reconciled shifts.
- d. Various administrative and accounting.
- e. Began training the Receptionist and Administrative Support Clerk

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

- a. No Statistics due to facility being closed to the public.

**Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Contractors completing the work soon (approx. 90%) on town hall relocation project.
3. Working through Reno issues closely with TOSS and King Construction.
  - a. Soon setting up final walk through.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Extensive work completed on both pool UV filters.
6. Working on capital items.
7. Working on arena handrail project for bleachers. Project in review with CAO.

8. Building was closed third Friday in March indefinitely due to the Covid 19 pandemic.
9. Pools Drained on March 20<sup>th</sup>.
10. All aquatics equipment taken offline.
11. Power consumption of building was closely monitored and it was decided to also shut down the Ice plants as well. Ice was removed First week of May.
12. At this time extensive building maintenance/projects are being completed.
13. Exterior front sliding door hardware has been upgraded and fixed.
14. Lower level arena doors have been upgraded and now meet Fire code.
15. Attended FRPA meetings every 2 week via video meetings.
16. Attended RecreationNB meetings Via conference calls
17. Attended a few weekly Senior Management meeting upon request. To report building power updates as well as staffing concerns.

Respectfully submitted,  
Kev Sumner - Director of Community Services



**Town of St. Stephen  
Information Report to Council  
Report: EDC 04-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** Wednesday, April 15<sup>th</sup>, 2020  
**Subject:** EDC Informational Report

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

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

- a. All events cancelled for March 2020 (they were all scheduled after March 13<sup>th</sup>)

**2. Update on Events Previously included in report:**

- a. Chamber of Commerce AGM – March 19<sup>th</sup> @ GCC – CANCELLED
- b. March 21/22 – Provincial Cheer Competition at GCC – RESCHEDULED TO MAY 23/24
- c. Hockey Tournament – March 27-29 – RESCHEDULED TO JUNE 12-14
- d. March/April – planting of the new town “Christmas Tree” along the waterfront near GCC. Details TBC pending spring conditions for planting. – CHANGED TO MAY
- e. April 16<sup>th</sup> – Job Fair @ the GCC hosted by Chamber of Commerce – CANCELLED. GOVERNMENT FUNDING TO CHAMBER OF COMMERCE CANCELLED SO NOT RESCHEDULED
- f. Kiwanis Trade Show – May 1<sup>st</sup>/2<sup>nd</sup> – CANCELLED
- g. IWK Kids Carnival – May 9<sup>th</sup> – STILL PENDING GCC CLOSURE INFO
- h. **\*\*NEW this year\*\*** Indoor Community Yard Sale at the GCC (on the arena surface since the floor will be down anyway) – 9am-1pm May 10<sup>th</sup> – CANCELLED. WILL INTRODUCE IN 2021
- i. May 16 – Town Wide Yard Sale – PENDING GNB SOCIAL DISTANCING RULES
- j. Statue Reveal – tentatively May 27<sup>th</sup>. Community Services was informed of this date by Future St. Stephen 1/8/20 and we have no further information at this time. –RESCHEDULED TBC
- k. Wall of Fame Banquet – May 30<sup>th</sup> - CANCELLED
- l. Grand March @ GCC – June 16<sup>th</sup> – PENDING GNB SOCIAL DISTANCING RULES
- m. June 25<sup>th</sup> – Summer Concert Series Start + Grand Opening of Chocolate Park Playground (details TBC) - PENDING GNB SOCIAL DISTANCING RULES
- n. Canada Day Festivities on the waterfront and wharf – band to play in the afternoon/evening on the wharf - PENDING GNB SOCIAL DISTANCING RULES
- o. Hockey School sponsored by Southern Ice Dogs – July 13<sup>th</sup> – 17<sup>th</sup> – PENDING GCC CLOSURE INFO AND ICE INFO
- p. August 2<sup>nd</sup> – Regional Car Show (Sargent Stubbs is aware of the event and need for road closure – details to be provided closer to August). Request for road closure to be submitted in May or June for approval after full details/distance of closure determined.
- q. August 2<sup>nd</sup>-6<sup>th</sup> – Chocolate Fest - PENDING GNB SOCIAL DISTANCING RULES

- r. August 5<sup>th</sup> – 9<sup>th</sup> – International Fest. **\*\*New American Co-Chair required – Roxanne Redding has resigned due to a work transfer\*\*\***. SSFD Fire Truck Pull tentatively scheduled for August 9<sup>th</sup> and would require Budd Ave. to be closed to through traffic. Fireworks August 9<sup>th</sup>, with the band “Full Circle” playing - PENDING GNB SOCIAL DISTANCING RULES
- s. August 7<sup>th</sup> – RCMP Musical Ride held by Ganong Nature Park
- t. August 13<sup>th</sup>- 16<sup>th</sup> – Bonfire Festival
- u. SeaDogs vs. Moncton game – tentative – working on the details with SeaDogs, including cancellation options.
- v. September 19<sup>th</sup>/20<sup>th</sup> – CC Fall Fair (GNP)
- w. 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)
- x. Friday, December 4<sup>th</sup> – Christmas Parade.
- y. Saturday, December 5<sup>th</sup> – Santa’s Arrival

**3. Other Activities:**

- a. Closed down GCC events department and Canteen, including inventory of food that had to be disposed of due to expiration during closure.
- b. Cancelled events in Max Galaxy as applicable, entering data into spreadsheet to keep track of closure costs. Communicated with each client regarding the closures.
- c. Continued to update the Facebook pages with community submitted events (through the website link).
- d. Created COVID Community Calendar, purchased supplies, created individual kits, delivered to St. Stephen addresses that requested the kits.
- e. Continuing to serve as Secretary for Chocolate Fest Inc. for 2020.
- f. Worked on St. Stephen 150 activities with Ghislaine and other committees, hosted 1<sup>st</sup> Events subcommittee meeting (prior to GCC closure).

Respectfully submitted,

Michelle Vest

Events Development Coordinator



**Town of St. Stephen  
Information Report to Council  
Report: EDC 05-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** Wednesday, May 13  
**Subject:** EDC Informational Report

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

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

- a. COVID Community Calendar

**2. Update on Events Previously included in report:**

- a. August 2<sup>nd</sup>-6<sup>th</sup> – Chocolate Fest – The festival coordinator is working on a digital experience for this year, on a smaller scale, to keep the festival going.
- b. August 5<sup>th</sup> – 9<sup>th</sup> – International Fest. Cancelled.
- c. 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)
- d. Friday, December 4<sup>th</sup> – Christmas Parade. Hopefully the no large gatherings/festivals order will be moved to an earlier date and the parade can still happen.
- e. Saturday, December 5<sup>th</sup> – Santa's Arrival

**3. Other Activities in April:**

- a. Worked on new website content material.
- b. Created COVID-19 page for the current website and updated with information.
- c. Released the 150 Logo Contest (closes May 4<sup>th</sup> – winner announced May 17<sup>th</sup>).
- d. Created COVID Community Calendar for May.
- e. Worked with Kev on keeping the Facebook page up to date.
- f. Zoom meetings:
  - a. CHCO for 150 activities (with Ghislaine)
  - b. Recovery Task Force
  - c. 2 x International Festival meetings (prior to cancellation)

Respectfully submitted,

Michelle Vest

Events Development Coordinator

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

DATE: May 25, 2020

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

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

**BY-LAW NO. L-11 – SUBDIVISION BY-LAW – SECOND READING – SECTION  
NUMBERS ONLY**

**THAT** By-law No. L-11 – “Subdivision By-law” – be given Second Reading – Section Numbers Only.

TOWN OF ST. STEPHEN

BY-LAW NO. L-11

**SUBDIVISION BY-LAW**

The Council of the Town of St. Stephen, under authority vested in it by the *Community Planning Act*, R.S.N.B. (2017), and amendments thereto, hereby makes the following by-law:

**1. Definitions**

**1.1** In this By-law

"Act" means the *Community Planning Act*.

"Arterial street" means a roadway with the primary function to move large volumes of through traffic with limited direct access to adjacent development.

"Collector street" means a roadway with the functions of providing land access and traffic movement as equal importance.

"Council" means the Mayor and Councillors of the Town of St Stephen.

"Developer" means an individual or corporation seeking to obtain the approval of a subdivision plan, or who enters into a subdivision agreement with the Town.

"Planning Advisory Committee" means the Planning Advisory Committee established by Council or the Regional Service Commission.

"Development Officer" means the Development Officer of the Town of St. Stephen appointed by Council or the planning director as defined in the *Regional Services Delivery Act*.

"Gradient" means the degree of rise or descent of a street.

"Land for public purposes" means land other than streets for the recreational or other use for the enjoyment of the general public such as:

- (a) an access to a lake, river, stream, sea, or other body of water;
- (b) a beach or scenic area along the shore of a lake, river, stream, sea, or other body of water;
- (c) a conservation area;
- (d) land adjoining a school for joint recreational purposes;
- (e) land for a community hall, public library, recreational use or other similar community facility;
- (f) open space to provide air and light to afford a view to or from a development, or

- to a lake, river, stream, sea, or other body of water, or for other purposes;
- (g) a park, greenbelt, or buffer area dividing developments, parts of highway, or development and a highway;
- (h) a pedestrian way to a school, shopping centre, recreational area, or other facility.

"Local street" means a roadway whose major function is to provide direct land access to abutting properties and is designed to carry low traffic volumes for short distances.

"Lot" means a parcel of land or two or more adjoining parcels held by the same owner and used or intended to be used as a site for a building or structure or an appurtenance thereof.

"Municipal Plan" means the Municipal Plan of the Town of St. Stephen and its amendments thereto.

"Other access" means a private access other than a street that may be approved by the Planning Advisory Committee or the Regional Service Commission, as the case may be.

"Type 1 Subdivision" means a Subdivision of land that does not involve the construction or extension of a Street or Land for Public Purposes.

"Type 2 Subdivision" means a Subdivision of land that does involve the construction or extension of a Street (or other access), or Land for Public Purposes.

"Width" means, in relation to a lot,

- i. where the side lot lines are parallel, the distance measured across the lot right angles to such lines, or
- ii. if the side lot lines are not parallel, lot width is the horizontal distance between the side lot lines measured parallel to the front lot line at the minimum front or flankage yard setback as required by the applicable provisions of the Zoning By-Law.

"Zoning By-law" means the Zoning By-law of the Town of St. Stephen and its amendments thereto.

## **2. Purpose**

**2.1** The purpose of this By-law is to provide for regulation of the subdividing of land in the Town of St. Stephen.

### **3. Streets**

**3.1** In a subdivision, unless otherwise stipulated by Council,

- (a) arterial streets shall have a width of 20 metres;
- (b) collector streets shall have a minimum width of 20 metres;
- (c) local streets shall have a width of 20 metres;
- (d) a cul-de-sac shall not exceed 200 metres in length, and shall terminate with a circular area having a radius of 18 metres; and,
- (e) no street may have a gradient in excess of 8 percent.

**3.2** Where entry will be gained to a subdivision by means of an existing street or other access, by whomever owned, the person seeking approval of the plan of such subdivision shall make provision to bring the existing access to the same standard as is required for streets within the proposed subdivision, with the full cost to be borne by the person seeking approval of the plan unless otherwise agreed by Council.

**3.3** Reserve strips abutting a street in a subdivision are prohibited, except where such strips are vested in the municipality.

**3.4** In arriving at a decision regarding a recommendation with respect to the location of streets in a proposed subdivision, the Planning Advisory Committee shall give consideration to the relationship between such location, and

- (a) the topography of the land;
- (b) the provision of lots suitable for the intended use;
- (c) street intersections and interceptions being as nearly as possible at right angles;
- (d) convenient access to the proposed subdivision and to lots within it; and,
- (e) the convenient further subdividing of the land or adjoining land.

**3.5** Names of streets in a subdivision are subject to approval of the Council.

### **4. Lots, blocks and other parcels**

**4.1** Every lot, block and other parcel of land in a subdivision shall abut a street owned by the Crown or the municipality, or such other access as may be approved by the Planning Advisory Committee for the development of land.

**4.2** The dimensions and the area of a lot in a subdivision are subject to the requirements of the Zoning By-law.

**4.3** Subject to subsection 4.4, a block in a subdivision shall be at least 128 metres

and not more than 311 metres long, and shall have a depth of not less than two lots.

**4.4** Where a proposed subdivision contains a series of crescents and cul-de-sacs, a block may exceed 311 metres in length if pedestrian walkways are provided for access or circulation to schools, libraries, playgrounds or other such facilities.

## **5. Land for public purposes**

**5.1** Subject to this section, as a condition of approval of a subdivision plan, land in the amount of eight (8) percent of the area of the proposed subdivision exclusive of streets intended to be publicly-owned, at such location as may be recommended by the Planning Advisory Committee or otherwise approved by Council, is to be set aside as land for public purposes and brought to street elevation, and so indicated on the plan.

**5.2** Council may require, in lieu of land set aside under section 5.1, a sum of money to be paid to the municipality in the amount of eight (8) percent of the market value of the land in the proposed subdivision at the time of submission for approval of the subdivision plan exclusive of streets intended to be publicly-owned.

**5.3** Nothing in this section shall affect the ability of the applicant and the Town of St. Stephen to enter into an agreement providing for the setting aside of part land and part cash-in-lieu, provided that the aggregate value to the Town shall not be less than that provided in subsections 5.1 or 5.2.

**5.4** Notwithstanding anything contained in this by-law, subsections 5.1, 5.2, and 5.3 do not apply:

- (a) in the case of a parcel of land that is being created for the purpose of being added to and forming part of an adjoining parcel;
- (b) in the case of a subdivision plan that involves the assembly of land for future subdivision;
- (c) in the case of a lot that is being created to accommodate a useable main building, provided such building existed prior to this by-law coming into force;
- (d) in the case of a lot that is being created which abuts a publicly-owned street that on the coming into force of this by-law was paved and had water and sewer facilities installed therein;
- (e) in the case of a lot that is being created for the purpose of being conveyed to the Town of St. Stephen.

**5.5** Where, as a condition of approval of a subdivision plan, land has been set aside under subsections 5.1, 5.2 or 5.3, no further setting aside of land for public purposes or payment of additional sums shall be required as a condition of approval of any further or other subdividing of the land with respect to which the land has been set aside or sum paid.

## **6. Municipal facilities**

**6.1** Where a developer proposes to subdivide land in such manner that pursuant to section 4 a street is required to be provided, or in such location that municipal water or sewer facilities or both are required to be provided, the Development Officer shall not approve a subdivision plan unless, in the opinion of the Council,

- (a) the Council will be able in the near future to provide the proposed subdivision with streets, water and sewer lines, light, recreational areas or other facilities required by the by-law for that subdivision, or the person proposing the subdivision has made satisfactory arrangements for providing the facilities; and,
- (b) the person proposing the subdivision has made satisfactory arrangements to enter into an agreement with the Council that is binding on his or her heirs, successors and assigns to comply with a provision under paragraph (a); and,
  - (i) deposits with the Town of St. Stephen a sum sufficient to cover the cost with respect to facilities that the by-law requires him or her to pay under subsection 7.2, or
  - (ii) deliver to the Town of St. Stephen a performance bond acceptable to the Council in an amount sufficient to cover the cost referred to in clause (i) in accordance with subsection 7.5(d).

## **7. Responsibilities of the subdivider**

**7.1** The developer shall submit a tentative subdivision plan to the Development Officer who will process it, and if it is approved, will instruct the person who is subdividing to hire a surveyor to draw up a final subdivision plan.

**7.2** The construction of streets shall be asphalt. The developer who is subdividing is responsible for the entire cost of construction of streets and services within the subdivision, and engineering inspection services when so determined by the Council.

**7.3** If there are new streets, water lines, sanitary sewers or storm sewers involved, plans and profiles of these facilities must be developed by a Professional Engineer and delivered to the Director of Operations for his or her perusal, comments and final approval, and delivery of "Record Drawings" to the Director of Operations when the sanitary sewer video inspection and waterline pressure test reports have been completed.

**7.4** Except for Type I subdivisions, new utilities such as hydro, fiberoptic, cable and telephone shall be buried in underground ducting and designed to the satisfaction of the Director of Operations.

**7.5** Pursuant to section 88 of the *Community Planning Act*, Council shall not approve

a subdivision plan until the following steps have been taken:

- (a) that the Planning Advisory Committee has first recommended to the Council the location of the streets, or the land for public purposes, or both, as the case may be, within the proposed subdivision;
- (b) that the Director of Operations has approved the plans and profiles for the installation of streets and services and has also approved the materials and types of appurtenances to be installed within the subdivision;
- (c) that pursuant to Regulation 82-126 under the *Clean Environment Act*, the Department of Environment and Local Government has approved the plans and profiles for the installation of water lines, gate valves, hydrants, storm sewers, catch basins, sanitary sewers, lift stations and manholes, and a copy of the certificate of approval to construct has been delivered to the Director of Operations;
- (d) if required by an agreement under subsection 6.1(b)(ii), that the developer makes a deposit with the Clerk for sufficient money, bonds or securities to cover fifty (50) percent of the cost for the installation and construction of all services within the subdivision and has given a performance bond to guarantee the labour and materials within the subdivision for a period of twelve (12) months after the date of final inspection and acceptance by the Town of these services; and,
- (e) that Council reserves the right to ask for a videotape inspection of any part of the underground system if deemed necessary by the Town of St. Stephen's Public Works Department.

## **8. Conditions precluding approval of a subdivision plan**

**8.1** The Development Officer shall not approve a subdivision plan if, in his or her opinion, and in the opinion of the Planning Advisory Committee,

- (a) the land is not suited to the purpose for which it is intended or may not reasonably be expected to be used for that purpose within a reasonable time after the plan is approved; or
- (b) the proposed manner of subdividing will prejudice the possibility of further subdividing the land or the convenient subdividing of adjoining land.

## **9. Enforcement**

**9.1** Where a development is undertaken in contravention of this by-law or any of the

terms and conditions imposed pursuant thereto, a person authorized by Council may order.

- (a) cessation of the development,
- (b) alteration of such development so as to remove the contravention,
- (c) the doing of anything required restoring the land, building, or structure to its condition immediately prior to the undertaking of such development, or
- (d) the payment of costs recoverable by the municipality under the terms of this by-law.

**9.2** For the purposes of enforcement, a person authorized by Council shall act in accordance with sections 134 and 135 of the *Community Planning Act*.

## **10. Fees**

**10.1** A person who applies to a development officer for approval of a tentative plan shall pay the following fee:

- (a) for a type 1 subdivision (abuts an existing street), \$200 plus \$25 for each lot in the subdivision;
- (b) for a type 2 subdivision (access off a new street or other access), \$500 plus \$50 for each lot in the subdivision; or,
- (c) for a subdivision re-application administration fee, \$100.

## **11. Repeal provision**

**11.1** By-law No. L-4, Subdivision By-law, adopted by Town Council on April 16, 2012, is hereby repealed.

**11.2** The repeal of By-law No. L-4, A Subdivision By-law, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.



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

DATE: May 25, 2020

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

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

**BY-LAW NO. L-12 – A BY-LAW TO REGULATE THE DELIVERY OF FLYERS –  
SECOND READING – SECTION NUMBERS ONLY**

THAT By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – be given  
Second Reading – Section Numbers Only.

TOWN OF ST STEPHEN

BY-LAW NO. L-12

**A BY-LAW TO REGULATE THE DELIVERY OF FLYERS**

**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. Definitions**

(1) In this by-law,

“Town” shall refer to the Town of St. Stephen;

“Director” means the Director of Protective Services for the Town;

“Distributor” means any person, which distributes, permits to be distributed or causes to be distributed any flyer which promotes activities outlined in section 3 of this by-law;

“Flyer” means any non-subscription based printed or written matter, and includes a circular, leaflet, pamphlet, paper, booklet, postcard, coupon, or any other printed or otherwise reproduced matter;

“Municipality” means the geographic area constituted as the Town of St. Stephen;

“Newspaper” means any newspaper or magazine of general circulation for which the occupant has paid or requested delivery;

“person” included a business company, organization or corporation and the heirs, executors, administrators or other legal representatives of a person;

“residential property” means the property or part thereof used or intended to be used for residential purposes but does not include the portion of a hotel or motel used for the purpose of lodging for the public or an apartment hotel.

**2. Application**

(1) This by-law applies to any flyer distributed within the municipality that:

- a. Advertises or otherwise promotes any merchandise, product, commodity, or thing;

- b. Directs attention to any business or mercantile or commercial establishment or other activity, for the purpose of either directly or indirectly promoting the interests thereof;
- c. Directs attention to or advertises any meeting, theatrical performance, exhibition or event of any kind for which an admission is charged for the purpose of commercial gain or profit.

### 3. General

(1) Any owner or occupier of a residential property may post a sign or notice stating they do not wish to receive flyers.

(2) Subject to subsection (1), an owner or occupier may:

- a. Post a sign or notice provided by the Town, or
- b. Create a sign or notice to post, provided the sign or notice meets the following specifications:
  - i. Is a minimum 11cm (4.5in) wide by 12.5cm (5in) high,
  - ii. Consists of lettering that is black font on a white background, and
  - iii. Contains the phrase "NO FLYERS" in a font size of at least 38pt in a sans serif (plain) font type such as Arial.

(3) A sign or notice stating the owner or occupier does not want to receive flyers shall be posted at the entrance to the residential property in a manner such that the sign or notice is visible at the applicable locations as outlined in section 3(6).

(4) No distributor shall distribute, or cause to be distributed, a flyer at or on a residential property if a sign or notice has been posted pursuant to section 3(3).

(5) Section 3(4) of this by-law shall not apply to the following:

- a. Any election advertising material which is permitted to be transmitted or delivered pursuant to any applicable federal, provincial or municipal legislation or regulation;
- b. Newspapers delivered to paying subscribers;
- c. Community association newsletters or newspapers that do not contain flyers;

- d. Information circulars produced by federal, provincial or municipal government;
  - e. Information circulars produced by a member of Town Council, a member of the New Brunswick Legislative Assembly or a member of the federal Parliament;
  - f. An apartment building containing six or more units.
- (6) No distributor shall distribute or cause to be distributed any flyers on residential property other than:
- a. In a mailbox;
  - b. In a mail slot;
  - c. In a tube or other receptacle designated for this purpose;
  - d. On a doorstep.
- (7) No distributor shall distribute or cause to be distributed any flyers to a residential property where the flyers have not been collected for two consecutive weeks.

#### **4. Offences**

- (1) Any person who violates any provision of this by-law is guilty of an offence and is liable on conviction to a fine.
- (2) The minimum fine for an offence committed under this by-law is \$140 and the maximum fine for an offence committed under this by-law is \$2,100.
- (3) If an offence committed under this by-law continues for more than one day:
- a. The minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and
  - b. The maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

**5. Enforcement**

- (1) The Director is responsible for the administration of this by-law.
- (2) The Director and every person duly appointed by Council as by-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this by-law.
- (3) The Director, any peace officer or by-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law, or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this by-law.

**6. Severability**

- (1) Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an order to the contrary.

**7. Effective Date**

- (1) This by-law shall be effective as of June 1<sup>st</sup>, 2020.

**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: March 23, 2020

Second Reading:

Third Reading and Enacted:

\_\_\_\_\_  
Mayor

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

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

DATE: May 25, 2020

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

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

**BY-LAW NO. S-14 – A BY-LAW TO PROHIBIT EXCESSIVE NOISES – SECOND  
READING – SECTION NUMBERS ONLY**

THAT By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – be given Second Reading – Section Numbers Only.

TOWN OF ST. STEPHEN

BY-LAW NO. S-14

**A BY-LAW TO PROHIBIT EXCESSIVE NOISES**

**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. Definitions**

“Noise” shall refer to all noise or sound that causes a public nuisance or otherwise disturb the Town’s inhabitants.

**2. Prohibitions**

(1) No one may make, continue or cause, or allow to be made, or cause the making of noise.

**3. Exemptions**

(1) The provisions of this by-law shall not apply to:

- a. Agents, servants or employees of the Municipality in the course of their duties;
- b. Construction work between 7am and 10pm or of an emergency nature;
- c. Emergency vehicles;
- d. Vehicles utilized by the personnel and/or contractors to perform maintenance and/or construction work by or on behalf of the Town;
- e. Public transit vehicles;
- f. Church bells for religious services;
- g. Alarms sounding for not more than twenty minutes;
- h. Commercial vehicles operating on a truck route;
- i. Festivals, events and activities organized by or on behalf of the Town;
- j. Festivals and events with which the Town has concluded partnership agreements;
- k. Construction work and road improvement projects carried by or on behalf of the Town;
- l. Celebration, reception or private celebration between the hours of 7:00 a.m. and 10:00 p.m.;
- m. Snow removal; and
- n. Athletic and recreational activities held in green and public areas between 7:00 a.m. and 11:00 p.m.

**4. Application to make noise:**

- (1) Subject to subsections 4(2), 4(3), 4(4), and 4(5), applications may be made to the Council in order to allow the making of noises otherwise prohibited hereunder for a special event. The application must be made in writing to the Clerk not less than thirty (30) days prior to the date on which the special event is to be held.
- (2) Prior to making an application to Council, the applicant must advise in written format, residents living within 200m of the noise source of their application for exemption. Such notice must include a copy of the application.
- (3) The application to Council must be accompanied by a written statement from the applicant, attesting that they have advised the residents in accordance with subsection 4(2).
- (4) A resident who was advised as per subsection 4(2) may submit his written comments to the Clerk no later than the Thursday preceding the date on which Council will address the application pursuant to subsection 4(1).
- (5) Council may attach any terms and conditions it considers appropriate for an approval given under subsection 4(1).

**5. Offences and Penalties**

- (1) An individual who violates any provision of this by-law is guilty of an offence and is liable on conviction to a minimum fine of one hundred and fifty dollars (\$150.00), and a maximum fine of seven hundred and fifty dollars (\$750.00).
- (2) A corporation who violates any provision of this by-law is guilty of an offence and is liable on conviction to a minimum fine of three hundred dollars (\$300.00), and a maximum fine of one thousand and five hundred dollars (\$1,500.00).



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

DATE: May 25, 2020

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

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

**BY-LAW NO. A-15 - A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN  
POWERS TO THE CHIEF ADMINISTRATIVE OFFICER – SECOND READING –  
SECTION NUMBERS ONLY**

THAT By-Law No. A-15 – “A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer” – be given Second Reading – Section Numbers Only.

TOWN OF ST. STEPHEN

BY-LAW NO. A-15

**A BY-LAW TO AUTHORIZE THE DELEGATION OF CERTAIN POWERS TO THE  
CHIEF ADMINISTRATIVE OFFICER**

**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. PREAMBLE:**

Pursuant to the *Local Governance Act*, no contract, instrument or other document to which a local government is a party has any force or effect unless it is sealed with the corporate seal of the local government and signed by the Mayor and Clerk.

Further, pursuant to Section 9 of the *Local Governance Act*, a council may, by by-law, delegate any of its powers, duties or functions to an officer of the local government.

As the Town of St. Stephen enters into many contracts each year, for a wide range of goods and services, including small operational items (e.g., cellular phones) and large capital projects. Generally speaking, it is recognized that a municipality may only act through its council. However, it is also recognized that some contracts are of such a routine, day to day nature, and fall within spending authorities approved by Council, that approval to enter into such contracts should not require the attention and approval of Council.

Through this by-law, the Town of St. Stephen Council wishes to delegate some power to approve certain contracts to the Chief Administrative Officer, who may delegate such authority as he/she deems appropriate. This policy further serves to clarify the proper approvals and authorities required to enter into a contract on behalf of the Town of St. Stephen.

**2. PURPOSE:**

The purpose of this policy is to:

- Specify the signing authority required for various types of contracts which may be entered into on behalf of the Town;
- Specify which types of contracts require approval of Council; and
- Specify which types of contracts require legal review prior to execution.

**3. APPLICATION:**

This policy applies to all contracts to which the Town is a party including, but not limited to, contracts involving the Town's departments, operating units, and/or unincorporated entities.

This policy shall not apply to:

- Cheques and other banking instruments;
- Applications for funding or other in-kind assistance from other levels of government or other organizations;

**4. DEFINITIONS:**

In this by-law,

"Contract" means any written agreement, deed or other document which creates an obligation or which may be binding upon the Town of St. Stephen;

"Council" means the duly elected Council for the Town of St. Stephen;

"Signing Authority" means an individual with authority to execute a contract on behalf of the Town of St. Stephen.

**5. AUTHORITIES:**

No member of Town administration is authorized to enter into any contract on behalf of the Town unless authority to do so has been provided for in this policy, in another policy or by-law, or by resolution of Council.

**1) Execution of Contracts**

- a) All contracts shall be sealed with the corporate seal of the Town, and signed by the Mayor and Clerk.
- b) "The Town of St. Stephen" is the legal entity which must be listed as a party on all contracts entered into on behalf of the Town. Internal departments (St. Stephen Fire Department, Garcelon Civic Center, etc.) are not permitted to enter into contracts in their own names.

## 2) Council Approval of Contracts

- a) Subject to (b), approval to enter into a contract on behalf of the Town shall require authorization of Council.
- b) Council hereby delegates approval of the following types of contracts to the Chief Administrative Officer, who may sub-delegate such approval authority as deemed appropriate at his/her sole discretion:
  - i) Facility rental agreements;
  - ii) Awarding of contracts for the purchase of goods or services through any procurement method, within the spending authorities below the level Council has established under the Town's Purchasing Policy, and provided that such purchases are in compliance with the Purchasing Policy; and
  - iii) Lease or rental agreements for equipment or vehicles.
- c) Despite (b),
  - i) Any agreement for the acquisition or disposition of land shall always require Council authorization via by-law or resolution, regardless of value;
  - ii) Any contract may be brought forward to Council for approval when deemed by the Chief Administrative Officer to be in the best interests of the Town; and
  - iii) Any contract prescribed by legislation to be made by Council shall only be approved by Council.

## 3) Legal Review

- a) The Chief Administrative Officer shall establish administrative protocols which establish criteria which will determine whether a contract requires review. In establishing such administrative protocols, the Chief Administrative Officer shall take into consideration:
  - i) Financial obligations on the Town;
  - ii) Level of risk to the Town;
  - iii) Whether the contract is of a routine nature;



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

DATE: May 25, 2020

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

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

**BY-LAW NO. A-16 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A  
RECREATION ADVISORY COMMITTEE – SECOND READING – READING IN ITS  
ENTIRETY**

THAT By-Law No. A-16 – “A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee” – be given Second Reading – Reading in its Entirety.



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

DATE: May 25, 2020

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

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

**WRITTEN VIEWS – PLANNING REVIEW AND ADJUSTMENT COMMITTEE –  
PROPOSED BY-LAW NO. L-11 – SUBDIVISION BY-LAW**

THAT the Council of the Town of St. Stephen receives the written views of the Planning Review and Adjustment Committee (PRAC) dated April 22, 2020 on the proposed By-Law No. L-11, "Subdivision By-law", which repeals and replaces By-law No. L-4, "Subdivision By-law", and which was reviewed at the Committees Meeting on May 13, 2020.



## *Southwest New Brunswick Service Commission*

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April 22, 2020

Dear Mayor MacEachern and Town Councilors,

I am writing to you today to give our written views on the proposed Town of St. Stephen Subdivision By-Law L-11.

Our committee met on Thursday April 9, 2020 to discuss this, our conclusion is that the Planning Review and Adjustment Committee (PRAC) of the Southwest New Brunswick Service Commission (SNBSC) is recommending that you approve the proposed By-Law based Staff's recommendation, with one additional change suggested by the PRAC:

- That Council consider removing Section 9.1, as those enforcement powers have changed in the new Community Planning Act, and adjust numbers accordingly.
- That Council consider requiring new subdivisions to lay underground utility services as opposed to overhead wires.

Signed,

Sam Walsh,  
PRAC Chair

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

DATE: May 25, 2020

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

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

**WRITTEN VIEWS – PLANNING REVIEW AND ADJUSTMENT COMMITTEE –  
PROPOSED BY-LAW NO. M-2 – MUNICIPAL PLAN**

THAT the Council of the Town of St. Stephen receives the written views of the Planning Review and Adjustment Committee (PRAC) dated April 23, 2020 on the proposed By-Law No. M-2, "Municipal Plan", which repeals and replaces By-law No. M-1, "Municipal Plan"



## *Southwest New Brunswick Service Commission*

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April 23, 2020

Dear Mayor MacEachern and Town Councilors,

I am writing to you today to give our written views on the proposed Town of St. Stephen Municipal Plan By-Law M-2.

Our committee met on Thursday April 9, 2020 to discuss this, our conclusion is that the Planning Review and Adjustment Committee (PRAC) of the Southwest New Brunswick Service Commission (SNBSC) is recommending that you approve the proposed Municipal Plan By-Law M-2 on the basis of the recommendation from Dillion Consulting planning staff.

Signed,

Sam Walsh,  
PRAC Chair

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

DATE: May 25, 2020

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

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

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND  
(SCADA SYSTEM UPGRADE)**

**THAT** the amount of \$11,709.23 (eleven thousand, seven hundred and nine dollars and twenty-three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a SCDA System Upgrade.

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

DATE: May 25, 2020

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

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

**COMMUNITY GRANTS FUND – CHARLOTTE COUNTY MUSEUM**

**THAT** the Council of the Town of St. Stephen approves a community grant in the amount of \$2,500.00 (two thousand, five hundred dollars) to the Charlotte County Museum.

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

DATE: May 25, 2020

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

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

**COMMUNITY GRANTS FUND – MAKE-A-WISH CANADA – NB CHAPTER**

**THAT** the Council of the Town of St. Stephen approves a community grant in the amount of \$500.00 (five hundred dollars) to the Make-A-Wish Canada – NB Chapter.

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

DATE: May 25, 2020

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

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

**GARCELON CIVIC CENTER ARENA – METAL HANDRAILS**

**THAT** the Council of the Town of St. Stephen approves the expenditure of up to \$17,000 (seventeen thousand dollars), subject to normal procurement methodology, to address the installation of metal handrails at the Garcelon Civic Center arena.

**AND THAT** \$7,000 (seven thousand dollars) of funding will be from a redirection of funds currently identified as contributions in the 2020 General Operating Fund Budget to the General Operating Reserve Fund.

**AND FURTHER THAT** \$10,000 (ten thousand dollars) of funding will be from the General Capital Reserve Fund.

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

DATE: May 25, 2020

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

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

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – STREET IMPROVEMENTS 2020 (MILLTOWN BOULEVARD – BOUNDARY STREET TO HILL STREET)**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for street improvements on Milltown Boulevard between Boundary Street and Hill Street) in the amount of \$107,385.00 (one hundred and seven thousand, three hundred and eighty-five dollars), plus HST

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

DATE: May 25, 2020

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

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

**UPGRADE OF CULVERT STRUCTURES AT BILLY WESTON BROOK AGREEMENT**

**THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Upgrade of Culvert Structures at Billy Weston Brook Agreement with New Brunswick Southern Railway Company Limited in the form presented to Council at its closed session on May 13, 2020, as per Section 68(1)(c) of the NB *Local Governance Act*.

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

DATE: May 25, 2020

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

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

**2020 SPRING CLEANUP**

**THAT** the Council of the Town of St. Stephen approves the unbudgeted quote from Southern Sanitation Ltd. of Oak Bay, NB in the amount of \$125.00 (one hundred and twenty-five dollars) per hour for the 2020 Spring Cleanup, consisting of only bagged leaves and bundled or bagged twigs.

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

DATE: May 25, 2020

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.