

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**MONDAY, JUNE 22, 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
  
6. NOTICES OF MOTIONS
  
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – May 25, 2020
  
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure – April 30, 2020
  - (b) Paid Bills
  
9. COMMUNICATIONS  
COMMUNICATION FOR INFORMATION  
COMMUNICATION FOR ACTION
  
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – June 10, 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 – Third and Final Reading – Short Title Only
- (b) By-Law No. L-12 – A By-Law to Regulate the Delivery of Flyers – Third and Final Reading – Short Title Only
- (c) By-Law No. S-14 – A By-Law to Prohibit Excessive Noises – Third and Final Reading – Short Title Only
- (d) By-Law No. A-15 – A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer – Third and Final Reading – Short Title Only
- (e) By-Law No. A-16 – A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee – Third and Final Reading – Short Title Only

**14. NEW BUSINESS**

- (a) Transfer from General Operating Reserve Fund
- (b) Mural Program Policy
- (c) Dog Park Proposal
- (d) Reappointment – St. Croix Public Library Board
- (e) Town of St. Stephen's 150<sup>th</sup> Anniversary – Logo and Slogan
- (f) Awarding of Tender: Coastal Link Trail – St. Stephen Waterfront – Project No. 20-2509
- (g) Awarding of Tender: Water and Sanitary Sewer Renewal – West Street – Project No. 19-1946
- (h) Waterfront Enhancements – St. Stephen, NB – Project No. 19-9772: Additional Work

**15. REPORTS OF MAYOR AND COUNCILLORS**

**16. QUESTION PERIOD**

**17. ADJOURNMENT**

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

DATE: June 22, 2020

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

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

**AGENDA**

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

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

**DATE:** June 22, 2020

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on May 25, 2020 be approved as circulated.

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

**In response to the outbreak of the COVID-19 virus, the meeting was conducted by Electronic Participation and 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 Hyslop

Seconded by Councillor Wheaton

**65/20** **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

(a) Mayor MacEachern proclaimed the month of May 2020 as Lyme Awareness Month.

(b) Mayor MacEachern proclaimed the week of May 31<sup>st</sup> to June 6<sup>th</sup>, 2020 as Disability Awareness Week.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

66/20 THAT the Minutes of the Regular Council meeting held on March 23, 2020 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Chisholm  
Seconded by Councillor Hyslop

67/20 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. CARRIED

PAID BILLS – MARCH AND APRIL 2020

Moved by Councillor Harding  
Seconded by Councillor Parker

68/20 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. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

69/20 THAT the Minutes of the Committee of Council meeting held on April 28, 2020 be approved as circulated. CARRIED

**COMMITTEES MEETING**

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 70/20 **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 May 13, 2020 be approved as circulated. **CARRIED**

11. **STAFF REPORTS**

**STAFF REPORTS**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

- 71/20 **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. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

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

Moved by Councillor Hyslop  
Seconded by Councillor Harding

- 72/20 **THAT** By-law No. L-11 – “Subdivision By-law” – be given Second Reading – Section Numbers Only. **CARRIED**

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

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 73/20 **THAT** By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – be given Second Reading – Section Numbers 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 – SECOND READING – SECTION NUMBERS ONLY**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

- 74/20 THAT By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – be given Second Reading – Section Numbers Only. **CARRIED**

**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**

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 75/20 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. **CARRIED**

**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**

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 76/20 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. **CARRIED**

14. **NEW BUSINESS**

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

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 77/20 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. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 78/20 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”. **CARRIED**

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

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

- 79/20 **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 SCADA System Upgrade. **CARRIED**

**COMMUNITY GRANTS FUND – CHARLOTTE COUNTY MUSEUM**

Moved by Councillor Wheaton  
Seconded by Councillor Chisholm

- 80/20 **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. **CARRIED**

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

Moved by Councillor Harding  
Seconded by Councillor Hyslop

- 81/20 **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. **CARRIED**

**GARCELON CIVIC CENTER ARENA – METAL HANDRAILS**

Moved by Councillor Chisholm  
Seconded by Councillor Hyslop

- 82/20 **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. **CARRIED**

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

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 83/20 **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. **CARRIED**

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

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 84/20 **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*. **CARRIED**

**2020 SPRING CLEANUP**

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 85/20 **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. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Participated electronically in Town meetings.

**Councillor Hyslop**

- Participated electronically in Town meetings.
- Participated electronically in Charlotte County Museum board meetings.
- Participated electronically in Canada 1<sup>st</sup> Basketball Committee meetings.

**Councillor Parker**

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

Councillor Chisholm

- Participated electronically in Town meetings.
- Stated that the Wall of Fame Committee lost a very dedicated member with the death of Linda Lowe.
- Responded to a few inquiries from concerned residents.

Councillor Harding

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Received a few calls with respect to unsightly premises and passed the information on to Councillor Parker and the Chief Administrative Officer.

Councillor Wheaton

- Participated electronically in Town meetings.
- Participated electronically in Chocolate Fest and Chocolate Museum Operating Committee meetings.
- Stated a virtual Chocolate Fest will take place this summer.
- Busy with plans for St. Stephen's 150<sup>th</sup> Anniversary next year

Mayor MacEachern

- Participated electronically in Town meetings.
- Attends ongoing meetings with respect to the COVID-19 outbreak and asked the public to be patient with the various closures, as the Town must continue to follow Provincial guidelines.

16. QUESTION PERIOD

No questions were posted on the Town's Facebook page just prior to adjournment; however, Mayor MacEachern advised the public that should any be posted after the meeting, they would be addressed accordingly.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

86/20 THAT the meeting adjourn at 7:35 p.m. CARRIED

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Mayor

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Town Clerk

**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: June 22, 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 April 30, 2020 be received.

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

	<b>Actual To Date For the Four Months Ending April 30, 2020</b>	<b>Budget For the Year Ending December 31, 2020</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	1,800,813	5,402,445	\$3,601,632	33%
Services Provided to Other Governments	37,959	224,617	186,658	17%
Sale of Services	147,742	736,230	588,488	20%
Other Revenue From Own Sources	69,849	220,570	150,721	32%
Unconditional Grants	536,302	1,608,894	1,072,592	33%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	389,674	1,203,167	833,493	31%
<b>Total Revenue</b>	<b>2,962,339</b>	<b>9,400,123</b>	<b>6,437,784</b>	<b>32%</b>
<b>Expenditure</b>				
General Government Services	390,836	1,094,153	703,317	36%
Protective Services	654,653	2,342,901	1,688,248	28%
Transportation Services	673,723	2,154,100	1,480,377	31%
Environmental Health Services	89,452	230,320	140,868	39%
Environmental Development Services	134,287	364,931	230,644	37%
Recreational and Cultural Services	555,215	2,223,274	1,668,059	25%
Fiscal Services	154,404	982,444	828,040	18%
Other	-1,985	8,000	9,985	-25%
<b>Total Expenditures</b>	<b>2,650,585</b>	<b>9,400,123</b>	<b>6,749,538</b>	<b>28%</b>
<b>Surplus (Deficit)</b>	<b>\$311,754</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 Four Months Ending April 30, 2020</b>	<b>Budget For the Year Ending December 31, 2020</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$543,744	\$2,122,590	\$1,578,846	26%
Other Revenue From Own Source	\$62,391	\$211,080	148,689	30%
Other Transfers	\$10,324	\$30,973	20,649	33%
<b>Total Revenue</b>	<b>616,459</b>	<b>2,364,643</b>	<b>1,748,184</b>	<b>26%</b>
<b>Expenditures</b>				
Water Supply	\$373,727	\$1,134,589	760,862	33%
Sewerage Collection and Disposal	\$208,689	\$718,782	510,093	29%
Fiscal Services	\$21,024	\$511,272	490,248	4%
<b>Total Expenditures</b>	<b>603,440</b>	<b>2,364,643</b>	<b>1,761,203</b>	<b>26%</b>
<b>Surplus (Deficit)</b>	<b>\$13,019</b>	<b>\$0</b>		

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

DATE: June 22, 2020

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,382,567.01 (one million, three hundred and eighty-two thousand, five hundred and sixty-seven dollars and one cent) be received.

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 025975 dated between 05-01-2020 and 05-31-2020

**CHEQUE REGISTER**

Printed: 1:55:05PM 06/18/2020

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Number	Issued	Amount	SC	Status	Status Date
024793	05/19/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBDINT GG-SERIES"BD"-INTEREST	327.25 327.25	A/P	CLEARED	05/31/2020
024796	05/30/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBHINT GG-SERIES"BH"-INTEREST	3,937.25 3,937.25	A/P	OUT-STD	05/30/2020
024799	05/15/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBKINT GG-SERIES"BK"-INTEREST	2,882.25 2,882.25	A/P	CLEARED	05/31/2020
024800	05/15/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBKPRNPL GG-SERIES"BK"-PRINCIPAL	35,000.00 35,000.00	A/P	CLEARED	05/31/2020
024811	05/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBVINT GG-SERIES"BV"-INTEREST	11,277.50 11,277.50	A/P	CLEARED	05/31/2020
024812	05/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBVPRNPL GG-SERIES"BV"-PRINCIPAL	68,000.00 68,000.00	A/P	CLEARED	05/31/2020
025764	05/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000031791 GG-TOWNHALL-LEASE-MAY/20	5,417.62 5,417.62	A/P	CLEARED	05/31/2020
025802	05/05/2020 ACCT #903240047015 APRIL2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	OUT-STD	05/05/2020
025803	05/05/2020 ACCT 8025-280 APRIL2020 LOCAL 770 UNION DUES - APRIL 202	1,294.68 1,294.68	A/P	CLEARED	05/31/2020
025804	05/05/2020 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P43351 RC-#309,#1-LAWN MOWER RELAYS 02P43578 RC-#309-RELAYS 02P45201 RC-#303-OUTER AIR ELEMENT, FILT	493.60 195.91 -195.91 493.60	A/P	CLEARED	05/31/2020
025805	05/05/2020 BELL MOBILITY INC. 523889487APR20CC CC-ADMIN-OPS MANAGER, ACCT C 523889487APR20GG GG/PS/TS/RC-ADMIN-CELL PHONE C	1,065.91 142.66 923.25	A/P	CLEARED	05/31/2020
025806	05/05/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 APRIL2020 GG-MUNCIPALPLAN-APRIL 2020	27,856.62 27,856.62	A/P	CLEARED	05/31/2020
025807	05/05/2020 FUNDY BUILDING INSPECTION 20-43 PS-BUILDINGINSPECTOR-APRIL 19 -	2,484.00 2,484.00	A/P	CLEARED	05/31/2020
025808	05/05/2020 JEFF RENAUD APRIL2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	CLEARED	05/31/2020
025809	05/05/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15442 PS-BYLAW-APRIL 20 - MAY 01/20 FE	1,610.00 1,610.00	A/P	CLEARED	05/31/2020
025810	05/05/2020 MINISTER OF FINANCE WEEK182020 EMPLOYEE DEDUCTIONS-MAY 03 - I	209.30 209.30	A/P	CLEARED	05/31/2020
025811	05/05/2020 N. B. ELECTRIC POWER 10126106APR20 TS-XINGLIGHTS-KING STREET 19055406APR20 RC-ARENA-ELECTRICITY 54653258APR20 TS-KING/SUPERSTORE-TRAFFIC LIK 57955808APR20* GG-120MILLTOWNBLVD-ELECTRICI	566.38 26.86 407.38 90.29 41.85	A/P	CLEARED	05/31/2020
025812	05/05/2020 ORKIN CANADA CORPORATION C-1317651 PS-FIRE-PEST CONTROL	161.58 161.58	A/P	CLEARED	05/31/2020
025813	05/05/2020 PRINCESS AUTO 2070359 TS-SHOP-COVERS, SET FILES ROT/	372.55 372.55	A/P	CLEARED	05/31/2020
025814	05/05/2020 SHARPE'S LAWN CARE 680 RC-PARKS-TURF MAINTENANCE - M	8,625.00 8,625.00	A/P	OUT-STD	05/05/2020
025815	05/05/2020 TIM TOZER	25.00	A/P	CLEARED	05/31/2020

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 025975 dated between 05-01-2020 and 05-31-2020

CHEQUE REGISTER

Printed: 1:55:05PM 06/18/2020

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Number	Issued	Amount	SC	Status	Status Date
	CPACOURSE GG-TREASURER-CPA PROFESSION	25.00			
025816	05/05/2020 TRACTION FREDERICTON (591) 591230106 PS-FIRE-2 1/2T FLR JACK W 3T	229.94 229.94	A/P	CLEARED	05/31/2020
025818	05/05/2020 MIKE TOWNES WORK BOOTS RC-PARKS-WORK BOOTS	142.54 142.54	A/P	CLEARED	05/31/2020
025819	05/05/2020 N. B. ELECTRIC POWER 54253127APR20 CC-BUILDING-ELECTRICITY	19,978.63 19,978.63	A/P	CLEARED	05/31/2020
025820	05/05/2020 SEAN MORTON BANDANAS PS-FIRE-BANDANAS (COVID)	177.78 177.78	A/P	CLEARED	05/31/2020
025821	05/12/2020 BELL ALIANT 06336721APR20 TS-AIRPORT-LANDLINE PHONE 11368891APR20 GG-TOWNHALL-LANDLINES 11378668APR20 PS/TS-199UNIONST-LANDLINE PHOI 15772985APR0 RC-REC/POOL-LANDLINE PHONES 46435731APR20 RC-PARKS-CHOCOLATE PARK CAME 47424130APR20 CC-ADMIN-LANDLINE PHONES	2,917.04 169.37 1,330.75 368.29 218.33 117.24 713.06	A/P	CLEARED	05/31/2020
025822	05/12/2020 CNH CAPITAL #11INTEREST TS-#11-INTEREST IN94673 TS-#11-FILTERS IN94750 TS-#16-WIPER ARMS, RIGID TUBES,	1,418.91 28.68 480.15 910.08	A/P	CLEARED	05/31/2020
025823	05/12/2020 DAVE DINSMORE WEB DESIGN & HOSTING 0729 GG-WEB HOSTING-NOVEMBER TO /	239.94 239.94	A/P	OUT-STD	05/12/2020
025824	05/12/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 619955 TS-ST5-DIESEL	542.42 542.42	A/P	CLEARED	05/31/2020
025825	05/12/2020 MCINNES COOPER 2020007746 GG-LEGAL-GENERAL 2020007779 GG-LEGAL-FLOOD MITIGATION WOF	3,045.49 1,338.17 1,707.32	A/P	CLEARED	05/31/2020
025826	05/12/2020 MELISSA FRASER BRUNET TRIP* GG-TREASURY-TRIP TO BRUNET *	105.76 105.76	A/P	CLEARED	05/31/2020
025827	05/12/2020 MINISTER OF FINANCE WEEK192020 EMPLOYEE DEDUCTIONS-MAY 10 - I	209.30 209.30	A/P	CLEARED	05/31/2020
025828	05/12/2020 N. B. ELECTRIC POWER 19051703MAY20 TS-AIRPORT-ELECTRICITY 19051801MAY20 TS-AIRPORT-ELECTRICITY	329.49 274.78 54.71	A/P	CLEARED	05/31/2020
025829	05/12/2020 PAYROLL TRANSFER WEEK192020 GG-TRANSFER-APRIL 24 - MAY 07/2	65,922.00 65,922.00	A/P	CLEARED	05/31/2020
025830	05/12/2020 PETTY CASH APRIL282020 PS-BUILDINGINSPECTOR-REGISTEI	12.45 12.45	A/P	CLEARED	05/31/2020
025832	05/12/2020 RECEIVER GENERAL FOR CANADA WEEK192020 GG-REMITTANCE-APRIL 24 - MAY 07	35,606.59 35,606.59	A/P	OUT-STD	05/12/2020
025833	05/12/2020 SOUTHERN SANITATION LTD. 183131 GG-TOWN-GARBAGE COLLECTION 183249 GG-TOWN-GARBAGE COLLECTION	30,079.18 15,039.59 15,039.59	A/P	OUT-STD	05/12/2020
025834	05/12/2020 ST. STEPHEN UTILITY DEPT. APRIL2020 EMPLOYEE DEDUCTIONS-APRIL 20;	40.00 40.00	A/P	CLEARED	05/31/2020
025835	05/12/2020 ST. STEPHEN/MILLTOWN LIONS CLUB WELCOMESIGN GG-WELCOMESIGN-CONTRIBUTION	335.00 335.00	A/P	OUT-STD	05/12/2020
025836	05/12/2020 STATIONERY PLUS	770.88	A/P	CLEARED	05/31/2020

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	63927	GG-TOWNHALL-COFFEE K-CUPS	12.06			
	63931	GG-TOWN HALL-LASER TONER	204.11			
	63972	GG-TOWNHALL-WIRELESS MOUSE	46.85			
	64114	GG-TOWNHALL-POST-IT NOTES, LE	22.70			
	64248	CC-ADMIN-BATTERIES	51.73			
	64371	GG-TOWN HALL-LASER TONER	114.87			
	64374	CC-ADMIN-LAMINATING POUCHES -	137.98			
	64600	GG-TOWNHALL-COFFEE K-CUPS	12.08			
	64687	GG-TOWNHALL-CALCULATOR RIBB	99.61			
	64693	GG-TOWNHALL-PAPER	68.89			
025837	05/12/2020	TROY LIFE & FIRE SAFETY LTD	1,104.00	A/P	CLEARED	05/31/2020
	1000231602	CC-BUILDING-ANNUAL WET ITM	1,104.00			
025838	05/12/2020	YELLOW PAGES GROUP	41.42	A/P	CLEARED	05/31/2020
	INV00712978	PS-FIRE-YELLOW PAGES MEDIA-AP	41.42			
025839	05/12/2020	SHANNON MICHAEL	1,611.83	A/P	CLEARED	05/31/2020
	APRIL2020	PS-ANIMALCONTROL-ANIMAL CONT	1,611.83			
025840	05/12/2020	WORKSAFE NB	3,413.94	A/P	CLEARED	05/31/2020
	232843WAGES2020	GG-ASSESSMENT-WAGES, SUB-CO	3,413.94			
025841	05/20/2020	BELL ALIANT	360.98	A/P	CLEARED	05/31/2020
	47780283APR20	CC-ADMIN-LANDLINE PHONES	360.98			
025842	05/20/2020	BRIGGS PLUMBING INC.	101.78	A/P	CLEARED	05/31/2020
	1571206	TS-SHOP-DRAIN CLEANER	101.78			
025843	05/20/2020	CANADIAN TIRE	493.92	A/P	OUT-STD	05/20/2020
	N16104488	GG-EVENTS-TOTES	82.27			
	N17129735	RC-PARKS-TAPE MEASURE	17.23			
	N17129961	GG-EVENTS-TOTES	74.78			
	N17433821	TS-SHOP-IMPACT DRIVERS	40.23			
	N17433864	TS-SHOP-PAINT	34.47			
	N17433898	GG-COVID19-CLEANING SUPPLIES	133.86			
	N17433906	RC-COVID19-CAUTION TAPE	17.16			
	N17433929	TS-SHOP-WATER	93.92			
025844	05/20/2020	CARQUEST	22.51	A/P	OUT-STD	05/20/2020
	14838-125952	TS-SHOP-DIELECTRIC GRS 85G, ELI	22.51			
025845	05/20/2020	DAVE DINSMORE WEB DESIGN & HOSTING	239.94	A/P	OUT-STD	05/20/2020
	0728	CC-ADMIN-MONTHLY WEB HOSTINC	239.94			
025846	05/20/2020	DAVIS FUELS	1,884.84	A/P	OUT-STD	05/20/2020
	24997	TS/PS-199 UNION ST-HEATING FUEL	457.90			
	25155	TS/PS-199 UNION ST-HEATING FUEL	426.74			
	25272	TS/PS-199 UNION ST-HEATING FUEL	566.10			
	25393	TS/PS-199 UNION ST-HEATING FUEL	434.10			
025847	05/20/2020	FUNDY BUILDING INSPECTION	2,484.00	A/P	CLEARED	05/31/2020
	20-49	PS-BUILDINGINSPECTOR-MAY 03-16	2,484.00			
025848	05/20/2020	IRVING ENERGY DISTRIBUTION AND MARKETING	333.41	A/P	OUT-STD	05/20/2020
	352160	CC-BUILDING-NATURAL GAS	333.41			
025849	05/20/2020	JOLLY FARMER	617.58	A/P	OUT-STD	05/20/2020
	N1167663	RC-HORT-FLOWERS	617.58			
025850	05/20/2020	KONICA MINOLTA BUSINESS	193.71	A/P	CLEARED	05/31/2020
	7579086	GG-TOWN HALL-COPIER LEASE JUN	193.71			

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025851	05/20/2020 L.E.WHITTAKER CO., LTD. 42365 PS-FIRE-10 LB ABC F/X HYDRSTATIK	177.05 177.05	A/P	OUT-STD	05/20/2020
025852	05/20/2020 LSW WEAR PARTS LTD. 53006 TS-STREET SWEEPER-POLY ZZ COI	635.38 635.38	A/P	OUT-STD	05/20/2020
025853	05/20/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15452 PS-BYLA-W-MAY 04 - 15/20 FEE	1,610.00 1,610.00	A/P	CLEARED	05/31/2020
025854	05/20/2020 MINISTER OF FINANCE WEEK202020 EMPLOYEE DEDUCTIONS-MAY 17 - :	209.30 209.30	A/P	CLEARED	05/31/2020
025855	05/20/2020 N. B. ELECTRIC POWER 10126106MAY20 TS-XINGLIGHTS-KING STREET 17935200MAY20 TS-KING/UNIONST-TRAFFIC LIGHT 18988703MAY20 TS/PS-199UNIONST-ELECTRICITY 19055406MAY20 RC-ARENA-ELECTRICITY 216000030308MAY20 TS-ST-S-Area LIGHTS 50660140MAY20 RC-PARKS-ROTARY CHANGING RO 54187672MAY20 TS-KING/QUEENST-TRAFFIC LIGHTS 54653258MAY20 TS-KING/SUPERSTORE-TRAFFIC LIK 55160607MAY2020 RC-COTTONMILL-LIGHTS 55917471MAY20 TS-ST-S-WATERFRONT LIGHTS 57955782MAY20 RC-PARKS-BANDSTAND IN CHOCOL 65083030MAY20 RC-PARKS-MILLTOWN BOAT LAUNC 71315207MAY20 PS-RCMP-ELECTRICITY 73006038MAY20 RC-LIBRARY-ELECTRICITY 82122207MAY20 RC-PARKS-BASKETBALL COURT 83278804MAY20 TS-ST-S-PARKS SHED 84960501MAY20 RC-PARKS-RIVERSIDE DR LIGHTS	17,597.45 26.86 44.18 1,538.07 555.97 12,044.11 26.86 47.59 91.21 65.38 44.34 28.88 39.43 1,135.11 1,620.84 26.86 183.55 78.21	A/P	CLEARED	05/31/2020
025857	05/20/2020 NICK REID CLOTHING ALLOW CC-ARENA-CLOTHING ALLOWANCE	172.48 172.48	A/P	OUT-STD	05/20/2020
025858	05/20/2020 OK TIRE & AUTO SERVICE IN053161 RC-#303-BKT 4 PR LG306 TURF IN053291 TS-#13-BKT AT603 12F R-4 TL	1,113.20 328.90 784.30	A/P	OUT-STD	05/20/2020
025859	05/20/2020 SAFETY SOURCE LTD. 00002587 PS-FIRE-FREIGHT CHARGE BILLED NB-00002521 PS-FIRE-HAND SANITIZER	483.00 -55.20 538.20	A/P	OUT-STD	05/20/2020
025860	05/20/2020 SAKO INDUSTRIAL SUPPLY 1074 TS-SHOP-TACKY IMPACT GREASE 1075 TS-SHOP-RUST DEFENSE	749.68 358.74 390.94	A/P	CLEARED	05/31/2020
025861	05/20/2020 SAUNDERS EQUIPMENT LTD. 0000079971 TS-STREET SWEEPER-POLY CONV 0000080050 TS-#22-WATER TANK & PUMP KIT 0000080051 TS-#34-SHEET, HOODS	6,637.32 1,021.20 4,661.99 954.13	A/P	OUT-STD	05/20/2020
025862	05/20/2020 SEAN MORTON LYSOLSPRAY PS-FIRE-LYSOL SPRAY	30.31 30.31	A/P	CLEARED	05/31/2020
025863	05/20/2020 SOURCE ONE SUPPLIES 24352 CC-BUILDING-HAND SANITIZER, PAI 24403 PS-FIRE-GARBAGE BAGS, LAUNDRY 24418 CC-ZAMBONI-PROPANE	202.98 101.42 52.11 49.45	A/P	OUT-STD	05/20/2020
025865	05/20/2020 UAP INC.	1,665.53	A/P	OUT-STD	05/20/2020

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	961-498701	TS-SHOP-PLUGS, CAPS			
	961-498819	TS-SHOP-COL. FLEECE, 25 LBS.			
	961-498882	TS-#5-GROMMETS OVAL CLOSED B			
	961-499045	TS-#22-HYDRAULIC HOSES, COUPL			
	961-499404	TS-SHOP-OXYFUEL			
	961-499436	TS-SHOP-OXYFUEL			
	961-499438	TS-SHOP-OXYFUEL			
	961-499484	TS-SHOP-DIELECTRIC TUNE-UP			
	961-499485	TS-#38-LUBE FILTERS-COVID19			
	961-499518	TS-#38-LUBE FILTERS			
	961-499614	TS-#12-IRSOL MULTI USE, 75W90 S\			
	961-499910	TS-#28-AIR FILTER			
	961-499995	TS-#28-AIR FILTERS			
	961-500033	TS-#5-HYDRAULIC HOSES, COUPLIN			
	961-500118	TS-#1-OIL FILTER, TIRE PRESSURE			
	961-500203	TS-#28-OIL FILTER			
025866	05/20/2020 ULTRA ALARM SERVICES	465.75	A/P	OUT-STD	05/20/2020
	VFP114903 CC-BUILDING-FIRE ALARM MONITOI	465.75			
025867	05/20/2020 WURTH CANADA LIMITED	180.49	A/P	OUT-STD	05/20/2020
	23888338 TS-SHOP-HEX NUTS, WIRE TIES	180.49			
025868	05/20/2020 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	05/20/2020
	INV00750906 GG-TOWN HALL-911 LISTING	10.47			
025874	05/20/2020 SERVICE NEW BRUNSWICK	63,954.95	A/P	CLEARED	05/31/2020
	PID0123609020 ED-GRAVEL PIT-MAXWELL CROSSII	292.16			
	PID0125291520 ED-VACANT LAND BY TRACKS-CHU	50.33			
	PID0125744320 EHS-VACANT LAND-UPPER MILLS R	147.33			
	PID0125821920 TS-AIRPORT FACILIITES	2,374.72			
	PID0126102320 EHS-MILLTOWN TOWN DUMP SITE	186.42			
	PID0126265820 ED-GRAVEL PIT, LAND-BURNT HILL	181.23			
	PID0127476020 ED-RIGHT OF WAY (CORE CONST	6.19			
	PID0127725020 TS-VACANT LAND-VALLEY RD	100.69			
	PID0128337320 RC-LAND ONLY, BOAT LANDING-RIV	23.50			
	PID0129705020 RC-PARK/WALKINGTRAIL-ELM STRE	171.90			
	PID0129930420 RC-PARK LAND-183 MILLTOWN BLV	75.44			
	PID0129948620 RC-PARK LAND-MILLTOWN BLVD	68.02			
	PID0130013620 RC-PARK LAND & GARDENS - 268 M	375.96			
	PID0130150620 CC-NARROW COMMERCIAL LOT-46	283.84			
	PID0130156320 ED-VACANT COMMERCIAL LOT-42 K	413.73			
	PID0130171220 ED-VACANT COMMERCIAL LOT-48 8	481.08			
	PID0130173820 ED-PARKING LOT - UNION ST	948.32			
	PID0130195120 ED-VAC NON/RES LOT-38 KING ST	481.08			
	PID0130418720 ED-BEHIND SPCA BLDG-PRINCE WII	538.11			
	PID0130560620 RC-GAZEB0 & PARK	428.14			
	PID0130561420 ED-ENTRY TO PARKING AREA-MILL	220.54			
	PID0130570520 ED-COMM BLDG & LOT-120 MILLTOV	2,047.00			
	PID0130581220 ED-RETAIL, APARTMENT & LOT-128	842.56			
	PID0130594520 ED-VACANT COMMERCIAL LOT-138	182.81			
	PID0130598620 ED-VACANT PARK LAND-MILLTOWN	42.25			
	PID0130604220 ED-VACANT COMMERCIAL LOT-50 N	887.59			

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	PID0130626520	PS-RCMP OFFICE & LOT			
	PID0130678620	ED-VACANT COMMERCIAL LOT-134			
	PID0130734720	RC-VACANTLAND-PRINCE WILLIAM			
	PID0130837820	ED-FORMERLY FARM LAND-BOUND			
	PID0130937620	RC-MONUMENT & LOT-450 MILLTOV			
	PID0131069720	RC-LOT RIVERSIDE/PLEASANT			
	PID0131149720	ED-VACANT LOT-PLEASANT ST			
	PID0131197620	ED-VACANT LOT-RIVERSIDE DR			
	PID0131273520	ED-VACANT LAND-CHURCH ST			
	PID0131301420	RC-MILLTOWN PARK/TENNIS CRT			
	PID0133329320	ED-PLAYGROUND LOTS #53 & #54			
	PID0133693220	RC-ELM PARK "PARK"			
	PID0133713820	TS-MUNICIPAL BLDG & LAND			
	PID1500193620	ED-RESTAURANT & LOT			
	PID1500196920	RC-ROTARY FIELD			
	PID1500198520	RC-SMALL PARK AT COVE			
	PID1500271020	ED-TIMBERLAND-ROYREE ROAD			
	PID1501233920	ED-VACANT LOT-PRINCESS ST			
	PID1502190020	ED-WATER LOT-UPRIVER OF BRIDG			
	PID1502191820	ED-COMMERCIAL WATER LOT-SOU'			
	PID1502521620	RC-BLDG, POOL & LOT			
	PID1504034820	ED-TIMBERLAND & FORMER DUMP			
	PID1504131220	ED-VACANT LOT-41 BUDD AVE			
	PID1505360620	ED-BIA PARKING LOT-MILLTOWN BL			
	PID1505362220	ED-BIA PARKING DEWOLFE			
	PID1506997420	GG-TOWN HALL & LOT 2019-1			
	PID1508856020	ED-FUTURE STREET			
	PID1509381820	ED-PARKING&VACANT COMM LND-I			
	PID1510479720	RC-PARK LAND-177 MILLTOWN BLV			
	PID1510754320	ED-GREEN AREA ALONG R/R			
	PID1514573320	ED-REMNANT LAND 99-4 - PROGRE'			
	PID1514574120	ED-VACANT LAND-PROGRESS DRIV			
	PID1515175620	ED-GREEN AREA-PROGRESS DRIVE			
	PID1515304220	ED-(GREEN SPACE)-REAR BELL AVI			
	PID1516268820	ED-VACANT LAND-OFF OF BREWER			
	PID1516307420	ED-BEAVER POND-MCDOUGALL BR			
	PID1516800820	ED-VACANT SHORE LOT-TODD STR			
	PID1517085520	ED-VACANT STRIP @ ROAD-PROGF			
	PID1517361020	ED-LAND FOR PUBLIC PURPOSES-A			
	PID1517590420	RC-SALMON FALLS LOT 06-1			
	PID1517810620	ED-VACANT LOT-CHURCH STREET			
	PID1517811420	RC-VACANT LOT/SMALL-CHURCH S'			
	PID1517813020	ED-VACANT LOT 07-5-WAS 122 CHU			
	PID1517814820	ED-VACANT LOT 07-6			
	PID1517815520	ED-VACAANT LOT 07-4			
	PID1518500220	ED-VACANT LOT-MILLTOWN BLVD			
	PID1518765120	RC-CIVIC CENTER POOL AREA			
	PID1519371720	ED-VACANT COMM LAND (HAYMAN)			
	PID1520865920	RC-STOPPED UP PUBLIC STREET-B			

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025875	05/26/2020 CANADIAN TIRE	489.76	A/P	OUT-STD	05/26/2020
	N16104572 GG-COVID19-SOURCE-SPRAY, BLUE	78.02			
	N17129624 RC-HORT-SHAKE FEED, TREE SPKE	88.46			
	N17129677 CC-ZAMBONI-PROPANE	32.00			
	N17129720 RC-PARKS-KEY	4.59			
	N17129722 RC-PARKS-PAINT	70.08			
	N17129732 PS-FIRE-PROPANE	49.46			
	N17129756 RC-PARKS-PAINT	134.42			
	N17433842 PS-FIRE-FREEZERBAGS	17.23			
	N17433922 TS-SHOP-ZIP TIES	15.50			
025876	05/26/2020 CANADIAN SPRINGS	135.10	A/P	OUT-STD	05/26/2020
	19100841050120 TS-SHOP-WATER	32.88			
	19100841050120* PS-RCMP-WATER	102.22			
025877	05/26/2020 CHARLOTTE COUNTY JANITORIAL	230.00	A/P	OUT-STD	05/26/2020
	4590 PS-FIRE-JANITORIAL SERVICES-API	161.00			
	4597 TS-SHOP-JANITORIAL SERVICES-AF	69.00			
025878	05/26/2020 EAGLE XPRESS COURIER SERVICE	350.75	A/P	OUT-STD	05/26/2020
	680105 TS-STREET SWEEPER-TO LSW	46.00			
	680106 TS-#11-TO MARITIME CASE	28.75			
	680107 TS-#13-TO TOROMONT CAT	34.50			
	680159 TS-#18-TO MARITIME CASE	28.75			
	680160 TS-#18-TD LSW	46.00			
	680187 TS-#7-TO RICHWELL	34.50			
	749626 TS-#11-TO MARITIME CASE	28.75			
	749627 TS-STREET SWEEPER-TO SAUNDEI	69.00			
	749644 TS-SHOP-TO BAYVIEW	34.50			
025879	05/26/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	4,487.71	A/P	OUT-STD	05/26/2020
	425578 TS-STG-GAS	4,487.71			
025880	05/26/2020 JET ICE	1,488.77	A/P	OUT-STD	05/26/2020
	109850 CC-ARENA-JET ICE LINE PAINT	1,488.77			
025881	05/26/2020 KEITH'S BUILDING SUPPLIES	311.98	A/P	OUT-STD	05/26/2020
	195353 CC-ARENA-COUPPLINGS, PIPES, SOL	311.98			
025882	05/26/2020 KENT BUILDING SUPPLIES	1,400.64	A/P	OUT-STD	05/26/2020
	1723574 TS-SHOP-BRUSH, ULTRA GRIPS	28.84			
	1724283 TS-SHOP-ULTRA GRIP BRUSHES	14.95			
	1725726 RC-PARKS-SCREWS, HINGES, PAINT	726.25			
	1727500 RC-PARKS-CET SRD CEDAR	72.71			
	1730291 TS-#5-BOLTS, WASHERS, NUTS	56.74			
	1730685 CC-ARENA-ELBOWS	6.81			
	1731894 CC-ARENA-CAULK GUN	10.68			
	1732211 RC-MILLTOWN BANDSTAND-PAINT,	198.38			
	1734411 RC-COTTON MILL MONUMENT-LUMI	39.27			
	1734898 CC-ARENA-FIBATAPE, BRUSH SET,	103.75			
	1734900 RC-LIBRARY-DRYWALL	41.35			
	1737014 RC-HORT-SHAKE'N FEED, LAWN RA	100.91			
025883	05/26/2020 LSW WEAR PARTS LTD.	635.38	A/P	OUT-STD	05/26/2020
	53100 TS-STREET SWEEPER-BRUSHES	635.38			
025884	05/26/2020 MARION JAMER	113.85	A/P	CLEARED	05/31/2020
	ONLINECOURSE PS-FIRE-ONLINE COURSE	113.85			

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Number	Issued	Amount	SC	Status	Status Date
025885	05/26/2020 MILLTOWN MACHINE & FABRICATION LTD. 21223 TS-#5-5 X 3-1/2 X 3/8 ANGLE IRON	81.63 81.63	A/P	OUT-STD	05/26/2020
025886	05/26/2020 MINISTER OF FINANCE WEEK212020 EMPLOYEE DEDUCTIONS-MAY 24 -3	209.30 209.30	A/P	OUT-STD	05/26/2020
025887	05/26/2020 N. B. ELECTRIC POWER 18169205MAY20 RC-POOL-MILL LANE 54253127MAY20 CC-BUILDING-ELECTRICITY 72924306MAY20 RC-PARKS-BANDSTAND	10,371.77 176.21 10,154.62 40.94	A/P	CLEARED	05/31/2020
025888	05/26/2020 ORKIN CANADA CORPORATION C-1356961 CC-BUILDING-PEST CONTROL	83.38 83.38	A/P	OUT-STD	05/26/2020
025889	05/26/2020 ORR ELECTRIC & ALARM LTD. 4508 TS-SHOP-REPAIRED EMERGENCY L	230.55 230.55	A/P	OUT-STD	05/26/2020
025890	05/26/2020 PAYROLL TRANSFER WEEK212020 GG-TRANSFER-MAY 08-MAY21/20	69,561.00 69,561.00	A/P	OUT-STD	05/26/2020
025891	05/26/2020 RECEIVER GENERAL FOR CANADA WEEK212020 GG-REMITTANCE-MAY 08-21/20	35,972.97 35,972.97	A/P	CLEARED	05/31/2020
025892	05/26/2020 RICHWIL TRUCK CENTRE LTD. 134203 TS-#7-HOSE, HOSE ASSY	800.49 800.49	A/P	OUT-STD	05/26/2020
025893	05/26/2020 SOURCE ATLANTIC 3551657 TS-SHOP-CURB BROOM, BROOM H/	177.44 177.44	A/P	OUT-STD	05/26/2020
025894	05/26/2020 SOUTH WEST COURIER 18409 PS-FIRE-TO LEWCO	58.51 58.51	A/P	OUT-STD	05/26/2020
025895	05/26/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 210486-211696 GG-TOWN-REGIONAL LANDFILL COI	11,673.88 11,673.88	A/P	OUT-STD	05/26/2020
025896	05/26/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 30923 GG-TOWN HALL-PLAIN ENVELOPES	217.23 217.23	A/P	OUT-STD	05/26/2020
025897	05/26/2020 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1744693 CC-ELEVATOR-MAY 01 TO JUL 31 20	1,242.55 1,242.55	A/P	OUT-STD	05/26/2020
025898	05/26/2020 TOROMONT CAT (MARITIMES) PSAF0200781 TS-#13-FILTERS, ELEMENTS	391.51 391.51	A/P	OUT-STD	05/26/2020
025899	05/26/2020 TRC HYDRAULICS INC. 171704 TS-#5-REPAIR FRONT PLOW	573.41 573.41	A/P	OUT-STD	05/26/2020
025900	05/28/2020 NEW BRUNSWICK SOUTHERN RAILWAY COMPANY BILLYWESTONBROOK GG-UPGRADE OF CULVERT STRUC	301,375.00 301,375.00	A/P	OUT-STD	05/28/2020
<b>Cheque Totals Issued:</b>		<b>885,693.59</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>885,693.59</b>			
<b>Total # of Cheques Listed:</b>		<b>97</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008501 dated between 05-01-2020 and 05-31-2020

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
008059	05/15/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBKINT** WS-SERIES"BK"-INTEREST	10,415.50 10,415.50	A/P	OUT-STD	05/15/2020
008060	05/15/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBKPRNPL* WS-SERIES"BK"-PRINCIPAL	128,000.00 128,000.00	A/P	OUT-STD	05/15/2020
008071	05/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBVINT** WS-SERIES"BV"-INTEREST	14,981.00 14,981.00	A/P	OUT-STD	05/14/2020
008072	05/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBVPRNPL* WS-SERIES"BV"-PRINCIPAL	113,000.00 113,000.00	A/P	OUT-STD	05/14/2020
008439	05/05/2020 BELL MOBILITY INC. 523889487APR20UT WS/SCD-ADMIN-CELL PHONE CHAR	3,930.83 3,930.83	A/P	OUT-STD	05/05/2020
008440	05/05/2020 COX ELECTRONICS & COMMUNICATIONS 1-037161 WS-SOURCE-DEF IPHONE11 PRO 1-037373 WS-SOURCE-LTNG USB	333.46 183.98 149.48	A/P	OUT-STD	05/05/2020
008441	05/05/2020 FERRO PORTABLE WELDING & FABRICATION INV-043 WS-SOURCE-FABRICATION AND INE	500.00 500.00	A/P	OUT-STD	05/05/2020
008442	05/05/2020 KEITH'S BUILDING SUPPLIES 194378 WS-SOURCE-CARPET TAPE 194385 WS-TRANS&DIST-HAMMER DRILL BI 194386 WS-TRANS&DIS-HAMMER BIT 194395 WS-TRANS&DIST-HAMMER DRILL BI 194768 WS-TRANS&DIST-HEX SHANK, HOLI	92.61 13.79 16.54 17.24 16.54 28.50	A/P	OUT-STD	05/05/2020
008443	05/05/2020 N. B. ELECTRIC POWER 61204006APR20 SCD-2-216KINGSTREET-LIFT STATI	305.26 305.26	A/P	OUT-STD	05/05/2020
008444	05/05/2020 RESEARCH & PRODUCTIVITY COUNCIL 284846 WS-SOURCE-DRINKING WATER LAE	450.85 450.85	A/P	OUT-STD	05/05/2020
008445	05/12/2020 AVENSYS SOLUTIONS INC PSIA100676 SCD-DISPOSAL-SILICONE PUMP TU	698.05 698.05	A/P	OUT-STD	05/12/2020
008446	05/12/2020 BELL ALIANT 11366812APR20 WS-SOURCE-PUMP STATION 19002807APR20 SCD-DISPOSAL-OLD BAY WASTERV	322.57 136.37 186.20	A/P	OUT-STD	05/12/2020
008447	05/12/2020 COX ELECTRONICS & COMMUNICATIONS 1-037425 WS-TRANS&DIST-RADIO HARNESS,	480.61 480.61	A/P	OUT-STD	05/12/2020
008448	05/12/2020 MURPHY SURVEYS LTD. 19132 WS-SOURCE-RETRACEMENT SURV	1,443.25 1,443.25	A/P	OUT-STD	05/12/2020
008449	05/12/2020 N. B. ELECTRIC POWER 36869807MAY20 WS-3-119MAXWELLCROSSING-BUIL 50228902MAY20 WS-MAXWELLCROSSING-PUMPS 53473043MAY20 WS-SOURCE-CHLORINE RESIDUAL 61230004MAY20 WS-MAXWELLCROSSING-PUMPS 82291006MAY20 WS-SOURCE-RESERVOIR	5,658.71 812.95 449.89 81.47 4,060.94 253.46	A/P	OUT-STD	05/12/2020
008450	05/12/2020 STATIONERY PLUS 63927* WS/SCD-TOWNHALL-COFFEE K-CUI 64114* WS/SCD-TOWNHALL-POST-IT NOTE 64432 WS-TRANS&DIST-MULTIFUNCTION I 64800* WS/SCD-TOWNHALL-COFFEE K-CUI 64815 SCD-DISPOSAL-PAPER, INKJET CAF 64887* WS/SCD-TOWNHALL-CALCULATOR	396.36 12.08 22.70 132.81 12.06 48.23 99.60	A/P	OUT-STD	05/12/2020

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
 Cheques from 000001 to 008501 dated between 05-01-2020 and 05-31-2020

**CHEQUE REGISTER**

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Number	Issued		Amount	SC	Status	Status Date
	64693*	WS/SCD-TOWNHALL-PAPER	68.88			
008451	05/12/2020	XPLORNET	126.49	A/P	OUT-STD	05/12/2020
	INV31759647	WS-MAXWELLCROSSING-SATELLIT	126.49			
008452	05/12/2020	N. B. ELECTRIC POWER	1,850.07	A/P	OUT-STD	05/12/2020
	90031654	WS-TRANS&DIST-COSTS FOR WOR	1,850.07			
008453	05/20/2020	A ONE PUMPING SERVICE LTD.	431.25	A/P	OUT-STD	05/20/2020
	2031	SCD-DISPOSAL-JET RODDER AND C	172.50			
	7019	SCD-DISPOSAL-JET RODDER AND C	258.75			
008454	05/20/2020	BRIGGS PLUMBING INC.	1,125.49	A/P	OUT-STD	05/20/2020
	1571630	WS-TRANS&DIST-STEEL TEST PLUC	19.71			
	1571631	WS-PUMP HOUSE-CHLORINATOR P	504.56			
	1571632	WS-TRANS&DIST-BULB, TAPE MEAS	126.50			
	1571664	WS-TRANS&DIST-FLUIDMASTER BA	112.47			
	1571729	SCD-DISPOSAL-LARGE POWER SNA	362.25			
008455	05/20/2020	CANADIAN TIRE	464.56	A/P	OUT-STD	05/20/2020
	N17129962	WS-TRANS&DIST-EXTENSION CORI	14.89			
	N17433803	SCD-DISPOSAL-LAGSCR HK, HITCH	21.00			
	N17433806	SCD-DISPOSAL-PAINT CANS	22.98			
	N17433810	WS-SOURCE-PAINT, KEYS	29.85			
	N17433823	WS-TRANS&DIST-TOILET TISSUE	73.54			
	N17433840	SCD-DISPOSAL-CASTERS	27.55			
	N17433879	WS-SOURCE-CLEANER, BLEACH	11.58			
	N17433908	WS-TRANS&DIST-LAUNDRY SOAP, S	209.17			
	N17433934	WS-TRANS&DIST-PHONE CHARGE	54.00			
008456	05/20/2020	CARQUEST	349.76	A/P	OUT-STD	05/20/2020
	14838-127153	WS-#102-BRAKE ROTORS, BRK PAD	460.90			
	14838-127180	WS-#102-FRONTLINE BRAKE PAD	-111.14			
008457	05/20/2020	DOWNEY FORD SALES LTD.	29.33	A/P	OUT-STD	05/20/2020
	31167	WS-#102-FILTER ASSEMBLIES	29.33			
008458	05/20/2020	KEM CANADA MFG	2,034.93	A/P	OUT-STD	05/20/2020
	128527	SCD-DISPOSAL-ENVIROTAIN 20L	2,034.93			
008459	05/20/2020	N. B. ELECTRIC POWER	14,662.06	A/P	OUT-STD	05/20/2020
	52557428MAY20	SCD-218OLDBAYRD-WASTEWATER	6,477.95			
	53123817MAY20	SCD-STS-DECHLORINATION CHAME	181.34			
	53158875MAY20	SCD-STS-BUDD AVE LIFT STATION	4,118.85			
	54807440MAY20	SCD-STS-159A MILLTOWN BLVD. LI	33.05			
	56356048MAY20	SCD-STS-18 RIVERSIDE DR LIFT S	34.60			
	61204006MAY20	SCD-2-216KINGSTREET-LIFT STATI	332.34			
	81224002MAY20	SCD-STS-358A MILLTOWN BLVD LIF	1,557.64			
	61236008MAY20	SCD-STS-BUDD AVE LIFT STATION	1,675.63			
	84934906MAY20	SCD-STS-6-58A RIVERSIDE DR LIF	133.60			
	84943406MAY20	WS-STS-TODD HILL RESERVOIR	117.06			
008460	05/20/2020	PROVINCIAL BANDAG TIRES	655.82	A/P	OUT-STD	05/20/2020
	39479	WS-#8-TIRES	655.82			
008461	05/20/2020	SAKO INDUSTRIAL SUPPLY	390.94	A/P	OUT-STD	05/20/2020
	1076	WS-#102,#305-RUST DEFENSE	390.94			
008462	05/20/2020	SCOTIA TECH	846.40	A/P	OUT-STD	05/20/2020
	15064	WS-TRANS&DIST-WATER METER	846.40			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008501 dated between 05-01-2020 and 05-31-2020

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Number	Issued		Amount	SC	Status	Status Date
008463	05/20/2020	SOURCE ONE SUPPLIES	73.86	A/P	OUT-STD	05/20/2020
	24372	SCD-DISPOSAL-GARBAGE BAGS, B/	73.86			
008464	05/20/2020	SOUTHWEST CONCRETE & CONS LTD	465.75	A/P	OUT-STD	05/20/2020
	8976C	WS-TRANS&DIST-WATER MAIN CAP	-368.00			
	IN000009071	WS-TRANS&DIST-EQUIPMENT RENT	833.75			
008465	05/20/2020	UAP INC.	207.09	A/P	OUT-STD	05/20/2020
	961-498466	SCD-DISPOSAL-ZF46 BIO HYD 18.9L	69.76			
	961-498624	WS-#305-BLOWER MOTOR RESISTC	55.18			
	961-498794	WS-#305-ADHESIVE	43.82			
	961-499773	WS-#102-SILICONE CERAMIC BRAK	38.33			
008466	05/20/2020	WOLSELEY CANADA INC.	6,641.28	A/P	OUT-STD	05/20/2020
	9233561	WS-TRANS&DIST-TAPPED CAPS, IN.	1,040.29			
	9236281	WS-TRANS&DIST-FLOOR SCRAPER	171.34			
	9236282	WS-TRANS&DIST-BRASS THRD NIPI	1,004.02			
	9236283	WS-TRANS&DIST-BALL CURB STOP.	1,395.57			
	9239272	WS-TRANS&DIST-MACHINE ADAPTE	266.50			
	9250962	WS-TRANS&DIST-TAPPED CAPM J D	367.43			
	9284178	WS-TRANS&DIST-8" BALL CV	2,396.13			
008467	05/20/2020	WURTH CANADA LIMITED	247.86	A/P	OUT-STD	05/20/2020
	23885071	WS-TRANS&DIST-ECO SUPER SPRA	247.86			
008468	05/20/2020	TOWN OF ST. STEPHEN	69,379.79	A/P	OUT-STD	05/20/2020
	89379.79	WS-FUNDTRANSFER-TO GENERAL	69,379.79			
008469	05/20/2020	SERVICE NEW BRUNSWICK	16,235.08	A/P	OUT-STD	05/20/2020
	PID0125814420	SCD-SEWAGE TREATMENT & WOC	7,541.04			
	PID0126103120	WS-HOUSE, BLDGS & WOODLAND-M	3,795.18			
	PID0126119720	SCD-RIGHT-OF-WAY-OLD BAY RD	12.36			
	PID0126130420	WS-LAND & PUMP HOUSE - MAXWE	670.49			
	PID0127041220	WS-RESERVOIR SITE & BLDG - ST C	551.16			
	PID0127734220	WS-LITTLE LAKE DAM	135.40			
	PID0130812120	WS-WATER RESERVOIR LOT-PLAAS	723.37			
	PID0130934320	SCD-VACANT LOT-MILLTOWN BLVD	71.73			
	PID0131195020	SCD-FORMER POL SITE-334 MILLTC	494.01			
	PID1502875620	SCD-SEWERAGE SITE INFILL-BUDD	1,923.11			
	PID1516357920	SCD-VACANT LOT-MILLTOWN BLVD	68.02			
	PID1517570620	SCD-LOT & R/R RW-BUDD AVE	249.21			
008470	05/28/2020	BRENNTAG CANADA INC.	2,592.30	A/P	OUT-STD	05/26/2020
	48172407	WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
	48181159	SCD-DISPOSAL-CHLORINE	6,816.15			
	48182274	WS-SOURCE-EMPTY CYLINDERS RI	-3,680.00			
	48189774	WS-SOURCE-CHLORINE	6,816.15			
	48192742	WS-SOURCE-EMPTY CLYLINDERS F	-3,680.00			
008471	05/26/2020	CANADIAN TIRE	591.44	A/P	OUT-STD	05/26/2020
	N17129670	WS-SOURCE-RUST STAIN, MATS, V/	319.61			
	N17129680	WS-TRANS&DIST-THE ABSORBER, :	31.37			
	N17129723	WS-TRANS&DIST-WASH&WAX, MOT	124.04			
	N17129727	WS-#12-EXTENSION CORD	109.19			
	N17129730	SCD-DISPOSAL-BATTERY CHARGE	7.23			
008472	05/26/2020	EAGLE XPRESS COURIER SERVICE	138.00	A/P	OUT-STD	05/26/2020
	680165	WS-SOURCE-TO RPC	34.50			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008501 dated between 05-01-2020 and 05-31-2020

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Number	Issued		Amount	SC	Status	Status Date
	680194	WS-SOURCE-TO RPC	34.50			
	749607	WS-SOURCE-TO RPC	34.50			
	749638	WS-SOURCE-TO RPC	34.50			
008473	05/26/2020	EMCO CORPORATION	<b>3,784.44</b>	A/P	OUT-STD	05/26/2020
	12514051-00	WS-TRANS&DIST-COUPINGS, BOL	3,784.44			
008474	05/26/2020	HARTLAND ARMATURE WORKS LIMITED	<b>2,105.85</b>	A/P	OUT-STD	05/26/2020
	3874873	SCD-DISPOSAL-REPAIR & LABOUR I	2,105.85			
008475	05/26/2020	KEITH'S BUILDING SUPPLIES	<b>624.60</b>	A/P	OUT-STD	05/26/2020
	194990	WS-TRANS&DIST-LAWN RAKE, SHO	57.48			
	195049	WS-TRANS&DIST-MARKING FLAG	6.88			
	195156	WS-TRANS&DIST-LYSOL DISINFECT	196.09			
	195382	SCD-DISPOSAL-LUMBER	155.25			
	195388	WS-SOURCE-SAFETY GLASSES, NA	208.90			
008476	05/26/2020	KENT BUILDING SUPPLIES	<b>14.48</b>	A/P	OUT-STD	05/26/2020
	1731387	SCD-DISPOSAL-HEX BOLTS	14.48			
008477	05/26/2020	N. B. ELECTRIC POWER	<b>104.20</b>	A/P	OUT-STD	05/26/2020
	76139807MAY20	SCD-STS-5-4 RIVERSIDE DR LIFT	104.20			
008478	05/26/2020	ORR ELECTRIC & ALARM LTD.	<b>669.65</b>	A/P	OUT-STD	05/26/2020
	4516	SCD-DISPOSAL-REPAIRED SUPPOR	669.65			
008479	05/26/2020	RESEARCH & PRODUCTIVITY COUNCIL	<b>1,051.97</b>	A/P	OUT-STD	05/26/2020
	285074	WS-SOURCE-DRINKING WATER LAE	300.56			
	285380	WS-SOURCE-DRINKING WATER LAE	300.56			
	285699	WS-SOURCE-DRINKING WATER LAE	450.85			
008480	05/26/2020	SAINT JOHN LABORATORY SERVICES LTD.	<b>1,913.40</b>	A/P	OUT-STD	05/26/2020
	503-20	SCD-DISPOSAL-TREATMENT PLANT	1,816.66			
	504-20	WS-TRANS&DIST-DRINKING WATEF	96.74			
008481	05/26/2020	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	<b>217.22</b>	A/P	OUT-STD	05/26/2020
	30923*	WS/SCD-TOWN HALL-PLAIN ENVELC	217.22			
008482	05/26/2020	THE PANEL SHOP	<b>2,746.43</b>	A/P	OUT-STD	05/26/2020
	ITPS003125	SCD-DISPOSAL-SPRECHER & SCHU	2,746.43			
		<b>Cheque Totals Issued:</b>	<b>413,780.85</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>413,780.85</b>			
		<b>Total # of Cheques Listed:</b>	<b>48</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK5 - Interim No.1-GCF**  
**Cheques from 000001 to 000051 dated between 05-01-2020 and 05-31-2020**

**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
000046	05/20/2020 TERRAEX INC. 4500	1,411.74 1,411.74	A/P	OUT-STD	05/20/2020
	Project#17-5358 Sanitary Sewer Renew				
000047	05/20/2020 TERRAEX INC. 4528	14,621.12 14,621.12	A/P	OUT-STD	05/20/2020
	Project#17-5358 Sanitary Sewer Renew				
<b>Cheque Totals Issued:</b>		<b>16,032.86</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>16,032.86</b>			
<b>Total # of Cheques Listed:</b>		<b>2</b>			

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**Town of St. Stephen**  
 BNK6 - Interim No.1-UCF  
 Cheques from 000001 to 000050 dated between 05-01-2020 and 05-31-2020

**CHEQUE REGISTER**

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Number	issued		Amount	SC	Status	Status Date
000046	05/20/2020	TERRAEX INC.	1,871.39	A/P	OUT-STD	05/20/2020
	4500*	Project#17-5358 Sanitary Sewer Renev	1,871.39			
000049	05/20/2020	TERRAEX INC.	19,381.50	A/P	OUT-STD	05/20/2020
	4528*	Project#17-5358 Sanitary Sewer Renev	19,381.50			
<b>Cheque Totals Issued:</b>			<b>21,252.89</b>			
<b>Void</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>21,252.89</b>			
<b>Total # of Cheques Listed:</b>			<b>2</b>			

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Town of St. Stephen  
 BNK9 - Credit Card Clearing (Bank)  
 Cheques from 000094 to 000114 dated between 06-01-2020 and 06-15-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
000094	04/06/2020 ATLANTIC SUPERSTORE-VISA FEBRUARY282020 PS-FIRE-AWARDS DINNER	27.57 27.57	A/P	CLEARED	04/30/2020
000095	04/06/2020 GOLDEN CHINESE RESTAURANT-VISA FEBRUARY282020 PS-FIRE-AWARDS DINNER	572.98 572.98	A/P	CLEARED	04/30/2020
000096	04/06/2020 THE GREAT COURSES PLUS-VISA FEBRUARY282020 GG-CAO-PROFESSIONAL DEVELOP	34.50 34.50	A/P	CLEARED	04/30/2020
000097	05/06/2020 CANADA POST-VISA MARCH202020* PS-BUILDINGSINSPECTOR-REGISTE	24.89 24.89	A/P	CLEARED	05/14/2020
000098	05/06/2020 PITA PIT-VISA MARCH132020 GG-MAYOR-COVID-19 MEETING MARCH202020 GG-MAYOR-COVID-19 MEETING	45.41 30.20 15.21	A/P	CLEARED	05/22/2020
000099	05/06/2020 SUBWAY-VISA APRIL022020 GG-MAYOR-COVID-19 MEETING	15.49 15.49	A/P	CLEARED	05/22/2020
000100	05/06/2020 TIM HORTONS-VISA MARCH242020 GG-MAYOR-COVID-19 MEETING	3.39 3.39	A/P	CLEARED	05/22/2020
000101	05/06/2020 BURGER KING-VISA APRIL142020 GG-CAO-MEETING	15.17 15.17	A/P	CLEARED	05/26/2020
000102	05/06/2020 MCDONALD'S-VISA APRIL092020 GG-CAO-COVID MEETING MARCH242020 GG-CAO-MEETING	35.96 12.87 23.09	A/P	CLEARED	05/28/2020
000103	05/06/2020 TIM HORTONS-VISA MARCH232020 GG-CAO-MEETING MARCH302020 GG-CAO-MEETING	16.98 8.49 8.49	A/P	CLEARED	05/28/2020
000104	05/06/2020 CANADIAN PLAYGROUND SAFETY INSTITUTE-VISA APRIL062020 RC-PARKS-PLAYGROUND SAFETY (	420.00 420.00	A/P	CLEARED	05/31/2020
000105	05/06/2020 CPANB-VISA MARCH202020 GG-ASSTREASURER-2020 MEMBER MARCH202020* GG-TREASURER-MEMBERSHIP DUE	2,070.00 1,035.00 1,035.00	A/P	CLEARED	05/31/2020
000106	05/06/2020 DOLLARAMA-VISA MARCH232020 CC-EVENTS-CRAFT SUPPLIES MARCH252020 GG-EVENTS-CRAFT SUPPLIES	850.72 728.24 122.48	A/P	CLEARED	05/31/2020
000107	05/06/2020 SERVICE NEW BRUNSWICK-VISA MARCH162020 CC-CANTEEN-LIQUOR LICENSE REN	1,190.00 1,190.00	A/P	CLEARED	05/31/2020
000108	04/06/2020 4IMPRINT CANADA-VISA FEBRUARY172020 GG-EVENTS-FLEECE JACKETS	275.47 275.47	A/P	CLEARED	05/21/2020
000109	04/06/2020 AIR CANADA-VISA FEBRUARY262020 CC-OPSMANAGER-AIR FARE BOOKI FEBRUARY282020* CC-ADMIN-PLANE FARE FEES FOR I	1,208.54 604.27 604.27	A/P	CLEARED	05/21/2020
000110	04/06/2020 ATLANTIC SUPERSTORE-VISA FEBRUARY162020 GG-EVENTS-CAKE FOR FAMILY DAY FEBRUARY272020 CC-CANTEEN-FOOD SUPPLIES MARCH122020 CC-CANTEEN-HOT CHOCOLATE	185.38 127.97 34.83 22.58	A/P	CLEARED	05/21/2020
000111	04/06/2020 DOLLARAMA-VISA FEBRUARY212020 CC-CANTEEN-OVEN MITT, DISH RAC MARCH092020 CC-CANTEEN-PAINTER'S TAPE, BAT	33.35 12.65 20.70	A/P	CLEARED	05/21/2020
000112	04/06/2020 NEW BRUNSWICK LIQUOR CORP.-VISA MARCH122020 CC-CANTEEN-BEVERAGE SUPPLIES	459.22 459.22	A/P	CLEARED	05/21/2020

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK9 - Credit Card Clearing (Bank)  
 Cheques from 000094 to 000114 dated between 06-01-2020 and 06-15-2020

**CHEQUE REGISTER**

Printed: 4:56:59PM 06/15/2020

Page 2 of 2

Number	Issued	Amount	SC	Status	Status Date
000113	04/06/2020 PIZZA DELIGHT-VISA	42.23	A/P	CLEARED	05/21/2020
	FEBRUARY132020 CC-ADMIN-SALE PROMO DAY LUNC	42.23			
000114	04/06/2020 WAL-MART-VISA	225.43	A/P	CLEARED	05/21/2020
	FEBRUARY122020 CC-CANTEEN-SUPPLIES	190.97			
	FEBRUARY252020 CC-CANTEEN-AIRHEADS CANDY	34.46			
<b>Cheque Totals Issued:</b>		<b>7,752.68</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>7,752.68</b>			
<b>Total # of Cheques Listed:</b>		<b>21</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**Chambers of Commerce Group Insurance Plan:**

**APRIL, 2020**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,292.59
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,026.49

**MAY, 2020**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,196.65
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	10,120.37

**Total** \$ 36,636.10

**SERVICE NEW BRUNSWICK:**

**MARCH, 2020**

Invoice #1312610 (Fee for payment acceptances at Service New Brunswick)	32.18
-------------------------------------------------------------------------	-------

**APRIL, 2020**

Invoice #1319941 (Fee for payment acceptances at Service New Brunswick)	85.86
-------------------------------------------------------------------------	-------

**Total** \$ 118.04

**Total Amount** \$ 36,754.14

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

**MAY, 2020**

Sara Urdang (Frances Esther Todd Scholarship - Final Installment  
Cheque #88)

1,300.00

**Total**

**\$ 1,300.00**

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

DATE: June 22, 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 June 10, 2020 be approved as circulated.

**COMMITTEES MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**WEDNESDAY, JUNE 10, 2020 @ 5:00 P.M.**

**Meeting Conducted by Electronic Participation**

**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 Hyslop and **SECONDED** by Councillor Harding that the Agenda be approved with one (1) addition: Request for Decision Report: CMS 08-20 from the Director of Community Services – Town’s 150<sup>th</sup> Anniversary Logo and Slogan be added as (iii) under the Planning, Promotion and Tourism Committee. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

**Mayor MacEachern’s Statement on Equality**

Prior to beginning tonight’s meeting, I would like to take a moment to acknowledge the growing movement to identify and address systemic racism within today’s society. It is too easy for us as Canadians to look at the events going on in the United States as isolated to that country. The simple fact is that systemic racism exists within Canada as well.

As a white male, I will never have first-hand knowledge of the experiences of a Black, Indigenous, or other visible minority Canadian. But this does not mean that I cannot strive to understand, to empathize, or acknowledge their experiences. It does not mean that I cannot work to identify the systemic injustices and work towards their elimination.

In fact, as a member of a privileged majority I believe it is my responsibility, and our collective responsibility as community leaders, and as Canadians, to work to enhance the daily lives of these citizens, and all our citizens.

There is no quick fix to this situation. It will be a long and difficult road to get where we need to be as a Town, as a Country, and as a global community. However, a journey of a thousand miles begins with a first step. To this end, I encourage the people of St. Stephen, and of Charlotte County to join me, and other community leaders at 3pm on Friday for a peaceful demonstration of our commitment to the enhancement of equality in our world. Our socially distanced walk will begin at the Charlotte County Mall and conclude at multiple locations in the downtown area. All are welcome to join us along the way.

I would like to take this moment to acknowledge the hard work and dedication that Hilary Russell, a 17 year old student at SSHS, who is leading this important event. The future of St. Stephen is represented in our youth, and Ms. Russell demonstrates we are in good hands.

Finally, I would like to thank the members of our local RCMP Detachment. Community policing can be a difficult task at the best of times. The coming days will bring more criticism and harsh judgment of the police profession. While we examine policing as a service, we cannot lose sight of the great majority of dedicated officers who serve and protect us. On behalf of the Town of St. Stephen, I say “thank you” to Sergeant Stubbs, and all the members of our detachment for their dedication to our community.

5. ITEMS

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

- (i) RCMP Quarterly Report – As noted on the Agenda, quarterly reports for the West District will now be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 14-20 from the Fire Chief was received and reviewed for informational purposes.

In addition to his report, the Fire Chief stated that he works closely with the RCMP and agreed with the Mayor’s comments noted above with respect to the police.

- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer for May 2020 was received and reviewed.

**PROPERTY, BY-LAWS AND ENVIRONMENT** – Chaired by Mayor MacEachern in the absence of Councillor Parker

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office for May 2020 was received and reviewed.
- (ii) Town Planning & Development Services – The report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, as of June 3, 2020, was received and reviewed for informational purposes.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 17-20 from the Chief Administrative Officer was received and reviewed for informational purposes.

Deputy Mayor Carr thanked the staff for their great work during the COVID-19 pandemic, and the citizens for their patience.

Councillor Hyslop congratulated the Chief Administrative Officer on receiving the Credentialed Manager designation from the International City/County Management Association.

- (ii) Report of the Finance Department – Information Report: TR 10-20 from the Treasurer was received and reviewed for informational purposes.
- (iii) Transfer from General Operating Reserve Fund – Request for Decision Report: TR 11-20 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2020 to transfer \$15,056.12 from the General Operating Reserve Fund to the General Operating Fund.

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

- (i) Report of the Director of Community Services – Information Report: CMS 07-20 from the Director of Community Services was received and reviewed for informational purposes.

Councillor Chisholm thanked the Director of Community Services and his staff for their ongoing diligent work during the COVID-19 pandemic, and the Director stated that his staff has adapted well.

- (ii) Community Mural Program – Request for Decision Report: CAO 18-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2020 to adopt the Community Mural Program Policy.
- (iii) Dog Park Proposal Update – Request for Decision Report: CAO 19-20 from the Chief Administrative Officer was received and reviewed, and Council agrees with staff recommendation that the preferred approach to the creation of a dog park is to enter into a lease agreement with an appropriate third party, and will consider a motion at the next Regular Session on Monday, June 22, 2020 to direct the Chief Administrative Officer to work with interested parties to determine the interest in this arrangement and the conditions to be incorporated into a lease agreement.

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

- (i) Events and Community Relations – Information Report: EDC 06-20 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Reappointment – St. Croix Public Library Board – The letter from the Library Director dated June 4, 2020 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2020 to reappoint Jane Lindsay to the board for one year.
- (iii) Town's 150<sup>th</sup> Anniversary Logo and Slogan – Request for Decision Report: CMS 08-20 from the Director of Community Services was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2020 to approve the logo and slogan as presented.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 06-20 from the Director of Operations was received and reviewed for informational purposes.

In addition to the Director's report, the Chief Administrative Officer advised that the Spring Cleanup carried out by Southern Sanitation Ltd. as a pilot project was very successful.

- (ii) Tender Results – Coastal Link Trail – St. Stephen Waterfront – Project No. 20-2509 – The recommendation from Dillon Consulting Limited dated June 1, 2020 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, June 22, 2020 to award the tender to St-Isidore Asphalte Ltd., being the low tender, for the waterfront revitalization project.

6. NEW BUSINESS

No new business.

Any questions posted on the Town's Facebook page were addressed by the Mayor and Chief Administrative Officer, and they both advised the public that any further questions would be addressed accordingly.

7. ADJOURNMENT

It was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the meeting adjourn at 6:00 p.m.

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

\_\_\_\_\_  
Dated

**AGENDA**  
**COMMITTEES MEETING**  
**ST. STEPHEN TOWN COUNCIL**  
**WEDNESDAY, JUNE 10, 2020 @ 5:00 P.M.**

**Meeting Conducted by Electronic Participation**

**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) Report of the Fire Department – Information Report: FD 14-20 from Fire Chief attached.
- (iii) Report of the By-Laws Office – May 2020 attached.

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

- (i) Report of Building Inspection Office – May 2020
- (ii) Town Planning & Development Services – Report as of June 3, 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 Report: CAO 17-20 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 10-20 from Treasurer attached.
- (iii) Transfer from General Operating Reserve Fund – Request for Decision Report: TR 11-20 from Treasurer attached.

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

- (i) Report of the Director of Community Services – Information Report: CMS 07-20 from Director of Community Services attached.
- (ii) Community Mural Program – Request for Decision Report: CAO 18-20 from Chief Administrative Officer attached.
- (iii) Dog Park Proposal Update – Request for Decision Report: CAO 19-20 from Chief Administrative Officer attached.

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

- (i) Events and Community Relations – Information Report: EDC 06-20 from Events Development Coordinator attached.
- (ii) Reappointment – St. Croix Public Library Board – Letter from Library Director dated June 4, 2020 attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 06-20 from Director of Operations attached.
- (ii) Tender Results – Coastal Link Trail – St. Stephen Waterfront – Information from Dillon Consulting Limited dated June 1, 2020 attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

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

**DATE:** June 22, 2020

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

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

**STAFF REPORTS**

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



**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report: CAO 17-20**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** June 10<sup>th</sup>, 2020  
**Subject:** CAO REPORT

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

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

**COVID-19**

The impacts of the COVID-19 virus upon our human resource strategies, operational protocols, and community relations continues to occupy a significant amount of time. The nature of governmental responses to this pandemic has required time and effort to manage the changing dynamics of the situation.

Our regular Municipal Emergency Advisory Committee (MEAC) have ceased now that the situation has “normalized” to the extent possible. However, Senior Management Team meetings continue to be held weekly which will allow MEAC to reconvene on short notice should the situation warrant.

Additionally, as we continue to work towards recovery, our Team has been working diligently to prepare COVID-19 operational plans to allow us to continue to serve our community in the safest manner possible. A copy of our municipal operational plan has been attached to this report for your information. It is important to understand that this is a “living document” and is constantly being reviewed and modified to meet our changing situational awareness.

Council should be aware, that as our municipality continues to be impacted by the unprecedented challenge, our staff have faced these challenges with a determination and professionalism that is second to none. Our community is fortunate to have these professionals working to improve our lives.

## **Project Updates:**

**Town Hall Relocation:** Work is nearing completion at the new Town Hall location at the GCC. At the time of this writing, the contractor is addressing identified deficiencies. Additionally, phone and IT services are in the process of being installed. At this time 4 members of staff, including the CAO, have relocated into the new office space.

## **Ganong Statue:**

At the time of this writing, our crew had initiated the work on the foundation for the statue.

## **Coastal Link Trail**

This project was tendered during this reporting period. Administration was very pleased with the number of bids received on this project. The results of this tender, along with a recommendation to award are elsewhere on the agenda.

## **POLICY WORK**

Work on policy development and redevelopment admittedly came to a standstill outside of those operational policies directly related to our COVID-19 response. However, recently some of this work was reinitiated. Progress has been made on the following:

- Development of a Community Mural Program
- Development of a Minimum Property Standards Bylaw
- Preparing previously requested amendments to the Traffic Control bylaw

## **CAO PROFESSIONAL DEVELOPMENT**

1. During this reporting period, the Chief Administrative Officer was advised by the International City/County Management Association that they had conferred to him the designation of "Credentialed Manager". A press release on this matter is attached to this report.
2. During this reporting period the Chief Administrative Officer's term as President of the Canadian Association of Municipal Administrators came to an end. CAO will continue to be associated with the board in a reduced role as Past President. Thank you to Mayor and Council for your support of my work with CAMA to date.



# **CORONAVIRUS (COVID-19) PANDEMIC PLAN**

**Revised May 29, 2020**

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## **Town of St. Stephen**

### **Pandemic Plan**

#### **Introduction**

The world is experiencing a Coronavirus (COVID-19) Pandemic as indicated by the World Health Organization (WHO). Due to the increased presence of COVID-19 and its risks to the health and safety of all New Brunswickers, a provincial State of Emergency (SOE) was declared on March 19, 2020.

Under this SOE, the goal of the Town of St. Stephen (Municipality) is to ensure the continued operation of the local government while protecting the health and safety of staff, local business, community organizations, and residents.

#### **Purpose of the Plan**

The purpose of this Plan is to support the continuation and/or reinstatement of critical government functions during the COVID-19 Pandemic.

The Plan fosters business continuity by outlining the action plan and processes to be followed by each department as they work toward the resumption of normal business operations.

## **Key Considerations**

In preparing this Plan it is assumed that the Municipality will experience significant absenteeism as a result of the pandemic.

When preparing the Plan, it was considered that:

- The virus may spread rapidly leaving little or no time to prepare;
- The pandemic may be widespread with simultaneous outbreaks;
- There may be shortages of healthcare, emergency, and essential services personnel due to illness and absenteeism;
- There may be severe disruptions in essential services; and
- There may be shortages of equipment and supplies.
- Recovery from the event may be extended over a long duration of time.

## **Plan Activation**

The Chief Administrative Officer (CAO) or designate shall have the authority to activate the Pandemic Plan. Suspend the delivery of services and/or redeploy staff, as necessary.

In this event, existing staff may be asked to assist in areas of responsibility that are different from their regular staff assignment, the CAO shall consult with the President of CUPE Local 770 in an effort to maintain a harmonious relationship with unionized staff.

The CAO will continue to be responsible for directing the Municipality on a day-to-day basis in conjunction with Council and the Senior Management Team (SMT) who will be meeting regularly to closely monitor the situation. Such meeting to be conducted in the safest manner possible given the situation.

The Municipal Emergency Action Committee (MEAC) will be activated and meet twice weekly, when possible. The MEAC will consist of the Mayor, SMT (CAO Renaud, Director of Protective Services, Director of Community Services, Director of Public Works, and Director of Finance/Administration), CUPE Local 770 Representative, and any invited guests relevant to discussion.

The Chief Administrative Officer shall appoint a Municipal Communications Coordinator.-The Communications Coordinator will be the contact for information flowing to and from the MEAC for GNB, public, and staff.

## **Risk Assessment and Mitigation**

### **1. Employee to employee contact**

- Employees shall make every effort to maintain proper social distancing.
- Active Monitoring of all staff shall occur as mitigation for employees who may find themselves unable to maintain social distancing protocols. Follow Standard Operating Procedure Active Monitoring for Symptoms of COVID-19.
- Employees are advised to wash or disinfect hands often.
- Cough or sneeze into your elbow.
- Avoid touching your eyes, nose or mouth with your hands.
- Employees that are able to work from home will be facilitated to do so as a mitigation effort.
- Person to person meeting and gatherings will be minimized to essential only.

### **2. Employee to Public contact**

- Employees shall make every effort to maintain proper social distancing
- Public facing services will be discontinued until such a time that Public Health Guidelines permit resumption and an operational plan is in place for safe operation. These services will be offered online or by phone wherever possible.
- Upon resumption of public facing services, facilities shall provide visual cues for directional movement and social distancing of patrons.

### **3. Public to Municipal Facility contact**

- The municipality will discontinue use of public facilities such as playgrounds, pools, parks and sports facilities until such a time that Public Health Guidelines permit resumption and an operational plan is in plan for safe operation.

## Critical Municipal Operations

It is our intention to conduct the affairs of the Municipality in accordance with existing policies and its operating procedures to the extent possible.

1. Use of Municipal Facilities:
  - a. Garcelon Civic Center (GCC) – 22 Budd Avenue
    - Closed to Public
    - Facility staff on-site operating under Dept. of Health guidelines.
    - MEAC EOC
  - b. Town Office – 73 Milltown Blvd
    - Closed to Public
    - Dept. of Finance/Administration staff on-site in limited numbers carrying out essential services.
  - c. Fire Station – 199 Union Street
    - Closed to Public
    - Off-limits to Volunteer Firefighters except to restore equipment after major incident.
    - Full time staff operating under Dept. of Health guidelines.
    - By-law Enforcement Officer and Building Inspector working from Protective Services Office on an as needed basis.
  - d. Public Works – 199 Union Street
    - Closed to Public
    - Staff operating under Dept. of Health guidelines.
2. All in-person gatherings related to Recreation and Cultural Programs offered through the Municipality will be cancelled and re-scheduled, if possible, at a later date.
3. All municipal playgrounds and sports fields/facilities are closed to the public, until such a time that they can be phased back into service under Public Health guidelines.

4. All non-essential meetings will be cancelled or facilitated virtually whenever possible. Council meetings will be held on an “As Needed” basis.
5. All “Organization Related” travel outside the Municipality will be cancelled. Only the most essential travel, as determined by the CAO, will be permitted.
6. All Contractors who provide services to the Municipality will be expected to follow the guidelines and policies of the Government of New Brunswick (GNB) and the Municipality as it pertains to the COVID-19 response and Pandemic Plan.
7. Residents and customers will be encouraged to make payments online, through electronic bank transfers or credit card.
8. Courier services will be directed by posted signage how to arrange for delivery.
9. Disinfecting of Municipal buildings, workspaces and equipment will be a priority.
10. All staff will be provided with the applicable safety equipment and materials required to do their jobs appropriately.
11. Our Municipality will cross coordinate with other Municipalities or Agencies are required on emergency measures, back-up staff for water treatment facilities, etc.

## Community Activities

1. Community members and groups are strongly encouraged to follow all Municipal, Provincial and Federal Guidelines.
2. It is strongly recommended that groups suspend all meetings, events, gatherings, meals, recreational activities, etc., for the foreseeable future.
3. When required, residents are strongly encouraged to adhere to the 14 day self-isolation requirement, not only for themselves and families, but the populations as a whole; and to be proactive and part of the solution, not the problem.
4. If community group owned buildings are required to be open, they shall adhere to all Dept. of Health directives, as a minimum.
5. Residents are encouraged not to get persuaded by rumours and unreliable sources of news. Please rely upon official sources such as government and traditional news media for proper and correct information.
6. Practice social distancing rules of staying 6 feet or 2 meters away from others.
7. Connect and reach out to neighbours: as self-isolation endures, residents need to find new ways to stay connected and check in on one another for or physical and mental wellbeing.
8. Support vulnerable or isolated people: different groups in our communities are at increased risk and social isolation and loneliness are key concerns for all ages.
9. Residents will be encouraged to use the outdoors for their individual fitness and recreation needs, while practicing social distancing and other Dept. of Health guidelines.

## Communications

### Communications Goal

The Municipality's goal for communications is to inform our partners about the Plan and any related alterations to the Municipality and its operations. "Partners" refers to any community organizations, public agencies, schools, private businesses and residents that the Municipality engages with.

### Communications Priorities

Partners are confident that the Municipality is well prepared for a pandemic.

Partners are aware of the ways to get information, ask questions and receive clarification about the Plan.

Partners are highly satisfied at all times with the amount of information they are receiving and about the status of programs and services.

### Strategic Considerations

The Municipality will rely upon the advice and guidance of our provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation. The priority is to keep local municipal government operations functioning as long as it is safe to do so.

### Key Messages

- The Plan is completely open to Council, staff, residents and the community for their information, to ask questions and receive clarification about the Plan.

- During a pandemic, the Municipality will follow the advice and guidance of federal, provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.
- The priority during a pandemic is to keep local municipal government operations functioning as long as it is safe to do so. Non-essential services may be restricted in order to focus on providing the most necessary services to our residents.
- An Action Plan will be communicated to the Municipality's personnel and partners to support our priorities.

#### **Communications Checklist**

- Share information with community organizations, service providers, media;
- Participate in interagency pandemic planning;
- Publicize general restrictions; and
- Post information on website and social media about relevant information to residents.

## **Pandemic Plan Flow Chart – Roles and Responsibilities**

**Priority:** Keep local government operations functioning as long as it is safe to do so.

**Purpose:** Support the continuation and/or reinstatement of critical municipal operations during a pandemic.

### **Chief Administrative Officer:**

- Activates the Plan;
- Maintains municipal core services.

### **Communications Coordinator:**

- Spearheads information sharing about the Plan with MEAC and staff, public and media.
- Forwards media inquiries related to the plan.

### **Mayor:**

- Informs Council as required;
- Responds to media inquiries.

### **Directors:**

- Inform and update staff about the Plan;
- Provide support (training, supplies, etc.) for infection prevention strategies;
- Complete assigned responsibilities within the Plan;
- Collect and report required data. Such as staff absenteeism reports;
- Direct staff members to sources of coronavirus information;
- Refer media inquiries on the pandemic to the CAO or Communications Coordinator.

## **Roles and Responsibilities**

### **All Directors**

- Participate in the Occupational Health and Safety components of the Plan;
- Participate in the MEAC meetings;
- Inform staff of the Pandemic Operational Plan and their responsibilities within;
- Ensure the completion of assigned duties such as specific cleaning and disinfection tasks;
- Ensure facilities are provided the required cleaning/disinfecting materials and equipment;
- Ensure staff are provided and trained on appropriate Personal Protective Equipment (PPE) and criteria for utilizing it;
- Monitor and assess Occupational Health and Safety (OH&S) issues associated with the pandemic;
- Work with departments and outside agencies to continuously update pandemic information as it becomes available.
- Implement and monitor Self-Monitoring / Active Screening procedures within their respective departments, including keeping a log of Active Monitoring for both employees and visitors to their facilities;
- Create and update subsections of the Pandemic Plan related to departmental operations, as phased re-openings of facilities unfold.

### **Finance/Administration**

- Monitor staff absenteeism and respond appropriately according the Human Resources policies;
- Confer with employees on coronavirus related issues such as sick leave provisions;
- Maintain updated casual and substitute list to assist with the hiring of replacement staff for affected employees;
- Work with supervisors, administrators and/or health care professionals to support return to work for employees;
- Arrange necessary funding for supplies and services;

- Monitor and revise payroll, purchasing and contracting activities to maintain critical services;
- Track and report on the costs associated the activation of the Plan;
- Recommend necessary budget adjustments associated with the extra costs incurred as a result of the pandemic;
- Notify vendors of pertinent pandemic information; and
- Monitor supplies and services necessary for the required operations.

### **Community Services**

- Maintain departmental facilities such that re-activation can be achieved in an efficient manner;
- Monitor facilities such as parks and trails for proper adherence to social distancing and related Dept. of Health guidelines;
- Consider if, or under what conditions, high risk facilities such as sports fields, aquatic facilities and playground equipment may remain open;
- Engage the public with safe activities through the Events Coordinator via virtual means, or through activities conforming to recommended health guidelines as issued from time to time.
- Make relevant posts to Municipality's website and social media feeds on behalf of the MEAC;
- Work to boost community spirit through beautification programs for parks and public spaces;
- Ensure adherence to the Pandemic Plan with respect to departmental subsections related to the phased re-opening of facilities.

### **Public Works**

- Maintain municipal water, wastewater and transportation infrastructure in a safe and efficient manner;
- Supply resources, if required, to lock down or close facilities impacted by the Mandatory Standing Order or the Municipal Pandemic Plan;

### **Protective Services**

- Continue to provide or facilitate the provision of emergency services, including Fire and Police Protection, By-law Enforcement, and Building Inspections;
- Monitor mutual aid partners for issues related to the provision assistance to and from our neighbours;
- Monitor other agencies such as Ambulance NB for issues related to service provision within the Municipality.
- Assist Community Services in the monitoring and enforcement of directives related to municipal facilities.

### **All Staff**

- All full time, casual and volunteer staff will self-screen themselves for COVID-19 prior to arrival for duty, as follows:
- Do you have at least two of the following symptoms: fever above 38 Celsius, a new or worsening chronic cough, a sore throat, a runny nose, or a headache?
- Have you returned from travel outside of New Brunswick or outside of Canada within the last 14 days?
- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you had close contact within the last 14 days with a person being tested for COVID-19?
- If you answered yes to any of the above noted self-screening questions, please do not report for duty and notify your supervisor.
- All Municipal facilities will conduct active monitoring. This consists of logging name, date, time and pass or fail with respect to body temperature.

## Employee Support

1. If Employees are sick, they are to stay at home until they no longer have symptoms.
2. For the foreseeable future, sick leave notes will not be required.
3. Employees will continue to be paid normal salary/wages and benefits, even if they are not required to report to work on a given day.
4. All staff are advised that if in the event that a member of their household becomes infected, or if they come into contact with someone who has been infected, they are to call 811, self-quarantine themselves for 14 days, and advise their supervisor so that the Municipality can take the appropriate steps to advise other members of staff of what they might need to do.
5. All staff are advised that if a member of their household returns from travel out of province, they too are to self-isolate for 14 days, unless steps are taken within the home to reduce contact. Staff in this situation shall take precautions to self-monitor and actively screen themselves for symptoms. If in doubt with respect to potential systems, notify supervisor and remain at home. Refer to Interprovincial / Territorial Travellers and International Travellers Arriving in New Brunswick, GNB Document.
6. All staff are advised to adhere to social distancing and stay 6ft or 2m from fellow staff, where possible and practical.
7. Where maintaining social distance is impractical, staff are required to take their temperature with a no-touch thermometer and record Pass (P) or Fail (F) on the log sheet. The threshold for failure is 38 degrees Celsius or 100.4 degrees Fahrenheit. Temperatures shall be taken and recorded every 4 – 5 hours where practical.
8. Facial covering are to be worn when the 6ft or 2m social distance is not possible or practical.
9. In some cases, working from home may be practical. The Municipality will work with staff to facilitate working from home on a case by case basis.

10. Staff are encouraged to take precautions of washing hands, social distancing and using PPE as applicable.
11. Staff may travel together in Town vehicles provided they are actively monitoring their temperature, and facial coverings are worn. In smaller vehicles (seating capacity of less than six) the number of vehicle occupants should be restricted to two, with the passenger sitting in the back, if possible, diagonally located from the driver. For larger vehicles (capacity of 6 or more) up to 4 occupants can be allowed, with active monitoring and facial coverings.
12. Drivers and passengers should not change positions in the vehicle without sanitizing the vehicle.
13. Vehicles should be sanitized regularly, especially when different operators and passengers are using it.

### **Human Resource Management**

Prior history indicates that there may be second and third waves of the pandemic. While these later waves may be of variable severity, their impact may be reduced by the use of vaccines, if developed. Consequently, the Municipality will have to continuously re-evaluate its status in the key areas of staffing. The Municipality will also have to quickly regroup and redeploy staff in order to maintain critical government services.

The Municipality shall also enact the Plan for replacement of employees on sick leave. This may entail modified hiring practices as staffing priorities are identified during the reinstatement of services. In keeping with the collaborative and dynamic nature of the Municipality's Plan, continuous monitoring and adjustments will be completed in consultation with health care officials.

A priority of Human Resources management will be the support for employees re-entering the workplace following prolonged absence due to illness.

## Discipline

Staff are required to adhere to the Pandemic Operational Plan. Failure to do so will subject them to the terms of Town of St. Stephen Disciplinary Policies.

### Standard Operating Procedure

#### Active Monitoring for Symptoms of COVID-19

##### Purpose:

To actively monitor staff for symptoms of fever potentially related to COVID-19 infection, such that staff may work within the 2m (6') social distance when necessary to carry out duties.

##### When to apply this Procedure:

Any incident that may require staff to work within the 2m (6') social distance parameter.

1. All staff will self-screen themselves for COVID-19 prior to arrival for duty, as follows:
  - a. Do you have at least two of the following symptoms: fever above 38 Celsius or signs of a fever (feeling hot or chills), a new or worsening chronic cough, a sore throat, a runny nose, a headache, new onset fatigue, new onset muscle pain, diarrhea, loss of taste or loss of smell?

**If you answered YES to question 1, self-isolate immediately and call 811 or your family physician for further direction.**

- b. Have you returned from travel outside of New Brunswick or outside of Canada within the last 14 days?

- c. Have you had close contact within the last 14 days with a confirmed case of COVID-19?

**If you answered YES to question 2 or 3, self-isolate. If you have or develop symptoms, call 811 or your family physician.**

- d. Have you had close contact within the last 14 days with a person being tested for COVID-19?

**If you answered YES to question 4, you may enter the building however you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.**

2. If you answered yes to any of the above noted self-screening questions, please do not report for duty and notify your supervisor.
3. Upon entry to the workplace, all staff will have their temperature taken with the no-touch thermometer and recorded as pass or fail with 38 Celsius or 100.4 Fahrenheit being the threshold.
4. The pass or fail result will be recorded on the Active Screening Log.
5. In the event of a failing result, staff member shall leave the workplace, isolate themselves from others and call 811.
6. This will be repeated every 4 – 5 hours for stays in the workplace in excess of this time frame, when possible.
7. For incidents, any operations requiring staff to come into close contact (less than 2m (6')), staff involved in close contact operations will be actively screened for fever using the no-touch thermometer.

### **Town of St. Stephen COVID-19 Operational Plans for Playgrounds & Skate Park Facilities**

- Staff are to answer a questionnaire at the beginning of each working shift in order to ensure they exhibit no symptoms of COVID-19.
- Staff will be required to record their temperature every five hours while on shift, the results will be recorded on log sheet for each shift. If a person shows an elevated temperature, one of the standby staff are to be called in and this person is to be sent home immediately. The Director of Community Services as well as the Town Horticulturist are to be notified immediately.

- Staff should avoid touching their eyes, nose or mouth when cleaning the facilities. Staff must wear gloves at all times when cleaning the playground and skate park equipment. Staff are to sanitize hands before and after every shift on duty.
- Staff must wear PPE such as a face mask or covering and safety goggles in order to reduce risk to themselves and others when cleaning. Staff should continue to wear face masks or coverings when traveling in vehicles together. A maximum of two members of staff can share a vehicle or carpool.
- Staff are to practice social distancing AT ALL TIMES, our playgrounds and skate park will remain closed while the cleaning takes place. CLOSED PARK sign can be put in place while the cleaning then removed once complete.
- Regular sanitizing of the playground and skate park facilities is to occur twice a day, seven days a week. All “high risk/touch” areas, such as handrails, ladders, climbing rungs, slides, seats and handles need to be cleaned thoroughly using disinfectant or bleach.
- Playground and Skate Park users are highly recommended to bring their own hand sanitizer and apply it to their hands and their children’s hands before and after using the playground equipment. Posters reminding them of this and to social distance are to be placed in numerous locations around the facilities. Staff need to check that the posters are in place and let the Director of Community Services know immediately if they are not.
- If one of the cleaning crew is sick or cannot work they have to inform the Director of Community Services or the Town Horticulturist immediately. There will be standby staff available in case two members of the cleaning crew is unwell or shows symptoms of COVID-19.
- Park Users are to follow the Community Health Guidelines as issued by the Province of New Brunswick at all times, if these are not followed or broken and witnessed by a staff member they should communicate this to the Director of Community Services or CAO as the town may close the facility down immediately.
- This plan will be reviewed every week to appropriately monitor the situation as it changes.

**Town of St. Stephen COVID-19 Operational Plans for Splash Pad Facilities**

- Staff are to answer a questionnaire at the beginning of each working shift in order to ensure they exhibit no symptoms of COVID-19.
- Staff will be required to record their temperature every five hours while on shift, the results will be recorded on log sheet for each shift. If a person shows an elevated temperature, one of the standby staff are to be called in and this person is to be sent home immediately. The Director of Community Services or direct supervisor are to be notified immediately.
- Staff should avoid touching their eyes, nose or mouth when cleaning the facilities. Staff must wear gloves at all times when cleaning the playground and skate park equipment. Staff are to sanitize hands before and after every shift on duty.
- Staff must wear PPE such as a face mask or covering and safety goggles in order to reduce risk to themselves and others when cleaning. Staff should continue to wear face masks or coverings when traveling in vehicles together. A maximum of two members of staff can share a vehicle or carpool.
- Staff are to practice social distancing AT ALL TIMES, our recreational facilities will remain closed while the cleaning takes place. CLOSED PARK sign can be put in place while the cleaning then removed once complete.
- Regular sanitizing of the recreational facilities is to occur twice a day, seven days a week. All “high risk/touch” areas, such as the splash pad & button plus the water spraying feature need to be cleaned thoroughly using disinfectant or bleach.
- Splash pad users are highly recommended to bring their own hand sanitizer and apply it to their hands and their children’s hands before and after using the playground equipment. Posters reminding them of this and to social distance are to be placed in numerous locations around the facilities. Staff need to check that the posters are in place and let the Director of Community Services know immediately if they are not.
- Posters will be posted educating the users to not wear masks while using the splash pad as cloth face coverings can be difficult to breathe through when they are wet.

- If one of the cleaning crew becomes sick during a shift or cannot work they have to inform the Director of Community Services or their direct supervisor immediately. There will be standby staff available in case two members of the cleaning crew is unwell or shows symptoms of COVID-19.
- Splash pad users are to follow the Community Health Guidelines as issued by the Province of New Brunswick at all times, if these are not followed or broken and witnessed by a staff member they should communicate this to the Director of Community Services or CAO as the town can close the facility down immediately.
- This plan will be reviewed every week to appropriately monitor the situation as it changes.

### **Aquatic Facilities Guidelines for COVID-19 Workplace Procedures**

- Social Distancing is to be practiced AT ALL TIMES, with patrons and staff maintaining a minimum of 2 meters between persons.
- The slide at the W.T. Booth outdoor facility will be limited to one person at a time (one half of the slide will be sectioned off with tape). Anyone that is waiting in line will be required to follow social distancing as shown by decals on the stairs and pool deck.
- Staff must, at all times, wear a mask in order to reduce risk to themselves and others, due to the unpredictable nature of lifeguarding and the ability to maintain physical distancing (in rescues specifically). If, upon entering the water, the lifeguard finds the mask too restrictive, they may remove it, however they are to replace it immediately upon reaching the side of the pool (the same is true if they if they continue to wear the mask and it becomes wet).
- Staff must at all times wear gloves again, in the case that they have to enter the water quickly, and as a result do not have time to apply gloves beforehand.
- Regular sanitizing of the facility is to occur by way of cleaning all “high risk/touch” areas, such as doorknobs and changing rooms. Cleaning will happen at the end of each guard rotation when a staff member is rotated off duty.

- A “deep clean” will happen at the end of each day in order to address any of the areas which may not have been cleaned as often as the other areas of focus throughout the day.
- A maximum of 30 people will be allowed in the aquatic facility at a time (this is the maximum number of swimmers that one lifeguard may watch in the water at a time. This allows us to reduce the number of staff on at a time, as well, allows us to follow the appropriate rotation). Once this limit is reached, patrons will be asked to wait at the front desk in a line (while social distancing) until the number of patrons in the water decreases, at which point, the appropriate number of people will be let in.
- The lifeguards on duty are to follow the following rotation: on duty rotation, cleaning rotation (they are to follow the per shift cleaning regiment), break.
- A fourth person (most often a junior lifeguard) will be placed on the front desk.
- A plexiglass shield will be installed at the front desk in order to protect staff.
- Swimmers will be allowed in the water an hour and a half at a time at which point, they will be asked to allow other people to get in the water (it will be up to staff using bracelets and a check-in, check-out system to track this). If there are not patrons waiting in the lobby area, swimmers will be allowed to stay in the water until there are patrons waiting. This time can be reduced to an hour at the discretion of the staff on duty, should there be a large number of patrons waiting at the front.
- A maximum of 5 people will be allowed in the changing rooms at a time, with staff limiting this on their off rotations (social distancing should be shown by floor decals).
- Patrons and staff are to sanitize their hands upon entering the facility and answer a series of questions posted at the front desk to a staff member, giving a verbal confirmation that they do not exhibit symptoms of COVID-19, staff will also check the temperature of patrons entering with a no contact thermometer.
- Staff will record the first and last name of each person, as well as their phone number before they are allowed to enter the pool (this will be done

at the front desk with the rest of the screening questions). This will be performed in order to contact trace in the event that an outbreak does occur.

- Staff must maintain 2 metres between one another when on duty and in the staff room/locker room.
- Staff are to answer a questionnaire at the beginning of each shift in order to ensure they exhibit no symptoms of COVID-19.
- Staff will be required to record their temperature every five hours while on shift, the results will be recorded on log sheet for each shift. If a person shows an elevated temperature, one of the standby staff are to be called in and this person is to be sent home immediately. The Aquatic Coordinator as well as the Assistant Manager are to be notified immediately.
- Two standby staff will be designated per shift in the case that a staff member exhibits symptoms of COVID-19 or tests positive.
- Stickers will be placed on the floor at the entrance of the facility, should a line form, to show appropriate social distancing.
- Biohazard bins are to be introduced for masks & gloves at the end of each shift, as well as for any first aid materials used in a contact rescue, or first aid incident.
- Staff are to sanitize hands before every shift on duty.
- Staff will wear gloves & a mask on duty, an electronic whistle will be used as there is no way to blow a traditional whistle with a mask on.
- This plan will be reviewed every month to appropriately monitor the situation as it changes.
- Signage will be installed on the guard chairs asking patrons to remain two meters back at all times from the staff.

### **St. Stephen Fire Department Training Plan**

- All firefighters, career and volunteer, will self-screen, based on the criteria listed below:
  - Do you have at least two of the following symptoms: fever above 38 Celsius, a new or worsening chronic cough, a sore throat, a runny nose, or a headache?

- Have you returned from travel outside of New Brunswick or outside of Canada within the last 14 days?
- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you had close contact within the last 14 days with a person being tested for COVID-19?
- As per Office of the Fire Marshal directives, the Fire Department should limit training to ten or less people, or separate groups of no more than 10 persons each. As a 'work site', fire departments are exempt from the mandatory order limiting groups of 10 or more, however we are nonetheless encouraging fire departments to follow it.
- Never train with all members at one time.
- Conduct outdoor training only (limit classroom training).
- Limit high-risk training with extensive close personal contact.
- In the event that avoiding close contact cannot be guaranteed, refer to Active Monitoring for COVID-19 Standard Operating Procedure.

**Town of St. Stephen Departmental Continuity Plan**

**Administration**

<b>Function</b>	<b>Model of Service Delivery</b>	<b>Continuity Strategy</b>
Routine and Pandemic Communications (internal)	Communications Coordinator (Dir. Of Protective Services)	CAO to appoint replacement
Updating public information on Social Media	Director of Community Services or designate	Alternate designate
Maintain Core municipal services such as Public Works and Fire Protection	CAO	

**Finance**

Management of the Finance Department	Director of Finance/Administration	CAO to appoint replacement
Payroll	Director of Finance/Administration appointment	Alternate designate
Issue Financial documentations	Director of Finance/Administration appointment	Alternate designate
Maintain purchasing process, accounts receivable/payable	Director of Finance/Administration appointment	Alternate designate
Processing of Worksafe claims	Director of Finance/Administration appointment	Alternate designate
Inter-departmental communications	Director of Finance/Administration	

**Human Resources**

Coordinate Human Resources services at the Municipality	Human Resources Manager	Designate appointed by CAO or Dir. Fin/Adm
Vacation/leave tracking	Human Resources Manager	Designate appointed by CAO or Dir. Fin/Adm
Health and Safety Program	Fire Chief	Human Resources Manager

**Protective Services**

Identify and source cleaning supplies and PPE for dept.	Fire Chief	Asst. Chief
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Training and information for firefighters	Fire Chief	Fire Captain
Incident reporting	Fire Chief	Asst. Chief
Payroll Submissions	Fire Chief	Director of Public Works
Equipment purchases	Fire Chief	Asst. Chief
Apparatus Repairs	Donnie Merritt	
Building Inspections	Manzer Young	RSC
Bylaw Enforcement	Brent MacDougal	

**Public Works**

PPE and Supplies		
Equipment Purchases		
Equipment repairs	Donnie Merrit	
Potable Water	Blair Furlotte	
Wastewater	Kevin Mundie	
Storm-water system		
Streets and sidewalks	Dave Beach	
Payroll Submissions		

**Community Services**

Parks and Trails	Dir. Of Comm. Services	
Horticulture/Green Spaces	Jen Dow	
GCC Systems	Jeremy McShane	
Sports fields (closures)	Dir. Of Comm. Services	
Playgrounds/Skate Park	Dir. Of Comm. Services	
Equipment Purchases and Repairs	Dir. Of Comm. Services	
PPE and Supplies	Jeremy McShane	

Payroll Submissions	Comm. Services Coordinators	
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INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION  
777 N Capitol St. NE, Ste. 500  
Washington, DC 20002-4290  
202.962.3680 | 202.962.3500 (T)  
icma.org

**FOR IMMEDIATE RELEASE CONTACT:**

**Jef Renaud Credentialed by  
International Local Government Management Organization**

WASHINGTON, D.C.—Jeff Renaud, Chief Administrative Officer for the Town of St. Stephen, New Brunswick, recently received the Credentialed Manager designation from ICMA, the International City/County Management Association. Mr. Renaud is one of over 1,300 local government management professionals currently credentialed through the ICMA Voluntary Credentialing Program.

ICMA's mission is to advance professional local government through leadership, management, innovation, and ethics and by increasing the proficiency of appointed chief administrative officers, assistant administrators, and other employees who serve local governments and regional entities around the world. The organization's 13,000 members in 27 countries also include educators, students, and other local government employees.

To receive the prestigious ICMA credential, a member must have significant experience as a senior management executive in local government; have earned a degree, preferably in public administration or a related field; and demonstrated a commitment to high standards of integrity and to lifelong learning and professional development.

Jeff Renaud is qualified by 15 years of professional local government executive experience. Prior to appointment in 2017 as Chief Administrative Officer for the Town of St. Stephen, he served in similar roles in the Yukon, Alberta and Ontario

Jeff Renaud has also made significant contributions to a number of other organizations, including the Canadian Association of Municipal Administrators, where he recently completed his term as President.

For more information regarding the ICMA Voluntary Credentialing Program, contact Jenese Jackson at ICMA, 777 North Capitol Street, N.E., #500, Washington, D.C. 20002-4201; [jjackson@icma.org](mailto:jjackson@icma.org); 202-962-3556.

## About ICMA

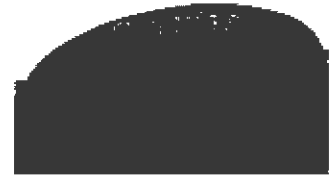
ICMA, the International City/County Management Association, advances professional local government worldwide. The organization's mission is to advance professional local government through leadership, management, innovation, and ethics.

ICMA identifies leading practices to address the needs of local governments and professionals serving communities globally. We provide services, research, publications, data and information, peer and results-oriented assistance, and training and professional development to thousands of city, town, and county leaders and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of people living in thousands of communities, ranging in size from small towns to large metropolitan areas.

**ICMA**



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



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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:** June 10, 2020  
**Subject:** TREASURER INFORMATIONAL REPORT

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

**Staff Activity since last report:**

**1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - Accounts Receivable closed to 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 56 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 91 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 May 31, 2019.
  - Department Head and Council Statements to March 31, 2020.

**2) Meetings:**

- A) Accounting Department staff meetings.
- B) Senior Management Staff meetings.
- C) Committee meeting-May 13, 2020.
- D) New Town Hall construction review meeting-May 14, 2020.
- E) Tender opening-Coastal Link Trail-May 29, 2020.
- F) Brunnet Inc-IT work at new Town Hall-June 2, 2020.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) 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 March 31, 2020.
  
- C) Accounting office planning to minimize paper use-In progress.
  
- D) Transitioning to new Town Hall-In progress.
  
- E) Bill Weston NDMP project-In Progress.
  
- F) Multiple HST remittances-Ongoing.
  
- G) Administering the Charles F Todd Trust Fund-Ongoing.



**Town of St. Stephen  
Information Report to Council  
Report: PW 06-20**



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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:** June 10, 2020  
**Subject:** June Committee Meeting

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

**1: Water system:**

- a) Installed 1 new Water Meter
- b) Repaired 6 Water Meters.
- c) Repaired 2 Hydrants.
- d) Repaired 3 Water Laterals.
- e) Repaired 1 Main Line.

**2: Streets:**

- a) Cold Patched.
- b) Put out planters.
- c) Sweeping streets and sidewalks.
- d) Contractor carried out Spring Leaves and Twigs cleanup.

**3: Waste Water:**

- a) Replaced ball check valve at Lift Station #1 .
- b) Inspected 1 Sewer Lateral.
- c) Flushed 1 Sewer Main.
- d) Videoed 1 Sewer Main.
- e) Replaced 2 Blower Motors.

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

### **June 3, 2020**

**Milltown Boulevard Designated Highway Upgrades 2020 – Project No. 20-2637**  
Design is in progress. The tender is expected to be issued in late June 2020.

**Waterfront Trail Upgrades – Project No. 20-2509**  
Tenders closed and expected to be awarded at June council meeting

**West Street Infrastructure Renewal – Project No. 19-1946**  
The tender has been issued and closes on June 11, 2020

**Riverside Drive WWPS Replacement – Project No. 19-9953**  
Design drawings are at 90%. The land surveyor confirmed property lines/locations and the overall site plan configuration has been updated. Dillon is currently coordinating the procurement of easements with NB Power and finalizing design and tender documents.

**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 slab is poured and site restoration is underway.

**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. We are working with the wharf contractor to schedule their return to the site install the floating docks and gangways, and correct minor deficiencies.

**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.



## **2. Fire Department Activities**

1. Monthly meeting teleconference
2. St. Stephen Fire Department and Ernie Booth Memorial Bursary selections.
3. Fire extinguisher maintenance service resumed.

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Semi-annual volunteer payroll.
4. DNR wildland fire invoicing and payroll.
5. Vacation scheduling.
6. Daily duties as Liaison to NBEMO.
7. Twice weekly Municipal Emergency Action Committee (MEAC) meetings.
8. Weekly Regional Health Authority Teleconferences.
9. Weekly Region 10 Emergency Measures Teleconferences.
10. Weekly Fire Marshal Zoom meeting for Career Departments.
11. Weekly Fire Marshal Zoom meeting for Volunteer Departments.
12. NBCC Association Training Representative Skype meeting.
13. Municipal Pandemic Operational Plan updates.
14. Fire pit permit inspections.
15. Director of Protective Services duties. (Building and By-law)

## **4. Equipment**

1. A dozen no-touch thermometers were received for distribution to other TOSS Departments, to be used for active covid-19 monitoring.
2. Wildland firefighting helmets were purchased to replace expired equipment.
3. All SCBA and cylinders were put through the annual inspections.
4. PPE kits were assembled and distributed to all firefighters for their protection when responding to incidents in their personal vehicles.
5. The tracks were removed from the Mule to prepare for forest fire season.
6. The boat was put in the river and taken for a run to prepare for boating season.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## May REPORT

2020

To: CAO – Town of St. Stephen

Please find enclosed my report for May By-Law –Enforcement.  
We handled 17 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (5)	Gentleman called with regards to a possible unsightly premise	<i>Passed onto building for further investigation</i>
	Received a complaint of an unsightly in the Milltown area	<i>Passed onto building for further investigation</i>
	Received another complaint of a dilapidated building in the Milltown area	<i>Passed onto building for further investigation</i>
	Assisting Kev Sumner with the patrols of Parks and Green Spaces to ensure everyone is abiding by the Covid-19 measures	
	Received a call from Kev Sumner of kids playing on the basketball court	<i>Will make more frequent patrols of the area.</i>

<p>Assist General Public (5)</p>	<p>Gentleman called with regards to bees around his property form a hive near by</p> <p>Charlotte County Group home called with regards to by law regarding a pool</p> <p>Lady called to report that their neighbor erected a fence with the unfinished side facing them.</p> <p><i>During patrols noticed a family had put in a pool without a fence</i></p> <p><i>Received a complaint of a hedge blacking the site of a lady backing out of her driveway.</i></p>	<p><i>Informed him we do not have a by law far someone having bees in the yard</i></p> <p><i>Directed them to the RSC</i></p> <p><i>This was passed onto building inspector for further investigation.</i></p> <p><i>After speaking with them they infarmed they had applied for a building permit</i></p> <p><i>Patrol to the site and I can not find any infraction here</i></p>
<p>Parking (6)</p>	<p><i>Four warning tickets issued for parking</i></p> <p>Attended court to lay information's pertaining to ongoing matters</p>	

Dog Complaints (1)	<i>Complaint of dog barking at a residence on Parkwood Dr.</i>	<i>Passed onto animal control</i>

Respectfully Submitted,  
 Brent MacDougall  
 By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I patrolled the Town daily and answered all calls. I received a complaint of a dog dead in a garbage bag. And after checking found it was a deer and not a dog. I received a call of a dog running around an Apt. building in the Milltown area, I patrolled the area for a couple of days and spoke to the owner of a female dog in heat. Warning given. Received a call of a dog running on Church St., spoke to the owner and waring given. Received a call of a barking dog, spoke to the owner and waring given. I picked up and impounded a Black Pit Bull running by Milltown Border, Owner paid fine, license, and impound fee.

Respectfully Submitted,  
 Mike Shannon  
 Animal Control Officer

<b>BUILDING INSPECTION 2020</b>	2020	2019	2020	2019	2020	2019	2020	2019
<b>MAY</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	2	1	\$351,000.00	\$120,000.00	3	2	\$591,000.00	\$350,000.00
Residential Renos/Additions	16	12	\$102,385.00	\$31,000.00	28	21	\$188,491.00	\$175,600.00
New Com/Indus/Instit.	1	1	\$3,000.00	\$2,200,000.00	3	1	\$819,816.00	\$7,544,000.00
Com./Indus./Inst. Renos	1	3	\$25,000.00	\$96,000.00	5	11	\$142,000.00	\$488,000.00
Institutional	0	0	\$145,000.00	\$0.00	1	0	\$33,092.50	\$0.00
Demolition	2	0	\$0.00	\$0.00	5	0	\$254,045.00	\$0.00
<b>TOTALS</b>	<b>22</b>	<b>17</b>	<b>\$626,385.00</b>	<b>\$2,447,000.00</b>	<b>45</b>	<b>35</b>	<b>\$2,028,444.50</b>	<b>\$8,557,600.00</b>
	<b>Cur. Mth</b>							
Demolition Permits	2	N/A						
Stop Work Orders Issued	0	N/A						
Inspections	19	N/A						
Electrical waivers issued	2	N/A						
Active Unsightly Premises	5	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: CMS 07-20**



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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, June 10<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. The COVID19 Cleaning Crew started sanitizing the Kiwanis Skate Park and Chocolate Park facilities on May 26, the process includes disinfecting all the playground equipment, permanent benches and ramps. The following day we added the splash pad, and tot lots at Elm Park and Abbott St. Our crew includes staff reallocated from the GCC aquatic, events and maintenance staff, we have also activated student staff to take over the cleaning crew tasks at the weekend. They have scraped and repainted all the lampposts along Milltown Blvd, King Street and along the waterfront, plus they are assisting with upgrading the RCMP detachment and painting the 300+ fire hydrants in town.
- b. All Recreational facilities except the Rotary Field, basketball court and outdoor swimming pool have been opened and are being sanitized, plans are in place to add signage to the court in Milltown, we are just waiting for signage to be produced.
- c. Operational plans have been created for the aquatics dept (see Aquatic update below), playgrounds, splash pad and skate park, plus the GCC and potential summer events plans are also being developed, Michelle's report is separate from this report.
- d. The JAD Williams Scholarship closed on May 22, the town received 5 applications for the funding, an announcement will be made at the appropriate graduation ceremony.
- e. Cleaning and maintaining the Cotton Mill Monument has taken place, the monument was home to pigeons that left considerable mess to the area. They have been moved on and a wooden screen has been added to the bell tower to prevent future roosters, the monument has also been pressure washed and we will paint the railings around the trail.
- f. The Ganong Statue on the waterfront is being prepared for an unveiling in the Fall, the Public Works crew started installing the foundation stone on June 3<sup>rd</sup>. An archeologist was on site to make sure the site didn't contain any important artefacts.
- g. The Cenotaph in Memorial Park in Milltown suffered from some vandalism earlier in the year, I have received a quote from a restoration company. I will budget for this work in 2021 as the quote is out of our operating budget and so I will prioritize the town's monuments and include this in an ongoing maintenance plan for all the parks and cemeteries in town.
- h. The field maintenance contract with the Anglophone School District South expired on June 2<sup>nd</sup>, we have no further dialogue with them and we have not received a contact or maintenance plan from them. Our contract with Sharpe's also ended, he fertilized and

mowed the fields in May so we hand them back in the best condition we could. Rotary field at the Legion is our only field and we have started making plans for improving the drainage and repairing the chain link fence. I have received a quote for repair work to the fence around the ball diamond, we will also improve the soccer field to make it the goals line up and a safer playing surface.

- i. Website development continues with page content now being added to the wireframe structure, we are working with all departments to add details to the pages.
- j. 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.
- k. We have been approved for two position for the 2020 Canada Summer jobs (CSJ) Grants, The job titles include Horticulture crew and Lifeguard. Plus we were able to secure two SEED grants from the Province, they are for a Horticulture crew and Mowing crew summer student.
- l. I have received several quotes for a wheelchair swing for the Chocolate Park playground, I am just waiting on a budget from the Shriners. I am awaiting quotes for a replacement ramp at the Town's Food Bank location at Union Street as the current one is in poor condition.

2. Meetings & other activities:

- a. The Atlantic Recreation & Facilities Conference in St. Johns, NL scheduled for May 27-30 was cancelled due to the COVID19 pandemic.
- b. Municipal Emergency Action Committee (MEAC) and Senior Management Team meetings.
- c. Met with Rebekah the town librarian to discuss re-opening the library and the library items being stored at the Border Arena.
- 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, the tender has closed and details on start date should be announced shortly.

Administration

1. Monthly Projects (May 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. Continued training with the Receptionist and Administrative Support Clerk.
- f. Weekly meetings with Finance Department to prepare for Town Hall move.

2. Statistics (May 2020):

No Statistics to report as the facility remains closed since March 14, 2020 due to COVID.

Aquatic & Programming

1. Past Month's Events:

- a. As of June 5th, aquatic facilities across the province have been given the go ahead to re-open to the public.
  - b. Aquatics Department has been re-painted, with a mural scheduled to be done in the hallway shortly with assistance from the reallocated Parks and Recreation staff.
- 2. Update on Aquatic Programming:**
- a. The previously planned public swimming lessons at the W.T. Booth outdoor facility have been suspended due to concerns over COVID-19.
  - b. Our first all-staff in-service will take place in two groups to discuss COVID-19, amongst other things, while maintaining social distance.
  - c. I have decided to recommend an upper limit of 30 swimmers at a time in the W.T. Booth at a time to promote social distancing as well as due to staffing limitations, resulting from patron management (again, regarding social distancing).
  - d. A Lexan shield (plexi-glass) was installed to protect front desk staff, while they control numbers.
  - e. A full COVID-19 operation plan has been developed for the W.T. Booth outdoor facility.
  - f. As part of the COVID-19 plan, sanitization of all surfaces will take place every 15 minutes (in changing rooms & other high-risk areas), this will be integrated into the guard rotation.
  - g. A flow map of patrons will be distributed to all staff to maximize social distancing at the W.T. Booth outdoor facility.
  - h. An Autism Swim workshop for our instructors has been scheduled for Sunday, August 9<sup>th</sup>.
  - i. The staff schedule for the summer is completed and will remain the same until the end of the summer.

### **Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. King construction is completing the work soon on town hall.
3. Working through Reno issues closely with TOSS and King Construction.
  - a. Final Deficiency walk through.
  - b. Report has been sent.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Working on capital items.
6. Working on arena handrail project for bleachers. Project approved by council. Will move forward with completion date summer 2020.
7. Ongoing policy and operational procedures review and building for COVID 19, as required by the public health recommendations.
8. New barrier ordered for New town hall/GCC admin desk.
9. Preparing stock (mask, sanitizers, cleaning supplies) for reopen.
10. Re-opening plan currently being developed.
11. Power consumption of building continues to be watched and recorded to build an operational power consumption for future references.
12. At this time extensive building maintenance/projects are being completed.
13. Attended FRPA meetings every 2 week via video meetings.
14. Attended RecNB meetings Via conference calls

Respectfully submitted,  
Kev Sumner - Director of Community Services



**Town of St. Stephen  
Information Report to Council  
Report: EDC 06-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** Wednesday, June 10, 2020  
**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. New Events Being Planned with Covid-19 Operational Plans in Place:**

- a. Grades 8 and 12 walk-through celebration at the Garcelon Civic Center.
  - i. Grade 12 – June 20<sup>th</sup> 6pm (rain date June 21<sup>st</sup>)
  - ii. Grade 8 – June 21<sup>st</sup> 1pm
  - iii. Operational plans for both Phase 1 and Phase 2 have been submitted to the EMO for review.
- b. Texas Rangers BBQ drive-thru mini “Ribfest” in the Garcelon Civic Center parking lot. Texas Rangers have already received approval on their drive thru plans from the province for Saint John, Fredericton and Moncton. We are working on finalizing details for St. Stephen.  
*Proposed dates: September 11/12 or 18/19*
- c. Possible Summer Music Series (phase 2 yellow required). Milltown Bandstand only. Bubble spaces to be marked on lawn with line chalk.

**4. Update on St. Stephen 150:**

- a. Winner of the logo contest – Zoe Weeks (grade 8 SSMS student)
  - i. Logo currently being converted to a digital copy with St. Croix Printing
  - ii. Waiting quotes for banners and advertising to begin promoting 150 and to start working on events line-up.

**5. Other Activities in May:**

- a. Continued working on Facebook and Website updates with Town and Provincial messages.
- b. Completed Covid Calendar (ended May 18<sup>th</sup>)
- c. Prepared report for Covid related cancellation costs (up to July 31 and after August 1)
- d. Meetings:
  - a. 150 Update meeting with Ghislaine
  - b. Graduation Parents Committee meeting (for walk-through celebration)
  - c. 2 x Chocolate Fest Inc. Board Meetings

Respectfully submitted,

Michelle Vest

Events Development Coordinator

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

DATE: June 22, 2020

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

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

**BY-LAW NO. L-11 – SUBDIVISION BY-LAW – THIRD AND FINAL READING –  
SHORT TITLE ONLY**

**THAT By-law No. L-11 – “Subdivision By-law” – be given Third and Final Reading –  
Short Title 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: June 22, 2020

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

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

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

**THAT** By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – be given Third and Final Reading – Short Title 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.



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

DATE: June 22, 2020

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

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

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

THAT By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – be given Third and Final Reading – Short Title 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: June 22, 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 – THIRD AND FINAL  
READING – SHORT TITLE ONLY**

THAT By-Law No. A-15 – “A By-Law to Authorize the Delegation of Certain Powers to the Chief Administrative Officer” – be given Third and Final Reading – Short Title 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;

- iv) Whether the contract is in a standard form previously reviewed by legal counsel;
  - v) Public interest/stakeholders involved.
- b) In all circumstances, client departments shall be responsible for ensuring that the business terms of the contract accurately reflect what has been agreed to between the client department and the other party to the contract, and that the contract does not conflict with any other existing Town obligations or agreements.

**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: May 25, 2020

Third Reading and Enacted:

\_\_\_\_\_  
Mayor

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

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

DATE: June 22, 2020

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

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

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

**THAT** By-Law No. A-16 – “A By-Law to Repeal a By-Law to Establish a Recreation Advisory Committee” – be given Third and Final Reading – Short Title Only.



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

DATE: June 22, 2020

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

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

**TRANSFER FROM GENERAL OPERATING RESERVE FUND**

**THAT** the amount of \$15,056.12 (fifteen thousand, fifty-six dollars and twelve cents) be transferred from the General Operating Reserve Fund to the General Operating Fund.

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

DATE: June 22, 2020

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

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

**MURAL PROGRAM POLICY**

THAT the Council of the Town of St. Stephen approves the Mural Program Policy No. 71.



## TOWN OF ST. STEPHEN

### Corporate Policy & Procedure

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**Policy Title: MURAL PROGRAM**

**Policy No.: 71**

Section:	<b>Community Development</b>	Subsection:	<b>Public Art</b>
Effective Date:		Last Review Date:	
Approved by:	Owner Division/Contact: <b>Community Services</b>		

### PREAMBLE

Murals are large-scale artworks created directly on a wall, or attached to it, with the permission of the property owner. Outdoor murals have proven to be effective in managing graffiti vandalism, supporting arts and culture, contributing to economic development and providing youth engagement opportunities.

### PURPOSE

The purpose of this program is to beautify the Town of St. Stephen through the design, production and facilitation of murals.

### MURAL REVIEW PROCESS

Each mural project in the Town of St. Stephen must adhere to the requirements of all applicable municipal, provincial, or federal legislation. The Mural Review process is a proactive service offered to anyone who is looking to install murals in the Town of St. Stephen which assists with ensuring the proposed mural meets all the by-laws, regulations and acts **before** it is installed. This two step process reviews both the proposed location as well as the proposed artwork.

Location Review:

Upon receipt of an application for a mural project, the Director of Community Services will convene a review to assess the appropriateness of the proposed location of the mural. This evaluation shall take into consideration the following element, at a minimum:

1. Whether the permission of the owner of the proposed location has been secured by the applicant; and
2. Whether the installation of a mural would be considered an improvement to the façade of the building proposed; and
3. Whether the proposed location has a historic significance, and whether the installation of a mural would benefit or detract the historic value of the location; and
4. Whether the proposed location of the mural has sufficient visibility to be considered as an asset to the community; and
5. Whether the installation of a mural at the proposed location is permitted under the legislative framework of the day.
6. The location of a current community mural shall not be considered an approved location for a new mural unless:
  - a. It has been a minimum of 3 years since the date of the current mural's installation; or
  - b. The mural has fallen into disrepair and the original artist is unwilling or unable to undertake restoration work; or
  - c. The original artist and sponsor (if applicable) provide confirmation in writing that that they approve of the replacement of the current mural.

Artwork Review:

Where the evaluation of a proposed mural location has determined that the location is appropriate, the application may be forwarded for artwork review. The Director of Community Services will convene an evaluation committee, which must include:

1. The Director of Community Services
2. The Mayor, or another member of Council delegated by the Mayor

3. A representative of the BIA, if the mural is to be located within the BIA.
4. A representative of the Chamber of Commerce, if the mural is to be located outside the BIA.
5. The owner of the property, or an appointed representative thereof.
6. An individual who may have interest or knowledge that would benefit the evaluation (local historian, etc.)

In undertaking a review of the proposed artwork, the evaluation committee must consider the following elements:

1. The extent that the subject matter represents the Town of St. Stephen (history, culture, etc.); and
2. The extent that the subject matter is appropriate to the location selected; and
3. Whether the artwork, or subject, is similar to any other mural or artwork already installed in the community.
4. Whether the proposed artwork meets the general guidelines for murals

### **GENERAL GUIDELINES FOR MURALS**

#### **Advertising:**

Murals cannot include text that advertises a specific business or product. Additionally, trademarked symbols, text and business or artists names are not permitted in any mural in the Town. One exception is the one-square metre at the bottom of a mural where artist name(s) as well as sponsors may be listed.

#### **Design:**

When designing a mural there are some specific limitations such as:

1. Murals may not be used for commercial advertising or public information or solicitation of any kind. For example name of the artists, website address, blogs, brand names, logos, taglines, lengthy descriptions cannot be used in the artwork. However, a one square metre sponsor acknowledgement area can be located at the bottom corner or at the lowest point of the mural.

**Mural Program**

**Page 4**

2. No tags or acronyms are permitted in the artwork, only wording meaningful to the public at large.
3. No inappropriate or controversial wording or images are permitted in the artwork
4. Local community must be consulted on the mural location and proposed artwork

Timelines:

Anyone interested in the installation of a mural should make application by March 31<sup>st</sup> of the calendar year in which the installation would take place. This would allow sufficient time for the review process(es) to be completed and project completed prior to unfavourable weather becoming an issue.

**FUNDING OPPORTUNITIES**

Council may, in their sole discretion, establish specific funding to support the development of murals with the municipal operating budget.

Those seeking to install a mural may also wish to explore:

Town of St. Stephen Community Grant  
Fundy Community Foundation  
Artslink NB

**THE POLICY IS SUBJECT TO AMENDMENT OR CANCELLATION AT ANYTIME BY RESOLUTION OF COUNCIL.**

Approved:

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

\_\_\_\_\_  
Jeff Renaud, Chief Administrative Officer

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

DATE: June 22, 2020

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

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

**DOG PARK PROPOSAL**

**THAT** the Council of the Town of St. Stephen agrees with the Chief Administrative Officer's recommendation that the preferred approach to the creation of a dog park is to enter into a lease agreement with an appropriate third party.

**AND THAT** the Council directs the Chief Administrative Officer and/or his delegate(s) to work with interested parties to determine the interest in this arrangement and the conditions to be incorporated into a lease agreement.

**AND FURTHER THAT** any future lease agreement shall be approved by Council.

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

DATE: June 22, 2020

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

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

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

**THAT** Jane Lindsay be reappointed to the Board of Trustees of the St. Croix Public Library for a one (1) year term effective July 1, 2020 and expiring June 30, 2021.

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

DATE: June 22, 2020

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

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

**TOWN OF ST. STEPHEN'S 150<sup>TH</sup> ANNIVERSARY – LOGO AND SLOGAN**

THAT the Council of the Town of St. Stephen approves the design noted below for the Town's 150<sup>th</sup> Anniversary year in 2021 which was created by Zoe Weeks, a Grade 8 student from the St. Stephen Middle School, winner of the contest, and such design shall be used for all correspondence, artwork, social media, website, and news releases related to the Town's birthday:



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

DATE: June 22, 2020

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

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

**AWARDING OF TENDER: COASTAL LINK TRAIL – ST. STEPHEN WATERFRONT -  
PROJECT NO. 20-2509**

THAT of the eight (8) tenders received, the low tenderer of \$520,205.00 (five hundred and twenty thousand, two hundred and five dollars), including HST, from St-Isidore Asphalte Ltd. of Saint-Isidore, NB, for the Coastal Link Trail – St. Stephen Waterfront project be accepted.

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

DATE: June 22, 2020

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

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

**AWARDING OF TENDER: WATER AND SANITARY SEWER RENEWAL – WEST STREET - PROJECT NO. 19-1946**

THAT of the five (5) tenders received, the low tenderer of \$462,352.00 (four hundred and sixty-two thousand, three hundred and fifty-two dollars), including HST, from Fairville Construction Ltd. of Saint John, NB, for the water and sanitary sewer renewal on West Street be accepted.

June 12, 2020



Town of St. Stephen  
73 Milltown Boulevard  
Suite 112  
St. Stephen, NB  
E3L 1G5

Attention: Mr. Jeff Renaud  
Chief Administrative Officer

***Tender Results – Water and Sanitary Sewer Renewal – West Street – St. Stephen, NB  
- Project No: 19-1946***

Tenders for the above noted project were opened publicly at the Town Office at 2:00 PM, local time, June 11, 2020.

Five (5) tenders were received in response to a public Tender Call with the results shown below and summarized on the accompanying Bid Summary. The Tenders submitted by Hazen Thomas & Sons Contracting Ltd. and TerraEx Inc. contained mathematical errors which have been corrected by this office.

<u>TENDERER</u>	<u>TENDER PRICE (incl. 15% HST)</u>
Fairville Construction Ltd.	\$462,352.00
Hazen Thomas & Sons Ltd.	\$475,592.68 (C)
Debly Enterprises Limited	\$517,505.00
TerraEx Inc.	\$534,634.00 (C)
Fundy Contractors Limited	\$639,750.00
Engineer's Estimate	\$602,987.00

All accepted Tenders submitted have been checked by this office and found to conform to the requirements of the Tender Documents.

1149 Smythe Street  
Suite 200

St. John's, Newfoundland  
Canada  
A1B 3X4  
Telephone:  
506-444-8820

19-1946-1

*Town of St. Stephen*  
*Page 2*  
*June 12, 2020*

It would, therefore, be in order to award the construction contract to the low tenderer, Fairville Construction Ltd. for their Tender Price of **\$462,352.00** including 15% HST.

Should you have any questions or require additional information, please contact this office at your earliest convenience.

Yours truly,

**DILLON CONSULTING LIMITED**



Rory Pickard, P.Eng.  
Partner

Attachment

Our file: 19-1946

cc: Joan Flewelling – Town of St. Stephen  
Tim Tozer – Town of St. Stephen  
Lee Johnson – Town of St. Stephen  
Cass Leavitt – Dillon Consulting Limited

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

DATE: June 22, 2020

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

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

**WATERFRONT ENHANCEMENTS – ST. STEPHEN, NB - PROJECT NO: 19-9772:  
ADDITIONAL WORK**

**WHEREAS** the Council of the Town of St. Stephen, at its Regular Session on September 23, 2019, awarded the low tender of \$275,367.50 (two hundred and seventy-five thousand, three hundred and sixty-seven dollars and fifty cents), including HST, to Fundy Contractors Limited of Bethel, NB, for the waterfront enhancements project.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes an addition to the contract with Fundy Contractors Limited to replace a damaged section of sidewalk on the south end of King Street for the quoted cost of \$31,672.00 (thirty-one thousand, six hundred and seventy-two dollars), plus HST.

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

DATE: June 22, 2020

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.