

AGENDA
ST. STEPHEN TOWN COUNCIL
MONDAY, JULY 27, 2020 @ 7:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB

Public Attendance via Town's Facebook Page

1. MOMENT OF SILENCE

2. RECORDING OF ATTENDANCE

3. APPROVAL OF AGENDA

4. CONFLICT OF INTEREST

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

6. NOTICES OF MOTIONS

7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – June 22, 2020

8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure – May 31, 2020
 - (b) Paid Bills

9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Thank you card from Chloe Hannan, recipient of the JAD Campbell Scholarship.
COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

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

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

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

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on June 22, 2020 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
MONDAY, JUNE 22, 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

87/20 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Hyslop

Seconded by Councillor Parker

88/20 **THAT** the Minutes of the Regular Council meeting held on May 25, 2020 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

89/20 **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.

CARRIED

PAID BILLS

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

90/20 **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.

CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

91/20 **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 June 10, 2020 be approved as circulated.

CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Parker

Seconded by Councillor Wheaton

92/20 **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.

CARRIED

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

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

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

93/20 THAT By-law No. L-11 – “Subdivision By-law” – be given Third and Final Reading – Short Title Only. **CARRIED**

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

Moved by Councillor Wheaton
Seconded by Councillor Harding

94/20 THAT By-law No. L-12 – “A By-law to Regulate the Delivery of Flyers” – be given Third and Final Reading – Short Title Only. **CARRIED**

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

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

Moved by Councillor Parker
Seconded by Councillor Hyslop

95/20 THAT By-law No. S-14 – “A By-law to Prohibit Excessive Noises” – be given Third and Final Reading – Short Title Only. **CARRIED**

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

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

96/20 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. **CARRIED**

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

Moved by Councillor Chisholm

Seconded by Councillor Parker

- 97/20 **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.
CARRIED

14. **NEW BUSINESS**

TRANSFER FROM GENERAL OPERATING RESERVE FUND

Moved by Councillor Wheaton

Seconded by Councillor Parker

- 98/20 **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. **CARRIED**

MURAL PROGRAM POLICY

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 99/20 **THAT** the Council of the Town of St. Stephen approves the Mural Program Policy No. 71. **CARRIED**

DOG PARK PROPOSAL

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

- 100/20 **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.
CARRIED

REAPPOINTMENT – ST. CROIX PUBLIC LIBRARY BOARD

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

- 101/20 **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.
CARRIED

TOWN OF ST. STEPHEN'S 150TH ANNIVERSARY – LOGO AND SLOGAN

Moved by Councillor Wheaton
Seconded by Councillor Harding

102/20

THAT the Council of the Town of St. Stephen approves the design noted below for the Town's 150th 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:



CARRIED

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

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

103/20

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. **CARRIED**

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

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

104/20

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. **CARRIED**

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

Moved by Councillor Hyslop
Seconded by Councillor Parker

105/20

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. **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 a Charlotte County Museum board meeting.
- Participated electronically in a Canada 1st Basketball Committee meeting.
- Participated electronically in Town meetings.
- Responded to a few inquiries from residents.

Councillor Wheaton

- Participated electronically in Town meetings.
- Stated The Chocolate Museum is now open to the public with social distancing measures in place.
- Participated in the presentation to Zoe Weeks, a Grade 8 student, and winner of the contest to design the Town's 150th anniversary logo and slogan.
- Stated a webpage will be created in the near future for the Town's 150th anniversary celebrations in 2021.
- Information on this year's virtual Chocolate Fest will be posted on the website.
- Participated electronically in a Southwest NB Transit Authority Inc. board meeting in preparation of its annual general meeting.

Councillor Harding

- Responded to several off-road vehicles complaints.
- Pleased to see work, once again, on Turning the Corner project.

Councillor Chisholm

- Participated electronically in Town meetings.
- Stated the walking trail is busy which has created great conversations on town activities.

Councillor Parker

- Due to the COVID-19 outbreak, it has been a very quiet month.
- Responded to phone calls.
- Advised everyone to stay safe and in good health.

Mayor MacEachern

- Participated electronically in many meetings, along with regular meetings with the Chief Administrative Officer, and thanked him for his efforts through the pandemic.
- Participated in the presentation to Zoe Weeks, a Grade 8 student, and winner of the contest to design the Town's 150th anniversary logo and slogan.
- Attended the SSHS graduation parade and thanked the Garcelon Civic Center staff for their involvement in making it a success, along with Vicki Hogarth and John Higgins from CHCO-TV.
- Met with John Williamson, MLA, who confirmed his support for Canada 1st Basketball.
- Participated in the Black Lives Matter parade and commended Hillary Russell, a SSHS student, for her organization.

16. QUESTION PERIOD

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

17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

106/20 THAT the meeting adjourn at 7:28 p.m. CARRIED

Mayor

Town Clerk

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 150th 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: July 27, 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 May 31, 2020 be received.

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

	Actual To Date For the Five Months Ending May 31, 2020	Budget For the Year Ending December 31, 2020	Remaining	Percentage Used
Revenue				
Taxes	2,251,017	5,402,445	\$3,151,428	42%
Services Provided to Other Governments	115,408	224,617	109,209	51%
Sale of Services	147,088	736,230	589,142	20%
Other Revenue From Own Sources	75,349	220,570	145,221	34%
Unconditional Grants	670,376	1,608,894	938,518	42%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	451,618	1,203,167	751,549	38%
Total Revenue	3,710,856	9,400,123	5,689,267	39%
Expenditure				
General Government Services	484,400	1,094,153	609,753	44%
Protective Services	739,653	2,342,901	1,603,248	32%
Transportation Services	824,676	2,154,100	1,329,424	38%
Enviromental Health Services	100,283	230,320	130,037	44%
Enviromental Development Services	148,272	364,931	216,659	41%
Recreational and Cultural Services	662,547	2,223,274	1,560,727	30%
Fiscal Services	311,117	982,444	671,327	32%
Other	-5,768	8,000	13,768	-72%
Total Expenditures	3,265,180	9,400,123	6,134,943	35%
Surplus (Deficit)	\$445,676	\$0		

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

	Actual To Date For the Five Months Ending May 31, 2020	Budget For the Year Ending December 31, 2020	Remaining	Percentage Used
Revenue				
Sale of Service	\$588,231	\$2,122,590	\$1,534,359	28%
Other Revenue From Own Source	\$83,783	\$211,080	127,297	40%
Other Transfers	\$12,905	\$30,973	18,068	42%
Total Revenue	<u>684,919</u>	<u>2,364,643</u>	<u>1,679,724</u>	29%
Expenditures				
Water Supply	\$451,466	\$1,134,589	683,123	40%
Sewerage Collection and Disposal	\$261,623	\$718,782	457,159	36%
Fiscal Services	\$292,334	\$511,272	218,938	57%
Total Expenditures	<u>1,005,423</u>	<u>2,364,643</u>	<u>1,359,220</u>	43%
Surplus (Deficit)	<u>(\$320,504)</u>	<u>\$0</u>		

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

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

Bank Direct Withdrawals:

Chambers of Commerce Group Insurance Plan:

JUNE, 2020

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

Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums) 9,816.24

JULY, 2020

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums) 7,484.94

Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums) 10,451.99

Total \$ 34,949.82

SERVICE NEW BRUNSWICK:

MAY, 2020

Invoice #1330928 (Fee for Utility Payment Acceptances at Service New Brunswick) 673.95

Total \$ 673.95

Total Amount \$ 35,623.77

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000115 to 000126 dated between 07-01-2020 and 07-23-2020

CHEQUE REGISTER

Printed: 11:58:02AM 07/23/2020

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Number	Issued	Amount	SC	Status	Status Date
000115	05/15/2020 BURGER KING-VISA	14.93	A/P	CLEARED	05/15/2020
	MAY142020 GG-MAYOR-LUNCH MEETING	14.93			
000116	05/15/2020 PITA PIT-VISA	43.19	A/P	CLEARED	05/15/2020
	APRIL232020 GG-MAYOR-MEC MEETING	15.44			
	APRIL302020 GG-MAYOR-LUNCH MEETING	14.52			
	MAY132020 GG-MAYOR-SUPPER MEETING	13.23			
000117	05/15/2020 THE MARITIME EDIT-VISA	34.50	A/P	CLEARED	05/15/2020
	MAY052020 GG-MAYOR-MAGAZINE SUBSCRIPT	34.50			
000118	05/15/2020 AMAZON MARKETPLACE-VISA	585.79	A/P	CLEARED	05/31/2020
	MAY062020 CC-POOL-BATH BUDDIES SQUIRTEI	38.70			
	MAY062020* CC-POOL-KICK BOARDS	201.60			
	MAY062020** CC-POOL-FLOATING FOAM BELTS	205.59			
	MAY072020 CC-POOL-CRUSH PROOF PLASTIC I	14.99			
	MAY112020 CC-POOL-WATER GAME TOYS	71.96			
	MAY132020 CC-POOL-DIVE TRAINING TOYS	52.95			
000119	05/15/2020 HARBOUR CITY PROPANE LTD.-VISA	327.38	A/P	CLEARED	05/31/2020
	APRIL292020 CC-ZAMBON-PROPANE	225.00			
	MAY042020 CC-ZAMBONI-PROPANE	102.38			
000120	05/15/2020 SCOTIABANK-VISA	75.00	A/P	CLEARED	05/31/2020
	APRIL282020 GG-VISA-ANNUAL FEE	75.00			
000121	06/15/2020 THE 5 KINGS BREW PUB-VISA	42.78	A/P	CLEARED	06/15/2020
	JUNE042020* GG-MAYOR-LUNCH MEETING	42.78			
000122	06/15/2020 TIM HORTONS-VISA	4.36	A/P	CLEARED	06/15/2020
	MAY252020* GG-MAYOR-MEETING COFFEE	4.36			
000123	07/06/2020 MCDONALD'S-VISA	25.74	A/P	CLEARED	07/06/2020
	APRIL272020 GG-CAO-EC/DEV MEETING WITH FS	12.87			
	MAY072020 GG-CAO-NB POWER MEETING	12.87			
000124	07/06/2020 ZOOM-VISA	20.00	A/P	CLEARED	07/06/2020
	APRIL272020 GG-CAO-ZOOM MEETING CHARGE	20.00			
000125	07/15/2020 SPLASHTOP-VISA	85.09	A/P	CLEARED	07/30/2020
	MAY302020 GG-ASSTTREASURER-BUSINESS A	85.09			
000126	07/15/2020 STAPLES-VISA	234.01	A/P	CLEARED	07/30/2020
	JUNE122020 CC-ADMIN-LASER PRINTER	234.01			
	Cheque Totals Issued	1,492.77			
	Void	0.00			
	Total Cheques Generated	1,492.77			
	Total # of Cheques Listed	12			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK8 - Interim No.3-UCF
 Cheques from 000001 to 000019 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 11:59:09AM 07/23/2020

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Number	Issued	Amount	SC	Status	Status Date
000017	06/22/2020 TOWN OF ST. STEPHEN 3030.24	3,030.24	A/P	OUT-STD	06/22/2020
	Transfer to Utility Operating Fund	3,030.24			
	Cheque Totals Issued:	3,030.24			
	Void	0.00			
	Total Cheques Generated:	3,030.24			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK5 - Interim No.1-GCF
 Cheques from 000001 to 000056 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 11:59:55AM 07/23/2020

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Number	issued	Amount	SC	Status	Status Date
000050	06/03/2020 KING CONSTRUCTION LTD. 7046 Garcelon Interior Fit-Up	90,614.59 90,614.59	A/P	OUT-STD	06/03/2020
000052	06/24/2020 SOUTHERN NEW BRUNSWICK OFFICE EQUIPMENT 30040 Ericsson Hybrid Telephone System	17,704.25 17,704.25	A/P	OUT-STD	06/24/2020
Cheque Totals Issued:		108,318.84			
Void:		0.00			
Total Cheques Generated:		108,318.84			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000055 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 2:46:58PM 07/23/2020

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Number	issued	Amount	SC	Status	Status Date
000054	06/10/2020 TOWN OF ST. STEPHEN 460000.00 GG-TRANSFER-FROM CIVIC CENTE	46,000.00 46,000.00	A/P	OUT-STD	06/10/2020
Cheque Totals Issued:		46,000.00			
Void:		0.00			
Total Cheques Generated:		46,000.00			
Total # of Cheques Listed:		1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK1 - General Bank Account
 Cheques from 000001 to 026115 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 2:48:04PM 07/23/2020

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Number	Issued	Amount	SC	Status	Status Date
024791	06/02/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBCINT GG-SERIES"BC"-INTEREST	1,387.75 1,387.75	A/P	CLEARED	06/30/2020
024792	06/02/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBCPRNPL GG-SERIES"BC"-PRINCIPAL	61,000.00 61,000.00	A/P	CLEARED	06/30/2020
024802	06/07/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBPINT GG-SERIES"BP"-INTEREST	52,717.25 52,717.25	A/P	CLEARED	06/30/2020
024805	06/01/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBQINT GG-SERIES"BQ"-INTEREST	859.00 859.00	A/P	CLEARED	06/30/2020
024806	06/01/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBQPRNPL GG-SERIES"BQ"-PRINCIPAL	34,000.00 34,000.00	A/P	CLEARED	06/30/2020
024808	06/12/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 SERIESBRINT GG-SERIES"BR"-INTEREST	2,072.25 2,072.25	A/P	CLEARED	06/30/2020
025901	06/02/2020 AIR NAVIGATION DATA S-17-12-28V2 GG-AIRPORT-INSURANCE	29,440.00 29,440.00	A/P	CLEARED	06/30/2020
025902	06/02/2020 ALL GAS TANKS 102786 RC-PARKS-6 PACK MIX OIL	14.94 14.94	A/P	CLEARED	06/30/2020
025903	06/02/2020 BRENDA HENRY COURSE CANCELLATION CC-FACILITY RENTAL-COURSE CANI	107.73 107.73	A/P	CLEARED	06/30/2020
025904	06/02/2020 CNH CAPITAL APRIL INTEREST 20 T-#11-APRIL INTEREST 2020 IN94860 TS-#11-FILTERS WO21049 TS-#11-CODE REPAIR	1,367.94 12.86 344.85 1,010.23	A/P	CLEARED	06/30/2020
025905	06/02/2020 DISHER HOMES LTD. 05062020-04 TS-STs-EQUIPMENT RENTAL	230.00 230.00	A/P	CLEARED	06/30/2020
025908	06/02/2020 DOW JENNIFER SOIL2020 RC-HORT-SOIL	662.40 662.40	A/P	CLEARED	06/30/2020
025907	06/02/2020 FRONTLINE OUTFITTERS 0000047713 PS-FIRE-CLOTHING ALLOWANCE	3,204.61 3,204.61	A/P	CLEARED	06/30/2020
025908	06/02/2020 FUNDY BUILDING INSPECTION 20-56 PS-BUILDING INSPECTOR-MAY 17-30	2,484.00 2,484.00	A/P	CLEARED	06/30/2020
025909	06/02/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 120265 TS-STs-DIESEL	2,177.19 2,177.19	A/P	CLEARED	06/30/2020
025910	06/02/2020 KEM CANADA MFG 128830 TS-SHOP-TAR AND ASPHALT CLEAN	596.28 596.28	A/P	CLEARED	06/30/2020
025911	06/02/2020 LEVITT SAFETY LIMITED 1496002-00 PS-FIRE-SAFETY GLASSES	112.70 112.70	A/P	CLEARED	06/30/2020
025912	06/02/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUM 15462 PS-BYLA W-MAY 22- 20/20 FEE	1,610.00 1,610.00	A/P	CLEARED	06/30/2020
025913	06/02/2020 MICMAC FIRE & SAFETY SOURCE LTD. NS-00874577 PS-FIRE-SPIFFIRE CLASS A FOAM	1,276.50 1,276.50	A/P	CLEARED	06/30/2020
025914	06/02/2020 MINISTER OF FINANCE WEEK222020 EMPLOYEE DEDUCTIONS-MAY 31 -	209.30 209.30	A/P	CLEARED	06/30/2020
025915	06/02/2020 MOFFITT DODGE CHRYSLER LTD. IM23821 PS-FIRE-CAP	74.13 74.13	A/P	CLEARED	06/30/2020
025916	06/02/2020 PAYROLL TRANSFER WEEK222020 GG-TRANSFER-MAY 22 - MAY 28/20	26,901.00 26,901.00	A/P	CLEARED	06/30/2020
025917	06/02/2020 PROMO HEROES	121.07	A/P	CLEARED	06/30/2020

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	19824 RC-PARKS-CLOTHING ALLOWANCE	121.07			
025918	06/02/2020 RECEIVER GENERAL FOR CANADA WEEK222020 GG-REMITTANCE-MAY 22 - MAY 28/	7,987.80 7,987.80	A/P	CLEARED	06/30/2020
025919	06/02/2020 VALLEY EQUIPMENT LTD IY07753 PS-#202-GOVERNOR, BELT IY08078 TS-#6-REAR BEARING, SPEED SENS	285.66 152.97 132.69	A/P	CLEARED	06/30/2020
025920	06/02/2020 WURTH CANADA LIMITED 23897573 TS-SHOP-CORDLESS COB LIGHT	124.13 124.13	A/P	CLEARED	06/30/2020
025921	06/02/2020 ZOE WEEKS LOGOCONTEST GG-EVENTS-LOGO CONTEST WINNI	150.00 150.00	A/P	OUT-STD	06/02/2020
025922	06/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000031967 GG-TOWNHALL-LEASE-JUNE/20	5,417.62 5,417.62	A/P	CLEARED	06/30/2020
025923	06/10/2020 ACCT #903240047015 MAY2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	OUT-STD	06/10/2020
025924	06/10/2020 ACCT 8025-280 MAY2020 LOCAL 770 UNION DUES-MAY 2020	1,318.66 1,318.66	A/P	CLEARED	06/30/2020
025925	06/10/2020 BELL MOBILITY INC. 523889487MAY20CC CC-ADMIN-OPS MANAGER, ADMIN/A 523889487MAY20GG GG/TS/PS-CELL PHONE CHARGES	1,300.00 140.68 1,159.32	A/P	CLEARED	06/30/2020
025926	06/10/2020 BRUNET INC. IN43808 TS-SHOP-HARD DRIVE	120.75 120.75	A/P	CLEARED	06/30/2020
025927	06/10/2020 CHARLOTTE COUNTY JANITORIAL 4592 PM-RCMP-JANITORIAL-APRIL 2020	1,086.90 1,086.90	A/P	CLEARED	06/30/2020
025928	06/10/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MAY2020 GG-MUNCIPALPLAN-MAY 2020	28,081.74 28,081.74	A/P	CLEARED	06/30/2020
025929	06/10/2020 CONTROLS & EQUIPMENT LTD. 50324 PS-FIRE-HVAC & TEMP CONTROLS	773.95 773.95	A/P	CLEARED	06/30/2020
025930	06/10/2020 DOWNEY FORD SALES LTD. 31248 TS-#23-CABLE ASSEMBLIES	165.90 165.90	A/P	CLEARED	06/30/2020
025931	06/10/2020 GREENLAW'S GARAGE LTD. 6678 TS-#304-BALANCE TIRES 6680 TS-#1-BALANCE TIRES	138.00 46.00 92.00	A/P	CLEARED	06/30/2020
025932	06/10/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 354083 CC-BUILDING-NATURAL GAS	155.94 155.94	A/P	CLEARED	06/30/2020
025933	06/10/2020 JEFF RENAUD MAY2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	CLEARED	06/30/2020
025934	06/10/2020 KONICA MINOLTA BUSINESS 7578950** CC-ADMIN-LEASE FOR JUNE 2020	118.24 118.24	A/P	CLEARED	06/30/2020
025935	06/10/2020 KONICA MINOLTA BUSINESS SOLUTIONS 266083322 CC-ADMIN-PHOTOCOPIER MAINTEN	40.36 40.36	A/P	CLEARED	06/30/2020
025936	06/10/2020 LSW WEAR PARTS LTD. 53206 TS-STREET SWEEPER-BRUSHES	635.38 635.38	A/P	CLEARED	06/30/2020
025937	06/10/2020 MCINNES COOPER 2020010290 GG-LEGAL-FLOOD MITIGATION WOF 2020010477 GG-LEGAL-GENERAL	1,319.72 323.01 996.71	A/P	CLEARED	06/30/2020
025938	06/10/2020 MINISTER OF FINANCE WEEK232020 EMPLOYEE DEDUCTIONS-JUNE 07	209.30 209.30	A/P	CLEARED	06/30/2020
025939	06/10/2020 ORR ELECTRIC & ALARM LTD.	288.66	A/P	CLEARED	06/30/2020

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Number	Issued	Amount	SC	Status	Status Date
	4538 TS-STO-KENTS AND SUPERSTORE I	288.66			
025940	06/10/2020 PAYROLL TRANSFER WEEK232020 GG-TRANSFER-MAY 22 - JUNE 04/20	72,692.00 72,692.00	A/P	CLEARED	06/30/2020
025941	06/10/2020 PITNEY WORKS APRIL132020 GG-POSTAGEMETER-FINANCE CHA MAY132020 GG/PS-POSTAGE METER REFILL	345.24 31.00 314.24	A/P	CLEARED	06/30/2020
025942	06/10/2020 PROMO HEROES 19819 RC-HORT-CLOTHING ALLOWANCE	872.55 872.55	A/P	OUT-STD	06/10/2020
025943	06/10/2020 RECEIVER GENERAL FOR CANADA WEEK232020 GG-REMITTANCE-MAY 23 - JUNE 04.	38,865.20 38,865.20	A/P	CLEARED	06/30/2020
025944	06/10/2020 RICHWIL TRUCK CENTRE LTD. 134079 TS-#5-FITTINGS, ALARM BACKUPS	205.79 205.79	A/P	CLEARED	06/30/2020
025945	06/10/2020 SAUNDERS EQUIPMENT LTD. 0000079676 CC-ZAMBONI-MAINTENANCE 0000080284 CC-ZAMBONI-MAINTENANCE 0000080285 CC-ZAMBONI-MAINTENANCE	2,782.23 1,616.15 804.40 361.68	A/P	CLEARED	06/30/2020
025946	06/10/2020 SOURCE ONE SUPPLIES 24494 TS-SHOP-GARBAGE BAGS 24800 CC-BUILDING-PLEATED MASKS 24818 RC-PARKS-GERMP	632.44 274.99 278.88 78.57	A/P	CLEARED	06/30/2020
025947	06/10/2020 SOUTHERN SANITATION LTD. 183383 GG-TOWN-GARBAGE COLLECTION	15,039.59 15,039.59	A/P	CLEARED	06/30/2020
025948	06/10/2020 SPEEDY GLASS 504 CC-ARENA-FIRE DOORS-EXIT DEVIC 531 CC-BUILDING-FRONT SLIDING DOO	17,314.54 10,426.04 6,888.50	A/P	OUT-STD	06/10/2020
025949	06/10/2020 ST. STEPHEN UTILITY DEPT. MAY2020 EMPLOYEE DEDUCTIONS-MAY 2020	40.00 40.00	A/P	CLEARED	06/30/2020
025951	06/10/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 519689 TS-STO-DIESEL	2,065.66 2,065.66	A/P	CLEARED	06/30/2020
025952	06/10/2020 KONICA MINOLTA BUSINESS SOLUTIONS 266084404 GG-TOWNHALL-COPIER MAINTENAI	59.51 59.51	A/P	CLEARED	06/30/2020
025953	06/10/2020 YELLOW PAGES GROUP INV00775805 GG-TOWNHALL-YELLOW PAGES ME INV00856855 GG-TOWN-911 LISTING	94.35 83.88 10.47	A/P	CLEARED	06/30/2020
025954	06/10/2020 YELLOW PAGES GROUP INV00816212 PS-FIRE-YELLOW PAGES MEDIA-MA	40.60 40.60	A/P	CLEARED	06/30/2020
025955	06/10/2020 CHARLOTTE COUNTY MUSEUM GRANT2020 GG-COMMUNITYGRANT-2020	2,500.00 2,500.00	A/P	CLEARED	06/30/2020
025956	06/10/2020 MAKE-A-WISH CANADA-NB CHAPTER GRANT2020 GG-COMMUNITYGRANT-2020	500.00 500.00	A/P	OUT-STD	06/10/2020
025957	06/16/2020 AARON MUZZATTI MILLTOWNPOOL RC-MILLTOWNPOOL-TRAY LINER, V	99.47 99.47	A/P	CLEARED	06/30/2020
025958	06/16/2020 BELL ALIANT 06336721MAY20 TS-AIRPORT-LANDLINE PHONE 11368891MAY20 GG-TOWNHALL-LANDLINES 11378668MAY20 PS/TS-199UNIONST-LANDLINE PHO 113955944APR20 PS-FIRE-LANDLINE PHONES 11395944MAY20 PS-FIRE-LANDLINE PHONES	5,245.13 169.37 1,409.28 368.69 929.74 930.03	A/P	CLEARED	06/30/2020

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	15772965MAY20	RC-REC/POOL-LANDLINE PHONES	246.75			
	46435731MAY20	RC-PARKS-CHOCOLATE PARK CAMI	117.24			
	47424130MAY20	CC-CIVICCENTER-LANDLINE PHONE	713.05			
	47780283MAY20	CC-ADMIN-BUSINESS FIFIBE	360.98			
025959	06/16/2020 BRUNET INC.		10,467.71	A/P	CLEARED	06/30/2020
	44107	PS-FIRE-COMPUTER SETUPS	163.88			
	44107A	TS-SHOP-COMPUTER WORK	273.13			
	44107B	GG-ADMIN-COMPUTER SERVICING	386.55			
	44465	GG-ADMIN-FINANCE COMPUTERS, I	1,510.81			
	44465B	CC-WIFI-VPN ISSUE	27.31			
	IN44304	GG-TREASURY-LAPTOPS, MONITOF	8,106.03			
025960	06/16/2020 CNH CAPITAL		490.72	A/P	CLEARED	06/30/2020
	IN94949	TS-#16-BLOWER, RESISTOR	490.72			
025961	06/16/2020 DAN HOVEY		170.11	A/P	CLEARED	06/30/2020
	CLOTHINGALLOW	RC-PARKS-CLOTHING ALLOWANCE	170.11			
025962	06/16/2020 DOW JENNIFER		238.05	A/P	CLEARED	06/30/2020
	SOILSUPPLIES	RC-HORT-SOIL	238.05			
025963	06/16/2020 FUNDY BUILDING INSPECTION		2,484.00	A/P	CLEARED	06/30/2020
	20-56*	PS-BUILDINGINSPECTOR-MAY 31-JI	2,484.00			
025964	06/16/2020 LEVITT SAFETY LIMITED		1,824.76	A/P	CLEARED	06/30/2020
	1495936-00	PS-FIRE-INFRARED THERMOMETEF	1,824.76			
025965	06/16/2020 M&K VENTURES LTD		7,383.00	A/P	OUT-STD	06/16/2020
	220	GG-FOODBANK-METAL ROOFING	7,383.00			
025966	06/16/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI		1,610.00	A/P	CLEARED	06/30/2020
	15472	PS-BYLAW-JUNE 01 - 12/20 FEE	1,610.00			
025967	06/16/2020 MINISTER OF FINANCE		209.30	A/P	CLEARED	06/30/2020
	WEEK242020	EMPLOYEE DEDUCTIONS-JUNE 14 -	209.30			
025968	06/16/2020 N. B. ELECTRIC POWER		2,641.18	A/P	CLEARED	06/30/2020
	18169205JUN20	RC-POOL-MILL LANE	109.71			
	18988703JUN20	TS/PS-199UNIONST-ELECTRICITY	961.17			
	19051703JUN20	TS-AIRPORT-ELECTRICITY	202.24			
	19051801JUN20	TS-AIRPORT-ELECTRICITY	47.75			
	55160607JUN20	RC-COTTONMILL-LIGHTS	63.22			
	65083030JUN20	RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207JUN20	PS-RCMP-ELECTRICITY	768.38			
	72924306JUN20	RC-PARKS-BANDSTAND	40.94			
	82122207JUN20	RC-PARKS-BASKETBALL COURT	26.86			
	83278804JUN20	TS-STP-PARKS SHED	302.65			
	84960501JUN20	RC-PARKS-RIVERSIDE DR LIGHTS	78.83			
025969	06/16/2020 PETTY CASH		63.25	A/P	CLEARED	06/30/2020
	MAY012020	PS-BUILDINGINSPECTOR-REGISTEF	12.45			
	MAY052020	PS-BUILDINGINSPECTOR-REGISTEF	12.45			
	MAY132020	PS-BILDINGINSPECTOR-REGISTERE	12.45			
	MAY132020*	GG-TREASURY-WORKSAFE NB	12.45			
	MAY252020	PS-BUILDINGINSPECTOR-REGISTEF	13.45			
025970	06/16/2020 PETTY CASH - GARCELON CIVIC CENTER		48.30	A/P	CLEARED	06/30/2020
	MAY2020	CC-POOL-BASKETS, PAILS	48.30			
025971	06/16/2020 SERVICE NEW BRUNSWICK		19.00	A/P	OUT-STD	06/16/2020

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	LCE4962020 PS-FIRE-2019 DODGE RAM 2500	19.00			
025972	06/16/2020 SHANNON MICHAEL MAY2020 PS-ANIMALCONTROL-MONTHLY FEI	1,611.83 1,611.83	A/P	CLEARED	06/30/2020
025973	06/16/2020 SPARTAN FITNESS 319269 CC-GYM-PEDALS, CRANK SHAFT, LI	847.50 847.50	A/P	OUT-STD	06/16/2020
025974	06/16/2020 TOWN OF ST. STEPHEN 3576.86 GG-FUNDTRANSFER-GEN CAP FUN	3,576.86 3,576.86	A/P	CLEARED	06/30/2020
025975	06/24/2020 ALL GAS TANKS 103258 RC-PARKS-.095 3LB CARBON LINE, (100.45 100.45	A/P	OUT-STD	06/24/2020
025976	06/24/2020 ATHLETICA SPORTS SYSTEMS INC. 315543 CC-ARENA-THRESHOLD	1,092.50 1,092.50	A/P	OUT-STD	06/24/2020
025977	06/24/2020 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P45615 RC-#303-BEARINGS, ORING, BEARIN 02P45645 RC-#303-SHIMS, CIR CLIP EXTERNA 02P45736 TS-SHOP-BULBS, PAIL 02P45854 RC-MOWERS-STARTERS	1,718.38 193.35 75.26 476.16 973.61	A/P	OUT-STD	06/24/2020
025978	06/24/2020 BDI A DIVISION OF BELL MOBILITY INC. 18382636 GG-CAO-CELL PHONE UPGRADE	83.08 83.08	A/P	OUT-STD	06/24/2020
025979	06/24/2020 CARQUEST 14838-127767 TS-SHOP-SNAP RING PLIERS 14838-127784 TS-SHOP-PARTS CLEANER 14838-128028 TS-#34-COUPLINGS 14838-128620 TS-#5-BLACK RUST PREVENTATIVE 14838-128621 TS-#23-PARKING BRAKE SHOE SET 14838-128638 RC-PARKS-BATTERY	679.10 34.49 157.07 77.84 102.26 120.47 186.97	A/P	OUT-STD	06/24/2020
025980	06/24/2020 CHARLOTTE COUNTY JANITORIAL 4615 PS-FIRE-JANITORIAL-MAY 2020 4617 PM-RCMP-JANITORIAL-MAY 2020 4622 TS-SHOP-JANITORIAL-MAY 2020	1,293.75 201.25 977.50 115.00	A/P	OUT-STD	06/24/2020
025981	06/24/2020 DAVIS FUELS 25471 TS/PS-199 UNION ST-HEATING FUEI 25662 TS/PS-199 UNION ST-HEATING FUEI 25749 TS/PS-199 UNION ST-HEATING FUEI	1,204.17 446.89 485.39 271.89	A/P	OUT-STD	06/24/2020
025982	06/24/2020 DOW JENNIFER WORKBOOTS RC-PARKS-CLOTHING ALLOWANCE	143.72 143.72	A/P	OUT-STD	06/24/2020
025983	06/24/2020 EAGLE XPRESS COURIER SERVICE 680145 TS-SHOP-TO BAYVIEW 680146 TS-#16-TO MARITIME CASE 680205 TS-STREET SWEEPER-FROM LSW 680219 TS-SHOP-FROM BAYVIEW 680246 TS-STREET SWEEPER-FROM LSW 688025 TS-#7-TO RICHWIL 688028 PS-FIRE-TO CJ MUNN 688039 TS-SHOP-TO BAYVIEW 688103 TS-#7-TO RICHWIL	373.75 28.75 46.00 46.00 34.50 69.00 34.50 46.00 34.50 34.50	A/P	OUT-STD	06/24/2020
025984	06/24/2020 GUY R. DAY & SON LTD. 2580 GG-AIRPORT-LIABILITY RENEWAL	4,837.00 4,837.00	A/P	CLEARED	06/30/2020
025985	06/24/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	2,022.26	A/P	OUT-STD	06/24/2020

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	919752	TS-ST5-DIESEL	2,022.26			
025986	06/24/2020	KEITH'S BUILDING SUPPLIES	358.74	A/P	OUT-STD	06/24/2020
	195872	RC-MILLPOOL-POOL PAINT	72.44			
	196522	RC-PARKS/MILLPOOL-BOOTS, GOR.	286.30			
025987	06/24/2020	KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	06/24/2020
	7602722	CC-ADMIN-PHOTOCOPIER LEASE - .	118.24			
025988	06/24/2020	L.E.WHITTAKER CO., LTD.	64.40	A/P	OUT-STD	06/24/2020
	42237	PS-FIRE-NECK SELS, SERVICE COL	64.40			
025989	06/24/2020	LSW WEAR PARTS LTD.	1,270.75	A/P	OUT-STD	06/24/2020
	53241	TS-STREET SWEEPER-BRUSHES	1,270.75			
025990	06/24/2020	MICMAC FIRE & SAFETY SOURCE LTD.	4,942.15	A/P	CLEARED	06/30/2020
	00874771	PS-FIRE-SCBA PERFORMANCE FLO	4,942.15			
025991	06/24/2020	MILLTOWN MACHINE & FABRICATION LTD.	45.08	A/P	OUT-STD	06/24/2020
	21339	TS-#7-LABOUR & MATERIAL TO MOI	45.08			
025992	06/24/2020	MINISTER OF FINANCE	209.30	A/P	OUT-STD	06/24/2020
	WEEK252020	EMPLOYEE DEDUCTIONS-JUNE 21-;	209.30			
025993	06/24/2020	N. B. ELECTRIC POWER	17,820.81	A/P	CLEARED	06/30/2020
	10126106JUN20	TS-XINGLIGHTS-KING STREET	26.86			
	17935200JUN20	TS-KING/UNIONST-TRAFFIC LIGHT	40.63			
	19055406JUN20	RC-ARENA-ELECTRICITY	407.38			
	216000030308JUN20	TS-ST5-AREA LIGHTS	12,044.11			
	50660140JUN20	RC-PARKS-ROTARY CHANGING RO	27.01			
	54187672JUN20	TS-KING/QUEENST-TRAFFIC LIGHTS	41.56			
	54253127JUN20	CC-BUILDING-ELECTRICTY	4,878.01			
	54653258JUN20	TS-KING/SUPERSTORE-TRAFFIC LIK	81.78			
	55917471JUN20	TS-ST5-WATER FRONT LIGHTS	53.16			
	57955782JUN20	RC-PARKS-BANDSTAND IN CHOCOL	28.88			
	73006038JUN20	RC-LIBRARY-ELECTRICITY	191.43			
025994	06/24/2020	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	06/24/2020
	464241	PM-RCMP-FLOOR MATS	46.74			
025995	06/24/2020	ORKIN CANADA CORPORATION	161.58	A/P	OUT-STD	06/24/2020
	C-1383376	PS-FIRE-PEST CONTROL-MAY 2020	161.58			
025996	06/24/2020	ORR ELECTRIC & ALARM LTD.	359.41	A/P	OUT-STD	06/24/2020
	4551	TS-LIGHTHOUSE-RAN CABLE UNDE	359.41			
025997	06/24/2020	PAYROLL TRANSFER	96,370.00	A/P	CLEARED	06/30/2020
	WEEK252020	GG-TRANSFER-JUNE 05 - 18/20	96,370.00			
025998	06/24/2020	RECEIVER GENERAL FOR CANADA	46,445.83	A/P	CLEARED	06/30/2020
	WEEK252020	GG-REMITTANCE-JUNE 05 - 18/20	46,445.83			
025999	06/24/2020	RICHWIL TRUCK CENTRE LTD.	1,180.41	A/P	OUT-STD	06/24/2020
	134535	TS-#7-ADJUSTER	58.18			
	134604	TS-#7-A/C HOSE, SENSOR KIT	1,122.23			
026000	06/24/2020	SAUNDERS EQUIPMENT LTD.	1,138.78	A/P	OUT-STD	06/24/2020
	0000080378	TS-#22-SHEET HOOD	1,138.78			
026001	06/24/2020	SOJOURN ENTERPRISES LIMITED	2,352.50	A/P	OUT-STD	06/24/2020
	78441	TS-ST5-STREET SIGNS	2,352.50			
026002	06/24/2020	SOURCE ATLANTIC	1,828.84	A/P	OUT-STD	06/24/2020
	3551660	PS-FIRE-CLOTHING ALLOWANCE	434.70			
	3577933	TS-SHOP-DISPOSABLE MASKS, HAM	436.89			

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Number	Issued		Amount	SC	Status	Status Date
	3581482	TS-SHOP-ALUM COUPLER	28.34			
	3581486	TS-SHOP-SENTINEL GRAY LENS GL	37.36			
	3581488	TS-SHOP-ALUM COUPLES, GLOVES	285.50			
	3582623	TS-SHOP-JACKETS	388.70			
	3584953	PS-FIRE-CLOTHING ALLOWANCE	217.35			
026003	06/24/2020	SOUTH WEST COURIER	31.05	A/P	OUT-STD	06/24/2020
	18464	PS-FIRE-TO LEWCO	31.05			
026004	06/24/2020	SOUTHWEST ELECTRIC & SECURITY INC.	397.23	A/P	OUT-STD	06/24/2020
	16943	PM-AIRPORT-REPLACED BROKEN F	397.23			
026005	06/24/2020	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	10,831.16	A/P	OUT-STD	06/24/2020
	211896-212548	GG-TOWN-REGIONAL LANDFILL CO.	10,831.16			
026006	06/24/2020	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	585.35	A/P	OUT-STD	06/24/2020
	31017	C-BUILDING-FLOOR STICKERS	585.35			
026007	06/24/2020	STATIONERY PLUS	716.70	A/P	OUT-STD	06/24/2020
	64966	GG-TOWN HALL-PEN, FILE FOLDER	16.61			
	65004	TS-SHOP-INKJET CARTRIDGES	146.33			
	65024	RC-HORT-NOTEBOOKS	19.07			
	65090	TS-SHOP-NOTEBOOK, MARKERS, IN	76.89			
	65119	GG-TOWN HALL-FILE FOLDERS	15.99			
	65358	GG-TOWN HALL-FLASH DRIVE	45.99			
	65566	PS-FIRE-PAPER, LASER TONER, FIL	261.94			
	65601	PS-FIRE-FILE FOLDERS	25.62			
	65645	GG-TOWN HALL-LASER TONER, PEI	108.26			
026008	06/24/2020	TOWN OF ST. STEPHEN	21,325.94	A/P	CLEARED	06/30/2020
	21325.94	GG-FUNDTRANSFER-HST REFUND-	21,325.94			
026009	06/24/2020	ORKIN CANADA CORPORATION	83.38	A/P	OUT-STD	06/24/2020
	C-1383510	CC-BUILDING-PEST CONTROL	83.38			
026010	06/24/2020	C.J.MUNN EQUIPMENT LTD.	706.79	A/P	OUT-STD	06/24/2020
	95351	PS-FIRE-BLACK WIDE BRIM HARD H	706.79			
026011	06/24/2020	CINTAS CANADA LIMITED	1,546.50	A/P	OUT-STD	06/24/2020
	5017216395	TS-SHOP-FIRST AID SUPPLIES	519.88			
	5017216395C	PS-FIRE-FIRST AID SUPPLIES	147.27			
	5017216395D	CC-BUILDING-FIRST AID SUPPLIES	879.35			
026012	06/24/2020	FOUR SEASONS SPORTS LTD.	22,409.28	A/P	OUT-STD	06/24/2020
	03192	TS-ST-S-LINE PAINTING	8,462.56			
	03193	TS-ST-S-SMALL MACHINE WORK LIN	13,946.72			
026014	06/30/2020	ALL GAS TANKS	10.33	A/P	OUT-STD	06/30/2020
	103500	RC-PARKS-EYELETS	10.33			
026016	06/30/2020	CANADIAN SPRINGS	73.84	A/P	OUT-STD	06/30/2020
	19100841060120	PM-RCMP-WATER	40.96			
	19100841060120TS	TS-SHOP-WATER	32.88			
026017	06/30/2020	FUNDY BUILDING INSPECTION	2,484.00	A/P	OUT-STD	06/30/2020
	20-68	PS-BUILDINGINSPECTOR-JUNE 14-2	2,484.00			
026018	06/30/2020	G. LEBLANC FIRE TRUCK REPAIR LTD.	2,888.22	A/P	OUT-STD	06/30/2020
	12674	PS-#1-ANNUAL SERVICE AND CAPA	975.49			
	12675	PS-#202-ANNUAL SERVICE AND CA	975.49			
	12676	PS-#3-ANNUAL SERVICE AND CAPA	937.24			
026019	06/30/2020	GREENLAW'S GARAGE LTD.	229.94	A/P	OUT-STD	06/30/2020

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	6828 TS-#7-RECHARGE A/C	229.94			
026020	06/30/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 624910 TS-STG-GAS	4,314.34 4,314.34	A/P	OUT-STD	06/30/2020
026021	06/30/2020 JEREMY MCSHANE SPRAYERS CC-ARENA-PURCHASE OF SPRAYE	121.42 121.42	A/P	OUT-STD	06/30/2020
026022	06/30/2020 JET ICE 110160 CC-ARENA-COUPLER, ADAPTER	106.81 106.81	A/P	OUT-STD	06/30/2020
026023	06/30/2020 KONICA MINOLTA BUSINESS 7531462 CC-ADMIN-PHOTOCOPIERLEASE-M,	73.72 73.72	A/P	OUT-STD	06/30/2020
026024	06/30/2020 LIBERTY UTILITIES 2020062201008-1016227-0 CC-BUILDING-NATURAL GAS 0	546.08 546.08	A/P	OUT-STD	06/30/2020
026025	06/30/2020 LSW WEAR PARTS LTD. 53352 TS-#34,#28-STREET BRUSHES	635.38 635.38	A/P	OUT-STD	06/30/2020
026026	06/30/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15482 PS-BYLAU-JUNE 15-26/20 FEE	1,610.00 1,610.00	A/P	OUT-STD	06/30/2020
026027	06/30/2020 MINISTER OF FINANCE WEEK262020 EMPLOYEE DEDUCTIONS-JUN 28-JL	209.30 209.30	A/P	OUT-STD	06/30/2020
026028	06/30/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 459120 GG-TOWNHALL-FLOOR MATS 461326 GG-TOWNHALL-FLOOR MATS	190.72 95.36 95.36	A/P	OUT-STD	06/30/2020
026029	06/30/2020 ORKIN CANADA CORPORATION C-1470298 CC-BUILDING-PEST CONTROL	83.38 83.38	A/P	OUT-STD	06/30/2020
026030	06/30/2020 PAYROLL TRANSFER WEEK272020 GG-TRANSFER-JUN 19-JUL 02/20	78,035.00 78,035.00	A/P	OUT-STD	06/30/2020
026031	06/30/2020 RECEIVER GENERAL FOR CANADA WEEK272020 GG-REMITTANCE-JUN 19-JUL 02/20	37,913.42 37,913.42	A/P	OUT-STD	06/30/2020
026032	06/30/2020 SEAN MORTON SCREENPROTECTOR PS-FIRECHIEF-CELL PHONE SCREE	51.74 51.74	A/P	OUT-STD	06/30/2020
026033	06/30/2020 SOURCE ONE SUPPLIES 23351 CC-ARENA-COURIER SERVICE CHA 23763 CC-ARENA-HAND SANITIZER, GERV 24778 PS-FIRE-WAXED COLD DRINK CUPE 24779 TS-SHOP-PAPER TOWELS	964.62 43.13 622.96 243.05 55.48	A/P	OUT-STD	06/30/2020
026034	06/30/2020 SOUTHWEST CONCRETE & CONS LTD IN000009168 TS-WHARF-FLOAT, LOADER W/FORI	483.00 483.00	A/P	OUT-STD	06/30/2020
026035	06/30/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 228783 RC-ADVERTISING-CLASS OF 2020 S	103.50 103.50	A/P	OUT-STD	06/30/2020
026036	06/30/2020 THE MINISTER OF FINANCE AND TREASURY BOARI 32628 GG-RCMPCONTRACT-JANUARY - M	296,813.50 296,813.50	A/P	OUT-STD	06/30/2020
026037	06/30/2020 WATER & ICE NORTH AMERICA INC. 50049 RC-MILLPOOL-AIR RELIEF TUBES, D	685.30 685.30	A/P	OUT-STD	06/30/2020
026038	06/30/2020 WOODY'S MOBILE WASH LTD. 13136 RC-PARKS-POWER WASH COTTON	244.38 244.38	A/P	OUT-STD	06/30/2020
026039	06/30/2020 KONICA MINOLTA BUSINESS 7579087 CC-ADMIN-PHOTOCOPIERLEASE-JL	267.43 267.43	A/P	OUT-STD	06/30/2020
026040	06/30/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 31029 CC-ARENA-COUNTER GUARD	907.35 907.35	A/P	OUT-STD	06/30/2020

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026041	06/30/2020	JEFF RENAUD	250.00	A/P	OUT-STD	06/30/2020
	JUNE2020	GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
026042	06/30/2020	CANADIAN TIRE	1,962.41	A/P	OUT-STD	06/30/2020
	N17129401	RC-HORT-PEREN PREM, 42" TOM C/	42.49			
	N17129403	RC-PARKS-PADLOCK, TOTES	121.74			
	N17129478	RC-MILLPOOL-SUB PUMP	151.69			
	N17129539	TS-SHOP-OIL, FILTER	60.93			
	N17129550	CC-ARENA-LIMEOUT	30.31			
	N17129561	RC-MILLPOOL-LEAK SEAL	59.77			
	N17129666	CC-ZAMBONI-PROPANE	40.73			
	N17129682	TS-SHOP-HEAVY DUTY CRN B	38.99			
	N17129686	RC-PARKS-PRM 3P FLAT 2"	106.90			
	N17129694	RC-PARKS-SAFETY HSP AND PULLS	40.18			
	N17129707	RC-PARKS-OIL, BOLTS	13.65			
	N17129738	RC-PARKS-GARBAGE CANS, GLOVE	118.90			
	N17129739	RC-PARKS-WIRE BRUSHES, PAINT	122.91			
	N17129740	PS-FIRE-SMOKE DETECTOR, ZIPPL	36.78			
	N17129759	RC-PARKS-RAKES, GLOVES	79.85			
	N17129760	RC-HORT-JOBES FIREFF SPK, SCH	141.08			
	N17129762	PS-FIRE-TIRE	102.91			
	N17129780	RC-PARKS-FERTILIZER	98.80			
	N17129781	RC-PARKS-RATCHET STRAPS	28.70			
	N17129782	RC-PARKS-PAINT BRUSHES	6.89			
	N17129787	TS-ST5-EDG W/FIT 5W20	91.89			
	N17129794	RC-PARKS-KEYS	27.53			
	N17129797	RC-PARKS-WATER	76.68			
	N17129798	RC-PARKS-WATER, BUG SPRAY	23.12			
	N17433954	GG-COMMUNITY EVENTS-LADDER	298.99			
		Cheque Totals Issued	1,145,098.85			
		Void	0.00			
		Total Cheques Generated	1,145,098.85			
		Total # of Cheques Listed	145			

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Number	Issued	Amount	SC	Status	Status Date
008054	06/02/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBCINT* WS-SERIES"BC"-INTEREST	1,228.50 1,228.50	A/P	CLEARED	06/30/2020
008055	06/02/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBCPRNPL* WS-SERIES"BC"-PRINCIPAL	54,000.00 54,000.00	A/P	CLEARED	06/30/2020
008056	06/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBIINT WS-SERIES"BI"-INTEREST	673.50 673.50	A/P	CLEARED	06/30/2020
008057	06/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBIPRNPL WS-SERIES"BI"-PRINCIPAL	11,000.00 11,000.00	A/P	CLEARED	06/30/2020
008065	06/06/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBOINT WS-SERIES"BO"-INTEREST	347.50 347.50	A/P	CLEARED	06/30/2020
008066	06/06/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBOPRNPL WS-SERIES"BO"-PRINCIPAL	4,000.00 4,000.00	A/P	CLEARED	06/30/2020
008068	06/01/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBQINT** WS-SERIES"BQ"-INTEREST	220.00 220.00	A/P	CLEARED	06/30/2020
008069	06/01/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBQPRNPL* WS-SERIES"BQ"-PRINCIPAL	2,000.00 2,000.00	A/P	CLEARED	06/30/2020
008483	06/02/2020 CANADIAN SPRINGS 19001832050120 WS-TRANS&DIST-WATER	64.86 64.86	A/P	CLEARED	06/30/2020
008484	06/02/2020 DOWNEY FORD SALES LTD. 31235 WS-#102-SLEEVE-WIRING	72.60 72.60	A/P	CLEARED	06/30/2020
008485	06/02/2020 SOURCE ATLANTIC 3569609 SCD-DISPOSAL-SUBMERSIBLE PUM	4,134.25 4,134.25	A/P	CLEARED	06/30/2020
008486	06/02/2020 SOUTHWEST ELECTRIC & SECURITY INC. 16914 WS-MAXWELL CROSSING PUMPHO	1,547.29 1,547.29	A/P	CLEARED	06/30/2020
008487	06/02/2020 TOWN OF ST. STEPHEN 66260.17 WS-FUNDTRANSFER-TO GENERAL	66,260.17 66,260.17	A/P	CLEARED	06/30/2020
008488	06/10/2020 BELL MOBILITY INC. 523889487MAY20UTI WS/SCD-CELL PHONE CHARGES	2,355.10 2,355.10	A/P	CLEARED	06/30/2020
008489	06/10/2020 HARTLAND ARMATURE WORKS LIMITED 3874906 SCD-DISPOSAL-REPAIR & LABOUR	1,990.16 1,990.16	A/P	CLEARED	06/30/2020
008490	06/10/2020 PITNEY WORKS MAY132020* WS/SCD-POSTAGE METER REFILL	1,766.46 1,766.46	A/P	CLEARED	06/30/2020
008491	06/10/2020 RICHWIL TRUCK CENTRE LTD. 134350 WS-#8-AIR CABLE, ASSY CABLE 134432 WS-#20-OIL SEALS	422.44 154.19 268.25	A/P	CLEARED	06/30/2020
008492	06/10/2020 THE PANEL SHOP ITPS003141 WS-SOURCE-SCADA SOFTWARE U	9,501.30 9,501.30	A/P	CLEARED	06/30/2020
008493	06/10/2020 XPLOARNET INV32177613 WS-MAXWELLCROSSING-SATELLIT	73.07 73.07	A/P	CLEARED	06/30/2020
008494	06/10/2020 RESEARCH & PRODUCTIVITY COUNCIL 286470 WS-SOURCE-DRINKING WATER LAE	450.85 450.85	A/P	CLEARED	06/30/2020
008495	06/10/2020 NEW BRUNSWICK HIGHWAY CORPORATION 2018-004-03 WS/SCD-HIGHWAYUSAGEPERMIT-#	2,875.00 2,875.00	A/P	OUT-STD	06/10/2020
008496	06/16/2020 BELL ALIANT 11366812MAY20 WS-SOURCE-PUMP STATION 19002807MAY20 SCD-DISPOSAL-OLD BAY WASTERV	322.57 136.37 186.20	A/P	CLEARED	06/30/2020
008497	06/16/2020 BRENNTAG CANADA INC.	836.15	A/P	CLEARED	06/30/2020

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Number	Issued		Amount	SC	Status	Status Date
	46198552	SCD-DISPOSAL-SULPHUR DIOXIDE	4,252.96			
	46200003		-2,300.00			
	46202780	WS-SOURCE-CHLORINE	6,816.15			
	46205190	SCD-DISPOSAL-EMPTY CYLINDER F	-4,252.96			
	46205302	WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
008498	06/16/2020	BRUNET INC.	926.17	A/P	CLEARED	06/30/2020
	44107C	WS/SCD-INSTALLING NEW DRIVE, C	388.53			
	44465A	WS/SCD-COMPUTERWORK-EMAIL M	539.64			
008499	06/16/2020	N. B. ELECTRIC POWER	5,888.16	A/P	CLEARED	06/30/2020
	36869807JUN20	WS-3-119MAXWELLCROSSING-BUIL	899.27			
	50228902JUN20	WS-MAXWELLCROSSING-PUMPS	390.90			
	53473043JUN20	WS-SOURCE-CHLORINE RESIDUAL	68.47			
	61224002JUN20	SCD-STS-35&A MILLTOWN BLVD LIF	1,234.47			
	61230004JUN20	WS-MAXWELLCROSSING-PUMPS	2,807.04			
	76139807JUN20	SCD-STS-5-4 RIVERSIDE DR LIFT	79.45			
	82291006JUN20	WS-SOURCE-RESERVOIR	206.91			
	84934906JUN20	SCD-STS-6-5&A RIVERSIDE DR LIF	116.58			
	84943406JUN20	WS-STS-TODD HILL RESERVOIR	85.07			
008500	06/16/2020	WOLSELEY CANADA INC.	8,552.24	A/P	CLEARED	06/30/2020
	9309955	WS-TRANS&DIST-HYDRO GUARD IN	6,725.21			
	9333810	WS-TRANS&DIST-COUPLINGS	463.41			
	9333811	SCD-DISPOSAL-ADAPTERS	471.31			
	9333812	SCD-DISPOSAL-ADAPTERS	892.31			
008501	06/24/2020	BRIGGS PLUMBING INC.	879.75	A/P	OUT-STD	06/24/2020
	1571997	SCD-DISPOSAL-AUGER ROOTS FRC	523.25			
	1572007	SCD-DISPOSAL-AUGER ROOTS FRC	356.50			
008502	06/24/2020	CARQUEST	355.11	A/P	OUT-STD	06/24/2020
	14838-128132	WS-#305-MOUNTS	8.19			
	14838-128409	WS#102-RH MIRROR	321.09			
	14838-128839	SCD-DISPOSAL-ULTRA BLK GSKT M	25.83			
008503	06/24/2020	CINTAS CANADA LIMITED	808.83	A/P	OUT-STD	06/24/2020
	5017216395A	WS-TRANS&DIST-FIRST AID SUPPLI	808.83			
008504	06/24/2020	COX ELECTRONICS & COMMUNICATIONS	95.71	A/P	OUT-STD	06/24/2020
	1-038421	WS-TRANS&DIST-PRODATA FHD W/	87.10			
	1-038439	WS-TRANS&DIST-USB EXTENSION	8.61			
008505	06/24/2020	EAGLE XPRESS COURIER SERVICE	339.25	A/P	OUT-STD	06/24/2020
	680127	WS-SOURCE-TO RPC	34.50			
	680204	WS-SOURCE-TO RPC	34.50			
	680209	WS-#20-TO RICHWELL	34.50			
	680236	WS-#120-FROM RICHWIL	34.50			
	680250	WS-SOURCE-TO RPC	34.50			
	688006	WS-#20-TO RICHWIL	28.75			
	688021	WS-SOURCE-TO THE PANEL SHOP	69.00			
	688032	WS-SOURCE-TO RPC	34.50			
	688038	WS-#20-TO RICHWIL	34.50			
008506	06/24/2020	EMCO CORPORATION	3,515.75	A/P	CLEARED	06/30/2020
	12514052-00	WS-TRANS&DIST-BOLTS & NUTS	536.54			
	12514182-00	WS-TRANS&DIST-MAIN VLV SEATS,	2,979.21			
008507	06/24/2020	KEITH'S BUILDING SUPPLIES	1,772.95	A/P	OUT-STD	06/24/2020

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	195749	WS-TRANS&DIST-SPRAY NOZZLE	63.68			
	195967	WS-TRANS&DIST-LUMBER, FORM T	250.09			
	195978	WS-TRANS&DIST-LUMBER	16.11			
	196050	WS-SOURCE-CORN BROOM, LAWN	81.04			
	196177	WS-SOURCE-WHEELBARROW, PITC	218.47			
	196225	WS-TRANS&DIST-STEEL DOOR, LUM	493.64			
	196299	WS-TRANS&DIST-WAFER, SEALANT	204.07			
	196330	WS-TRANS&DIST-SIDING, TRIM, UNI	367.25			
	196331	WS-TRANS&DIST-STARTER STRIP V	5.06			
	196418	WS-SOURCE-PLYWOOD, LUMBER	73.54			
008508	06/24/2020	N. B. ELECTRIC POWER	10,378.99	A/P	CLEARED	06/30/2020
	52557428JUN20	SCD-218OLDBAYRD-WASTEWATER	6,867.48			
	53123617JUN20	SCD-STS-DECHLORINATION CHAME	136.77			
	53158875JUN20	SCD-STS-BUDD AVE LIFT STATION	2,976.06			
	54807440JUN20	SCD-STS-169A MILLTOWN BLVD. LI	33.05			
	56356048JUN20	SCD-STS-18 RIVERSIDE DR LIFT S	31.51			
	61204006JUN20	SCD-2-216KINGST-LIFT STATION	334.12			
008509	06/24/2020	PUROLATOR COURIER LTD.	72.03	A/P	OUT-STD	06/24/2020
	444547711	WS-TRANS&DIST-HARRIS INDUSTRI	72.03			
008510	06/24/2020	RESEARCH & PRODUCTIVITY COUNCIL	914.23	A/P	OUT-STD	06/24/2020
	287389	WS-SOURCE-DRINKING WATER LAE	300.56			
	287790	WS-SOURCE-DRINKING WATER LAE	300.56			
	288152	WS-SOURCE-DRINKING WATER LAE	313.11			
008511	06/24/2020	RICHWIL TRUCK CENTRE LTD.	218.06	A/P	OUT-STD	06/24/2020
	134467	WS-#20-SEAL KITS	47.01			
	134572	WS-#20-U-JOINT KITS	171.05			
008512	06/24/2020	SAINT JOHN LABORATORY SERVICES LTD.	1,562.71	A/P	OUT-STD	06/24/2020
	562-20	SCD-DISPOSAL-TREATMENT PLANT	1,498.22			
	563-20	WS-TRANS&DIST-COLIFORMS & E-C	64.49			
008513	06/24/2020	SOURCE ATLANTIC	424.29	A/P	OUT-STD	06/24/2020
	3579087	WS-TRANS&DIST-BOOTS	229.94			
	3582622	WS-TRANS&DIST-JACKET	194.35			
008514	06/24/2020	STATIONERY PLUS	241.38	A/P	OUT-STD	06/24/2020
	64966*	WS/SCD-TOWN HALL-PEN, FILE FOL	16.60			
	65119*	WS/SCD-TOWN HALL-FILE FOLDER\$	15.97			
	65183	WS/SCD-TOWN HALL-REINFORCEM	7.33			
	65209	WS/SCD-TOWN HALL-ENVELOPES	120.72			
	65407	WS/SCD-TOWN HALL-#9 WINDOW E	80.48			
	65645*	WS/SCD-TOWN HALL-PENCIL	0.28			
008515	06/24/2020	TOWN OF ST. STEPHEN	12,243.46	A/P	CLEARED	06/30/2020
	12243.46	WS-TRANSFER-HST REBATE-JAN-M	12,243.46			
008516	06/24/2020	TOWN OF ST. STEPHEN	1,967.98	A/P	CLEARED	06/30/2020
	1967.98	WS-FUNDTRANSFER-HST REBATE-	1,967.98			
008518	06/30/2020	A-1 SPRAY FOAM	287.50	A/P	OUT-STD	06/30/2020
	370	WS-TRANS&DIST-SPRAY FOAM NSL	287.50			
008519	06/30/2020	BDI A DIVISION OF BELL MOBILITY INC.	58.64	A/P	OUT-STD	06/30/2020
	18327293	SCD-DISPOSAL-CELL PHONE UPGR	58.64			
008520	06/30/2020	BRENNTAG CANADA INC.	4,745.62	A/P	OUT-STD	06/30/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 008567 dated between 06-01-2020 and 06-30-2020

CHEQUE REGISTER

Printed: 2:51:07PM 07/23/2020

Page 4 of 4

Number	Issued		Amount	SC	Status	Status Date
	46205191	SCD-DISPOSAL-SULPHUR DIOXID	4,745.62			
008521	06/30/2020	CANADIAN TIRE	543.50	A/P	OUT-STD	06/30/2020
	N17129405	WS-SOURCE-10' SAE EXTENSI, WD4	72.90			
	N17129477	SCD-DISPOSAL-BUCKET LIDS, TAPE	27.53			
	N17129547	WS-TRANS&DIST-BLEACH	16.08			
	N17129559	WS-SOURCE-BATTERIES, CHARGE	150.54			
	N17129570	WS-SOURCE-YW WLMNT REEL, CTF	213.84			
	N17129795	WS-SOURCE-TIRE PLUGS, BUG SPF	62.61			
008522	06/30/2020	CLONEY CONSTRUCTION INC.	1,035.00	A/P	OUT-STD	06/30/2020
	00913	WS-TRANS&DIST-36 YARDS OF TOF	1,035.00			
008523	06/30/2020	JAMER MATERIALS LTD.	1,961.05	A/P	OUT-STD	06/30/2020
	4022	WS-TRANS&DIST-GRAVEL	1,961.05			
008524	06/30/2020	SOUTHWEST CONCRETE & CONS LTD	12,656.33	A/P	OUT-STD	06/30/2020
	IN000009152	WS-TRANS&DIST-UNDERLOAD EQU	1,006.83			
	IN000009170	WS-TRANS&DIST-EQUIPMENT REN	1,374.25			
	IN000009240	WS-TRANS&DIST-UNDERLOAD	303.60			
	IN000009250	WS-TRANS&DIST-EQUIPMENT REN	1,776.75			
	IN000009310	WS-TRANS&DIST-EQUIPMENT REN	4,302.15			
	IN000009311	WS-TRANS&DIST-EQUIPMENT REN	2,173.50			
	IN000009316	WS-TRANS&DIST-16" MEGALUG PIC	339.25			
	IN000009373	WS-TRANS&DIST-EQUIPMENT REN	1,360.00			
008525	06/30/2020	SPEEDY GLASS	649.72	A/P	OUT-STD	06/30/2020
	8768-350041	WS-#102-WINDSHIELD, INSIDE BOX	649.72			
008526	06/30/2020	THE PANEL SHOP	909.65	A/P	OUT-STD	06/30/2020
	ITPS003162	WS-CHLORINEINJECTIONSYS	909.65			
		Cheque Totals Issued	240,145.83			
		Void	0.00			
		Total Cheques Generated	240,145.83			
		Total # of Cheques Listed	51			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

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



Kevin Sumner,

I am honored to be this year's recipient of the JAD Campbell Scholarship! I am able to continue my education at the University of King's College this fall, thanks to your generosity! This scholarship enables me to work toward reaching my fullest potential, and I am incredibly grateful for this opportunity.

Wishing you all the best!

Sincerely,

Chloe Hannan

RESOLUTION NO.: _____

DATE: July 27, 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 July 15, 2020 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, JULY 15, 2020 @ 5:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB

Public Attendance via Town's Facebook Page

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

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

3. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

4. **DELEGATIONS/PRESENTATIONS**

There were no delegations/presentations.

5. **ITEMS**

POLICE AND FIRE - Chaired by Councillor Harding

(i) **RCMP Quarterly Report** – As noted on the Agenda, quarterly reports for the West District will now be provided through the Regional Service Commission 10.

(ii) **Report of the Fire Department** – Information Report: FD 15-20 from the Fire Chief was received and reviewed for informational purposes.

(iii) **Fire Apparatus Replacement Proposal** – Request for Decision Report: FD 16-20 from the Fire Chief was received and reviewed. Council agreed with the recommendation of Option 1 as outlined in the report and the Chief Administrative Officer will proceed with the development of a specification for tendering purposes to allow the tender to be awarded by

the end of March 2021, contingent on approval of funding from the Municipal Capital Borrowing Board.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office for June 2020 was received and reviewed.
- (ii) Town Planning & Development Services – The report from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, as of July 8, 2020, was received and reviewed for informational purposes.

The Planning Director updated the resident survey from 70+ responses at the time of writing, as noted in his report, to 220 to date and asked the public to continue with their responses.

The Planning Director further stated that his office continues to work well with Town staff and Future St. Stephen.

- (iii) Unightly Premises – 29 Pleasant Street – Request for Decision Report: CAO 20-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2020 to direct administration to cause the premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner.
- (iv) Draft Minimum Property Standards By-law – Information Report: CAO 23-20 from the Chief Administrative Officer was received and reviewed. Council agreed that the draft by-law content appropriately addresses concerns previously identified and directed the Chief Administrative Officer to proceed with final edits, and to forward it to legal counsel for review and to ensure enforceability, with first reading possibly being considered at the Regular Session of Council on Monday, August 24, 2020.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 22-20 from the Chief Administrative Officer was received and reviewed for informational purposes.

- (ii) Yard Waste Removal Pilot Project – Information Report: CAO 23-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (iii) Town Hall Relocation – Furniture Tender – Request for Decision Report: CAO 21-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2020 to authorize the purchase of new office furnishings by awarding the three (3) contracts to the firms outlined in his report.
- (iv) Report of the Finance Department – Information Report: TR 12-20 from the Treasurer was received and reviewed for informational purposes.
- (v) Amendment to By-law No. A-2, A By-law Respecting Procedures of the Town Council and Town Administration – Request for Decision Report: TR 13-20 from the Treasurer was received and reviewed and Council agreed with the recommendation to change official hours for the transaction of public business in the Town Hall from 9:00 a.m. to 5:00 p.m. on Monday through Friday of each week, except on holidays, to 8:00 a.m. to 4:00 p.m.

At this time, the Chief Administrative Officer advised that he plans to draft a few more amendments to By-law No. A-2 and will incorporate them with the above-noted amendment for Council's review at next month's meeting.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 09-20 from the Director of Community Services was received and reviewed for informational purposes.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 07-20 from the Events Development Coordinator was received and reviewed for informational purposes.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 07-20 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Designated Highway Five Year Priorities – Request for Decision: PW 08-20 from the Director of Operations was received and reviewed, and a motion will be considered at the next Regular Session of Council on

Monday, July 27, 2020 to approve the "Designated Highway Five Year Priorities" list as outlined in his report.

- (iii) Tender Results – Street Improvements 2020 – Milltown Boulevard (Boundary Street to Hill Street) – Dillon Project No. 20-2637 – NBDTI Project No. 20-D430 – The recommendation from Dillon Consulting Limited dated July 12, 2020 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, July 27, 2020 to award the tender to Classic Construction (2012) Ltd., being the low tender, for the street improvements 2020 project.

6. NEW BUSINESS

No new business.

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

7. ADJOURNMENT

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Parker that the meeting adjourn at 6:05 p.m.

Joan Flewelling
Town Clerk

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, JULY 15, 2020 @ 5:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB

Public Attendance via Town's Facebook Page

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**
2. **APPROVAL OF AGENDA**
3. **CONFLICT OF INTEREST**
4. **DELEGATIONS/PRESENTATIONS**
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 15-20 from Fire Chief attached.
- (iii) **Fire Apparatus Replacement Proposal** – Request for Decision Report: FD 16-20 from Fire Chief attached.
- (iv) **Report of the By-Laws Office** – June 2020 attached.

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

- (i) **Report of Building Inspection Office** – June 2020 attached.
- (ii) **Town Planning & Development Services** – Report as of July 8, 2020 from Alex Henderson, Planning Director, Southwest New Brunswick Service Commission, attached.
- (iii) **Unightly Premises – 29 Pleasant Street** – Request for Decision Report: CAO 20-20 from Chief Administrative Officer attached.
- (iv) **Draft Minimum Property Standards By-law** – Information Report: CAO 23-20 from Chief Administrative Officer attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 22-20 from Chief Administrative Officer attached.
- (ii) Yard Waste Removal Pilot Project – Information Report: CAO 23-20 from Chief Administrative Officer attached.
- (iii) Town Hall Relocation – Furniture Tender – Request for Decision Report: CAO 21-20 from Chief Administrative Officer attached.
- (iv) Report of the Finance Department – Information Report: TR 12-20 from Treasurer attached.
- (v) Amendment to By-law No. A-2, A By-law Respecting Procedures of the Town Council and Town Administration – Request for Decision Report: TR 13-20 from Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 09-20 from Director of Community Services attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 07-20 from Events Development Coordinator attached.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 07-20 from Director of Operations attached.
- (ii) Designated Highway Five Year Priorities – Request for Decision Report: PW 08-20 from Director of Operations attached.
- (iii) Tender Results – Street Improvements 2020 – Milltown Boulevard (Boundary Street to Hill Street) – Dillon Project No. 20-2637 – NBDT! Project No. 20-D430 – Information from Dillon Consulting Limited dated July 12, 2020 attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

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



Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 22-20



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: July 27th, 2020
Subject: CAO REPORT

Recommendation: That Council accept this report for informational purposes.

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

COVID-19

The situation with COVID-19 continues to impact our operations. However, the Province of New Brunswick has regained a relatively good position with respect to COVID cases. This has allowed town staff to work towards the re-introduction of some services, albeit under slightly modified conditions. On July 13th, the Garcelon Civic Center will re-open the fitness centre to members, and the walking track to the general public. This represents phase 1 of our controlled approach to the re-opening of the facility. In addition to these services being opened, during this phase staff are beginning to re-install ice in the Quartermain Arena. It is our intention to re-introduce ice usage during phase 2 which is planned for August 1st, 2020. Phase 3 is anticipated for September 1st, 2020, at which time the pool at the GCC should be re-opened.

Project Updates:

Town Hall Relocation: Progress continues on this project. Furniture is expected to arrive within the next 6 weeks, and once installed will allow remaining staff members to relocate into the new facility.

King Street Sidewalk repair: Sidewalk renewal from Town square to Vroom Lane has been completed. This work corrected some significant deficiencies which posed safety liabilities. CAO is working with Engineering consultant to review the remaining sections of exposed aggregate sidewalk to determine if there is sufficient work to warrant a tendered project for the 2021 budget year.

POLICY WORK

- Development of a Minimum Property Standards Bylaw

OTHER:

- Initial review of potential costs for backup power supply at GCC started.
- Participating in project with NB Power representatives to determine best opportunities for projects at GCC that may reduce operational costs.
- Initial discussions with respect to Fleet Tracking/Fleet management solutions have commenced. Expected budget 2021 discussion.
Email migration to *ChocolateTown.ca* occurred during this reporting period.

Respectfully Submitted,

Jeff Renaud
Chief Administrative Officer



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



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: July 15, 2020
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Accounts Receivable closed to April 30, 2020.
 - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
 - Review for update of Collection Policy-In progress.
 - Utility bills April-June, 2020-In progress.

- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to March 31, 2020.
 - Review of procedures for electronic payments-In progress.
 - Review for update of Purchasing Policy-In progress.

- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
 - Bi-weekly 73 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 108 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 July 31, 2019.
 - Department Head and Council Statements to April 30, 2020.

2) Meetings:

- A) Accounting Department staff meetings.
- B) Senior Management Staff meetings.
- C) New Town Hall furniture review meetings.
- D) Committee meeting-June 10, 2020.
- E) Tender opening-Water and Sewer Renewal-West Street-June 11, 2020.
- F) Garcelon Civic Center/New Town Hall access controls-June 25, 2020.

3) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 2) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 3) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 4) Waterfront Revitalization.
 - 5) Waterfront Enhancements (GTF).
 - 6) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
 - 7) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 8) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 9) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 10) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 11) West Street Utility Renewal (GTF).
 - 12) Waterfront Trail.
 - 13) 2019-2020 Capital Plans.

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to April 30, 2020.

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

- D) Transitioning to new Town Hall-In progress.

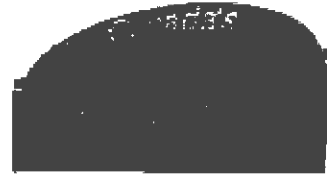
- E) Bill Weston NDMP project-In Progress.

- F) Multiple HST remittances-Ongoing.

- G) Administering the Charles F Todd Trust Fund-Ongoing.



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



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: July 15, 2020
Subject: July Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Read Water Meters.
- b) Repaired 4 Water Meters.
- c) Installed 3 new Water Meters.
- d) Repaired 3 Water Laterals.

2: Streets:

- a) Worked on Waterfront Statue Project
- b) Worked on Turn the Corner Park.
- c) Sweeping streets and sidewalks.
- d) Cold Patched.

3: Waste Water:

- a) Flushed 1 Sewer Main
- b) Rodded 1 Sewer Lateral.
- c) Repaired 2 Sewer Laterals.
- d) Videoed 7 Sewer Main.
- e) Cleaned 10 Catch Basins.

Project Updates – Town of St. Stephen

July 8, 2020

Milltown Boulevard Designated Highway Upgrades 2020 – Project No. 20-2637
Tenders close on July 10, 2020.

Waterfront Trail Upgrades – Project No. 20-2509

The tender is awarded. Currently waiting for a scheduled start date from the Contractor. A WAWA permit is pending.

West Street Infrastructure Renewal – Project No. 19-1946

The tender is awarded. Shop drawings are being reviewed. Tentative schedule is to start work in the second half of July. A WAWA permit is pending.

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

Project completed.

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 docks are nearly complete and expected to be delivered in July. No update has been received on the supply of the gangway, but this is continually being checked with that supplier. 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 project and deficiencies are complete.

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

All work and deficiencies are now complete with the exception of replacement of a portion of a small hedge that is currently being addressed with the contractor.



**Town of St. Stephen
Information Report to Council
Report: FD 15-20**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, July 15, 2020
Subject: Committee Meeting for July

Recommendation: That this report be received for informational purposes.

1. Alarms were: Town Alarms 3
Out of Town Alarms 6
Total 9

Alarms	# Calls	# FF	# Hours
1. Ambulance Assist	1	12	12
2. MVA	2	18	18
3. Alarm	2	18	18
4. Forest Fire	3	22	133
5. Rescue (Entrapment)	1	11	11
Total			
SSFD	9		
Other FD	30		
St Stephen PW	3		
St Andrews PW	1		

Total calls dispatched 43

2. Fire Department Activities

1. Monthly meeting
2. Former Firefighter Lenny Bradley funeral.
3. Black Lives Matter March.
4. Fire Service 2025 audit was conducted by members of the Office of the Fire Marshal.
5. SSFD attended two wildland fires in Maine to assist Calais FD.

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. Vacation scheduling.
5. Bi-Weekly Regional Health Authority Teleconferences.
6. Bi-Weekly Fire Marshal Zoom meeting for Career Departments.
7. Bi-Weekly Fire Marshal Zoom meeting for Volunteer Departments.
8. NBCC Association Training Representative Bongo meeting.
9. Fire pit permit inspections.
10. Director of Protective Services duties. (Building and By-law)
11. Milltown Dam Community Liaison Committee.
12. Municipal Operational Plan development and enforcement duties.

4. Equipment

1. The engines were put through their annual pump tests. All engines passed their tests without any major issues.
2. Our Hurst E-Spreader (Jaws of Life) had to be sent to Ontario for warranty work.
3. A forestry pump failed at a wildland fire in Calais. We are currently looking into repair or replace options, at this time.
4. Four sets of bunker gear were received as part of our annual replacement program.
5. Wildland coveralls are being assessed for replacement.
6. Fire hose testing will begin in the near future.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

June REPORT

2020

To: CAO – Town of St. Stephen

Please find enclosed my report for May By-Law –Enforcement.
We handled 25 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (4)	Lady called with regards to a placing a baby barn type structure on her property	<i>Passed onto building for further investigation</i>
	Received an inquiry with regards to a sign on a property	<i>Passed onto Alex Henderson</i>
	Received another complaint of a dilapidated building in the Milltown area	<i>Passed onto building for further investigation</i>
	Received a call of a dilapidated building in Milltown	<i>Informed the complainant that the file is under investigation</i>

<p>Assist General Public (14)</p>	<p>Gentleman called with regards speeding on Elm Street and wanted signs put up</p> <p>Lady called regarding keeping chickens</p> <p>Lady called to inquire about having a yard sale</p> <p><i>Received a complaint of a person with a pool with no fence around same</i></p> <p><i>Received a complaint of a hedge blocking the site of a lady blocking out of her driveway.</i></p> <p><i>Received a call from a lady of loud music and hollering on Albert St.</i></p> <p><i>Received a call of loud music on Moin St, upsetting the neighbor</i></p> <p><i>Lady called about the smoke from her neighbor's fire pit bothering her</i></p> <p><i>Received a call from a lady with regards to the dog by law</i></p> <p><i>Received a call from a lady with regards to the fire ban and operating equipment</i></p> <p><i>Lady called to inquire about operating a kennel</i></p> <p><i>Received a complaint of people throwing garbage out of their windows.</i></p>	<p><i>Informed him that this is something the Council would have to approve and for him to address council directly</i></p> <p><i>Proper information was passed onto her</i></p> <p><i>Directed her to the covid 19 web site for direction.</i></p> <p><i>Spoke with the owner of the property and the rectified the problem.</i></p> <p><i>Spoke with the property owner and he informed this office that he would have it trimmed by the 15th. Of July</i></p> <p><i>Patrol to the site and I can not find any infraction here</i></p> <p><i>Numerous patrols made and no sign of music being played.</i></p> <p><i>Informed her that the party involved has a permit for the pit.</i></p> <p><i>Information was passed onto her.</i></p> <p><i>Information was passed onto her</i></p> <p><i>After speaking with her found that she lives out side of Town and directed her to the RSC.</i></p> <p><i>Patrol to the area and could not find any</i></p>
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	<p><i>Comp received about the garbage at a residence on Milltown Blvd.</i></p> <p><i>Received another complaint from a resident in Elm Park with regards to a travel trailer dumping waste onto his property</i></p>	<p><i>infraction</i></p> <p><i>File is still ongoing</i></p> <p><i>File is still under investigation</i></p>
Parking (7)	<p><i>Four warning tickets issued for parking</i></p> <p><i>Attended court to lay information's pertaining to ongoing matters</i></p> <p><i>Also attended court for a trial, file withdrawn</i></p>	
Dog Complaints (0)		

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 a couple of calls of found dogs that were returned to their owners. Calls about barking dogs, three separate calls on dogs barking on Church St. Spoke to the owner and a warning was given. No animals picked up or impounded this month.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2020	2020	2019	2020	2019	2020	2019	2020	2019
June								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	0	\$0.00	\$0.00	3	2	\$591,000.00	\$350,000.00
Residential Renos/Additions	11	15	\$67,138.00	\$55,500.00	39	36	\$255,629.00	\$230,600.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	3	1	\$819,816.00	\$7,544,000.00
Com./Indus./Inst. Renos	3	0	\$53,600.00	\$0.00	8	11	\$195,600.00	\$488,000.00
Institutional	1	0	\$5,000.00	\$0.00	2	0	\$38,092.50	\$0.00
Demolition	2	2	\$258,225.00	\$5,000.00	7	2	\$512,270.00	\$5,700.00
TOTALS	17	17	\$383,963.00	\$60,500.00	62	52	\$2,412,137.50	\$8,618,300.00
	Cur. Mth							
Demolition Permits	2	N/A						
Stop Work Orders Issued	0	N/A						
Inspections	22	N/A						
Electrical waivers issued	4	N/A						
Active Unsightly Premises	5	N/A						



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



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, July 15th 2020
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. There was an emergency expense for the Town of St. Stephen Food Bank as the entrance ramp leading to the building needed to be replaced. Three quotes were received, the lowest being \$2410.10, the work was approved for a building permit and carried out on June 18/19.
- b. The COVID19 Cleaning Crew has scaled back their sanitizing procedures as two members of staff have returned to the GCC maintenance crew and to lifeguard at the Milltown Pool. We continue to sanitize the facilities twice a day during the week.
- c. Our Parks & Recreation crew cleaned up the brush, tree limbs and bags of leaves left out or missed on the first round of spring clean up, over 18 flatbed truck loads were picked up.
- d. All Recreational facilities except the GCC have been opened and the walking track and fitness center are opening July 13. Ice rentals will begin on August 1st and the pool is scheduled to reopen on September 1st. Operational plans have been created for all facilities and work continues on the re-opening the GCC.
- e. The ASD-S contacted us in early June about assisting them with aspects of the maintenance work that we used to do but when we went back to them with an improved offer than before they did not respond. A sink hole at the Milltown ball diamond was reported to us, this is an example of the work needed at the facilities, this was passed onto ASD-S.
- f. Work has been completed on improving the drainage around the Rotary Field diamond as we prepare it for the summer's schedule. This field has only been used once a year and needs some work to get it up to the standard it should be.
- g. Outdoor projects such as replacing the maps on the waterfront and at the Cotton Mill Monument are on-going, we are also replacing the sunshade at the monument and the crumbling brickwork on the sidewalk next to the parking lot. We are also replacing the shingles on the wharf's lighthouse, painting it and freshening up the plaque. We are also looking into getting the light working on the top in time for the 150th anniversary in 2021. The tourism kiosk on the waterfront is also getting the paint touched up and preventative maintenance work done to it.
- h. The Coastal Link Trail contracts and timelines are being developed, once these are finalized we will communicate with Town Council and the general public when work will commence, the 1.8km trail should take approximately 6 weeks to replace. I am meeting Dillon Consulting and the contractors on July 15th for a pre-construction meeting.

- 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. The photography for the project took place in town over three days between July 6-8 and the feedback was positive from the photographer.
 - j. The new GCC/Town Hall phone system has been installed and training for staff has been completed.
 - k. I have been researching standard operating procedures and best practices for working in and around empty swimming pools for the Joint Health & Safety Committee.
2. Meetings & other activities:
- a. Community Service departmental meetings have been reactivated each week, plus I meet with Parks & Rec staff every second Monday.
 - b. Municipal Emergency Action Committee (MEAC) and Senior Management Team meetings.
 - c. Met with Rebekah the town librarian at the Border Arena and they will need some shelving but most of their chairs and displays can be removed.
 - d. Fundy Recreation Practitioners Assoc. Zoom meeting every two weeks to discuss COVID19 and other issues relating to municipalities.
 - e. Met with two members of the Dog Park group on July 2nd, shared the resolution that was passed by council on June 22nd.
 - f. Joined Jeremy McShane for a meeting with his Maintenance Staff on July 8th to discuss the GCC re-start and expectations for when all the staff from Town Hall join us in the next few months.

Administration

1. Monthly Projects (June 2020):

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Processed the Revenue reports for the finance department.
- d. Deposits, banking, and reconciled shifts.
- e. Various administrative and accounting.
- f. Staff training.
- g. Attended planning meetings to assist with the COVID guidelines for the anticipated re-opening of the Civic Center.
- h. Assisted in the administrative planning for when Town Hall moves to the Civic Center.
- i. Moved into new office space – set-up/organized the new Front Desk.

2. Statistics (June 2020):

Due to the COVID-19 pandemic and facility closure there are no sales statistics to report.

Aquatic & Programming

1. Past Months Events:

- a. As of June 23rd, the W.T. Booth Centennial Aquatic Centre has been opened under the new Aquatics COVID Safety Plan, which remains under revision weekly.
- b. The outdoor facility to this point has run smoothly, with little to no public push back, regarding COVID precautionary measures, on site.

- c. The main pump has blown, and the spare has been installed. This is so far operating well, however, measures such as a frequency drive, and potentially a new, more powerful pump is recommended to be installed following the end of the summer season on August 23rd

2. Update on Aquatic Programming:

- a. All lifeguards and front desk staff have been trained in the appropriate COVID related precautions, which we have undertaken at the facility, and have been updated regularly on any revisions that have been made to the Aquatic COVID plan.
- b. There is at present a Bronze Cross/National Lifeguard Service course being administered to four staff members (two NLS, and two BC), to meet the requirements for staffing in August and the Fall session. This course will end officially on the 17th of July, with the scheduled exam.
- c. A recertification course will be held for all staff on the 17th of July, so that we can continue to properly staff our outdoor facility.
- d. The Autism Swim training session has been rescheduled to the 15th of August, due to vacation time.
- e. The official closing date of the W.T. Booth facility has been decided to be on the 23rd of August to allow sufficient time for closing procedures.
- f. A new COVID aquatic plan is in development for the GCC indoor aquatic facility.
- g. Both guard rotation maps and patron flow maps are to be made for the GCC aquatic facility to continue the policy of social distancing put in place at the W.T. Booth Aquatic facility.
- h. The staff schedule has been amended, due to a lower than anticipated number of bathers
- i. The option of public lessons and leadership courses such as NLS are being explored for the fall session at the GCC.

Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. King construction have a few loose ends to the town hall project.
3. Furniture tender was put out.
4. Major Repair to Circulation pump completed, two days to get the building HVAC system going and balanced again.
5. Regular building up keep on the go. (crack filling, painting etc.)
6. Replaced lights in arena that were not working or half working.
7. arena handrail project for bleachers on going.
8. Ongoing policy reviews.
9. Writing new COVID-19 Operational plans.
10. Preparing stock (mask, sanitizers, cleaning supplies) for reopen.
11. Re-opening plan ongoing.
12. Preparing staff schedules for re-opening.
13. Extensive building maintenance/projects are coming along.
14. Attended FRPA meetings every 2 week via video meetings.
15. Attended RecNB Board of directors meeting via ZOOM.

Respectfully submitted,
Kev Sumner - Director of Community Services



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



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

Recommendation: That this report be received for informational purposes.

1. Past Month's Events:

- a. 150 Logo Contest Winner award presentation with Mayor MacEachern and Councillor Wheaton.
- b. Liaised with the coordinator of the July 12 Black Lives Matter March and other interested parties.
- c. Liaised with the coordinator of the July 19 Black Lives Matter Rally and other interested parties.
- d. Grade 12 and Grade 8 Graduation Tribute at the Garcelon Civic Center June 20th and 21st.

2. Future Events:

- a. Summer Concert Series – Cancelled.
- b. Garcelon Civic Center planned opening dates: July 13th (Gym and Walking Track); August 1st (Ice); September 1st (Aquatic Center).
- c. August 2nd-6th – Chocolate Fest – A mostly digital experience this year, the festival is working on options for some more traditional in-person activities after the lifting of some restrictions. Copies of all Covid-19 plans for these events has been requested by the Town from the Chairperson of the Board and Festival Coordinator.
- d. August 5th – 9th – International Fest. Cancelled.
- e. September 16th – 1-3pm – Statue Reveal (“soft” unveiling with main even to take place May 2021).
- f. September 18th/19th – Drive Thru “Ribfest” featuring Texas Rangers BBQ and co-hosted by Charlotte County GSAR – parking lot of the GCC, times TBC.
- g. 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)
- h. Friday, December 4th – TBC - Christmas Parade. Hopefully the end of no large gatherings/festivals order will be moved to an earlier date and the parade can still happen.
- i. Saturday, December 5th - TBC – Santa’s Arrival

3. Additional Information:

- a. Town Community board has been installed along the waterfront. One side is locked for town controlled notices, the other side is open to the public for posting.
- b. The new “Christmas” tree was planted on the waterfront.
- c. St. Stephen 150 Facebook page will be launched in early July.

Respectfully submitted,

Michelle Vest

Events Development Coordinator

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

UNSIGHTLY PREMISES – 29 PLEASANT STREET

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

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF CONTRACTS – TOWN HALL RELOCATION – FURNITURE
TENDER**

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

<u>Company</u>	<u>Amount</u>
Chandler	\$18,342.41, plus HST
Office Express Inc.	\$12,216.37, plus HST
Grand & Toy Ltd.	\$60,394.24, plus HST

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

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

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

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2021

DTI Portion:

- Milltown Boulevard – Boundary Street to Milltown Customs (approx. 1950 metres)
 - Mill (pad/level where required) and seal full width.
 - Adjust manhole/valves to finished grade

Total DTI Portion: \$537,000

Year 2022 & 2023

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$973,000

Year 2024 & 2025

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit – Phase I & II (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (1510 metres)

Total DTI Portion: \$1,915,000

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

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

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

RESOLUTION NO.: _____

DATE: July 27, 2020

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.