



St. Stephen Town Council to be held on Wednesday, April 28th, 2021, at 5:00pm in the Moosehead Room at the Garcelon Civic Center.

PUBLIC PARTICIPATION WILL BE AVAILABLE VIA A LIVE FEED ON THE TOWN OF ST. STEPHEN'S FACEBOOK PAGE.

COUNCIL AGENDA

A. CALL TO ORDER

B. MOMENT OF REFLECTION

C. ADDITION OF LATE ITEMS

D. ADOPTION OF AGENDA

Proposed Resolution:

That the Agenda for the Regular Council Meeting of April 28th, 2021, be approved.

E. MAYOR'S COMMENTS/PROCLAMATIONS

- i) Mayor's End of Term Statement**
- ii) Proclamation—Mental Health Week**

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

H. ADOPTION OF MINUTES

- i) March 31st, 2021**

Proposed Resolution:

That the Minutes of the Council Meeting held on March 31st, 2021 be approved as presented.

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

N/A

J. CORRESPONDENCE

- i) Statistics Canada: Re 2021 Census

That the Council for the Town of St. Stephen supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

K. BYLAWS, PERMITS, AND POLICIES

N/A

L. NEW BUSINESS

Departmental Reports:

Departmental Information Reports

1. CAO Informational Report
2. Planning and Development Report-dated
3. Treasurer Informational Report
4. Protective Services Departmental Report
5. Community Services Departmental Report
6. Public Works Departmental Report

Proposed Resolution:

That the Departmental Information Reports be acknowledged and received

REQUESTS FOR DECISIONS:

- i) Community Grant Fund Application(s)

- a. Dial A Ride

That the request for a community grant in the amount of \$3,000 for the Dial A Ride program be [approved/tabled to the first meeting of the new council].

b. CMS 07-21—Property Maintenance at 5 King Street

That an unbudgeted expense, not to exceed ten thousand dollars be approved for repairs and maintenance work on Town owned property located at 5 King Street.

M. QUESTION PERIOD

- Town Clerk will monitor the Facebook Live feed for any questions pertaining to items on the agenda.

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

O. NOTICE OF CLOSED MEETING

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

That the meeting be adjourned at ____pm.



**Canadian Mental
Health Association**
New Brunswick
Mental health for all

**Association canadienne
pour la santé mentale**
Nouveau-Brunswick
La santé mentale pour tous

Mental Health Week 2021 Proclamation

WHEREAS, mental health is an essential part of everyone's health and well-being;

WHEREAS, Mental Health Week has been hosted by the Canadian Mental Health Association in communities across Canada for 70 years;

WHEREAS, all people in Canada need to promote, protect and nurture their mental health; and

WHEREAS, promoting social connection is an important aspect of human life and an effective way to protect mental health

WHEREAS, in these days of the COVID-19 pandemic, our community members may be experiencing further difficulties maintaining their mental health; and

WHEREAS, in these days of social distancing, we as a community are experiencing great challenges to maintaining our social connections;

And **WHEREAS**, the Town of St. Stephen, has a responsibility to promote mental wellness particularly at a time of increased social distancing and social isolation;

NOW THEREFORE BE IT RESERVED THAT I, Allan MacEachern, Mayor of St. Stephen, New Brunswick hereby proclaim the week of May 3 to 9, 2021, as **CMHA MENTAL HEALTH WEEK**.

I encourage all citizens to join me in underlining the importance of social connection for mental health.



Allan MacEachern

St. Stephen, NB

Mayor

TOWN OF ST. STEPHEN
REGULAR COUNCIL
WEDNESDAY, MARCH 31, 2021 @ 5:00 P.M.

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

A. CALL TO ORDER

Mayor MacEachern called the meeting to order.

B. MOMENT OF REFLECTION

Mayor MacEachern requested a moment of reflection.

C. ADDITION OF LATE ITEMS

LATE ITEMS

Moved by Councillor Hyslop

Seconded by Councillor Harding

32/21

THAT the following 2 items be added to the March 31st, 2021 Regular Council agenda: i) N.B. Power Presentation and ii) Zoning Bylaw Amendment. **CARRIED**

D. ADOPTION OF AGENDA

AGENDA

Moved by Councillor Chisholm

Seconded by Councillor Parker

33/21

THAT the Agenda for the Regular Council Meeting of March 31st, 2021, be approved as circulated. **CARRIED**

E. MAYOR'S COMMENTS/PROCLAMATIONS

i) Wednesday, April 7 – Green Shirt Day

WHEREAS, Logan Boulet's decision to become a registered organ donor just prior to his tragic passing in the Humboldt Broncos bus crash in April 2018 inspired many Canadians from across the country through the Logan Boulet Effect to register their decision; and

WHEREAS, over 4,400 Canadians need an organ or tissue transplant and, every year, an average of 250 patients die waiting; and

WHEREAS, Green Shirt Day extends the possibilities of raising awareness for organ and tissue donation;

THEREFORE, I, Allan MacEachern, do hereby proclaim April 7, 2021 Green Shirt Day in the Town of St. Stephen, and I encourage all citizens to wear green, register their decision to become organ and tissue donors and share their decision with their family.

ii) National Organ and Tissue Donation Awareness Week – April 18 to 24, 2021

WHEREAS, over 4,400 Canadians need an organ or tissue transplant and, every year, more than 250 people die waiting; and

WHEREAS, over 90 per cent of Canadians support organ and tissue donation; yet fewer than 23 per cent have registered their decision to donate; and

WHEREAS, Bill C-202 enacted National Organ Donor Week in Canada in 1997; and

WHEREAS, only through education and increased public awareness can individuals be encouraged and inspired to join Canadas Lifeline and register to donate their organs and tissues;

THEREFORE, I, Allan MacEachern, do hereby proclaim April 18th to 24th, 2021 National Organ and Tissue Donation Awareness Week in the Town of St. Stephen, and I encourage all citizens to register their decision to become organ and tissue donors and share their decision with their family.

F. DISCLOSURE OF INTEREST

There were none.

G. PUBLIC AND/OR STATUTORY HEARINGS

i) N.B. Power: Milltown Dam Update– Presentation by Lori Clark, Senior VP, Operations; Phil Landry, Executive Director Generation; Pamela McKay, Director and Manager of Public Relations; Bob Scott, Director, Government Relations.

Project information available at www.nbpower.com/en/about-us/projects/milltown-decommissioning.

ii) St. Stephen 150 Program Update – presentation by Michelle Vest

H. ADOPTION OF MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding

- 34/21 Seconded by Councillor Chisholm
THAT the Minutes of the Regular Council Meeting held on February 24th, 2021 be approved as presented. **CARRIED**

SPECIAL COUNCIL MEETING

- Moved by Councillor Wheaton
Seconded by Councillor Hyslop
35/21 **THAT** the Minutes of the Special Council Meeting held on March 17th, 2021 be approved as presented. **CARRIED**

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

N/A

J. CORRESPONDENCE

For Information:

- i) **Charlotte County Ground Search and Rescue – Thank you note**
- ii) **Charlotte County SPCA – Thank you note**
- iii) **Letter from Jill Green, Minister, Transportation, and Infrastructure RE: Designated Highways Program**

For Action:

- i) **St. Croix Catholic Parish – Request for Funding**
- ii) **Proposal – The Stage (received from Juliet Bartlett)**

- Moved by Deputy Mayor Carr
Seconded by Councillor Parker
36/21 **THAT** the Action Items be tabled until the first meeting of the new Council following the Municipal Election. **CARRIED**

K. BYLAWS, PERMITS, AND POLICIES

- i) **Bylaw S-7 – Garbage Bins**
Moved by Councillor Chisholm
Seconded by Councillor Parker
37/21 **THAT** Council refers the item back to Town Administration to be revised to include guidance from Council. **CARRIED**

- ii) **Bylaw Z-2 – Zoning Bylaw Third and Final Reading**
Moved by Councillor Harding
Seconded by Councillor Parker
38/21 **THAT** Bylaw Z-2, being the Town of St. Stephen Zoning Bylaw, be given Third and Final Reading. **CARRIED**

iii) Bylaw Z-2.1 – Zoning Bylaw Amendment

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 39/21** **THAT** Council direct Administration to establish a public presentation at a Special Council meeting to include first and second reading of the Zoning Bylaw.

L. NEW BUSINESS

Informational Reports

1. CAO Informational Report (CAO 05-21)
2. Planning and Development Report – dated March 25th, 2021
3. Treasurer Informational Report (TR 04-21)
4. Protective Services Departmental Report (PS 04-21)
5. Community Services Departmental Report (CMS 04-21)
6. Public Works Departmental Report (PW 02-21)

Moved by Councillor Harding

Seconded by Councillor Chisholm

- 40/21** **THAT** the Departmental Informational Reports be acknowledged and received.
CARRIED

REQUEST FOR DECISIONS:

i) Assistant Chief Stipend

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 41/21** **THAT** Council approves the recommendation to increase the monthly stipend paid to the Assistant Fire Chief to \$500 (five hundred dollars). **CARRIED**

ii) Operating Reserve Transfer

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 42/21** **THAT** the amount of \$297,000 (two hundred ninety-seven thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund. **CARRIED**

iii) Computer Software Upgrade

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 43/21** **THAT** the Mayor and Clerk are authorized to enter into an agreement with TownSuite Municipal Software Inc., of St. John's, NL, on behalf of the Town of St. Stephen, for the implementation and subscription of TownSuite Cloud Hosting Services, Customer Portal Services and Recreation Software Services for the agreed proposed pricing of \$40,600 (forty thousand six hundred dollars) plus tax which includes proposed implementation fees of \$22,600 (twenty-two thousand six

hundred dollars) and annual subscription costs of \$18,000 (eighteen thousand dollars). **CARRIED**

iv) Write Off of Bad Debt

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

44/21

THAT Council approves, on the recommendation of administration, to write off as bad debt, the accounts submitted totaling \$30,328.31 (thirty thousand three hundred twenty-eight dollars and thirty-one cents). **CARRIED**

v) Capital Budget Request

Moved by Councillor Hyslop

Seconded by Councillor Parker

45/21

THAT Council accepts the recommendation and approves the spending of \$26,000 (twenty-six thousand dollars) for repairs to the Municipal Salt Shed in 2021.

CARRIED

M. QUESTION PERIOD

N. MAYOR AND COUNCILLOR ITEMS

1. Councillor Reports

Councillor Parker

- Attended all meetings of Council.
- Responded to several calls from the public.

Councillor Harding

- Attended all meetings of Council.
- Responded to several calls from the public.

Councillor Chisholm

- Attended all meetings of Council.

Councillor Hyslop

- Attended all meetings of Council.
- Invited the public to attend a Charlotte County Museum meeting at the Garcelon Civic Center on April 1

Councillor Wheaton

- Working on St. Stephen 150

Deputy Mayor Carr

- Attended all meetings of Council.
- Responded to several calls from the public.

Mayor MacEachern

- Attended all meetings of Council.
- Attended a Rotary meeting
- Attended Regional Service Commission and Regional Collaboration meeting
- Toured Sweeney International building at 120 Milltown Blvd.

O. NOTICE OF CLOSED MEETING

Revert to Closed Session

Moved by Councillor Harding

Seconded by Councillor Hyslop

46/21

THAT Council revert to a closed session pursuant to the Local Governance Act, as the subject matters being discussed relates to section 68(1):

(b) personal information as defined in the Right to Information and Protection of Privacy Act. **CARRIED**

P. RECONVENE TO REGULAR MEETING

(i) Appointments to Border Arena Review Committee

Moved by Councillor

Seconded by

47/21

THAT Council make the following public appointments to the Border Arena Review Committee.

1) **Mr. Jeff Gregor**

2) **Ms. Megan Lewis**

CARRIED

(ii) Appointments to Innovation and Technology Committee

Moved by Councillor Harding

Seconded by Councillor Chisholm

48/21

THAT Council amend the Terms of Reference to include 2 members of the public, and appointments the following individuals to the Innovations and Technology Committee.

1) **Mr. Vernon Card**

2) **Ms. Qi (Vivian) Peng**

CARRIED

Q. ADJOURNMENT

Moved by Harding
Seconded by Councillor Parker

49/21 **THAT** the meeting be adjourned at 7:5 p.m. **CARRIED**

Mayor

Town Clerk

From: Do Not Reply / Ne Pas Répondre (statcan/statcan) <statcan.DoNotReply-NePasRepondre.statcan@canada.ca>

Sent: Wednesday, January 13, 2021 11:10:45 AM

To: Mayor Allan MacEachern <mayor@chocolatetown.ca>

Subject: 2021 Census of Population / Recensement de la population de 2021

(La version française suit.)

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at statcan.censusoutreach.atlantic-rayonnementdurec.atlantique.statcan@canada.ca.

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby
Director General, Census Management Office
Statistics Canada / Government of Canada



Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 05-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: April 28th, 2021
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:

RECORDS MANAGEMENT

Staff underwent a training session to prepare for our records management project. This training was provided free of charge by a representative of the Provincial Archives. The staff involved in the training were very attentive and seem eager to put the new knowledge to work moving forward.

NBCC STUDENT

Beginning on May 10th, 2021, the Town of St. Stephen will be benefiting from the placement of an NBCC student within our operation. Mr. Brody McAllen will be working under the direction of the CAO for a period of 5 weeks. While Mr. McAllen is part of our team he will be assisting with our records management project, 150 anniversary events, and other duties that will assist his experiential goals.

ECONOMIC DEVELOPMENT

Work continues on a number of projects. Unfortunately, during this reporting period the CAO was notified that work on a proposed Residential Land Lease development would not be coming to fruition as the Province rejected the land transfer in the manner proposed.

MUNICIPAL REFORM GREEN PAPER

The Province of New Brunswick released its "green paper" on municipal reform during this reporting period. The document provides little insight into the intentions, plans, or desired outcomes, of municipal reform. It effectively portray a number of options related to local governance structures used in other jurisdictions. Short of saving interested members of the public some google searching, the document offers very little value in the opinion of the CAO.

END OF COUNCIL TERM

As this Council meeting marks the final regularly scheduled meeting of this Council term I would like to take this opportunity to thank each member of Council for their service to the Town of St. Stephen. It has certainly been a pleasure to work with each of you over the last few years. I hope that you are proud of the work that you have done, and the progress that has been achieved during your term.

Respectfully Submitted,
Jeff Renaud



Southwest New Brunswick Service Commission

As of April 21st, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- SNBSC drafted planning by-law amendments M-2-01 and Z-2-01 to allow Council to facilitate a proposed rental apartment development on Prince William Street;
- PRAC provided favourable recommendations to Council for M-2-01 and Z-2-01;
- April 15 PRAC meeting: variance approved for height of storage shed addition at 59 Hawthorne St.;
- SNBSC further discussed with the CAO & Future St. Stephen about the idea of Council adopting a development scheme by-law for encouraging/orchestrating development on Town-owned land;
- SNBSC discussed with the CAO & Future St. Stephen about the idea of Council developing a secondary municipal plan for Downtown - to establish design guidelines, public realm investment plans (helps secure grants), and clear policy/roles for downtown organizations.

Development Update

- Thirty-two (32) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$694,068.00, total permit revenue for Town: \$ 3,593.96);
- One (1) change of use development permit issued for 141 King Street;
- No new subdivision plans approved to date in 2021;
- Eight (8) sign permits issued to date in 2021.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Alex Henderson".

Alex Henderson, Planning Director, M.C.P., MCIP, RPP (NB)

Southwest New Brunswick Service Commission
Zoning Reviews

Month: ALL 2021
Town of St. Stephen

| DATE RECEIVED | CONSTRUCTION ADDRESS | TYPE OF STRUCTURE | ESTIMATED VALUE | FEE PAID | STATUS | NOTES |
|-----------------|---------------------------------|---|-----------------|-----------|---------------------------------|---------------------|
| JANUARY | | | | | | |
| Dec. 23/20 | 60 Union St., St. Stephen | Aleration/repair | \$ 1,000.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Dec. 29/20 | 245 Milltown Blvd., St Stephen | Window replacement | \$ 1,000.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Jan. 07/21 | 38 Rose Street, St. Stephen | Demolition | \$ 2,500.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Jan. 08/21 | 67 Princess St., St. Stephen | Alteration/repair to dwelling | \$ 300.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Jan. 6/21 | 9 Elizabeth St., St. Stephen | Heat pump | \$ 3,933.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Oct. 28/20 | 207 Milltown Blvd., St. Stephen | Installing a Garage Door | \$ 5,000.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Jan. 18/21 | 5 Edgewood Drive, St. Stephen | Mini-home | \$ 4,000.00 | \$ 25.00 | Review complete, sent to Manzer | |
| FEBRUARY | | | | | | |
| Jan. 29/21 | 15 McColl St., St. Stephen | Electrical & renos | \$ 5,000.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Feb. 1/21 | 134 King Street, St. Stephen | Renovations to create a 4 unit dwelling | \$ 60,000.00 | \$ 300.00 | Review complete, sent to Manzer | |
| Jan. 08/21 | 22 Rushton St., St. Stephen | Heat pump | \$ 4,000.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Feb. 16/.21 | 11 Milltown Blvd., St. Stephen | Heat pump | \$ 19,000.00 | \$ 95.00 | Review complete, sent to Manzer | |
| Feb. 4/21 | 21 Rose St., St. Stephen | Fence | \$ 7,500.00 | \$ 37.50 | Review complete, sent to Manzer | Variance for height |
| MARCH | | | | | | |
| Mar. 10/21 | 79 Main St., St. Stephen | Siding | \$ 4,500.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Mar. 8/21 | 2 Wildwood St., St. Stephen | Mini-home | \$ 117,985.00 | \$ 794.96 | Review complete, sent to manzer | |
| Mar. 11/21 | 27 Boundary St., St. Stephen | Basement Reno/Home Buisness | \$ 19,000.00 | \$ 95.00 | Review complete, sent to Manzer | |
| Mar. 15/21 | 16 King St., St. Stephen | Alteration/repair to commercial structure | \$ 20,000.00 | \$ 100.00 | Review complete, sent to Manzer | |
| Mar. 17/21 | 65 West St., St. Stephen | Alteration/repair to single family dwelling | \$ 1,800.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Mar. 18/21 | 85 Main St., St. Stephen | Heat Pump | \$ 7,000.00 | \$ 35.00 | Review complete, sent to Manzer | |
| Mar. 30/21 | 21 Carleton St., st. Stephen | front step | \$ 850.00 | \$ 25.00 | Review complete, sent to Manzer | |
| Mar. 31/21 | 13 Main S.t, St. Stephen | Heat Pump | \$ 5,000.00 | \$ 25.00 | Review complete, sent to Manzer | |



Town of St. Stephen
Information Report to Council
Report: TR 06-21



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: April 28, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) March 2021 cheque register listing
C) February 2021 Statements of Revenue and Expenditure

Recommendation: That this report be received for informational purposes.

A) 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 November 30, 2020.
 - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
 - Review for update of Collection Policy-In progress.
 - Property sale turnovers-Ongoing.
 - Utility billings for January-March 2021-In progress.

- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to February 28, 2021.
 - Review of procedures for electronic payments-In progress.
 - Review for update of Purchasing Policy-In progress.
 - Implement new software and hardware for electronic paper cheque deposits-In progress.

- c) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
-Bi-weekly 72 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 106 employees.
- d) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Finalized Month end completed to April 30, 2020.
-Department Head and Council Statements to February 28, 2021

2) Meetings:

- a) Accounting Department staff meetings.
- b) Senior Managers staff meetings.
- c) Council meeting-March 31, 2021.
- d) Scotiabank representative meeting-April 1, 2021.
- e) Accounting Software Webinar-Receivables Reporting-April 8, 2021.
- f) Website implementation meeting-April 8, 2021.
- g) Provincial Archives training meeting-April 15, 2021.

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) Designated Highway-Milltown Blvd (Boundary Street to Hill Street).
 - 5) Waterfront Revitalization.
 - 6) Waterfront Enhancements (GTF).
 - 7) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 8) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 9) West Street Utility Renewal (GTF).
 - 10) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 11) Waterfront Trail.
 - 12) W.F. Ganong Commemorative Statue.
 - 13) Single Axel Aerial Platform Fire Truck.
 - 14) Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary).

- b) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to February 28, 2021.
- c) Staff cross training-In progress.
- d) Accounting office planning to minimize paper use-In progress.
- e) Billy Weston NDMP project-In progress.
- f) Multiple HST remittances-Ongoing.
- g) Various insurance issues-Ongoing.
- h) Administering the Charles F Todd Trust Fund-Ongoing.
- i) 2020 audit procedures-In progress
- j) Actuarial review for 2020 audit-In progress.
- k) Renewal of RBC and Scotiabank banking agreements-In progress.
- l) Transition of Accounting package to Cloud-In progress.
- m) Transition of Garcelon Civic Center scheduling software-In progress.

B) March 2021 Cheque Register Listing

MEMORANDUM

TO: TIM TOZER, TREASURER
FROM: KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER
SUBJECT: MARCH 2021 CHEQUE REGISTER LISTING
DATE: APRIL 19, 2021

Please find the March, 2021, Cheque Register Listing with Paid Bills in the amount of \$927,896.67 (Nine Hundred Twenty-seven Thousand, Eight Hundred Ninety-six Dollars and Sixty-seven Cents).

Regards,



Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]
 Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 1 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| 027169 | 03/01/2021 WORKSAFE NB 200862020 PS-FIREFIGHTERSASSESSMENTNC 200862020CRE PS-FIREFIGHTERASSESSMENTNOT 200862021 PS-FIREFIGHTERASSESSMENTNOK | 10,576.25 38.75 -1,162.50 11,700.00 | A/P | CLEARED | 03/31/2021 |
| 027170 | 03/02/2021 ACCT #903240047015 FEBRUARY2021 VOLUNTEER FIRE DISABILITY DEDU | 208.59 208.59 | A/P | CLEARED | 03/31/2021 |
| 027171 | 03/02/2021 ACCT 8025-280 FEBRUARY2021 LOCAL 770 UNION DUES-FEBRUAR | 1,324.82 1,324.82 | A/P | CLEARED | 03/31/2021 |
| 027172 | 03/02/2021 BELL MOBILITY INC. 523889487FEB21 CC-ADMIN-CELL PHONE CHARGES 523889487FEB21GG GG/TS/PS/RC-ADMIN-CELL PHONE C | 1,174.82 158.64 1,016.18 | A/P | CLEARED | 03/31/2021 |
| 027173 | 03/02/2021 BRIGGS PLUMBING INC. 1573593 PS-RCMP-CARTRIDGES, SEATS, KIT | 489.00 489.00 | A/P | CLEARED | 03/31/2021 |
| 027174 | 03/02/2021 CARQUEST 14838-147216 TS-#28-COUPINGS 14838-147794 TS-SHOP-SOCKET IMPACT, DEEP S 14838-148092 TS-#8-OIL FILTERS 14838-148436 RC-#304-WIPER MOTOR 14838-148591 RC-#304-COMBINATION SWITCH 14838-148966 TS-SHOP-WINDSHIELD WASHER FL | 479.88 -45.52 39.84 39.31 182.09 208.13 56.03 | A/P | CLEARED | 03/31/2021 |
| 027175 | 03/02/2021 CHARLOTTE COUNTY JANITORIAL 4840 PS-FIRE-JANITORIAL JANUARY 202 4841 TS-SHOP-JANITORIAL FOR JANUAR 4843 PS-RCMP-JANITORAL FOR JANUAR | 1,364.46 201.25 115.00 1,048.21 | A/P | CLEARED | 03/31/2021 |
| 027176 | 03/02/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 FEBRUARY2021 GG-PENSIONPLANCONTRIBUTIONS | 30,394.12 30,394.12 | A/P | CLEARED | 03/31/2021 |
| 027177 | 03/02/2021 CNH CAPITAL IN97828 TS-#11-ELECT PINS | 80.39 80.39 | A/P | CLEARED | 03/31/2021 |
| 027178 | 03/02/2021 DALE MATHESON'S TOWING 4230 T-#28-TOWING FROM DOWNTOWN | 126.50 126.50 | A/P | CLEARED | 03/31/2021 |
| 027179 | 03/02/2021 DOW JENNIFER WORKPANTS2021 RC-HORT-CLOTHING ALLOWANCE | 127.65 127.65 | A/P | CLEARED | 03/31/2021 |
| 027180 | 03/02/2021 Frank Godsoe CPAMEMBERSHIP21 GG-ASSTTREASURER-CPA MEMBEI | 1,035.00 1,035.00 | A/P | CLEARED | 03/31/2021 |
| 027181 | 03/02/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 635634 TS-ST5-DIESEL | 4,948.62 4,948.62 | A/P | CLEARED | 03/31/2021 |
| 027182 | 03/02/2021 JEFF RENAUD FEBRUARY2021 GG-CAO-MONTHLY VEHICLE ALLOW | 250.00 250.00 | A/P | CLEARED | 03/31/2021 |
| 027183 | 03/02/2021 LIBERTY UTILITIES 2021021801008-1016227-0 CC-BUILDING-NATURAL GAS 00 | 2,341.32 2,341.32 | A/P | CLEARED | 03/31/2021 |
| 027184 | 03/02/2021 LIFESAVING SOCIETY - NB Branch 3368 CC-POO-AFFILIATION FEE | 63.00 63.00 | A/P | OUT-STD | 03/02/2021 |
| 027185 | 03/02/2021 MCINNES COOPER <i>Border Arena Property</i> 2021002222* GG-LEGAL-LAND PURCHASE | 283.95 283.95 | A/P | CLEARED | 03/31/2021 |
| 027186 | 03/02/2021 MILLTOWN MACHINE & FABRICATION LTD. 21814 TS-#5-THREAD 1-3/8 CRRB X 2 FEET 21815 TS-#6-STRAIGHTEN CANDY CANE | 1,104.15 186.85 165.60 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]

Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 2 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| | 21816 TS-#5-REPAIR PLOW PARTS | 751.70 | | | |
| 027187 | 03/02/2021 OK TIRE & AUTO SERVICE IN057021 TS-SHOP-ELECTRODE | 27.60 27.60 | A/P | CLEARED | 03/31/2021 |
| 027188 | 03/02/2021 PAYROLL TRANSFER PAY042021 GG-TRANSFER-FEB 12 - FEB 25/21 | 74,135.00 74,135.00 | A/P | CLEARED | 03/31/2021 |
| 027189 | 03/02/2021 RECEIVER GENERAL FOR CANADA PAY042021 GG-REMITTANCE-FEB 12 - FEB 25/2 | 37,496.67 37,496.67 | A/P | CLEARED | 03/31/2021 |
| 027190 | 03/02/2021 SAINT JOHN SPRING WORKS LTD 116675 TS-#7-SPRINGS,U-BOLTS W/NUTS | 1,534.63 1,534.63 | A/P | CLEARED | 03/31/2021 |
| 027191 | 03/02/2021 SAUNDERS EQUIPMENT LTD. 83340 TS-#21,#22-6' REVERSIBLE CUTTING | 681.90 681.90 | A/P | CLEARED | 03/31/2021 |
| 027192 | 03/02/2021 ST. STEPHEN UTILITY DEPT. FEBRUARY2021 EMPLOYEE DEDUCTIONS-FEBRUAR | 40.00 40.00 | A/P | CLEARED | 03/31/2021 |
| 027193 | 03/02/2021 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1879599 CC-ELEVATOR-MAINTENANCE | 1,267.39 1,267.39 | A/P | CLEARED | 03/31/2021 |
| 027194 | 03/02/2021 UAP INC. 961-517788 TS-#7-HYDRAULIC HOSES, HOSE RE 961-51787 PS#202-HOSE CONNECTORS 961-517904 PS-#202-CAB CARGO FAN MOTOR 961-517971 PS-#202-SWITCH 961-517997 TS-#16-MINIATURE LAMPS 961-51801 TS-#24-U-JOINTS 961-518050 TS-#24-U-JOINTS 961-518915 TS-SHOP-OIL ABSORBANT 961-519177 TS-SHOP-BLOW GUN/RUBBER, ARC 961-519213 TS-#23-STARTER 961-519223 TS-#23-CORE DEPOSIT 961-519229 TS-SHOP-GREEN ETCH PRIMER 961-519338 TS-SHOP-SAFETY PINS 961-519382 TS-SHOP-AIR FRESHNER, CRIMPED | 1,042.41 203.67 7.61 198.12 9.32 14.26 169.65 -3.07 74.11 54.58 248.81 -55.48 49.70 56.58 14.55 | A/P | CLEARED | 03/31/2021 |
| 027195 | 03/02/2021 UNIFIRST CANADA LTD. 710 0237874 CC-LOBBY-FLOOR MATS | 134.30 134.30 | A/P | CLEARED | 03/31/2021 |
| 027196 | 03/02/2021 ACCT #903240047015 FEBRUARY2021DUES VOLUNTEER FIRE MEMBERSHIP DUE | 250.00 250.00 | A/P | CLEARED | 03/31/2021 |
| 027197 | 03/09/2021 BLAKNEY'S TRUCKING INC. 860* TS-STC-ROAD SALT DELIVERY | 2,643.19 2,643.19 | A/P | CLEARED | 03/31/2021 |
| 027198 | 03/09/2021 BRIGGS PLUMBING INC. 1572655 TS-STC-CEMENT ABS 125ML W/DAU | 27.72 27.72 | A/P | CLEARED | 03/31/2021 |
| 027199 | 03/09/2021 DEMPSEY'S PLUMBING & HEATING 5654 CC-ARENA-FIXED LEAK ON ICE MAH | 86.25 86.25 | A/P | CLEARED | 03/31/2021 |
| 027200 | 03/09/2021 Frank Godsoe POSTAGE GG-ADMIN-POSTAGE TO CANADA R | 18.53 18.53 | A/P | CLEARED | 03/31/2021 |
| 027201 | 03/09/2021 FUNDY FIRE FIGHTERS ASSOCIATION 013121SSFD PS-FIRE-ASSOCIATION FEES FOR 2 | 125.00 125.00 | A/P | CLEARED | 03/31/2021 |
| 027202 | 03/09/2021 GREENLAW'S GARAGE LTD. 8440 RC-#438-BALANCE TIRES 8441 TS-#16-RECHARGE A/C | 333.44 46.00 287.44 | A/P | CLEARED | 03/31/2021 |
| 027203 | 03/09/2021 JOHNSON LEE | 195.49 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]

Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 3 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|--|-----|---------|-------------|
| | CLOTHINGALLOW21 TS-DIROFOPS-CLOTHING ALLOWAN | 195.49 | | | |
| 027204 | 03/09/2021 KONICA MINOLTA BUSINESS SOLUTIONS 271324320 GG-TOWNHALL-COPIERMANTENAN | 231.95 231.95 | A/P | CLEARED | 03/31/2021 |
| 027205 | 03/09/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308118347 TS-SHOP-CLEVIS SLIP HOOKS | 83.93 83.93 | A/P | CLEARED | 03/31/2021 |
| 027206 | 03/09/2021 LEVITT SAFETY LIMITED 1499491-00 PS-FIRE-SERVICE INSTRUMENTATI | 131.19 131.19 | A/P | CLEARED | 03/31/2021 |
| 027207 | 03/09/2021 MACFARLANDS LTD 06M304514 TS-#28-MIRROR REFLECTOR | 311.48 311.48 | A/P | CLEARED | 03/31/2021 |
| 027208 | 03/09/2021 MIDLAND COURIER 10003214 PS-FIRE-ON-SITE FIRE EQUIP/DON I | 166.57 166.57 | A/P | CLEARED | 03/31/2021 |
| 027209 | 03/09/2021 NEW BRUNSWICK MUSEUM IN00007344 CC-EVENTS-PHOTO FOR 150 BOOKI | 34.50 34.50 | A/P | CLEARED | 03/31/2021 |
| 027210 | 03/09/2021 PCS SALES (CANADA) LTD. 6209047 TS-ST5-ROAD SALT 6210749 TS-ST5-ROAD SALT | 3,860.79 1,944.31 1,916.48 | A/P | CLEARED | 03/31/2021 |
| 027211 | 03/09/2021 SAUNDERS EQUIPMENT LTD. 83412 TS-#22-TRACKLESS 5' ANGLE PLOW 83413 TS-#22-TRACKLESS PLOW ATTACHI | 7,187.50 3,450.00 3,737.50 | A/P | CLEARED | 03/31/2021 |
| 027212 | 03/09/2021 SHAWN RICHARD GRANT2021 GG-COMMUNITYGRANT-2021 | 1,500.00 1,500.00 | A/P | CLEARED | 03/31/2021 |
| 027213 | 03/09/2021 SOURCE ONE SUPPLIES 26866 CC-ARENA-URINAL CLEANER&STAI | 337.07 337.07 | A/P | CLEARED | 03/31/2021 |
| 027214 | 03/09/2021 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1892339 CC-ARENA-HALL NODE LOCKED-UP | 1,961.53 1,961.53 | A/P | CLEARED | 03/31/2021 |
| 027215 | 03/09/2021 TIM TOZER CPADUES2021 GG-ADMIN-CPA MEMBERSHIP DUES | 1,035.00 1,035.00 | A/P | CLEARED | 03/31/2021 |
| 027216 | 03/09/2021 TRACTION FREDERICTON (591) 591236701 TS-#16,20,5,7,6,12,11-WINTER BLAD | 424.06 424.06 | A/P | CLEARED | 03/31/2021 |
| 027217 | 03/09/2021 YELLOW PAGES GROUP INV01682485* PS-FIRE-DIGITAL&MEDIALISTING-FE | 41.83 41.83 | A/P | CLEARED | 03/31/2021 |
| 027218 | 03/09/2021 YELLOW PAGES GROUP INV01714085 GG-TOWNHALL-911 LISTING | 10.47 10.47 | A/P | CLEARED | 03/31/2021 |
| 027220 | 03/11/2021 FUNDY BUILDING INSPECTION 21-32 PS-BUILDINGINSPECTOR-FEB 21 - N | 2,484.00 2,484.00 | A/P | CLEARED | 03/31/2021 |
| 027221 | 03/11/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15660 PS-BY-LAW-FEB 22 - MAR 05/21 FEE | 1,610.00 1,610.00 | A/P | CLEARED | 03/31/2021 |
| 027222 | 03/16/2021 AJW MECHANICAL LTD. 38645 CC-HEATPUMP-MAINTENANCE | 175.38 175.38 | A/P | CLEARED | 03/31/2021 |
| 027223 | 03/16/2021 AQUAM 334913 CC-POOL-WAIST BELTS, RESCUE TI | 855.06 855.06 | A/P | CLEARED | 03/31/2021 |
| 027224 | 03/16/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 01P58889 PS-FIRE-BATTERIES, SHOP RAGS, 1 | 289.76 289.76 | A/P | CLEARED | 03/31/2021 |
| 027225 | 03/16/2021 BELL ALIANT 06336721FEB21 TS-AIRPORT-LANDLINE PHONE 11368891FEB21 GG-TOWNHALL-LANDLINE PHONES 11378668FEB21 TS/PS-199UNIONST-LANDLINE PHOI 11395944FEB21 PS-FIRE-LANDLINE PHONES | 2,984.26 169.87 998.40 371.05 913.30 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]

Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 4 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| | 15772965FEB21 RC-REC/POOL-TELEPHONES | 250.90 | | | |
| | 47424130FEB21 CC-ADMIN-LANDLINE PHONES | 280.74 | | | |
| 027226 | 03/16/2021 BRIGGS PLUMBING INC. 1572669 GG-EVENTS-HOOK UP TEMP BACKF | 1,006.10 1,006.10 | A/P | CLEARED | 03/31/2021 |
| 027227 | 03/16/2021 CINTAS CANADA LIMITED 5051722087 CC-BUILDING-FIRST AID SUPPLIES | 288.05 288.05 | A/P | CLEARED | 03/31/2021 |
| 027229 | 03/16/2021 DAVE DINSMORE WEB DESIGN & HOSTING 0815 CC-ADMIN-MONTHLY WEB HOSTING 0816 GG-ADMIN-DEC/20-FEB/21 WEB HO | 339.94 119.97 219.97 | A/P | CLEARED | 03/31/2021 |
| 027230 | 03/16/2021 DYNAMIC ONLINE MARKETING CORP. 129280 PS-FIRE-FIRE PREVENTION MATER. | 828.00 828.00 | A/P | CLEARED | 03/31/2021 |
| 027231 | 03/16/2021 IRENE WATTS CLOTHINGALLOW21 PS-CROSSWALKGUARD-CLOTHING | 140.29 140.29 | A/P | CLEARED | 03/31/2021 |
| 027232 | 03/16/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 36217 TS-STG-DIESEL 435770 TS-STG-GAS 436818 TS-STG-GAS | 11,737.55 5,793.07 5,300.72 643.76 | A/P | CLEARED | 03/31/2021 |
| 027233 | 03/16/2021 J.A. LARUE INC. 1000056072 TS-#38-PLANETARY, BOLT KITS | 2,203.34 2,203.34 | A/P | CLEARED | 03/31/2021 |
| 027234 | 03/16/2021 KEITH'S BUILDING SUPPLIES 194965 TS-STG-WIRE 14/3 CABTIRE 198404 CC-STAFF-CLOTHING ALLOWANCE | 319.46 43.47 275.99 | A/P | CLEARED | 03/31/2021 |
| 027235 | 03/16/2021 KONICA MINOLTA BUSINESS SOLUTIONS 270333296 TS-SHOP-NOV 15/20 -DEC 14/20 MOI 27069717 GG-TOWNHALL-COPIER MAINTENAI 27069744 GG-TOWNHALL-COPIER MAINTENAI 270698087 GG-TOWNHALL-COPIER MAINTENAI 270698090 GG-TOWNHALL-COPIER MAINTENAI 270698091 GG-TOWNHALL-COPIERMAINTENAI 270699631 GG-TOWNHALL-COPIER MAINTENAI | 314.98 7.53 57.01 34.99 80.27 87.04 22.68 25.46 | A/P | CLEARED | 03/31/2021 |
| 027236 | 03/16/2021 MINISTER OF FINANCE MARCH112021 EMPLOYEE DEDUCTIONS-FEB 26 - I | 288.00 288.00 | A/P | CLEARED | 03/31/2021 |
| 027237 | 03/16/2021 N. B. ELECTRIC POWER 18169205MAR21 RC-POOL-MILL LANE 18988703MAR21 TS/PS-199UNIONST-ELECTRICITY 19051703MAR21 TS-AIRPORT-ELECTRICITY 19051801MAR21 TS-AIRPORT-ELECTRICITY 216000030308MAR21 TS-STG-AREA LIGHTS 55160607MAR21 RC-COTTONMILL-LIGHTS 65083030MAR21 RC-PARKS-MILLTOWN BOAT LAUNC 71315207MAR21 PS-RCMP-ELECTRICITY 72924306MAR21 RC-PARKS-BANDSTAND 82122207MAR21 RC-PARKS-BASKETBALL COURT 83278804MAR21 TS-STG-PARKS SHED 84960501MAR21 RC-PARKS-RIVERSIDE DR LIGHTS | 16,226.25 84.96 1,829.19 326.44 64.45 12,042.73 64.76 39.43 1,476.43 51.15 26.86 127.25 92.60 | A/P | CLEARED | 03/31/2021 |
| 027238 | 03/16/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 481416 PS-RCMP-FLOOR MATS | 46.74 46.74 | A/P | CLEARED | 03/31/2021 |
| 027239 | 03/16/2021 ORR ELECTRIC & ALARM LTD. | 419.26 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]
 Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 5 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|--|-----|---------|-------------|
| | 5019 TS-COTTONMILLMEMORIAL-LIGHTIN | 419.26 | | | |
| 027240 | 03/16/2021 PAYROLL TRANSFER PAY052021 GG-TRANSFER-FEB 26 - MAR 11/21 | 80,353.47 80,353.47 | A/P | CLEARED | 03/31/2021 |
| 027241 | 03/16/2021 PCS SALES (CANADA) LTD. 6211527 TS-STS-ROAD SALT | 1,924.70 1,924.70 | A/P | CLEARED | 03/31/2021 |
| 027242 | 03/16/2021 PRO-TECH SANITATION LTD. 299794-2 CC-ARENA-SPRAY BOTTLES 304797 CC-ARENA-HAND FOAM SANITIZER, | 348.51 4.44 344.07 | A/P | CLEARED | 03/31/2021 |
| 027244 | 03/16/2021 SAINT JOHN SPRING WORKS LTD 116804 TS-#12-AIR BAG KIT 116872 TS-#6-KING PIN KIT | 1,631.93 700.96 930.97 | A/P | CLEARED | 03/31/2021 |
| 027245 | 03/16/2021 SAKO INDUSTRIAL SUPPLY 7913 TS-SHOP-GEAR OIL ADDITIVE | 401.35 401.35 | A/P | CLEARED | 03/31/2021 |
| 027246 | 03/16/2021 SAUNDERS EQUIPMENT LTD. 83484 TS-#22-FEMALE FLANGE YOKE, MAI | 213.91 213.91 | A/P | CLEARED | 03/31/2021 |
| 027247 | 03/16/2021 SERVICE NEW BRUNSWICK AA49682021 PS-FRE-1943 FORD FIRE M332422021 TS-STS-1986 SNOWBL M4166421 TS-STS-2001 BOMAG ROLLER M420882021 TS-STS-2002 TRACKLESS MT M433632021 TS-STS-2004 CASE 721D M447732021 TS-STS-2005 CATERP 420D T112432021 RC-PARKS-2004 KUBOTA L3130D T267672021 TS-STS-2015 CASE 580SN WT T285552021 TS-STS-2018 CASE 721G T301472021 TS-STS-2019 WACKER NEUSON WL TEK8232021 TS-STS-1997 HOMEMADE UTILITY TFI2672021 PS-FIRE-1998 EZ LOADER BOAT TR TLA2262021 TS-STS-2007 DURATR DLE 16T TNM3632021 PS-FIRE-2012 HURRAI CARGO TOL1492021 RC-PARKS-2014 US CARGO USASG | 285.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 | A/P | CLEARED | 03/31/2021 |
| 027248 | 03/16/2021 SHANNON MICHAEL FEBRUARY2021 PS-ANIMALCONTROL-MONTHLY FEI | 1,616.45 1,616.45 | A/P | CLEARED | 03/31/2021 |
| 027249 | 03/16/2021 SOS MARKETING 6465776 PS-FIRE-COLOURING BOOKS, PROI | 345.83 345.83 | A/P | CLEARED | 03/31/2021 |
| 027250 | 03/16/2021 SOURCE ONE SUPPLIES 26893 TS-SHOP-PAPER TOWELS 26900 CC-POOL-HYDROCHLORIC ACID 26915 CC-POOL-HYDROCHLORIC ACID | 1,931.28 119.59 265.63 1,546.06 | A/P | CLEARED | 03/31/2021 |
| 027251 | 03/16/2021 SOURCE ATLANTIC 3834369 TS-SHOP-GRAY LENS GLASSES, FL | 122.20 122.20 | A/P | CLEARED | 03/31/2021 |
| 027252 | 03/16/2021 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1895309 CC-ELEVATOR-ELEVATOR STUCK M | 734.14 734.14 | A/P | CLEARED | 03/31/2021 |
| 027253 | 03/16/2021 UNIFIRST CANADA LTD. 7100238656 CC-FRONTLOBBY-FLOOR MATS 7100239451 CC-FRONTLOBBY-FLOOR MATS | 268.60 134.30 134.30 | A/P | CLEARED | 03/31/2021 |
| 027254 | 03/16/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 415247 CC-BUILDING-NATURAL GAS | 1,855.86 1,855.86 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]
 Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 6 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|--|-----|---------|-------------|
| 027255 | 03/16/2021 RECEIVER GENERAL FOR CANADA PAY052021 GG-REMITTANCE-FEB 26 - MAR 11/2 | 44,255.16 44,255.16 | A/P | CLEARED | 03/31/2021 |
| 027256 | 03/16/2021 PRODUCTIVITY PLUS ACCOUNT IN98020 TS-#11-TUBES, HOSES | 827.06 827.06 | A/P | CLEARED | 03/31/2021 |
| 027257 | 03/23/2021 A PLUS UPHOLSTERY & DETAILING 200248 TS-#22-SEAT REPAIR | 57.50 57.50 | A/P | OUT-STD | 03/23/2021 |
| 027258 | 03/23/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 01P59423 TS-#6-SEAL-HUB SETS, SHEILDS 01P59459 TS-#6-KING PIN KITS | 1,148.75 487.59 661.16 | A/P | CLEARED | 03/31/2021 |
| 027259 | 03/23/2021 BLAKNEY'S TRUCKING INC. 871 TS-STs-ROAD SALT DELIVERY | 2,614.80 2,614.80 | A/P | OUT-STD | 03/23/2021 |
| 027260 | 03/23/2021 BRUNET INC. 48560 CC-ADMIN-MICROPHONE NOT WOR 48561 CC-ADMIN-MODIFY EMAIL ACCOUN 48562 CC-ADMIN-LAPTOP SET UP 48563 CC-ADMIN-FORGOTTEN PASSWOR 48564 CC-ADMIN-CANNOT PRINT IN COLO 48565 GG-ADMIN-WATCHGUARD FIREBOX | 1,121.37 27.31 54.63 300.44 27.31 27.31 684.37 | A/P | CLEARED | 03/31/2021 |
| 027261 | 03/23/2021 CERTIFIED TRACKING SOLUTIONS, INC. 313670* GG-FLEET-FLEET REPLAY PRO AIR | 1,430.72 1,430.72 | A/P | OUT-STD | 03/23/2021 |
| 027262 | 03/23/2021 CINTAS CANADA LIMITED 5052552315PS PS-FIRE-FIRST AID SUPPLIES 5052552315TS TS-SHOP-FIRST AID SUPPLIES | 179.55 54.03 125.52 | A/P | CLEARED | 03/31/2021 |
| 027263 | 03/23/2021 DAVIS FUELS 28525 TS/PS-199 UNION-HEATING FUEL 28643 TS/PS-199UNIONST-HEATING FUEL 28802 TS/PS-199UNIONSTREET-HEATING I 28896 TS/PS-199UNIONST-HEATING FUEL | 3,503.16 991.02 958.01 921.37 632.76 | A/P | CLEARED | 03/31/2021 |
| 027264 | 03/23/2021 DISHER HOMES LTD. 02182021-02 TS-STs-BUCKET TRUCK RENTAL | 1,127.00 1,127.00 | A/P | OUT-STD | 03/23/2021 |
| 027265 | 03/23/2021 EAGLE XPRESS COURIER SERVICE 340120 TS-#22-FROM SAUNDERS EQUIPME 340129 TS-SHOP-TO SAUNDERS EQUIPME 340134 TS-SHOP-FROM PARTS FOR TRUCK 340145 TS-#11-FROM MARITIME CASE 340237 TS-#22-FROM SAUNDERS EQUIPME 340238 TS-#11-FROM MARITIME CASE 340240 TS-#23-TO PARTS FOR TRUCKS 554262 TS-SHOP-FROM AGRI MECHICAL 554288 TS-#16-TO MARITIME CASE 771789 TS-SHOP-FROM PARTS FOR TRUCK | 385.25 28.75 80.50 46.00 28.75 34.50 28.75 34.50 28.75 28.75 46.00 | A/P | OUT-STD | 03/23/2021 |
| 027266 | 03/23/2021 FUNDY BUILDING INSPECTION 21-44 PS-BUILDINSPECTOR-MAR 07-20/21 | 2,484.00 2,484.00 | A/P | CLEARED | 03/31/2021 |
| 027268 | 03/23/2021 KEM CANADA MFG 132008 TS-SHOP-KEMELT BLUE BLAZERS, I | 904.36 904.36 | A/P | OUT-STD | 03/23/2021 |
| 027269 | 03/23/2021 KENT BUILDING SUPPLIES 1000517662 PS-FIRE-WATER 1000530192 TS-SHOP-ASSORTED BRASSS KEY I | 48.13 13.99 34.14 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]

Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 7 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| 027270 | 03/23/2021 KONICA MINOLTA BUSINESS SOLUTIONS 267744581 CC-PHOTOCOPIER-MAY 15-JUN 14/2 | 46.52 46.52 | A/P | CLEARED | 03/31/2021 |
| 027271 | 03/23/2021 L.E.WHITTAKER CO., LTD. 43545 PS-FIRE-10LB F/X HYDROSTATIC TE | 51.75 51.75 | A/P | CLEARED | 03/31/2021 |
| 027272 | 03/23/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308244911 TS-SHOP-WASHERS, LOCK NUTS, B | 936.21 936.21 | A/P | OUT-STD | 03/23/2021 |
| 027273 | 03/23/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15670 WS-BYLAW-MAR 08 - MAR 19/21 FEE | 1,610.00 1,610.00 | A/P | CLEARED | 03/31/2021 |
| 027274 | 03/23/2021 MACFARLANDS LTD 06M304598 TS-#28-HEAD BOLTS, HEX SCREWS | 1,087.83 1,087.83 | A/P | CLEARED | 03/31/2021 |
| 027275 | 03/23/2021 MEGA-LAB MANUFACTURING CO. LTD. 159806 TS-SHOP-THAWZ | 209.30 209.30 | A/P | CLEARED | 03/31/2021 |
| 027276 | 03/23/2021 MIDLAND COURIER 10006662 PS-FIRE-FROM ON SITE FIRE EQUIP | 53.80 53.80 | A/P | CLEARED | 03/31/2021 |
| 027277 | 03/23/2021 N. B. ELECTRIC POWER 10126106MAR21 TS-XINGLIGHTS-KING STREET 17935200MAR21 TS-KING/UNIONST-TRAFFIC LIGHT 19055406MAR21 RC-ARENA-ELECTRICITY 50660140MAR21 RC-PARKS-ROTARY CHANGING RO 54187672MAR21 TS-KING/QUEENSTREET-TRAFFIC L 54253127MAR21 CC-BUILDING-ELECTRICITY 54653258MAR21 TS-KING/SUPERSTORE-TRAFFIC LI 55917471MAR21 TS-ST-S-WATERFRONT LIGHTS 57955782MAR21 RC-PARKS-BANDSTAND IN CHOCOL 73006038MA21 RC-LIBRARY-ELECTRICITY | 24,720.33 26.86 51.30 471.76 26.86 57.18 22,053.80 90.29 60.74 28.72 1,852.82 | A/P | CLEARED | 03/31/2021 |
| 027278 | 03/23/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 482442 PS-RCMP-FLOOR MATS | 46.74 46.74 | A/P | CLEARED | 03/31/2021 |
| 027279 | 03/23/2021 OK TIRE & AUTO SERVICE IN056636 TS-#11-TIRES | 2,265.50 2,265.50 | A/P | CLEARED | 03/31/2021 |
| 027280 | 03/23/2021 ORKIN CANADA CORPORATION C-2457864 CC-BUILDING-MONTHLY PEST CON | 83.38 83.38 | A/P | OUT-STD | 03/23/2021 |
| 027281 | 03/23/2021 PARTS FOR TRUCKS INC. 343280004-00 TS-#12,#24-BLADE GUIDE SETS, CU 34329774-00* TS-#23-FLARED WNG POLY EDGE K 34330138-00 TS-ST-S-WING CUT EDGE KITS 34330533-00 PS-#201-PURGE VALVE ASSEMBLIE 34330681-00 PS-FIRE-DIRTY CORE RETURN | 297.60 306.89 335.46 -608.63 313.15 -49.27 | A/P | CLEARED | 03/31/2021 |
| 027282 | 03/23/2021 PCS SALES (CANADA) LTD. 6215430 TS-ST-S-ROAD SALT 6220043 TS-ST-S-ROAD SALT | 3,849.40 1,922.80 1,926.60 | A/P | OUT-STD | 03/23/2021 |
| 027283 | 03/23/2021 PETTY CASH FEBRUARY012021 PS-FIRE-TO FRONTLINE OUTFITTEF FEBRUARY282021 GG-EVENTS-2021 RECIPE CONTEST | 65.25 15.25 50.00 | A/P | CLEARED | 03/31/2021 |
| 027284 | 03/23/2021 PITNEY WORKS FEBRUARY142021CC CC-POSTAGE-METER REFILL FEBRUARY142021GG GG-POSTAGE-METER REFILL | 489.21 1.78 487.43 | A/P | OUT-STD | 03/23/2021 |
| 027285 | 03/23/2021 PRODUCTIVITY PLUS ACCOUNT IN98086 TS-#16-CONNECTORS, FLYWHEELS | 11,134.36 646.94 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]
 Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 8 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|--|-----|---------|-------------|
| | IN98086A TS-#16-FLYWHEEL, REMAN-START, | 2,139.60 | | | |
| | IN98126 TS-#16-REMAN-INJECTOR, CORE | 6,070.21 | | | |
| | IN98129 TS-#16-REMAN-TURBO, CORE | 2,277.61 | | | |
| 027286 | 03/23/2021 RECEIVER GENERAL FOR CANADA 065080065141* PS-FIRE-RADIO REGISTRATIONS | 1,686.39 1,686.39 | A/P | OUT-STD | 03/23/2021 |
| 027287 | 03/23/2021 ROB DOUGHERTY CLOTHINGALLOW21 CC-ARENA-CLOTHING ALLOWANCE | 310.46 310.46 | A/P | CLEARED | 03/31/2021 |
| 027288 | 03/23/2021 SAUNDERS EQUIPMENT LTD. 83684 TS-#21-TRACKLESS ANGLE PLOW B | 724.50 724.50 | A/P | CLEARED | 03/31/2021 |
| 027289 | 03/23/2021 SERVICE NEW BRUNSWICK <i>(Work Safe NB)</i> 2328432021 GG-ADMIN-YEARLY WAGES ASSES: 2328432021CRE GG-ADMIN-EARLY WAGES ESTIMAT 23284321CRE GG-ADMIN-WAGES ESTIMATED REV | 91,139.84 118,042.49 -10,134.01 -16,768.64 | A/P | CLEARED | 03/31/2021 |
| 027290 | 03/23/2021 SOURCE ONE SUPPLIES 26766 CC-CLEANING-MOP HEADS | 76.27 76.27 | A/P | CLEARED | 03/31/2021 |
| 027291 | 03/23/2021 SOUTHERN SANITATION LTD. 186463 GG-TOWN-GARBAGE COLLECTION | 15,721.94 15,721.94 | A/P | OUT-STD | 03/23/2021 |
| 027292 | 03/23/2021 SOUTH WEST COURIER 18954 TS-#7-FROM SAINT JOHN SPRINGW | 82.43 82.43 | A/P | OUT-STD | 03/23/2021 |
| 027293 | 03/23/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS: 218698-219700 GG-TOWN-REGIONAL LANDFILL COI | 7,177.84 7,177.84 | A/P | CLEARED | 03/31/2021 |
| 027294 | 03/23/2021 SOUTHERN NEW BRUNSWICK OFFICE EQUIPMENT 31589 CC-ADMIN-MODIFY AUTO ATTENDA | 54.63 54.63 | A/P | CLEARED | 03/31/2021 |
| 027295 | 03/23/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 31926 CC-PUNCHCARDS-SENIOR/STUDEN | 132.83 132.83 | A/P | CLEARED | 03/31/2021 |
| 027296 | 03/23/2021 TODD'S CYCLE WORKS 3637 TS-#29,#30-AIR FILTERS, COILS | 285.17 285.17 | A/P | OUT-STD | 03/23/2021 |
| 027297 | 03/23/2021 UNIFIRST CANADA LTD. 7100240245 CC-LOBBY-FLOOR MATS | 134.30 134.30 | A/P | CLEARED | 03/31/2021 |
| 027298 | 03/23/2021 WATER & ICE NORTH AMERICA INC. 51835 CC-POOL-TEST BLOCKS | 111.22 111.22 | A/P | CLEARED | 03/31/2021 |
| 027299 | 03/23/2021 YELLOW PAGES GROUP INV01743811 GG-TOWNHALL-YELLOW PAGES ME | 83.87 83.87 | A/P | CLEARED | 03/31/2021 |
| 027300 | 03/23/2021 ORKIN CANADA CORPORATION C-2457889 PS-FIRE-MONTHLY PEST CONTROL | 161.58 161.58 | A/P | OUT-STD | 03/23/2021 |
| 027301 | 03/23/2021 YELLOW PAGES GROUP INV01762158 PS-FIRE-DIGITAL & MEDIA LISTING I | 40.60 40.60 | A/P | CLEARED | 03/31/2021 |
| 027302 | 03/23/2021 JET ICE 113293 CC-ARENA-JET ICE PAINT, JET ICE \ | 1,914.73 1,914.73 | A/P | OUT-STD | 03/23/2021 |
| 027303 | 03/23/2021 HICKS MORLEY HAMILTON STEWART STORIE LLP 562269 GG-LEGAL-CONSULTATION CALL 562538 GG-LEGAL-GENERAL | 2,540.93 227.13 2,313.80 | A/P | CLEARED | 03/31/2021 |
| 027304 | 03/30/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 01P59702 TS-#7,#15,#16- 15W40-5L, COOLANT | 464.16 464.16 | A/P | OUT-STD | 03/30/2021 |
| 027305 | 03/30/2021 BDI A DIVISION OF BELL MOBILITY INC. 19639511 TS-WORKS-NEW CELL PHONE | 160.69 160.69 | A/P | OUT-STD | 03/30/2021 |
| 027306 | 03/30/2021 BELL ALIANT 47780283FEB21 CC-ADMIN-INTERNET, IT, DIGITAL T | 360.98 360.98 | A/P | OUT-STD | 03/30/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]

Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 9 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|---|-----|---------|-------------|
| 027307 | 03/30/2021 BELL MOBILITY INC. 523889487MAR21 CC-ADMIN-CELL PHONE CHARGES 523889487MAR21GG GG/RC/TS/PS-ADMIN-CELL PHONE C | 1,359.53 158.64 1,200.89 | A/P | OUT-STD | 03/30/2021 |
| 027308 | 03/30/2021 CANADIAN SPRINGS 19100841030121PS PS-RCMP-WATER AND COOLER REI 19100841030121PS* PS-RCMP-ADDITIONAL WATER 19100841-030121TS TS-SHOP-WATER | 167.44 58.84 75.72 32.88 | A/P | OUT-STD | 03/30/2021 |
| 027309 | 03/30/2021 CHANDLER 2131588 PS-FIRE-RAPID CHARGER | 167.90 167.90 | A/P | OUT-STD | 03/30/2021 |
| 027310 | 03/30/2021 CHARLOTTE COUNTY JANITORIAL 4867 PS-FIRE-JANITORIAL FOR FEB/21 4868 TS-SHOP-JANITORIAL FOR FEB/21 4870 PS-RCMP-JANITORIAL FEB/21 | 1,265.00 161.00 92.00 1,012.00 | A/P | OUT-STD | 03/30/2021 |
| 027311 | 03/30/2021 CINTAS CANADA LIMITED 5054922312PS PS-FIRE-FIRST AID SUPPLIES 5054922312TS TS-SHOP-FIRST AID SUPPLIES | 51.91 27.96 23.95 | A/P | OUT-STD | 03/30/2021 |
| 027312 | 03/30/2021 GREENLAW'S GARAGE LTD. 8546 TS-#24-BALANCE TIRES | 23.00 23.00 | A/P | OUT-STD | 03/30/2021 |
| 027313 | 03/30/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 439205 TS-ST5-DIESEL | 2,472.21 2,472.21 | A/P | OUT-STD | 03/30/2021 |
| 027314 | 03/30/2021 KONICA MINOLTA BUSINESS SOLUTIONS 271880197 GG-PHOTOCOPIER-FEB 15 - MAR 14/2 | 293.34 293.34 | A/P | OUT-STD | 03/30/2021 |
| 027315 | 03/30/2021 KONICA MINOLTA BUSINESS 7936330 GG-TOWN HALL-COPIER LEASE- AF | 267.43 267.43 | A/P | OUT-STD | 03/30/2021 |
| 027316 | 03/30/2021 LIBERTY UTILITIES 2021032401008-1016227-0 CC-BUILDING-NATURAL GAS 00 | 2,468.44 2,468.44 | A/P | OUT-STD | 03/30/2021 |
| 027317 | 03/30/2021 MARITIME COFFEE SERVICE RC00096074 CC-BUILDING-WATER COOLER REN | 80.50 80.50 | A/P | OUT-STD | 03/30/2021 |
| 027318 | 03/30/2021 MINISTER OF FINANCE MARCH252021 EMPLOYEE DEDUCTIONS-MAR 12 - | 288.00 288.00 | A/P | OUT-STD | 03/30/2021 |
| 027319 | 03/30/2021 PAYROLL TRANSFER PAY062021 GG-TRANSFER-MAR 12 - 25/12 | 73,199.00 73,199.00 | A/P | OUT-STD | 03/30/2021 |
| 027320 | 03/30/2021 PRODUCTIVITY PLUS ACCOUNT IN98086B TS-#16-REMAN-START, CORE, SECL WO22745 TS-SHOP-UNITEK, VARIOUS FILTER | 6,002.47 979.72 5,022.75 | A/P | OUT-STD | 03/30/2021 |
| 027321 | 03/30/2021 RECEIVER GENERAL FOR CANADA PAY062021 GG-REMITTANCE-MAR 12 - 25/21 | 35,829.83 35,829.83 | A/P | OUT-STD | 03/30/2021 |
| 027322 | 03/30/2021 SERVICE NEW BRUNSWICK (Work Safe NB) 200562021ADDITION PS-FIRE-ADDITION TO FIREFIGHTER | 450.00 450.00 | A/P | OUT-STD | 03/30/2021 |
| 027323 | 03/30/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17524 RC-POOL-SECURITY SYSTEM BATT | 131.91 131.91 | A/P | OUT-STD | 03/30/2021 |
| 027324 | 03/30/2021 STATIONERY PLUS 78791 PS-FIRE-PERMANENT MARKERS 78866 GG-ADMIN-FILE BOXES, LASER TON 78918 GG-ADMIN-STAMP PAD 79004 GG-ADMIN-LIFT OFF TAPE 79315 GG-ADMIN-PENCIL LEADS | 1,624.25 19.18 192.36 3.90 1.94 1.25 | A/P | OUT-STD | 03/30/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]

Cheques from 000001 to 027386 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:52AM 04/20/2021

Page 10 of 10

| Number | Issued | Amount | SC | Status | Status Date |
|--------|-----------------------------------|-------------------|----|--------|-------------|
| 79504 | GG-ADMIN-PAPER, FILE BOXES, BIN | 206.62 | | | |
| 79523 | GG-ADMIN-FILE FOLDER LABELS | 3.44 | | | |
| 79531 | GG-ADMIN-RING BINDER | -4.02 | | | |
| 79532 | GG-ADMIN-BINDER | 3.39 | | | |
| 79688 | GG-TOWNHALL-LASER TONER | 112.69 | | | |
| 79770 | GG-ADMIN-LASER TONER, CALCUL | 117.50 | | | |
| 79920 | GG-ADMIN-UNDERDESK KEYBOAR | 966.00 | | | |
| | Cheque Totals Issued: | 684,861.07 | | | |
| | Void: | 0.00 | | | |
| | Total Cheques Generated: | 684,861.07 | | | |
| | Total # of Cheques Listed: | 152 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 000001 to 009047 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:43:06AM 04/20/2021

Page 1 of 4

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| 008969 | 03/02/2021 BELL MOBILITY INC. 523889487FEB21UTI WS/SCD-ADMIN-CELL PHONE CHAR | 905.45 905.45 | A/P | CLEARED | 03/31/2021 |
| 008970 | 03/02/2021 BRIGGS PLUMBING INC. 1573606 WS-SOURCE-SHALLOW WELL JET F | 855.80 855.80 | A/P | CLEARED | 03/31/2021 |
| 008971 | 03/02/2021 CARQUEST 14838-147606 SCD-#4-BRAKE SHOE SET, DRUMS, | 280.83 280.83 | A/P | CLEARED | 03/31/2021 |
| 008972 | 03/02/2021 MILLTOWN MACHINE & FABRICATION LTD. 21813 WS-#20-FLAT BARS, SCH. 40 PIPE | 223.74 223.74 | A/P | CLEARED | 03/31/2021 |
| 008973 | 03/02/2021 PARTS FOR TRUCKS INC. 34329774-00 WS-#102-FLARED WING POLY EDGE | 335.45 335.45 | A/P | CLEARED | 03/31/2021 |
| 008974 | 03/02/2021 SCOTIA TECH FLUID SERVICES 15385 WS-TRANS&DIST-METER WITH REG | 5,200.97 5,200.97 | A/P | CLEARED | 03/31/2021 |
| 008975 | 03/02/2021 SOURCE ATLANTIC 3818997 SCD-DISPOSAL-CLOTHING ALLOWA 3819003 WS-STREETS-RIGBY DUNGAREES | 339.36 75.41 263.95 | A/P | CLEARED | 03/31/2021 |
| 008976 | 03/02/2021 SOUTHWEST CONCRETE & CONS LTD IN000010746 WS-TRANS&DIST-EQUIPMENT REN | 698.63 698.63 | A/P | CLEARED | 03/31/2021 |
| 008977 | 03/02/2021 THE PANEL SHOP ITPS003415 WS-SOURCE-SPARE PARTS FOR CH | 1,001.12 1,001.12 | A/P | CLEARED | 03/31/2021 |
| 008978 | 03/02/2021 UAP INC. 961-519214 WS-#20-HIGH COUNT 60 SERIES LEI 961-519295 WS-#105-OIL FILTER, AIR FILTER 961-519297 WS-#105-OIL FILTERS 961-519470 WS-#20-CIRCUIT BREAKER PANEL, | 169.55 66.63 28.60 13.57 60.75 | A/P | CLEARED | 03/31/2021 |
| 008979 | 03/09/2021 A ONE PUMPING SERVICE LTD. 3787 SCD-DISPOSAL-FLUSH LINE ON CHI | 345.00 345.00 | A/P | CLEARED | 03/31/2021 |
| 008980 | 03/09/2021 BRENNTAG CANADA INC. 46300000 WS-SOURCE-EMPTY CYLINDER RE 46304366 WS-SOURCE-EMPTY CYLINDER RE 46306747 WS-SOURCE-CHLORINE 46308677 WS-SOURCE-EMPTY CYLINDER RE 46316016 WS-SOURCE-CHLORINE | 2,832.03 -3,680.00 -3,680.00 6,933.80 -3,680.00 6,938.23 | A/P | CLEARED | 03/31/2021 |
| 008981 | 03/09/2021 BRIGGS PLUMBING INC. 1572364 WS-TRANS&DIST-FROST FREE HOS | 400.20 400.20 | A/P | CLEARED | 03/31/2021 |
| 008982 | 03/09/2021 NEW BRUNSWICK HIGHWAY CORPORATION 2018-004-04 WS/SCD-HIGHWAYUSAGEPERMEN | 2,875.00 2,875.00 | A/P | CLEARED | 03/31/2021 |
| 008983 | 03/09/2021 RESEARCH & PRODUCTIVITY COUNCIL 310592 WS-SOURCE-DRINKING WATER LAE | 473.62 473.62 | A/P | CLEARED | 03/31/2021 |
| 008984 | 03/09/2021 RICHWIL TRUCK CENTRE LTD. 138523 WS-#20-BELTS, REMANALT | 819.52 819.52 | A/P | CLEARED | 03/31/2021 |
| 008985 | 03/09/2021 RYAN ORCHARD CONSULTING 102 WS-SOURCE-TEMPLATE TO COMPII 98 WS-SOURCE-DATABASE SYSTEM D | 217.00 139.50 77.50 | A/P | CLEARED | 03/31/2021 |
| 008986 | 03/09/2021 SAINT JOHN LABORATORY SERVICES LTD. 349-21 SCD-DISPOSAL-TREATMENT PLANT | 647.62 647.62 | A/P | CLEARED | 03/31/2021 |
| 008987 | 03/09/2021 WOLSELEY CANADA INC. 377752 WS-TRANS&DIST-STOP COUPLINGE | 5,532.84 5,532.84 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 000001 to 009047 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:43:06AM 04/20/2021

Page 2 of 4

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|---|-----|---------|-------------|
| 008988 | 03/16/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 01P58889* WS-#20-BATTERY, SHOP RAGS | 403.79 403.79 | A/P | CLEARED | 03/31/2021 |
| 008989 | 03/16/2021 BELL ALIANT 11366812FEB21 WS-SOURCE-PUMP STATION 19002807FEB21 SCD-DISPOSAL-OLD BAY WASTERV | 324.07 136.87 187.20 | A/P | CLEARED | 03/31/2021 |
| 008990 | 03/16/2021 BRIGGS PLUMBING INC. 1573667 WS-PUMPSTATION-FROST FREE W/ | 664.48 664.48 | A/P | CLEARED | 03/31/2021 |
| 008991 | 03/16/2021 BROWN'S PAVING LIMITED 17581 WS-STC-COLD PATCH | 6,156.99 6,156.99 | A/P | CLEARED | 03/31/2021 |
| 008992 | 03/16/2021 N. B. ELECTRIC POWER 36869807MAR21 WS-3-119MAXWELLCROSSING-BUIL 50228902MAR21 WS-MAXWELLCROSSING-PUMP 52557428MAR21 SCD-218OLDBAYRD-WASTEWATER 53473043MAR21 WS-SOURCE-CHLORINE RESIDUAL 61224002MAR21 SCD-STC-358A MILLTOWN BLVD LIF 61230004MAR21 WS-MAXWELLCROSSING-PUMP 76139807MAR21 SCD-STC-5-4 RIVERSIDE DR LIFT S1 82291006MAR21 WS-SOURCE-RESERVOIR 84934906MAR21 SCD-STC-6-58A RIVERSIDE DR LIFT 84943406MAR21 WS-STC-TODD HILL RESERVOIR | 12,048.70 978.73 441.01 4,888.55 98.47 1,052.74 3,980.52 73.27 260.73 118.13 156.55 | A/P | CLEARED | 03/31/2021 |
| 008993 | 03/16/2021 ORR ELECTRIC & ALARM LTD. 5030 SCD-DISPOSAL-REPLACED WASHR | 192.86 192.86 | A/P | CLEARED | 03/31/2021 |
| 008994 | 03/16/2021 PARTS FOR TRUCKS INC. 34329774-01 WS-#102-FLARED WING POLY EDGE 34330050-00 WS-#102-CUTTING EDGES,CARRAIG 34330378-00 WS-#102-CUTTING EDGE, CARRAIG | 774.22 335.46 289.50 149.26 | A/P | CLEARED | 03/31/2021 |
| 008995 | 03/16/2021 RESEARCH & PRODUCTIVITY COUNCIL 311282 WS-SOURCE-DRINKING WATER LAE | 315.74 315.74 | A/P | CLEARED | 03/31/2021 |
| 008996 | 03/16/2021 SERVICE NEW BRUNSWICK T191902021 WS-STC-1988 CASE BACKHOE TB088621 WS-STC-1992 AQUATE SEPTIC TEL1402021 WS-STC-1986 GARDNER DENVER THM8992021 WS-STC-2004 ROADMSTER UTILIT | 76.00 19.00 19.00 19.00 19.00 | A/P | CLEARED | 03/31/2021 |
| 008997 | 03/16/2021 SOURCE ONE SUPPLIES 26901 WS-TRANS&DIST-GARBAGE BAGS | 63.10 63.10 | A/P | CLEARED | 03/31/2021 |
| 008998 | 03/16/2021 SOURCE ATLANTIC 3826536 SCD-DISPOSAL-CLOTHING ALLOWA | 301.88 301.88 | A/P | CLEARED | 03/31/2021 |
| 008999 | 03/16/2021 TOWN OF ST. STEPHEN 57014.37 WS-FUNDTRANSFER-TO GENERAL | 57,014.37 57,014.37 | A/P | CLEARED | 03/31/2021 |
| 009000 | 03/16/2021 WARREN PAYNE ESTATE 2021 WS-UTILITY-RIGHT-OF-WAY PAYME | 50.00 50.00 | A/P | OUT-STD | 03/16/2021 |
| 009001 | 03/16/2021 WOLSELEY CANADA INC. 371966 WS-TRANS&DIST-WINTER GLOVES 377751 WS-TRANS&DIST-RECIPSAW TOOL, | 1,508.97 49.89 1,459.08 | A/P | CLEARED | 03/31/2021 |
| 009002 | 03/16/2021 GAIL MALONEY 2020459842 PREP - 00770032.00 2020460141 PREP - 00770032.00 2021460321 PREP - 00770032.00 | 491.60 163.60* 164.00 164.00 | A/R | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK2 - Utility Bank Account [13-329-0001111]
 Cheques from 000001 to 009047 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:43:06AM 04/20/2021

Page 3 of 4

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|---|-----|---------|-------------|
| 009003 | 03/23/2021 BRUNET INC. 48565* WS/SCD-ADMIN-WATCHGUARD FIRI | 684.36 684.36 | A/P | CLEARED | 03/31/2021 |
| 009004 | 03/23/2021 CINTAS CANADA LIMITED 5052552315WS WS-TRANS&DIST-FIRST AID SUPPLI | 86.89 86.89 | A/P | CLEARED | 03/31/2021 |
| 009005 | 03/23/2021 EAGLE XPRESS COURIER SERVICE 340101 WS-#102-FROM PARTS FOR TRUCK 340112 WS-SOURCE-TO RESEARCH & PRO 340224 WS-SOURCE-TO RESEARCH AND PI 340234 WS-#102-FROM PARTS FOR TRUCK 771756 WS-#102-FROM PARTS FOR TRUCK 771771 WS-#20-FROM RICHWELL 771782 WS-SOURCE-TO RESEARCH & PRO | 253.00 34.50 34.50 34.50 46.00 34.50 34.50 34.50 | A/P | OUT-STD | 03/23/2021 |
| 009006 | 03/23/2021 KEITH'S BUILDING SUPPLIES 194395* WS-TRANS&DIST-HAMMER DRILL BI 203799 WS-SOURCE-PAINT, TRIM GUIDE 203837 WS-TRANS&DIST-CLOTHING ALLOW 203875 WS-SOURCE-PAINT, PAINT BRUSHE 204076 WS-SOURCE-PAINT, SHELF BRACKI 204116 WS-TRANS&DIST-THERMOSTATS 204168 WS-SOURCE-PAINT, SHELF BRACKI | 1,379.07 -16.54 182.80 183.99 206.92 346.00 45.98 429.92 | A/P | CLEARED | 03/31/2021 |
| 009007 | 03/23/2021 MARK'S 57879 WS-SOURCE-CLOTHING ALLOWANC | 517.33 517.33 | A/P | OUT-STD | 03/23/2021 |
| 009008 | 03/23/2021 MEGA-LAB MANUFACTURING CO. LTD. 159807 SCD-DISPOSAL-CAPTIVE 8 | 1,825.28 1,825.28 | A/P | CLEARED | 03/31/2021 |
| 009009 | 03/23/2021 N. B. ELECTRIC POWER 53123617MAR21 SCD-STTS-DECHLORINATION CHAME 53158875MAR21 SCD-STTS-BUDD AVE LIFT STATION 54807440MAR21 SCD-STTS-159A MILLTOWN BLVD. LIF 56356048MAR21 SCD-STTS-18 RIVERSIDE DR LIFT ST, 61204006MAR21 SCD-2-216KINGSTREET-LIFT STATI 61236008MAR21 SCD-STTS-BUDD AVE LIFT STATION | 5,559.17 185.37 3,358.13 37.70 39.24 282.73 1,656.00 | A/P | CLEARED | 03/31/2021 |
| 009010 | 03/23/2021 PARTS FOR TRUCKS INC. 34328004-01 WS-#102-CUTTING EDGES 34331607-00 WS-#20-DIRTY CORE RETURN | 231.22 280.49 -49.27 | A/P | CLEARED | 03/31/2021 |
| 009011 | 03/23/2021 PITNEY WORKS FEBRUARY142021UTI WS/SCD-POSTAGE-METER REFILL | 1,655.82 1,655.82 | A/P | OUT-STD | 03/23/2021 |
| 009012 | 03/23/2021 PUROLATOR COURIER LTD. 446897828 WS-SOURCE-TO ENVIRONMENT & L | 47.18 47.18 | A/P | CLEARED | 03/31/2021 |
| 009013 | 03/23/2021 RESEARCH & PRODUCTIVITY COUNCIL 312066 WS-SOURCE-DRINKING WATER LAE 312299 WS-SOURCE-DRINKING WATER LAE | 789.36 315.74 473.62 | A/P | CLEARED | 03/31/2021 |
| 009014 | 03/23/2021 SAINT JOHN LABORATORY SERVICES LTD. 396-21 SCD-DISPOSAL-TREATMENT PLANT | 1,231.71 1,231.71 | A/P | CLEARED | 03/31/2021 |
| 009015 | 03/23/2021 SOUTHWEST CONCRETE & CONS LTD IN000010822 WS-TRANS&DIST-EQUIPMENT RENT | 1,164.38 1,164.38 | A/P | CLEARED | 03/31/2021 |
| 009016 | 03/23/2021 WOLSELEY CANADA INC. 399486 WS-TRANS&DIST-CJ X MIP ADAPTEI 427542 WS-TRANS&DIST-1" NPT DIEHEAD | 722.00 352.86 224.25 | A/P | CLEARED | 03/31/2021 |

* - Partial payment was made on Invoice

** - Name on Check was modified

CHEQUE REGISTER

Printed: 8:43:06AM 04/20/2021

Page 4 of 4

| Number | Issued | Amount | SC | Status | Status Date |
|--------|--|-----------------------------------|-----|---------|-------------------|
| | 427543 | WS-TRANS&DIST-8PC KIT W/SQUAF | | | |
| | 427544 | WS-TRANS&DIST-PACKOUT KIT BO | | | |
| 009017 | 03/23/2021 TOWN OF ST. STEPHEN | 60,156.34 | A/P | CLEARED | 03/31/2021 |
| | 60156.34 | WS-FUNDTRANSFER-TO GENERAL | | | |
| 009018 | 03/30/2021 A ONE PUMPING SERVICE LTD. | 910.80 | A/P | OUT-STD | 03/30/2021 |
| | 3868 | SCD-DISPOSAL-2 VACUUM TRUCKS | | | |
| 009019 | 03/30/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. | 490.74 | A/P | OUT-STD | 03/30/2021 |
| | 01P59791 | WS-#20-SEALS, COVERS | | | |
| 009020 | 03/30/2021 BELL MOBILITY INC. | 939.95 | A/P | OUT-STD | 03/30/2021 |
| | 523889487MAR21UTI | WS/SCD-ADMIN-CELL PHONE CHAR | | | |
| 009021 | 03/30/2021 CINTAS CANADA LIMITED | 856.50 | A/P | OUT-STD | 03/30/2021 |
| | 5054922312SCD | SCD-DISPOSAL-FIRST AID SUPPLIE | | | |
| | 5054922312WS | WS-TRANS&DIST-FIRST AID SUPPLI | | | |
| 009022 | 03/30/2021 COLE-PARMER CANADA COMPANY | 3,401.59 | A/P | OUT-STD | 03/30/2021 |
| | 00671936 | WS-SOURCE-CHLOROSENSE SENS | | | |
| 009023 | 03/30/2021 DOWNEY FORD SALES LTD. | 135.11 | A/P | OUT-STD | 03/30/2021 |
| | 32422 | WS-#102-ARM & PIVOT SHAFT | | | |
| 009024 | 03/30/2021 PUROLATOR COURIER LTD. | 48.26 | A/P | OUT-STD | 03/30/2021 |
| | 446960285 | SCD-DISPOSAL-TO NULANTIC WATE | | | |
| 009025 | 03/30/2021 RECEIVER GENERAL FOR CANADA | 70.76 | A/P | OUT-STD | 03/30/2021 |
| | 20210049588 | WS-SOURCE-RADIO LICENSE | | | |
| 009026 | 03/30/2021 STATIONERY PLUS | 206.79 | A/P | OUT-STD | 03/30/2021 |
| | 78866* | WS/SCD-ADMIN-FILE BOXES, LASEF | | | |
| | 78918* | WS/SCD-ADMIN-STAMP PAD | | | |
| | 79004* | WS/SCD-ADMIN-LIFT OFF TAPE | | | |
| | 79155 | WS-SOURCE-FLASH DRIVES, DISINF | | | |
| | 79315* | WS/SCD-ADMIN-PENCIL LEADS | | | |
| | 79504* | SCD/WS-ADMIN-PAPER, FILE BOXE | | | |
| | 79523* | WS/SCD-ADMIN-FILE FOLDER LABE | | | |
| | 79531* | WS/SCD-ADMIN-RING BINDER | | | |
| | 79532* | WS/SCD-ADMIN-BINDER | | | |
| | 79770* | WS/SCD-ADMIN-LASER TONER, CAL | | | |
| | | Cheque Totals Issued: | | | |
| | | | | | 187,904.11 |
| | | Void: | | | 0.00 |
| | | Total Cheques Generated: | | | 187,904.11 |
| | | Total # of Cheques Listed: | | | 58 |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK4 - Civic Center Bank Account [11-555-5550416]

Cheques from 000001 to 000065 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:41:11AM 04/20/2021

Page 1 of 1

| Number | Issued | Amount | SC | Status | Status Date |
|--------|---|------------------|-----|---------|-------------|
| 000063 | 03/09/2021 TOWN OF ST. STEPHEN | 25,000.00 | A/P | OUT-STD | 03/09/2021 |
| | 25000.00** GG-FUNDTRANSFER-TO GENERAL I | 25,000.00 | | | |
| | Cheque Totals Issued: | 25,000.00 | | | |
| | Void: | 0.00 | | | |
| | Total Cheques Generated: | 25,000.00 | | | |
| | Total # of Cheques Listed: | 1 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK8 - Interim No.3-UCF [14-000-0001060]

Cheques from 000001 to 000036 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 8:40:19AM 04/20/2021

Page 1 of 1

| Number | Issued | | Amount | SC | Status | Status Date |
|--------|------------|--|-----------------|-----|---------|-------------|
| 000035 | 03/09/2021 | DILLON CONSULTING LIMITED | 4,025.00 | A/P | OUT-STD | 03/09/2021 |
| | 232207 | Project#191946 West Street Infrastruct | 4,025.00 | | | |
| | | Cheque Totals Issued: | 4,025.00 | | | |
| | | Void: | 0.00 | | | |
| | | Total Cheques Generated: | 4,025.00 | | | |
| | | Total # of Cheques Listed: | 1 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank) [11-555-5550421]
 Cheques from 000259 to 000271 dated between 03-01-2021 and 03-31-2021

CHEQUE REGISTER

Printed: 2:07:15PM 04/19/2021

Page 1 of 1

| Number | Issued | Amount | SC | Status | Status Date |
|-----------------------------------|---|---|-----|---------|-------------|
| 000259 | 03/08/2021 BRUNSWICK NEWS INC. - VISA FEBRUARY042021 GG-ADMIN-ONLINE SUBSCRIPTION | 51.64 51.64 | A/P | CLEARED | 03/25/2021 |
| 000260 | 03/08/2021 SUBWAY-VISA FEBRUARY102021 GG-MAYOR-ZOOMING ANNOUNCEM | 12.84 12.84 | A/P | CLEARED | 03/25/2021 |
| 000261 | 04/05/2021 4IMPRINT CANADA-VISA MARCH112021 GG-EVENTS-150TH MUGS | 240.06 240.06 | A/P | CLEARED | 04/30/2021 |
| 000262 | 04/05/2021 AMAZON MARKETPLACE-VISA FEBRUARY212021 CC-ADMIN-WIRELESS EAR BUDS FEBRUARY222021* CC-POOL-TWO WAY RADIOS FEBRUARY272021 CC-ARENA-COMMAND HANGING ST MARCH012021 CC-POOL-APPLE IPAD AIR MARCH022021 CC-GYM-REPLACEMENT BIKE SEAT MARCH052021 CC-POOL-IPAD AIR CASE MARCH102021 CC-ADMIN-DISPLAY PORT TO DISPL MARCH132021 CC-POOL-USB 3.0 TO VGA CABLE, E | 691.25 41.99 63.98 90.55 401.67 28.99 24.99 16.09 22.99 | A/P | CLEARED | 04/30/2021 |
| 000263 | 04/05/2021 DOLLARAMA-VISA FEBRUARY232021 CC-POOL-HOOKS, PLASTIC BAGS | 6.96 6.96 | A/P | CLEARED | 04/30/2021 |
| 000264 | 04/05/2021 ENTANDEM - VISA FEBRUARY242021 CC-BUILDING-MUSIC LICENSING FE | 228.37 228.37 | A/P | CLEARED | 04/30/2021 |
| 000265 | 04/05/2021 HERITAGE TIME CAPSULES - VISA FEBRUARY172021* GG-EVENTS-TIME CAPSULE CEREM | 2,664.72 2,664.72 | A/P | CLEARED | 04/30/2021 |
| 000266 | 04/05/2021 IRVING - VISA FEBRUARY272021 GG-ADMIN-COFFEE | 43.99 43.99 | A/P | CLEARED | 04/30/2021 |
| 000267 | 04/05/2021 KAHOOT! AS - VISA FEBRUARY272021 CC-POOL-TRAINING PROGRAM | 156.87 156.87 | A/P | CLEARED | 04/30/2021 |
| 000268 | 04/05/2021 TENDERCRAFT BOATS & SUPPLIES MARCH042021 CC-ARENA-ROVES, RIVETS, ROVE S | 606.36 606.36 | A/P | CLEARED | 04/30/2021 |
| 000269 | 04/05/2021 THE WRISTBAND MAN - VISA MARCH102021 CC-BUILDING-WRISTBANDS FOR DI | 1,120.10 1,120.10 | A/P | CLEARED | 04/30/2021 |
| 000270 | 04/05/2021 UPS CANADA LTD. MARCH032021 GG-EVENTS-TIME CAPSULE BROKE | 261.22 261.22 | A/P | CLEARED | 04/30/2021 |
| Cheque Totals Issued: | | 6,084.38 | | | |
| Void: | | 0.00 | | | |
| Total Cheques Generated: | | 6,084.38 | | | |
| Total # of Cheques Listed: | | 12 | | | |

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

March, 2021

| | |
|--|----------------------------|
| Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums) | 7,494.99 |
| Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums) | 11,622.38 |
| Total | <u>\$ 19,117.37</u> |

SERVICE NEW BRUNSWICK:

February, 2021

| | |
|--|--------|
| Invoice #1416834 (Utility Payment Acceptance Fees) | 741.16 |
|--|--------|

March, 2021

| | |
|--|-------------------------|
| Invoice #1427207 (Utility Payment Acceptance Fees) | 163.58 |
| Total | <u>\$ 904.74</u> |

| | |
|--------------------|-----------------------------------|
| Grand Total | <u><u>\$ 20,022.11</u></u> |
|--------------------|-----------------------------------|

C) February 2021-Statements of Revenue and Expenditure

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

| | Actual To Date For the Two Months Ending February 28, 2021 | Budget For the Year Ending December 31, 2021 | Remaining | Percentage Used |
|--|---|---|------------------|----------------------------|
| Revenue | | | | |
| Taxes | 1,034,482 | 5,523,832 | \$4,489,350 | 19% |
| Services Provided to Other Governments | 40,879 | 236,293 | 195,414 | 17% |
| Sale of Services | 44,030 | 400,400 | 356,370 | 11% |
| Other Revenue From Own Sources | 27,632 | 197,455 | 169,823 | 14% |
| Unconditional Grants | 455,566 | 1,466,987 | 1,011,421 | 31% |
| Conditional Transfers | 0 | 4,200 | 4,200 | 0% |
| Other Transfers | 254,958 | 1,641,623 | 1,386,665 | 16% |
| Total Revenue | 1,857,547 | 9,470,790 | 7,613,243 | 20% |
| Expenditure | | | | |
| General Government Services | 247,827 | 1,168,315 | 920,488 | 21% |
| Protective Services | 188,756 | 2,388,671 | 2,199,915 | 8% |
| Transportation Services | 357,820 | 2,269,423 | 1,911,603 | 16% |
| Environmental Health Services | 43,758 | 305,723 | 261,965 | 14% |
| Environmental Development Services | 67,841 | 421,806 | 353,965 | 16% |
| Recreational and Cultural Services | 307,786 | 2,169,859 | 1,862,073 | 14% |
| Fiscal Services | 35,119 | 738,993 | 703,874 | 5% |
| Other | -2,228 | 8,000 | 10,228 | -28% |
| Total Expenditures | 1,246,679 | 9,470,790 | 8,224,111 | 13% |
| Surplus (Deficit) | \$610,868 | \$0 | | |

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

| | <u>Actual To Date For the Two Months Ending February 28, 2021</u> | <u>Budget For the Year Ending December 31, 2021</u> | <u>Remaining</u> | <u>Percentage Used</u> |
|----------------------------------|---|---|------------------|----------------------------|
| Revenue | | | | |
| Sale of Service | \$97,715 | \$2,182,200 | \$2,084,485 | 4% |
| Other Revenue From Own Source | \$32,809 | \$207,600 | 174,791 | 16% |
| Total Revenue | <u>130,524</u> | <u>2,389,800</u> | <u>2,259,276</u> | 5% |
| Expenditures | | | | |
| Water Supply | \$169,799 | \$1,182,674 | 1,012,875 | 14% |
| Sewerage Collection and Disposal | \$90,370 | \$744,702 | 654,332 | 12% |
| Fiscal Services | \$17,910 | \$462,424 | 444,514 | 4% |
| Total Expenditures | <u>278,079</u> | <u>2,389,800</u> | <u>2,111,721</u> | 12% |
| Surplus (Deficit) | <u>(\$147,555)</u> | <u>\$0</u> | | |

2. Fire Department Activities

1. Monthly meeting
2. Fire extinguisher program
3. Wildland fire season preparations.
4. Posting of fire pit requirements on social media.

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Senior Management Team meetings.
4. NBCC Association Training Representative duties.
5. Instructing classes for the Fundy Firefighters Association Firefighter 1 program.
6. Director of Protective Services duties. (Building and By-law)
7. Milltown Dam Community Liaison Committee.
8. Office of Fire Marshal Zoom meeting.
9. JHSC meetings and related work.
10. GPS telematics installations/training.
11. GNB Press Conferences.
12. Aerial apparatus purchase process.
13. Employee Rights Policy.
14. First Aid Policy.
15. Workplace Violence Code of Practice.
16. Dalhousie College of Continuing Education Municipal Finance online course.
17. Dealing with a dangerous property under the Fire Prevention Bylaw.
18. Medical First Responder re-certification training.

4. Personnel

Volunteer Firefighter/Back-up Driver Merton Lewis has retired from SSFD and returned to his homeland of Nova Scotia. Mert was a driving force behind many fundraising activities over his 18 plus year term and many would recognize him from the countless hours he spent in the bucket at our annual "Bucket Sit". We estimate this event alone raised over \$250000 for fire department equipment. SSFD wishes Mert all the best in the next phase of his life and a seat in the bucket will always be there for him should he desire to take it.

Aden Watson, our co-op student from SSHS has been brought on as a probationary volunteer firefighter.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

Please find enclosed the report for By-Law –Enforcement. We handled 27 occurrences.

Assist other Dept. (1)

- (1) Public Works called about construction vehicles hindering traffic at the DQ location.

RCM Police notified of the complaint.

Assist general public (16)

- (1) Received a call from a lady with regards to swimming pool set-backs from property line.

Instructed her to call the Development Office.

- (2) Received a complaint from a gentleman with regards to his driveway and him fixing it.

Had him call Lee Johnston with the issue.

- (3) Received a call from a lady with regards to having a fire pit.

The information was passed on to her.

- (4) Received a call with regards to the noise by-law.

Information was passed on to them.

- (5) Received a call from a gentleman with regards to zoning for youth housing.

Instructed him to call the Development Office.

- (6) Still receiving calls from concerned citizens over the Covid -19 protocols.

Directing these people to call either Public Safety or the RCM Police

- (7) Received a call from a lady with regards to a rodent issue at an apartment building.

Instructed her to call the Dept of Health as well as NB Housing about the issue.

To my knowledge the problem was rectified.

- (8) Received a call from a person with regards to an unsightly premise.

Passed onto the building inspector.

- (9) Received a call from a lady looking a taxi license.

License has been issued.

- (10) Received a complaint from a person on School street about a basketball net blocking traffic.

Matter was looked into and complaint unfounded.

- (11) Received a call from Marks St. with regards to a basketball net blocking the sidewalk.

Patrol made and the net was on the lawn of the property owner.

- (12) Received a call about illegal taxi cabs operating within the Town.

Matter is under investigation.

- (13) Received a call from a lady with regards to putting a mini home on a lot.

Instructed her to call the Development Office.

- (14) Gentleman called about placing a mini home on Pleasant St.

Instructed him to call the Development Office.

- (15) A lady called about placing a travel trailer on a lot until her home is delivered.

Instructed her to call the Development Office.

- (16) During patrols in Milltown observed the flyer delivery person not delivering the fliers properly.

Vehicle was stopped and the part time person was told the proper procedure for the delivery of the fliers.

Parking (10)

- (1) Attended court in Saint John for a trial with regards to a ticket.

Found guilty.

- (2) Nine warnings given for parking.

Dog Complaints (0)

Regards
Brent MacDougall, By Law Enforcement

Report of the animal control officer

I patrolled the town on a daily basis, except for two days off with back surgery. I responded to all calls and complaints. One was a person walking his dog on the Church ground and the tennis court area and using it as his toilet. I was unable to contact him but I did leave a letter at his home, warning given. I also spoke to a number of people about keeping their dogs on a leash, and also about dogs being able to run out onto sidewalks.

Regards
Mike Shannon
Animal Control Officer

Building Inspection Report

The month of March brought in a total of 5 (five) permits which represents \$165,785.00 (One Hundred and Sixty-Five Thousand Seven Hundred and Eighty-Five) in building costs. The total for the year is 18 (Eighteen) permits at a total amount of \$283,218.00 (Two Hundred and Eighty-Three Thousand, Two Hundred and Eighteen).

One (1) Stop Work Order was issued in the month March. This office has 4 (four) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 9 (Nine) Inspection reports.

No (0) Building Permit waivers for electrical needs were issued.

All required reports were filed with the appropriate government agencies.

It should be noted that prior to issue of a building permit a pre-site inspection is conducted to determine if a building permit is needed. All permits are based on the individual pre-inspection of the proposed work. If needed a plan review is conducted, (many instances do not warrant a permit as the work may be deemed maintenance only), and ongoing inspections are conducted throughout the construction period.

Respectively Submitted

Manzer Young

Manzer Young
Building Inspector
Town of St. Stephen



**Town of St. Stephen
Information Report to Council
Report: CMS 06-21**



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Aaron Muzzatti, Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: April 28th, 2021
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. The Border Arena Review Committee – Our first committee meeting took place on Tuesday, April 20th at the old arena. Committee Members were shown the items stored at the Arena and the issues relating to maintenance and action plans were established.
- b. Townsuite Scheduling Software – The transition for moving from Max Galaxy to Townsuite has started, complete transfer should be complete by June 1st of this year.
- c. The Bateau renovation work continues, the lumber and bateau have been transferred over to SSHS, work on a commemorative plaque has also started and work is on track for May 17.
- d. The GCC artificial floor will be laid down over the ice on Wednesday, May 5th in preparation for the various indoor events we have planned over the months ahead.
- e. Website development continues, additional training was needed on April 8th with a live launch in the first half of May.
- f. Tourism initiative – The town's tourism initiative continues to move forward. Our request for proposals for tourism operators to respond to will go out in June.
- g. We are still waiting for a response from CP Rail regarding the potential dog park. On a related note only one volunteer came out for the dog waste pick up at Rotary Field on April 11th, the request had gone out to the Dog Club via Facebook and more were expected.
- h. Parks & Recreation summer student staff have been selected and approved for hire. Spring projects for the horticultural, mowing and parks maintenance crews have been established.
- i. Park Benches and garbage cans will be added in early May, we received clarification that they can be used at the risk of the users.
- j. Trail signage – I met with reps from Coastal Link Trail in regard to wayfinding signs on the trail, town staff will be able to install the signs once locates are done.
- k. File management training was provided on April 15, this should help streamline the records we as staff keep and so reduce paper copies and improve digital records management.
- l. Preparations for the Spring & Summer sports schedules for the Rotary Field are being developed, we are going to meet user groups to discuss availability and COVID requirements in the first week of May.

2. Meetings & other activities:

- a. Community Service departmental meetings every other Tuesday at 10am.
- b. Senior Management Team meetings every Tuesday morning at 9am.

- c. Monthly Joint Health & Safety Meetings at 199 Union St, first Weds of month.
- d. Fundy Recreation Professionals Assoc. (FRPA) zoom meeting every month to discuss COVID19 and other issues relating to municipalities.
- e. Monthly Town Council meeting
- f. Meeting with Border Arena Review Committee to discuss potential training at the Border Arena.

Administration & Accounting

1. Monthly Projects (March 2021):

- 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 Corporate Services.
- d. Data Entry for Accounts Payable (Corporate Services).
- e. Deposits, banking, and reconciled shifts.
- f. Assisted in planning for the transition to the new Recreation program (Summer).
- g. Various administrative and accounting.

2. Statistics (March 2021):

- a. The Walking Track had approx. 2148 users check-in.
- b. The Arena had approx. 654 users participate in Public skate times.
- c. The Fitness Center had approx. 1500 member's check-in.
- d. The Pool had approx. 1682 member's check-in.
- e. Membership Sales (approx.):
 - i. Monthly = 101 sold
 - Semi/Annual = 7 sold
 - Punch Cards =50 sold

Aquatics & Programming

1. Past Month's Events:

- a. The process for affiliation with Autism Swim Australia (ASA) was initiated to aide in building our Great Barrier Busters program. This will give us access to behavioural therapists, occupational therapists and video lectures with specialists from ASA to help guide our instructors, in addition to the higher level of training which they will receive.
- b. Swimming lessons resumed as of April 12th, with higher attendance than has been seen in previous sessions since re-opening in September.

2. Update on Aquatic Programming:

- a. Bronze Medallion, the first of the free courses we will be offering over the Spring, started on April 23rd and will run until May 2nd, this course is presently at capacity.
- b. Bronze Cross and National Lifeguard service will start and end on May 14th – 23rd, and June 4th – 20th respectively. The Bronze Cross is presently full, while the National Lifeguard Service course has 11 out of 16 slots filled.
- c. A new session of Great Barrier Busters has started, with higher numbers when compared to the previous sessions, and a new Supervisor for the program is currently being trained.

Operations and Maintenance

Property management report

Garcelon Civic Center

1. Ongoing preventative maintenance in building.
2. Regular preventive maintenance completed on all heat pumps throughout building.
3. GCC Building Automated System (BAS) all switches and controllers that were ordered and replaced, ongoing programming of the BACnet issues.
4. Ordered and waiting for bicycle seat for CYBEX bike in fitness area, on back order.
5. Have ordered work on the PO1 heat pump in aquatics area, New TXV to be replaced on it, work will require a 1 or 2 day shut down to allow for dropping off heat pump and ceiling tear out in front of lifeguards office.
6. Continuing work on COVID-19 Operational plans.
7. New union Casual employee has started in his position.
8. Attended CPRA infrastructure task group meetings virtually.
9. Attended Recreation NB monthly Board meeting.
10. Attended GCC management meetings.

Five Kings building

1. Working on quotes for much needed building upgrades. Quotes received waiting on funding.
 - a. Quotes on insulating the entire attic space, there is basically no insulation there now.
 - b. Quotes on eave troughing.
2. Will work to get funding this year to complete these projects.
3. Had plumbing contractor in, we are having issues with overheating the PVC drainpipes coming from the commercial dishwasher. It continues to crack the fittings. Looking into high temp draining.

Library

1. Worked with librarian on some maintenance issues.
2. Electrical contractor in to replace more lights, and support some lights, ordered more replacement bulbs for main room lights.
3. Have switched the custodial supplies to be maintained through one contact. More control on the budget this way.
4. Had the paper towel dispensers replaced to contactless like the GCC has, now will be supplied through stock at GCC, starting to streamlining supplies to one common supply.
5. Light in Bathroom needed attention.

RCMP building

1. New Air exchanger installed.
2. New Controllers installed and set up with the previous air handler heating and cooling unit.
3. Outside control board replaced on heat pump, has resolved the issue.
4. Rear Door had new weather striping installed.
5. Work on the south side driveway will take place in the late spring early summer. Work will consist of tearing up old broken asphalt, dropping the grade down, repaving the area directly to the concrete basement, this will allow for rainwater to flow away from basement.

Events Development

3. Past Month's Events:

- a. Chocolate Recipe Contest – Began in February and runs monthly, with 1 winner per month plus a grand prize winner in December (for 12 recipes total). We will retain the rights to all submitted recipes and can compile a cookbook in the future. Joint venture between the Town and the Chocolatier.
- b. 150 Time Capsule contest for 2 families to win the chance to fill a caplet each. Winners by draw – Jennifer Wheaton and family; Sadie McGinn
- c. 150 Time Capsule contest for 2 businesses. Winners by draw – Bordertown Beauty and Southwest Concrete
- d. Easter Day Draw for 150 – sponsored by the Lionettes – winner drawn April 4th.

4. Future Events:

- a. Walking Lap Challenge – March to May 17th
- b. May 8th – Town Wide Yard Sale – indoor yard sale on the arena surface at the GCC
- c. May 14th @ 6pm – Rotary 150 Scavenger Hunt live on Zoom
- d. **“Celebrate St. Stephen”** May 15th to 17th – Open to the Public – at the Garcelon Civic Center – local vendors, museum exhibits, musicians on the arena surface. Art display from SSMS. Art display from caplet entrants. Videos from 125 re-enactment of the 1871 council meeting. Saturday/Sunday 10-4; Monday 11-7
 - i. Costume Contest May 16th – 2pm – 2 winners – Adult and Child – 2 x \$150 Downtown Dollars prize. Hosted by Mark Downey
 - ii. May 17th – 2pm – Memorial wall to Shirley Downey @ St. Croix Public Library unveiled – online event and streamed at Celebrate St. Stephen.

May 17th – 150th Anniversary (1871-2021)

By invite only due to current Covid restrictions (maximum 50 for outdoor events). NOTE: if Covid regulations allow more than 50 outside, these activities will be open to the public.

- 11am - Chocolate Park – representatives from each group with a caplet will be invited to put it in the time capsule. Capsule put in ground – speeches. Confirmed attendance from Minister Scott Wallace, MP Williamson and MLA Bockus.
- Mural – on the library – DSS will take the lead here
- Time and Universe statue – Plaque reveal
- Bateau – unveiling
- Garcelon Civic Center – invite to walk around the floor and see the exhibits

Garden Contest – May 17th to New Brunswick Day. Winners for 3 categories will be announced on New Brunswick Day. Categories will be announced May 17th.

Swimming Lap Challenge – May 17th to New Brunswick Day

Summer Concert Series – Every Thursday evening 6:30 – 8:30pm July and August – **location pending** (if Covid allows more than 50, it will be outside, if not, it may only be July on the arena surface)

July 1st – Canada Day – event details pending – arena surface and waterfront

150 Strongest Man/Woman Challenge – July 31st – arena surface. Time TBC

August 2nd – New Brunswick Day - event details pending – waterfront

August 13-15th – RibFest at the GCC (sponsored by GSAR)

Advertising:

150 banner – 3’x18’ –To be placed across King St. near Carmen’s - Repair completed and Dave Beach will put it up

Courier Articles – weekly or biweekly

Acadia – sponsorship agreement reached – promotion beginning now with targeted promotion beginning in May

Facebook – St. Stephen page, St. Stephen 150 page, St. Stephen Community Spirit page. Events boosted

Town of St. Stephen VIC will be open on the waterfront July 1st to Labour Day.






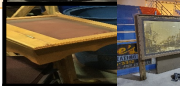







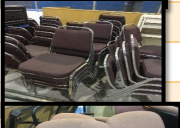



5. **Additional Information:**

- a. Advertising with Acadia has begun and will build momentum the closer we get to Celebrate St. Stephen. May 10-14 will be a prize a day on 98.1. Mon-Thurs will be \$50 Downtown Dollars and Friday will be \$150 Downtown Dollars
- b. Covid clinics will be held on the arena surface May-July.
- c. Grand March will be held at the GCC June 27th. Operational Plan has no more than 77 people in attendance on the arena surface (200ftx85ft) at any time.
- d. Courier Articles continue with Sari Green providing stories weekly/biweekly about events
- e. Floor surface will go down May 5th and be lift August 4th or 5th in time for hockey camp and clinics to start. Multiple bookings on the floor surface. Only revenue loss to putting down the floor for the 3 months is pickup hockey 2 times per week (no other bookings) but floor surface rental revenue covers it.

Respectfully submitted,
Kev Sumner - Director of Community Services

BORDER ARENA INVENTORY LIST

Border Arena Inventory

| Location In Arena | Listed Item | Dept | Description | Owner/Prev Location | Status | PHOTO | NOTES |
|--------------------|--------------------------------|----------------|--------------------------|--------------------------|------------------|---|---------------------------------------|
| Arena floor | Card display | Comm. Services | Press Board | Tourist Bureau | No Longer In Use |  | CCRTA are interested in taking them |
| Arena floor | Table | Comm. Services | Press Board | Tourist Bureau | No Longer In Use |  | Property of CCRTA - they will collect |
| Arena Floor | 24 X Park Benches | Comm. Services | Wood& Black Metal (Cast) | T.O.S.S. Benches | In Use/Seasonal |  | To be kept |
| Arena floor | Garbage cans | Comm. Services | Black Metal (Cast) | T.O.S.S. Garbage Cans | In Use/Seasonal |  | Operational |
| Arena floor | Garbage can inserts | Comm. Services | Black Metal | T.O.S.S. Garbage Cans | In Use/Seasonal |  | Operational |
| Arena floor | Wooden pedestal display | Corp. Services | Wood/Glass | T.O.S.S. Picture Frame | Unknown |  | Historic Value |
| Arena floor | Older Model Printer | Corp. Services | Print,Scan,Fax | Copier | Unknown |  | Recycled |
| Ladies Dressing Rm | Arena, rink glass | Comm. Services | Thick, shatter resistant | T.O.S.S. panes of glass | Stock |  | Look to sell - donate |
| Arena Floor | 12 x Millstones | Public Works | Granite | T.O.S.S. old mill stones | to be kept |  | Historic Value |
| Arena Floor | 3 X Snow Blower Attachments | Public Works | Snow Plows | T.O.S.S | Seasonal |  | Operational |
| Arena Floor | 8 X plow Attachments | Public Works | Snow Plows | T.O.S.S. | Seasonal |  | Operational |
| Arena Floor | Bomag Motorized Roller | Public Works | Road equipment | T.O.S.S | Seasonal |  | Operational |
| Arena Floor | Sander, Hopper | Public Works | Snow Plows | T.O.S.S. | Seasonal |  | Operational |
| Arena Floor | 54X Red&Chrome Stacking Chairs | Comm. Services | Furniture | Library | No Longer In Use |  | To be sold/thrown away |
| Arena Floor | 12 X Red Office Chairs | Corp. Services | Furniture | Library | No Longer In Use |  | To be sold/thrown away |
| Arena Floor | 15 X Blue Garbage Cans | Comm. Services | Chemical drums | T.O.S.S. Garbage Cans | Seasonal |  | operational |
| Arena Floor | 46 X Picnic Tables | Comm. Services | Furniture | T.O.S.S. picnic tables | Seasonal |  | |

| Location In Arena | Listed Item | Dept | Description | Owner/Prev Location | Status | PHOTO | NOTES |
|-------------------|---|-----------------|--------------------------------|--|------------------|--|---------------------------------|
| | | | | | |  | Operational |
| Arena Floor | 10X Bleacher sets | Comm. Services | Field bleachers | T.O.S.S. bleachers | Seasonal |  | Operational |
| Arena Floor | Kubota Tractor | Comm. Services | Field maintenance | T.O.S.S. P&Rec Tractor | In Use |  | Operational |
| Arena Floor | Tractor Field Rake Attachment | Comm. Services | Field maintenance | T.O.S.S. | In Use |  | Operational |
| Arena Floor | Replica Trolley Car | Comm. Services | Events Dept | T.O.S.S. (Kents Donation) 2019 | *events staff |  | Operational Status Unknown |
| Front Entrance | Aluminum Extension Ladder | Comm. Services | equipment | T.O.S.S. P&Rec ladder | In Use |  | Operational |
| Check in Area | Metal Desk | Corp. Services | Furniture | T.O.S.S. Desk | No Longer In Use |  | to be sold/thrown away |
| Back Storage Area | Assorted Clothing and Costumes Figure Skating Club | Community Group | Costumes | Unknown Not In Use- abandoned Former skating club costumes | |   | /thrown away |
| Arena Floor | Bowling Alley Ball Return | Comm. Services | bowling alley mechanism | Carstar | No Longer In Use |  | to be thrown away |
| Arena Floor | Bowling Alley Pin Return | Comm. Services | bowling alley mechanism | Carstar | No Longer In Use |  | to be thrown away |
| Arena Floor | Bowling Alley mechanism | Comm. Services | bowling alley mechanism | Carstar | No Longer In Use |  | to be thrown away |
| Arena Floor | Hardwood Bowling Alley Lanes | Comm. Services | bowling alley mechanism | Carstar | No Longer In Use |  | Carstar will take the wood back |
| Arena Floor | Bowling Balls and Shoes | Comm. Services | bowling alley mechanism | Bowling bowls | No Longer In Use |  | to be thrown away |
| Arena Floor | Paw Patrol Props | Comm. Services | Plywood Figure and Inflatables | St. Stephen Fire Dept. Kids game | Seasonal |   | |

| Location In Arena | Listed Item | Dept | Description | Owner/Prev Location | Status | PHOTO | NOTES |
|---------------------|--|-------------------------|------------------|----------------------------|-------------------|--|------------------------------------|
| | | | | | |  | |
| Arena Floor | Hockey, Cross Country Skiing, Figure Skating Equipment | Comm. Services | Abandoned | Community Groups | to be thrown away |   | |
| Canteen | Cappuccino Machine | Comm. Services | Abandoned | T.O.S.S. kitchen equipment | No Longer In Use |  | to be thrown away |
| Canteen | Chest Freezer | Comm. Services | Abandoned | T.O.S.S. kitchen equipment | No Longer In Use |  | to be thrown away |
| Canteen | Upright Fridge | Comm. Services | Abandoned | T.O.S.S. kitchen equipment | No Longer In Use |  | to be thrown away |
| Canteen | Range Hoods | Comm. Services | Abandoned | T.O.S.S. kitchen equipment | No Longer In Use |  | to be thrown away |
| Canteen | Kitchen Cart | Comm. Services | Abandoned | T.O.S.S. kitchen equipment | No Longer In Use |  | to be thrown away |
| Dressing Rooms | Youth Soccer Association Equipment | Charlotte United Soccer | Soccer equipment | Unknown | STORAGE |    | To be collected by community group |
| Arena Floor | Old Clock Faces(Milltown) | | | T.O.S.S. | Salvage |  | Historic Value |
| Arena Floor | Cast Metal Bell | | | T.O.S.S. | Salvage |  | Historic Value |
| Arena Back Entrance | Several open bundles of shingles & Ceramic Tiles | Comm. Services | Stock Material | T.O.S.S. | Inventory |  | |
| Front Entrance | Bulbs | Comm. Services | Replacements | T.O.S.S. | Inventory |  | |

| Location In Arena | Listed Item | Dept | Description | Owner/Prev Location | Status | PHOTO | NOTES |
|--------------------------|---------------------------------|----------------|--------------------|---------------------|------------------|-------|------------------------|
| | | | | | | | |
| | | | | | | | |
| Announcer booth | 17x Cinder blocks | Public Works | Stock Material | T.O.S.S. | Inventory | | |
| | | | | | | | |
| Announcer Booth | 5 X- 4x8' sheets finish plywood | Public Works | Abandoned | Unknown | Abandoned | | |
| | | | | | | | |
| Announcer booth | Several, part rolls craft paper | Comm. Services | stationery | Unknown | Abandoned | | to be kept/donated |
| | | | | | | | |
| Lower, Back Storage Area | New & Used Nylon Soccer Nets | Comm. Services | Orange, Nylon | Parks&Rec | Inventory | | To be kept |
| | | | | | | | |
| Upper, Back Storage Area | Coaches Equipment (Hockey) | Comm. Services | Abandoned | SSHS, SSMHA | Abandoned | | To be sold/thrown away |
| | | | | | | | |
| Arena floor | Event arch | Comm. Services | festival equipment | events dept. | operational | | to be kept |
| | | | | | | | |
| arena floor | Outdoor pool heat pump | Comm. Services | abandoned | Aquatics | not in operation | | unknown |
| | | | | | | | |
| arena floor | assorted wooden tables & chairs | Comm. Services | furniture | events dept. | operational | | to be kept |
| | | | | | | | |
| | | | | | | | |
| arena entrance | council tables and chairs | Town Hall | furniture | Town Council | unknown | | to be kept |
| | | | | | | | |
| | | | | | | | |
| arena entrance | town hall filing cabinets | Town Hall | office furniture | Town Council | operational | | to be kept |
| | | | | | | | |



**Town of St. Stephen
Information Report to Council
Report: PW 04-21**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: April 28, 2021
Subject: April Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 13 new Meters.
- b) Installed 1 new Service.
- c) Repaired 2 Water Laterals.
- d) Read Meters.

2: Streets:

- a) Sanded streets and sidewalks.
- b) Cold patched pot holes .
- c) Hauled snow.
- d) Getting machines ready for sweeping.
- e) Cleaned off catch basins .

3: Waste Water:

- a) Videoed 3 Sewer Laterals.
- b) Rodded 4 Sewer Laterals.
- c) Lifstation and Treatment Plant maintenance.

Project Updates – Town of St. Stephen

April 8, 2021

[Union Street Combined Sewer Separation & Water Main Renewal – Project No. 20-3763](#)

Design progress is at 80%. Tender documents are scheduled to be complete by the end of April.

[Milltown Boulevard Designated Highway Upgrades 2020 – Project No. 20-2637](#)

2020 work is complete and the contractor is off site. Minor deficiencies are scheduled to be addressed in the spring.

[West Street Infrastructure Renewal – Project No. 19-1946](#)

2020 work is complete and the contractor is off site. The final course of seal asphalt will be constructed in the spring.

[Riverside Drive WWPS Replacement – Project No. 19-9953](#)

Dillon is currently coordinating the procurement of easements with NB Power and finalizing design and tender documents.

[Waterfront Revitalization – Project No. 18-7081](#)

The wharf contractor is off site and the work and deficiencies are complete with the exception of the floating docks and gangway. The floating docks and gangway are fabricated and installation is scheduled to take place during the last weekend in May.



Charlotte County Alternative Transportation Association
73 Milltown Blvd., Suite 205
PO Box 172, St. Stephen, N.B., E3L 2X1
Phone 466-4414 Fax 466-0779
E-mail — dialaride@nb.aibn.com

October 1, 2020

Mayor and Council
The Town of St. Stephen
73 Milltown Blvd., Suite 112
St. Stephen, N.B., E3L 1G5

Dear Mayor and Councilors:

I am writing to you on behalf of the CCATA to apply for a grant for \$3000 from the Town of St. Stephen for the 2021 budget year.

Charlotte Dial-A-Ride has been providing transportation in Charlotte County for over 15 years! We have witnessed children ready to go to school after travelling daily to therapy sessions; we've connected high school students to their co-op placements, to community college, and students to GED classes. We've seen so many life situations improve due to access to transportation!

We continue to grow with new members joining us every week. We gained 9 new volunteer drivers in 2019 from different areas of Charlotte County, and we had a 37% rise in drive requests. In 2020, so far132 members have received almost 3000 trips, and almost 2000 hours have been volunteered by 22 different volunteers. This is amazing considering that April and May were almost nil due to the pandemic. Drives are increasing now that schools and doctor offices are open again.

Past donations from the Town of St. Stephen, other Municipalities, Vibrant Communities Charlotte County, individuals, and local businesses have all assisted with the costs associated in providing this very worthwhile service; we appreciate this financial support as well as the participation of many of your residents; we couldn't do it without the continued sponsorship we are receiving from the community.

We are proud to report that besides the regular requests for drives from St. Stephen and area residents, we are providing daily transportation for several individuals to their workplaces. We deliver food hampers in support of the St. Stephen Volunteer Center Food bank. We have also partnered with The Atlantic Superstore to deliver groceries to new residents when they are self-isolating; they order their groceries, our volunteers pick them up, deliver them, and Superstore is covering the delivery fee.

Thank you for taking the time to consider our request. I am attaching financials from our year end, and a brochure which shows our drive statistics from the past year for your review.

Should you need any other information, or if you have any questions, please do not hesitate to contact me at 466-4414 or dialaride@nb.aibn.com

Sincerely yours,

Dana Planetta

Dana Planetta, Executive Director
Charlotte County Alternative Transportation Association Inc.
(Charlotte Dial A Ride)

Enclosures

CCATA Board of Directors

John Castell, Reed Haley, Dominique Schwartz, Kate Akagi,
Brenda Allison, Roger Fitzsimmons, Marjorie Lyons, Sharon Mc Gladdery, Doug Rowlands, Carol Travis, Anne Wilson.



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 07-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Corporate and Community Services Staff
Date of Meeting: Wednesday, March 31, 2021
Subject: Decision Item – Five Kings Maintenance Work

Recommendation For Resolution

FZSf S` g` TgVMMWjWbWew af fa WUWfWfZageS` VVa^Scd TVSbbdahWXdMS[deS` V`
_ S[fWS` UW` ad] a` Fai ` ai ` WbcbWfk` aUSfWSf' = [YFfWZ

BACKGROUND

FZWfai ` žai ` WbcbWfk` aUSfWSf' = [YFfWZSeefgYYWi [fZS` [` SI[(fk fa dWg` SfWZW
U[SFW [fZ[` fZMg['M` Yz FZVZMf` aeeVgd` YfZW [` fW[a` fZeZSedWg` fW[` è ai _ W i Z[UZ
UgWfZWaaS` VfZWdag` V[` fZWbdj [[fk aXZMg['M` Yfa WbWUWU[` Yz FZ[ebaewS ZSISdV
fa TafZ fZMg['M` YS` VfZWbgT` UZ

;` S` Wad faSWWefZWfegW SV_ [[efS[a` [edMa _ WW[` YfZSf fZMg['M` YeSf[UTW
[` eg` SfiWi [fZS` D& [` eg` S[a` ž CgafWi WVa` UfWi [fZ fZMg['M` hS` gVWY`) * " " ž " L: EF

OPTIONS

Option 1—approve the recommendation: ;` SUM[YfZ[edMa _ WWS[a` fi ad] i ad] Ua _ WUW
Seaa` Sebae[TVS` VITWaad[SfiWi [fZ fZWgdWf fWS` fZ

Option 2—reject the recommendation: That no maintenance work is carried out.