



**St. Stephen Town Council to be held on Wednesday, March 31<sup>st</sup>, 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 March 31st, 2021, be approved.*

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

- i) Green Shirt Day
- ii) National Organ and Tissue Donation Awareness Week

**F. DISCLOSURE OF INTEREST**

**G. PUBLIC AND/OR STATUTORY HEARINGS**

- i) St. Stephen 150 Program Update—presentation by Michelle Vest

**H. ADOPTION OF MINUTES**

- i) February 24<sup>TH</sup>, 2021

**Proposed Resolution:**

*That the Minutes of the Special Council Meeting held on February 24<sup>th</sup>, 2021 be approved as presented.*

ii) March 17<sup>th</sup>, 2021

Proposed Resolution:

*That the Minutes of the Special Council Meeting held on March 17<sup>th</sup>, 2021 be approved as presented.*

**I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

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)

**K. BYLAWS, PERMITS, AND POLICIES**

- i) Bylaw S-7—Garbage Bins

Proposed Resolution:

*That Council direct Administration to include provisions to prohibit garbage stands within Town boundaries.*

- ii) Bylaw Z-2—Zoning Bylaw Third and Final Reading

Proposed Resolution:

*That Bylaw Z-2, being the Town of St. Stephen Zoning Bylaw be given Third and Final Reading.*

## L. NEW BUSINESS

### **Departmental Reports:**

#### Departmental Information Reports

1. CAO Informational Report
2. Planning and Development Report
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) Assistant Chief Stipend**

##### **Proposed Resolution:**

*That Council approve the recommendation to increase the monthly stipend paid to the Assistant Fire Chief to \$500.*

#### **ii) Operating Reserve Transfer**

##### **Proposed Resolution:**

*That the amount of Two Hundred and Ninety-Seven Thousand dollars be transferred from the General Operating Fund to the General Operating Reserve Fund*

#### **iii) Computer Software Upgrade**

##### **Proposed Resolution:**

*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 plus tax which includes proposed implementation fees of \$22,600 and annual subscription costs of \$18,000.*

iv) **Write off of Bad Debt**

*Proposed Resolution:*

*That Council approves, on the recommendation of administration, to write off as bad debt, the accounts submitted totalling \$30,328.31.*

v) **Capital Budget Request**

*Proposed Resolution:*

*Council accepts the recommendation and approves the spending of \$26,000 for repairs to the Municipal Salt Shed in 2021.*

**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**

*Proposed Resolution:*

*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.*

**P. RECONVENE TO REGULAR MEETING**

**\*any motions made in this section are to be publicly read at the commencement of the next regular meeting of Council\***

i) **Appointments to Border Arena Review Committee**

*Proposed Resolution:*

*That Council make the following public appointments to the Border Arena Review Committee:*

- 1)
- 2)

ii) **Appointments to Innovation and Technology Committee**

*Proposed Resolution:*

*iii) That Council make the following public appointments to the Innovation and Technology Committee:*

*1)*

*2)*

**Q. ADJOURNMENT**

**That the meeting be adjourned at \_\_\_\_pm.**

Town of St. Stephen  
RECEIVED  
MAR 23 2021

**NB Organ and Tissue Program/  
Programme d'organes et de tissus du N.-B.**  
Horizon Health Network / Réseau de santé Horizon  
135 av. MacBeath Ave  
Moncton, NB E1C 6Z8  
Tel / Tél. : (506) 648-6928  
Fax / Téléc : (506) 653-2956  
[www.HorizonNB.ca/Organ-Tissue](http://www.HorizonNB.ca/Organ-Tissue)



NB Organ and Tissue Program  
Le Programme d'organes et de tissus du N.-B  
ORGAN • TISSUE • OCULAIRE    ORGANES • TISSUS • OCULAIRE

Dear Mr./Mrs. Mayor,

On behalf of Horizon Health Network's New Brunswick Organ and Tissue Program, I am writing to invite you to join hundreds of community partners, volunteers, donors, and recipients in raising awareness for organ and tissue donation on **Green Shirt Day**, on **Wednesday, April 7**, and during **National Organ and Tissue Donation Awareness Week** (NOTDAW) from **April 18-24**.

We are working together with Canada's organ and tissue donation & transplantation community during the month of April to inspire New Brunswickers and all Canadians to register their intent to donate and talk to those closest to them about their decision to donate. Green ribbons, shirts or green-lit landmarks will pop up across Canada on April 7 for **Green Shirt Day** as well as during **NOTDAW**. These events acknowledge and honour the donors and donor families who gave the gift of life. They also acknowledge the thousands of patients in need of a transplant and those who have died waiting.

We are asking for your participation  
on **April 7** for **Green Shirt Day** and during  
**National Organ and Tissue Donation Awareness Week, April 18-24**

- Wear **green** on Wednesday **April 7** in honor of the Logan Boulet Effect and in support of organ donor awareness and registration across Canada. Logan's decision to become a registered organ donor just prior to his tragic passing in the Humboldt Broncos bus crash in April 2018 inspired over 100,000 Canadians to become registered organ donors. Visit [greenshirtday.ca](http://greenshirtday.ca) to learn more.
- Light up your buildings and landmarks **green** on **April 7** or during NOTDAW (**April 18-24**) and inspire your community.
- Join the online conversation, demonstrate your support and encourage others to register their decision to donate with the [Social Media or NOTDAW Toolkit](#) developed to help spread awareness about organ and tissue donation in communities across Canada, or visit [organtissuedonation.ca](http://organtissuedonation.ca) to learn more about organ and tissue donation.



NB Organ and Tissue Program  
Le Programme d'organes et de tissus du N.-B.  
ORGAN • TISSUE • OCULAIRE    ORGANES • TISSUS • OCULAIRE

Included in this package are more resources to help you and your municipality/city show your support for organ and tissue donation. We have included supporting messages, as well as green ribbon pins for you to wear in recognition of the extraordinary generosity of organ and tissue donors and donor families as well as to acknowledge patients in need of a transplant.

Thank you in advance for your support. Sincerely,

Nadya Savoie  
Administrative Director/Directrice Administrative  
NB Organ and Tissue Program/Programme d'organes et de tissus du N.-B.  
Horizon Health Network/Réseau de santé Horizon

# National Organ and Tissue Donation Awareness Month

## How to get involved

### Encourage organ and tissue donation through your social networks

---

Green Shirt Day (Wednesday, April 7) and National Organ and Tissue Donation Awareness Week (NOTDAW, from April 18-24) provide Canadians the opportunity to have important conversations with their friends and loved ones to ensure their organ and tissue donation wishes and decisions are understood.

### Spread the word!

- Start an online conversation by using #GreenShirtDay, #LoganBouletEffect, #NOTDAW and #OrgansTissuesForLife, #CanadaLifeline or social media assets included in Canadian Blood Services' toolkits (available at: <https://www.blood.ca/en/organs-tissues>)
- Wear your green shirt on April 7<sup>th</sup> and pin during NOTDAW and show your spirit! Take a selfie, post it online!
- Light up your buildings and landmarks green on April 7 or during NOTDAW (April 18-24).
- The New Brunswick Transplant Trot will look a little different this year and is set to take place during a larger cross-Canada trot being planned by the Canadian Transplant Association (CTA) for mid-2021. Please follow the CTA on Facebook and/or watch for more details in the Events section of their website ([www.canadiantransplant.com](http://www.canadiantransplant.com)).

### Sample Social Media Posts:

- You have the green light to save a life! Learn how you can become a donor at [organtissuedonation.ca](http://organtissuedonation.ca)
- Talk to those closest to you about organ and tissue donation, make sure they know your decision. Learn more at [www.blood.ca/en/organs-tissues](http://www.blood.ca/en/organs-tissues)

Let your followers know there are **three simple ways** to help:

- Register their decision to donate at [organtissuedonation.ca](http://organtissuedonation.ca)
- Talk to those closest to them about their decision to donate.
- Join the online conversation to encourage others to register using hashtags #OrgansTissuesForLife, #NOTDAW and linking to [organtissuedonation.ca](http://organtissuedonation.ca)

## Make a proclamation

Sample Proclamation

*GREEN SHIRT DAY*

April 7<sup>th</sup>, 2021

**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, {NAME}, {POSITION} of {JURISDICTION}, do hereby proclaim **April 7, 2021 Green Shirt Day** in {JURISDICTION}, and I encourage all citizens to wear green, register their decision to become organ and tissue donors and share their decision with their family.

Sample Proclamation

*NATIONAL ORGAN AND TISSUE DONATION AWARENESS WEEK*

April 18<sup>th</sup> to 24<sup>th</sup>, 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 **Canada's Lifeline** and register to donate their organs and tissues;

**THEREFORE**, I, {NAME}, {POSITION} of {JURISDICTION}, do hereby proclaim **April 18<sup>th</sup> to 24<sup>th</sup>, 2021 National Organ and Tissue Donation Awareness Week** in {JURISDICTION}, and I encourage all citizens to register their decision to become organ and tissue donors and share their decision with their family.

## About the NOTDAW campaign

---

On Feb. 4, 1997 NOTDAW was enacted through Bill C-202. This bill was brought forward by former Member of Parliament, the Honourable Dan McTeague. **The third week of April was chosen to mark the occasion and to commemorate the death of Stuart Herriott, a toddler killed in a motor vehicle incident in McTeague's riding of Pickering-Scarborough East.** Parents of two-and-a-half-year-old Herriott donated his organs and in turn, helped to save and improve the lives of four others. The intent of the Bill was to encourage education and awareness about donation and allow Parliament to take a leadership role in addressing the scarcity of organs as well as keep those who die every year waiting for a transplant in our thoughts.

## Did you know?

---

- Approximately 4,400 Canadians await a lifesaving organ transplant.
- Each year, more than 250 Canadians die waiting.
- In NB, hundreds of people are currently waiting for a hero, you could be that hero.
- One organ donor can save 8 lives, one cornea donor can restore sight for 2 people and a tissue donor (e.g. bones and tendons) can improve the lives of up to 75 recipients.
- Public opinion data shows that 90 percent of Canadians approve of organ and tissue donation yet, only 32 percent say they have registered their decision to become an organ and tissue donor.
- You are six times more likely to need a transplant than to become an organ donor.
- It only takes two simple steps to indicate your intent to donate:
  - 1.** You must indicate your intent to donate on your Provincial Medicare Card. You can do this by calling Service New Brunswick at 1-888-762-8600 and select "2" to request your Medicare Card be updated. Your new Medicare card will clearly display a "D" to indicate you are a donor. You may change or withdraw your decision to donate at any time.
  - 2.** Discuss your decision with your family or loved ones. It is important that those closest to you know your wishes. This could help them if they are faced with the decision to donate.

The NB Organ and Tissue Program (NBOTP) is a provincial program administered by Horizon Health Network and provides organ, cornea, and tissue (e.g. bones and tendons) donation services to all New Brunswickers. Visit [www.HorizonNB.ca/Organ-Tissue](http://www.HorizonNB.ca/Organ-Tissue) for more information about the program.

The Canadian Transplant Association (CTA) is a registered non-profit organization comprised of transplant recipients, donors, donor families, athletes, and volunteers dedicated to promoting organ donation and encouraging transplant recipients to maintain a healthy lifestyle by supporting athletic and other awareness events. Visit [www.canadiantransplant.com](http://www.canadiantransplant.com) for more information about the CTA.

For more information about NOTDAW 2021, visit <https://www.blood.ca/en/organs-tissues>

Let us know your plans! If you already have plans to acknowledge Green Shirt Day or National Organ and Tissue Donation Awareness Week, please share your plans so we can help spread the word. Contact us at: [NBDonorCoordinator@Horizonnb.ca](mailto:NBDonorCoordinator@Horizonnb.ca)



**Events:**

Kick off to 150 and Mayor's Levee – January 1st

Chocolate Recipe Challenge – joint with Chocolatier – Monthly from February to December

Time Capsule Drawing Contest – ends March 31<sup>st</sup> – win a caplet for your family

Time Capsule Business draw – win a caplet for your business (Chamber and DSS)

Walking Lap Challenge – March to May 17<sup>th</sup>

Easter Day Draw – sponsored by Lionettes

May 15<sup>th</sup> to 17<sup>th</sup> - Indoor "fair" – local vendors, museum exhibits, musicians on the arena surface

May 17<sup>th</sup> – 11am. By invite only due to current Covid restrictions (maximum 50)

- Chocolate Park – representatives from each group with a caplet will be invited to put it in the time capsule. Capsule put in ground – speeches
- Mural – on the library – DSS will take the lead here
- Time and Universe statue – Plaque reveal
- Bateau – unveiling
- Garcelon Civic Center – reception for dignitaries – 3<sup>rd</sup> floor
- Garcelon Civic Center – arena surface for "fair"

Garden Contest – May 17<sup>th</sup> to New Brunswick Day (3 categories, TBD by Jennifer Dow)

Swimming Lap Challenge – May 17<sup>th</sup> to New Brunswick Day

150 Strongest Man/Woman Challenge – July 31<sup>st</sup> – arena surface

**Advertising:**

150 banner – 3'x18' – ordered and will arrive in the next 2 weeks. To be placed across King St. near Carmen's

Courier Articles – weekly or biweekly

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

Facebook – events boosted

**Other:**

Commemorative Booklet – working on layout with St. Croix Printing. To be completed soon.

150 Merchandise – mugs and note pads have arrived, pens and bags on order, shirts to be ordered

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**WEDNESDAY, FEBRUARY 24, 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**

There were none.

**D. ADOPTION OF AGENDA**

**AGENDA**

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

**15/21**

**THAT** the Agenda for the Regular Council Meeting of February 24<sup>th</sup>, 2021, be approved with one change: H. ADOPTION OF MINUTES That the Minutes of the Special Council Meeting held on January 27<sup>th</sup>, 2020 be approved as presented.

**CARRIED**

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

**March 26<sup>th</sup>, 2021 – Purple Day**

Mayor MacEachern proclaimed March 26, 2021, "Purple Day" in the Town of St. Stephen, New Brunswick, in an effort to raise awareness of epilepsy in Canada.

**F. DISCLOSURE OF INTEREST**

There were none.

**G. PUBLIC AND/OR STATUTORY HEARINGS**

There were none.

**H. ADOPTION OF MINUTES**

**REGULAR COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Councillor Parker

- 16/21 **THAT** the Minutes of the Regular Council Meeting held on January 27<sup>th</sup>, 2021 be approved as presented. **CARRIED**

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

N/A

J. CORRESPONDENCE

i) **Request for Assistance – Shawn Richard**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

- 17/21 **THAT** Council approves a Community Grant of \$1,500 (one thousand five hundred dollars) to Shawn Richard towards a development deal with SSM Nashville. **CARRIED**

ii) **Youth Assistance Program Proposal – received from Keith Pierce**

Staff directed to request Mr. Pierce make a presentation at an upcoming meeting.

K. BYLAWS, PERMITS, AND POLICIES

i) **Bylaw Z-2 – Zoning Bylaw**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

- 18/21 **THAT** Bylaw Z-2, being the Zoning Bylaw, be given Second Reading, and that a virtual Public Hearing on Bylaw Z-2 be set for March 17<sup>th</sup>, 2021 at 5pm. Further, that the bylaw be referred to the Public Regional Advisory Committee for the purpose of receiving their written views on the proposed bylaw as amended. **CARRIED**

ii) **High Water Bill Adjustment Policy**

Moved by Councillor Parker  
Seconded by Councillor Hyslop

- 19/21 **THAT** the High Water Bill Adjustment Policy be approved as presented. **CARRIED**

iii) **Multi-Truck Response Policy**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 20/21 **THAT** the Multi-Truck Response Policy be approved as presented. **CARRIED**

L. NEW BUSINESS

**Informational Reports**

1. CAO Informational Report (CAO 03-21)
2. Planning and Development Report – dated February 17<sup>th</sup>, 2021
3. Treasurer Informational Report (TR03-21)
4. Protective Services Departmental Report (PS01-21)
5. Community Services Departmental Report (CMS02-21)
6. Public Works Departmental Report (PW01-21)

Moved by Councillor Harding

Seconded by Councillor Hyslop

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

**REQUEST FOR DECISIONS:**

**i) Award of Tender – TOSS20-02: AERIAL FIRE TRUCK**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

22/21 **THAT** Council approves the awarding of tender TOSS20-02, for the provision of an Aerial Platform Fire Truck, to Micmac Fire & Safety Source Ltd., of Dartmouth, Nova Scotia, to a maximum value of \$1,482,181.00 (one million four hundred eighty-two thousand one hundred eighty-one dollars) + HST, conditional upon receipt of funding approval from the Municipal Capital Borrowing Board. **CARRIED**

**ii) BORDER ARENA REVIEW COMMITTEE**

Moved by Councillor Chisholm

Seconded by Councillor Parker

23/21 **THAT** Council approves the creation of an Ad Hoc Border Arena Review Committee to operate in accordance with the presented Terms of Reference. **CARRIED**

**iii) PLACEMENT OF THE ST. STEPHEN BATEAU**

Moved by Councillor Harding

Seconded by Councillor Parker

24/21 **THAT** Council approves the location of the bateau to be on the Waterfront Trail beside the Beacon apartments so it can be placed in static display in time for the Town's 150<sup>th</sup> anniversary celebrations. **CARRIED**

M. QUESTION PERIOD

A Facebook question from a member of the media, about the specifics of the High Water Bill Policy will be addressed in a telephone conversation with the CAO.

## N. MAYOR AND COUNCILLOR ITEMS

### 1. Councillor Reports

#### Councillor Parker

- Attended all meetings of Council.
- Responded to several calls from the public.
- Telephone call with Kathy Bockus, MLA

#### Councillor Harding

- Attended all meetings of Council.

#### Councillor Chisholm

- Attended all meetings of Council.

#### Councillor Hyslop

- Attended all meetings of Council.
- Attended Canada 1<sup>st</sup> Basketball Inc. meeting.

#### Deputy Mayor Carr

- Attended all meetings of Council.
- Directed caller to Future St. Stephen to discuss Town initiatives

#### Councillor Wheaton

- Absent

#### Mayor MacEachern

- Attended all meetings of Council.
- Attended several Zoom calls
- Future St. Stephen looking for Board Members
- Pride in community in dealing with COVID-19 case at SSSHS

## O. NOTICE OF CLOSED MEETING

### **iii) Revert to Closed Session**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

**25/21** **THAT** Council revert to a closed session pursuant to the Local Governance Act, as the subject matters (4 items) being discussed relates to section 68(1):

(c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract. **CARRIED**

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Moved by Parker  
Seconded by Councillor Chisholm

**26/21** **THAT** the meeting be adjourned at 6:58 p.m. **CARRIED**

---

Mayor

---

Town Clerk

**TOWN OF ST. STEPHEN**  
**SPECIAL COUNCIL**  
**WEDNESDAY, MARCH 17, 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. Absent from the meeting were Deputy Mayor Carr and Councillor Parker.

**B. MOMENT OF REFLECTION**

Mayor MacEachern requested a moment of reflection.

**C. ADDITION OF LATE ITEMS**

There were none.

**D. ADOPTION OF AGENDA**

**AGENDA**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

**27/21** **THAT** the Agenda for the Special Council Meeting of March 17<sup>th</sup>, 2021, be approved as presented. **CARRIED**

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

There were none.

**F. DISCLOSURE OF INTEREST**

There were none.

**G. PUBLIC AND/OR STATUTORY HEARINGS**

- i. Statutory Public Hearing – Bylaw Z-2, being the Zoning Bylaw (see accompanying agenda).

**AGENDA**

Moved by Councillor Wheaton  
Seconded by Councillor Hyslop

**28/21** **THAT** the Public Hearing be adjourned at 5:03 p.m. **CARRIED**

H. ADOPTION OF MINUTES

N/A

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

N/A

J. CORRESPONDENCE

i) **Letter from Mr. John Williamson, M.P. – Re: Support for 9-8-8 Crisis Line**

Moved by Councillor Hyslop

Seconded by Councillor Wheaton

29/21

**WHEREAS** the Federal government has passed a motion to adopt 9-8-8, a National three-digit suicide and crisis hotline;

**AND WHEREAS** the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 percent;

**AND WHEREAS** existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

**AND WHEREAS** in 2022 the United States will have in place a national 9-8-8 crisis hotline;

**AND WHEREAS** the Town of St. Stephen recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

**NOW THEREFORE BE IT RESOLVED THAT** the Town of St. Stephen endorses this 9-8-8 crisis line initiative;

and that Staff be directed to send a letter indicating such support to our local Member of Parliament, Member(s) of the Legislative Assembly, Federal Minister of Health, the CRTC and local area municipalities to indicate our support. **CARRIED**

K. BYLAWS, PERMITS, AND POLICIES

i) **Application for Street Vendor Permit – Valerie’s Serene Creations**

Moved by Councillor Harding

Seconded by Councillor Chisholm

**30/21**      **THAT** the application for a street vendor’s permit for Valerie’s Serene Creations be denied, and that the applicant be referred to the Farmer’s Market as a possible solution. **CARRIED**

L. NEW BUSINESS

There was none.

M. QUESTION PERIOD

There were none.

N. MAYOR AND COUNCILLOR ITEMS

N/A

O. NOTICE OF CLOSED MEETING

N/A

P. RECONVENE TO REGULAR MEETING

N/A

Q. ADJOURNMENT

Moved by Councillor Harding  
Seconded by Councillor Chisholm

**31/21**      **THAT** the meeting be adjourned at 5:09 p.m. **CARRIED**

\_\_\_\_\_  
Mayor

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



*Thank You*

Mayor MacEachern and Council,

Thank you very much for the generous grant of \$2500.00 from the citizens of St. Stephen in support of the Charlotte County Ground Search and Rescue Team.

Your continued support is greatly appreciated.

Terry MacMillan,

Treasurer, CCGSAR

*Thank You*  
*from*



Thank you very much for  
the Community Grant 2021.  
We are very appreciative of  
the Towns support, and will  
put it to good use.

All at the  
CCSPCA.

*Thank you  
for helping make  
the dream of an  
animal shelter a reality.*

*Your generosity  
will benefit  
companion animals  
for years to come.*

File No. 32-111

March 8, 2021

His Worship Allan MacEachern  
Mayor of St. Stephen  
73 Milltown Blvd., Suite 112  
St. Stephen NB E3L 1G5

Dear Mayor MacEachern:

The Department of Transportation and Infrastructure appreciates the interest you have shown in our program to improve provincially designated highways in your municipality.

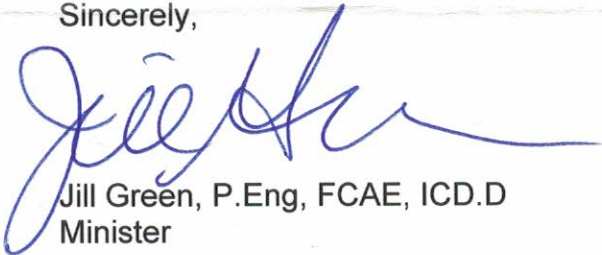
The Department, in preparing the 2021 program, reviewed and considered the Five-Year Plan priorities submitted by each of the municipalities.

I recognize that there are many needs and a desire for many improvements to the provincially designated highways in the 99 municipalities in the Province. However, the financial resources of the Department are not sufficient to address all of these needs and desired improvements at the schedules proposed by the municipalities. The priorities identified by the municipalities each year would cost about six times the budget available to do the work.

I therefore was unable to commit funds to your municipality for this fiscal year. I will again review your priorities for work when I prepare the program for work on provincially designated highways for the 2022 fiscal year.

I trust you will understand our position this year and we look forward to your continued cooperation.

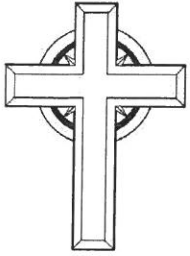
Sincerely,



Jill Green, P.Eng, FCAE, ICD.D  
Minister

c.c. David Thompson, District Engineer – Saint John  
Clerk





**St. Croix Catholic Parish**  
**5 Rose Street**  
**St. Stephen, N.B. E3L 3B1**  
**Phone: 506-466-6043 Fax: 506-466-2579**  
**Email: parish@nb.aibn.com**



March 8, 2021

Dear Mayor & Council,

The Milltown Catholic Cemetery committee recently learned of a grant given to St. Stephen Rural Cemetery in 2020, we would like to also be considered for this grant in 2021 for maintenance and upkeep.

Our name is Milltown Catholic Cemetery but department of social services call us to preform burials for non-denomination social services clients, so we are really open to everyone.

The grant would be a help in our efforts to keep this final resting place a well maintained cemetery for friends and family to come and pay respect to the deceased.

Thank you for your consideration in this matter and for your service to our community, in this most difficult time.

Father Suresh Savariraj, HGN

Pastor of St. Croix Parish

# THE STAGE

ST. STEPHEN, NEW BRUNSWICK



[WWW.THESTAGEDOC.COM](http://WWW.THESTAGEDOC.COM)

## The Stage

Proposal Document

Juliet Bartlett

March 22<sup>nd</sup>, 2021

Juliet Bartlett  
19 Bartlett's Mills Road  
Bartlett's Mills, NB  
E5B2Y7

To the honorable Council of The Town of St. Stephen,

I am writing to you today in request of a community grant to celebrate 150 years of our deeply woven Theater community in St. Stephen.

In 2017, I collaborated with Emily Somers to create an ambitious documentation project: The Stage. The Stage is a documentary film, which examined the hidden gem theater community of St. Stephen and how it has since influenced our surrounding areas. It was completed in the year 2018 and a gala event was hosted during Chocolatefest, donations for the renovation of the SSMS auditorium acted as a ticket to the premiere. You can view the full film [here](#).

This event was highly successful, and the auditorium- with the aid of various other donors- had received the appropriate funding. Given this project was completely voluntary with no funding whatsoever, there were corners that had to unfortunately be cut- in the form of equipment, various interview opportunities, and in marketing. There is so much more this documentary had to offer, but unfortunately, we were unable to do so with limited resources.

My intention with The Stage is to remaster our footage from 2018, but in addition revisit our hundreds of interviewees to see how they have coped during COVID-19 and how this has affected our performance arts specifically. This new project will include 3D animation, new historic resources of the original SSMS auditorium granted from local museums, have a marketing team to properly promote and discuss with potential broadcasters (CBC), and more.

The theater community of St. Stephen is a true hidden gem; it has inspired, created memories, and careers for over one hundred years. Elderly, middle-age, and youth alike have left their mark on our stages- thousands of dancing feet that still remember their lines, cues, and costumes.

In this document, you will find my statement of need, goals and objectives, methods/strategy, plan of evaluation, and an outlined budget. I have also taken the liberty to include letters of support from multiple community members.

Thank you for your consideration; I wish you a great day.

Best,



Juliet Rose Bartlett

### Statement of Need

The theater community of St. Stephen is almost as old as St. Stephen itself. Thousands of individuals have gone on to do marvelous things with the experience provided by our dedicated teachers, theater groups, artistic communities, and the community at large. Yet, there is no official documentation outlining our history. There is no official visual statement that can pinpoint our milestones, no one place where we can truly see the thousands of lifechanging events our stages have had to offer.

It is rare that a small community has a performance art community as large as we are.

Due to the 2018 project, I have collected hundreds of documents, video tapes, digital files, images, and testaments to the stage- I believe I am the only individual that holds our entire history in one place.

Given my vast experience in the realm of both videography and in performance arts, I believe I am also the best candidate to piece it together for the public to witness. Given it is our 150<sup>th</sup> anniversary, while the town, our businesses, families, and milestones are noble to celebrate; I think our citizens would agree that our performance and artistic community are something very crucial to celebrate as well.

So, we need both a vessel to celebrate this community within, as well as a fashion to do it safely due to COVID-19; How can we do this?

### Goals and Objectives

The best way to celebrate our performance art community with both the current citizens residing in St. Stephen and with those who have moved across the globe would be through the form of **video**. If there is any way that we can unify in during COVID-19, it is that of digital format. This is a great opportunity to share memories, laughter, tears, as well as hope that we will eventually set foot onstage again to our town.

My goal with this project is to promote our town's theater community and to tell its story visually. This is a feasible project with various components/objectives to complete along the way. Currently, the first objective- and to celebrate our 150<sup>th</sup>- is in the form of promoted, 1-minute mini-docs telling the tales of various theater member's lives. How has the stage impacted them? What makes our town's stage so unique? What's their story?

This first objective will be carried out from June 2021 until October 2021, and there is currently 20 mini-docs planned (one per week). This objective is not only promotional for the final "The Stage" project set to release July 2022, but to partner with the Town of St. Stephen in celebrating our history. It gives incentive to the public to follow our project, look forward to next week's short story, and to join the town in celebratory matters.

The mini-doc project is precisely the reason the Town of St. Stephen's community grant would be of great importance. While the full documentary is set for a later date, this initial celebration and promotional strategy would benefit both parties, which we will discuss further in the next page.

## Methods and Strategies

The Stage “Mini-docs” are 1-minute stories as previously stated, that will promote the full-length documentary as well as the Town of St. Stephen’s 150<sup>th</sup> anniversary. These are short stories from 20 individuals who have participated in the 2018 project, as well as giving them a platform to showcase their work and what the town’s theater community has given them in return.

In providing this grant, we would like to associate with the town by including the St. Stephen logo in our content- each mini-doc, as well as a full title card at the beginning of the official documentary. The Town of St. Stephen will also be included in the official credit roll of the full project as well.

The strategy with this is to give exposure to our local artists and theater members by promoting these mini docs via social media (Facebook, Instagram, etc.). At seconds 0:00-0:03 of these docs, a title card for the Town of St. Stephen will be included in association with The Stage; this is a means to promote our official 150<sup>th</sup> anniversary celebration year. We will also be tagging the town’s social media handles, and we hope to partner in the celebration this way.



The method of social media delivering will be most effective, as previously mentioned, as members of St. Stephen near and far will be able to view these stories at any time.

These will be posted to official “The Stage” Instagram, Twitter, and Youtube pages. Not only will the weekly-posting schedule allow for greater growth of our The Stage pages, but we will be tagging the official Town of St. Stephen pages in our posts as well.

As it will then be public knowledge that The Town of St. Stephen partnered in creating these mini-docs with the tagging and the title cards, this will send a message to our community that the town acknowledges the theater community; **this is an opportunity to show that our Council and Committees will continue to support theater for our many years to come.**

Utilizing the promotional tools available to business and page accounts on both Facebook and Instagram, we will additionally have the ability to send these even further than those who follow our projects; these mini docs will bring awareness to surrounding areas within New Brunswick, as St. Stephen will be an associated marketing tag in the algorithm. With a higher budget for Summer months,

when most 150<sup>th</sup> events are set to take place, this will benefit various local celebratory matters. Within the current budget below, I have outlined the price difference from our Summer 2021 months to our Fall 2021.

With the budgeted funding, the estimated results from Facebook Advertising indicate that roughly **997-2.9K** New Brunswickers will see The Stage mini docs **daily**, in association with the Town of St. Stephen. Instagram Advertising indicates roughly **867-2.5k**, which will be directed to individuals using the platform surrounding the St. Stephen area, as well as the rest of New Brunswick. These are new individuals viewing these videos daily, which is a flexible estimation of 50,000+ people introduced to our 150<sup>th</sup> celebration.

With thousands of New Brunswickers seeing The Stage mini-docs daily, both The Stage and the Town of St. Stephen are predicted to reach both higher audience rates, as well as higher click rates on any ads/pages related to the town directly through algorithm matching.

### **Plan of Evaluation**

Given there is an allocated amount of **18,500\$** indicated in previous town council agenda notes available (given they are distributed per option 1 of the official Council Agenda notes, Jan 23<sup>rd</sup> 2019), an amount of 4,000\$ is the only applicable community grant specifically dedicated to the celebration of our art & performance community (not in relation to various community events) of St. Stephen. (approx. **21.6%** of the remaining funds)

My request for community grant to be dedicated to The Stage is **4000\$**. This is an efficient use of resources to promote our creative community in conjunction with celebrating our 150<sup>th</sup> anniversary.

As mentioned previously in my *Methods & Strategies* section, this efficient use of funding will reflect on how the community perceives the Town in support of local artists and the theater community. While it was previously known that our town was generally supportive, this is a great initiative to visually proclaim supportive status of The Stage.

If applicable, it is possible for the town to proof-view these mini-docs prior to their weekly release. A member of the Town of St. Stephen's social media and/or event management manager are invited to view these, reassuring that cross-sharing for social media is appropriate. Additional members at the Council's discretion are welcome to view these videos prior to their release.

### **Budget**

As the incentive of the Town's community grant funding is primarily directed to the mini docs in celebration of the 150<sup>th</sup> anniversary, I have included the budget for this objective solely. As there are various grants for the full-length documentary underway, that area will be funded from other resources. The intent of including the Town's logo within the full project will remain a solidified condition, as funding the mini-doc project is a major component in promoting the project. I am asking for 4000\$ to complete this project, with the duration of 20 weeks (June 2021 – October 2021). Please see the next page for a miniature table, specified for the Town of St. Stephen's community grant.

<b>DATE</b>	<b>EST. BUDGET</b>	<b>DURATION</b>	<b>NOTE</b>
Facebook Promotion	<b>600\$</b>	June – Oct 2021	Facebook Promotional via The Stage Facebook page. (33.30\$/Week for Summer 2021, 16.60\$/Week for Fall)
Instagram Promotion	<b>600\$</b>	June – Oct 2021	Instagram Promotional via The Stage Instagram page. (33.30\$/Week for Summer 2021, 16.60\$/Week for Fall)
Editor Fees	<b>1500\$</b>	June – Oct 2021	Approx. 10 hours/week, for 20 weeks. Consisting of piecing together the mini-docs, preparing for final export. (honorarium amount, dedicated to power to required equipment such as PC, additional boards, etc.)
Royalties	<b>500\$.</b>	June – Oct 2021	Royalty fees for music and additional video usage, music solely delivered from New Brunswick artists, TBD depending on the ask of various artists wishing to feature their music within our content
Software Licenses	<b>800\$</b>	June – Oct 2021	Adobe CC, Ableton, Davinci Resolve. (Approx. 160\$/month, this is for the appropriate editing software, subscriptions, and digital resources to complete the project.)
<b>GRAND TOTAL</b>	<b>4000\$</b>		

February 15, 2021

To Whom It May Concern;

I am writing in reference for Juliet Bartlett. Juliet was a former student of mine at St. Stephen High School, who would then go on to be a collaborator of mine. This letter is in response to her film grant applications.

I have been fortunate to know Juliet over her entire high school career. She has been involved in the drama club and the technical crew since her grade nine year, and was the student technical director in her senior year. She has also been a co-op student of mine for a semester, so I have gotten to know Juliet well. Academically, she used her creativity to animate, film and write for all her projects. Work from her was funny, interesting, well-researched, with a strong voice and always had a "Juliet-spin". A large-scale group project in grade 11 enlisted Juliet as the videographer of an environmental documentary. The club, "G.R.E.E.N." was formed and with-it Juliet became the documentary filmmaker of our accomplishments for a 14-month timespan.

After Juliet graduated, she volunteered her time to film a new documentary called *The Stage*. It was to be used to bring the community together to raise funds for our oldest community theatre: the St. Stephen Middle School Auditorium. The idea behind the film was to showcase the importance of the theatre in our little town and how it has woven and shaped the many lives of its actors, performers, and patrons. Since I am a 20-year veteran of theatre production, I merely gave her a list of contacts of people who would gladly talk about theatre and about the building itself. The movie would highlight the importance of and the very essence of performance – the connection between the audience and artists. I was the go-between for her and the organizers and administrators of the renovation. In the meantime, Juliet started to collect her footage. Based on dozens of interviews and hundreds of hours of film, she discovered the connections between all the clips, wrote the storyboard, and wove everything together to tell an amazing story. The film premiere was to be a gala where the movie could be seen, additional funds could be raised, and former dancers, singers, and actors could grace the stage to tell their stories about why the space was so significant to them. The event was planned, marketed, catered, and invitations were sent.

There was only one problem. Juliet was running out of time. She was scheduled to leave to go to Montreal to Concordia for further certification (Bachelor of Fine Arts) and had a growing videography freelance career on the side. What we got to see for the premiere was a beautiful start of what the movie could be. Some special moments were how she treated memorials and interviews discussing performers in our community who had passed. There are still hours of stories that did not get into the short feature. The event and film were well received, and much needed funds were raised for the renovation. The publicity from this event led to larger corporate donations and benefactors whose attention she had caught. The theatre seats have been purchased and the beautiful theatre has now been restored, thanks to the help of Juliet.

She left for Montreal with the promise of trying to find time to finish in the years to come. We still talk about it often. Her recent proposal to add the effects of the

pandemic to performers and performance spaces seems like the perfect next continuation for *The Stage*. The original purpose may have been to raise funds for an aging building, but what resulted was so much more. The act of walking out onto a stage, speaking or dancing or singing or playing from the heart, and then feeling the applause and appreciation from an audience who respects your craft, is truly the most incredible feeling. It is transforming-and it has shaped our small town. Juliet captured this in her film, and it needs to continue. Thank you for considering Juliet Bartlett and *The Stage* as a potential project.

Sincerely,

Mrs. Emily Somers



## Town of St. Stephen Request for Decision: FD 06-21



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:** Bylaw Enforcement Officer  
**Date:** March 22, 2021  
**Subject:** Garbage Bins

---

**Recommendation:** That Council give guidance to Staff with respect to Bylaw S-7 A Bylaw to Regulate the Collection and Disposal of Garbage and Other Material.

### **BACKGROUND**

- A concern with respect to curbside garbage bins was brought to the Department of Protective Services from a member of Council via CAO Renaud.
- Bylaw S-7 A Bylaw to Regulate the Collection and Disposal of Garbage and Other Materials was enacted in April of 2004.
- At that time, as per section 4.06 (b), garbage containers shall not be placed in wooden bins permanently located at the front of any property.
- The language of 4.06 (b) could be problematic from an enforcement perspective. (Wooden, what about other material types? Prohibits the placement of garbage containers in the bin, not the bin itself.)
- While it is not referred to in the bylaw, according to the Bylaw Enforcement Officer, at that time, at the wish of Council, anyone with an existing garbage bin in front of their property were permitted to retain them, but no new bins were to be permitted.
- This created difficulties in terms of enforcement as over time, existing bins were replaced with new ones and others popped up unnoticed where there were none before.
- At the current time we estimate there are in excess of seventy bins that have been in place long term and in excess of forty that are more recent. Likely only a small handful can be dated back to pre-2004 and the enactment of Bylaw S-7.

**Option 1**—Direct staff to draft a new bylaw to address the concerns with respect to bylaw language, content and prohibition of curbside garbage bins.

**Option 2**—Direct staff to draft a new bylaw to address concerns with respect to bylaw language, content and allowance of curbside garbage bins.



## Southwest New Brunswick Service Commission

March 25<sup>th</sup>, 2021

### **Various Roles in the Administration of the Zoning By-law**

The Southwest New Brunswick Service Commission (SNBSC) has drafted a new zoning by-law for the Town of St. Stephen Council's consideration (Z-2). The zoning by-law is one of the several tools the municipality has at its arsenal to implement the community's central organizing framework, the municipal plan. The municipal plan and zoning by-law are both Council's by-laws.

Using the services of its professional planners, SNBSC is contracted to provide Council drafts of any planning by-laws it desires. Council may direct changes to these documents from time to time or it may entertain an application for a person to rezone a property, for instance. In either case, SNBSC planners and the Planning Review and Adjustment Committee (PRAC) will be able to provide planning guidance to Council. Council has total power to exercise control over their planning by-laws' content, subject to Provincial laws.

The zoning by-law is administered day-to-day by SNBSC's development officers whose job it is to review every permit application against the by-law to ensure compliance. Sometimes a proposed development is allowed by zoning but it will not have the necessary public services (i.e. water/sewer/road connections) to make it feasible. In this relatively rare instance, the development officer will refuse to issue their approval until Council has weighed in on it. This power of Council, along with several other special powers, is spelled-out in section 2.3 of the Town of St. Stephen Zoning By-law No. Z-2.

The PRAC also has a role to play in administering the zoning by-law. "PRAC" does not exist in the Community Planning Act. As an arms-length sub-committee of the regional service commission (RSC) Board, it does not have legal standing outside of the RSC structure. So anytime the zoning by-law refers to the powers of the RSC, it really means PRAC. In law, the RSC has the same powers as the Planning Advisory Committee (PAC) where it is delegated that role by Council through a service agreement. PRAC or PAC's can exercise minor discretionary powers like: approving permitted uses that are subject to terms & conditions, variances, temporary use approvals, and subdivisions on right of ways. They also play an important role in serving as a technical resource to Council on all planning by-law considerations.

Important note: Council may recommend a resident/Councillor of St. Stephen to serve on PRAC. A vacancy for St. Stephen still exists.

Respectively submitted,

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

Alex Henderson, MCIP, RPP (NB)

Planning Director



**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:** March 31, 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:

**COVID-19:**

As noted in previous reports, COVID continues to be the single most present factor affecting the municipal operations, with most impact upon our community service delivery. The transition to the Yellow recovery phase provided some flexibility, including the resumption of hockey games being played at the Quartermain Arena.

Additionally, the GCC hosted its first COVID vaccination clinic. This clinic saw local first responders receive their first inoculation. Our team will continue to work with our partners at Horizon Health and the Department of Public Health in this important work moving forward.

**RECORDS MANAGEMENT**

The CAO has initiated records management program for the Town of St. Stephen. The Town has been storing a significant number of records well beyond the mandatory retention schedule. This poses several issues, not the least of which is the physical space required to house these paper records.

The program will begin with a training session for key personnel to ensure that records are classified, coded, and evaluated in accordance with the Municipal Records Authority standards. Following this training records will systematically be reviewed and, where appropriate, slated for destruction.

Following the review of the paper records, additional training will be provided in relation to digital records management.

## MUNICIPAL ELECTIONS (MAY 10, 2021)

As Council would be aware, the extended term of this Council is quickly coming to a close. In preparation for an incoming Council, the CAO has been working on materials for a Council Orientation program. The program being designed would complement the one conducted by GNB (expected to be offered virtually in 2021). Our in-house program will allow Council and Senior Management to jointly establish goals, as well as plan tactics to achieve those goals in order to ensure that new Council term gets off to quick and productive start.

## ECONOMIC DEVELOPMENT

- i) **Dairy Queen**—CAO is working with the developer and our engineering consultants to address the intersection requirements. Traffic signal upgrades are being planned at this time.
- ii) **Hotel Development**—COVID-19 has significantly impacted the hotel industry, and this has resulted in little to no movement on this file.
- iii) **Housing**—Several initiatives are currently at the concept development stage. The presence of a housing shortfall in our region seems to be now an accepted fact with developers who are considering projects at this time.
- iv) **Grants**—The town has recently been approved for two grants. The first will support the development of a secondary plan for the Business park. The second will assist the Town in the development of a Tourism strategy.
- v) **Development Incentive Strategy**—CAO has been informed by perspective developers that the current incentive tools are lacking in comparison to some other jurisdictions. This issues is currently under review with the intention of recommendations coming forward to Council in the near future.

## MUNICIPAL REFORM

The CAO is still eagerly awaiting the release of the Province’s “green paper” on municipal reform. This document is expected to establish the broad-scale goals of the province and should provide an indication of the intended municipal reform outcomes being sought. CAO will provide a brief on this report (and make copies available) once received.

Respectfully Submitted,  
Jeff Renaud



# Southwest New Brunswick Service Commission

As of March 25<sup>th</sup>, 2021

## PLANNING & DEVELOPMENT REPORT

### *Town Planning Update*

- The draft new Town of St. Stephen Zoning By-law No. Z-2 may go to 2<sup>nd</sup> and 3<sup>rd</sup> reading –  
Note: PRAC provided favourable recommendation & no public objections received;
- SNBSC made a report to Council to explain the role of Council/PRAC with zoning by-laws;
- SNBSC providing planning support on several development files with the Town & Future St. Stephen (eg. development scheme by-laws, Town-owned land development);
- Worked with the Town to establish processes to jointly-review applications for new driveways & zoning confirmation letters/stop work orders;
- Variance related to Dairy Queen's signs were approved by PRAC on Feb. 18<sup>th</sup>;
- Minor variance related to fence height at 21 Rose Street approved by development officer.

### *Development Update*

- Eighteen (18) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$283,518.00, total permit revenue for Town: \$ 1,732.46);
- No new subdivision plans approved to date in 2021;
- Seven (7) sign permits issued to date in 2021.

Respectfully submitted by,

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
<b>JANUARY</b>						
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	
<b>FEBRUARY</b>						
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
<b>MARCH</b>						
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	





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



---

**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:** March 31, 2021  
**Subject:** TREASURER INFORMATIONAL REPORT  
A) Staff activity since last report  
B) February 2021 cheque register listing  
C) January 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 January 31, 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 25 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 105 employees.
  - T4's and T4A's-Complete.
  - Work Safe NB 2021 remittance-Complete.
- d) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to February 29, 2020.
  - Department Head and Council Statements to January 31, 2021

## 2) Meetings:

- a) Accounting Department staff meetings.
- b) Senior Managers staff meetings.
- c) Townsuite accounting software meeting-Cloud computing-February 24, 2021.
- d) Council meeting-February 24, 2021.
- e) Townsuite accounting software meeting-Recreation/Customer Portal Modules-March 1, 2021.
- f) Townsuite accounting software webinar-Accounts Payable Transaction Processing-March 4, 2021.
- g) RBC meeting-Discuss banking agreement renewal and new portal-March 8, 2021.
- h) RBC meeting-Discuss EFT for accounts payable-March 15, 2021.
- i) Provincial Archives meeting-Discuss file management-March 19, 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 (Boundry 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 January 31, 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) High Water and Wastewater Bill Adjustment Policy-Complete.
- j) 2020 audit procedures-In Progress
- k) Actuarial review for 2020 audit-In Progress.
- l) Renewal of RBC and Scotiabank banking agreements-In Progress.

**B) February 2021 Cheque Register Listing**

---

---

**MEMORANDUM**

---

---

**TO:** TIM TOZER, TREASURER  
**FROM:** KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER  
**SUBJECT:** FEBRUARY 2021 CHEQUE REGISTER LISTING  
**DATE:** MARCH 18, 2021

---

Please find the February, 2021, Cheque Register Listing with Paid Bills in the amount of \$1,379,112.97 (One Million, Three Hundred Seventy-nine Thousand, One Hundred Twelve Dollars and Ninety-seven Cents).

Regards,



Kimberly Ste Marie  
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 000001 to 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:26AM 03/19/2021

Page 1 of 9

Number	Issued	Amount	SC	Status	Status Date
027030	02/02/2021 ACCT #903240047015 JANUARY2021 VOLUNTEER FIRE MEMBERSHIP DL	250.00 250.00	A/P	CLEARED	02/28/2021
027031	02/02/2021 AIR LIQUIDE CANADA INC. 72374230 TS-SHOP-BLUESHIELD 8, 16	192.61 192.61	A/P	CLEARED	02/28/2021
027032	02/02/2021 BDI A DIVISION OF BELL MOBILITY INC. 19416311 TS-STC-CELL UPGRADE, CELL CASE	87.95 87.95	A/P	CLEARED	02/28/2021
027033	02/02/2021 BELL MOBILITY INC. 523889487JAN21GG GG/PS/TS/RC-ADMIN-CELL PHONE C 523889487JANCC CC-ADMIN-CELL PHONE CHARGES	1,228.23 1,069.59 158.64	A/P	CLEARED	02/28/2021
027034	02/02/2021 BRUNET INC. IN47636 GG-ADMIN-7 IPADS, 7 OTTER BOXE:	4,290.65 4,290.65	A/P	CLEARED	02/28/2021
027035	02/02/2021 CANADIAN TIRE 16918335 GG-ADMIN-SPACE HEATER N16918240 TS-#5-SEAT BELT PAD N16918241 GG-SANTA'S ARRIVAL-BATTERIES& N16918250 RC-HORT-PAD LOCK N16918251 TS-SHOP-BATTERIES&CASTERS N16918291 TS-SHOP-RUST PAINT N16918316 TS-SHOP-KEEP OUT SIGNS N17683340 GG-ADMIN-BATTERIES N17683353 TS-SHOP-WATER N17683386 GG-ADMIN-BATTERIES N17769483 CC-ARENA-SCROURING PAD, CLR, ' N17774349 CC-ARENA-TRUCK DOOR EDGES N17774592 TS-SHOP-CHAIN	480.49 22.99 22.40 83.21 20.69 47.05 51.74 8.03 91.94 38.34 -36.78 33.26 57.48 40.14	A/P	CLEARED	02/28/2021
027038	02/02/2021 CNH CAPITAL IN97609 TS-#16-HOSE CLAMPS, HYTRAN SSI IN97655 TS-#16-WIPER BLADES	737.43 708.45 28.98	A/P	CLEARED	02/28/2021
027039	02/02/2021 DOWNEY FORD SALES LTD. 32227 TS-#24-RETAINERS, BOLTS, NUT, SI	58.74 58.74	A/P	CLEARED	02/28/2021
027041	02/02/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308109510 TS-SHOP-WEATHERPACK TERM-ML	44.29 44.29	A/P	CLEARED	02/28/2021
027042	02/02/2021 MARITIME FIRE CHIEFS ASSOCIATION 2021-267 PS-FIRE CHIEFS-MEMBERSHIP FEE	70.00 70.00	A/P	CLEARED	02/28/2021
027043	02/02/2021 MCINNES COOPER 2020033850 GG-LEGAL-GENERAL 2020033890 GG-LEGAL-DEVELOPMENT 2020033892 GG-LEGAL-MITIGATION WORK 2020033943* GG-LEGAL-LAND PURCHASE	5,381.19 1,067.88 1,027.50 1,476.60 1,809.21	A/P	CLEARED	02/28/2021
027044	02/02/2021 MICMAC FIRE & SAFETY SOURCE LTD. NS-00878810 PS-FIRE-MARSHALL BOOTS	793.50 793.50	A/P	CLEARED	02/28/2021
027045	02/02/2021 NICK REID CLOTHINGALLOW21 CC-ARENA-CLOTHING ALLOWANCE	265.00 265.00	A/P	CLEARED	02/28/2021
027046	02/02/2021 PARTS FOR TRUCKS INC. 34327294-00 TS-#7,#24-PURGE VALVE ASSEMBLI	727.00 727.00	A/P	CLEARED	02/28/2021
027047	02/02/2021 PAYROLL TRANSFER PAY022021 GG-TRANSFER-JAN 15 - 28 2021	71,996.00 71,996.00	A/P	CLEARED	02/28/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 2 of 9

Number	Issued	Amount	SC	Status	Status Date
027048	02/02/2021 PCS SALES (CANADA) LTD. 6191378 S-STS-ROAD SALT	1,936.08 1,936.08	A/P	CLEARED	02/28/2021
027049	02/02/2021 PRO-TECH SANITATION LTD. 303005 CC-ARENA-ROLLER SUCTION BAR P	358.71 358.71	A/P	CLEARED	02/28/2021
027050	02/02/2021 RCL-NB MILITARYSERVICE21 PS-FIRE-MILITARY SERVICE RECOG	315.00 315.00	A/P	CLEARED	02/28/2021
027051	02/02/2021 RECEIVER GENERAL FOR CANADA PAY022021 GG-REMITTANCE-JAN 15 - 28 2021	36,210.77 36,210.77	A/P	CLEARED	02/28/2021
027052	02/02/2021 SOURCE ONE SUPPLIES 26701 CC-POOL-SODIUM HYPOCHLORITE 26712 CC-ARENA-PLASTIC BOTTLES, TRIC	4,816.94 4,784.00 32.94	A/P	CLEARED	02/28/2021
027053	02/02/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17405 TS-AIRPORT-FIXED RUNWAY LIGHT	57.50 57.50	A/P	CLEARED	02/28/2021
027054	02/02/2021 ST. STEPHEN AREA CHAMBER 3384 GG-EVENTS-2021 MEMBERSHIP	180.00 180.00	A/P	CLEARED	02/28/2021
027055	02/02/2021 ST. STEPHEN UTILITY DEPT. JANUARY2021 EMPLOYEE DEDUCTIONS-JANUARY	40.00 40.00	A/P	CLEARED	02/28/2021
027056	02/02/2021 UNIFIRST CANADA LTD. 7100234684 CC-FRONTLOBBY-FLOOR MATS	128.72 128.72	A/P	CLEARED	02/28/2021
027057	02/02/2021 YELLOW PAGES GROUP INV01631851 GG-TOWNHALL-911 LISTING FOR JA	10.47 10.47	A/P	CLEARED	02/28/2021
027058	02/02/2021 ACCT 8025-280 JANUARY2021 LOCAL 770 UNION DUES-JANUARY :	1,344.66 1,344.66	A/P	CLEARED	02/28/2021
027059	02/02/2021 HERBIE JESSO CLOTHINGALLOW21 TS-STS-CLOTHING ALLOWANCE	229.96 229.96	A/P	CLEARED	02/28/2021
027060	02/09/2021 ACCT #903240047015 JANUARY2021DIS VOLUNTEER FIRE DISABILITY DEDU	208.59 208.59	A/P	CLEARED	02/28/2021
027061	02/09/2021 BELL ALIANT 11368891DEC20 GG-TOWNHALL-LANDLINES 11368891JAN21 GG-TOWNHALL-LANDLINE PHONES 11378668JAN21 TS/PS-199UNIONST-LANDLINE PHOI 11395944JAN221 PS-FIRE-LANDLINES 15772965JAN21 RC-REC/POOL-TELEPHONES 47424130JAN21 CC-ADMIN-LANDLINE PHONES 47780283JAN21 CC-ADMIN-INTERNET, IT, DIGITAL T	4,125.82 984.30 981.28 369.59 902.93 249.91 276.83 360.98	A/P	CLEARED	02/28/2021
027062	02/09/2021 CONNORS DIVING SERVICES 28479 PSFIRE-BREATHING AIR COMPRES:	1,797.45 1,797.45	A/P	CLEARED	02/28/2021
027063	02/09/2021 BRUNNET INC. 336.33 GG-Invoice#45210-Unpaid Balance on	336.33 336.33	A/P	CLEARED	02/28/2021
027064	02/09/2021 BRUNSWICK NEWS INC S51279471 GG-ADMIN-2021 ONLINE SUBSCRIP	51.64 51.64	A/P	CLEARED	02/28/2021
027065	02/09/2021 CARMICHAEL ENGINEERING LTD. FR-1711895 CC-BUILDING-INSTALLED DISPLAY I	1,472.00 1,472.00	A/P	CLEARED	02/28/2021
027066	02/09/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JANUARY2021 GG-PENSIONPLANCONTRIBUTIONS	30,466.90 30,466.90	A/P	CLEARED	02/28/2021
027067	02/09/2021 CINTAS CANADA LIMITED 5048475637* CC/GG-BUILDING/ADMIN-FIRST AID	824.07 824.07	A/P	CLEARED	02/28/2021
027068	02/09/2021 CNH CAPITAL	374.13	A/P	CLEARED	02/28/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 3 of 9

Number	Issued	Amount	SC	Status	Status Date
	IN97608 TS-#11-DECALS, FUSE BOXES, ELE	374.13			
027069	02/09/2021 FUNDY BUILDING INSPECTION	<b>2,484.00</b>	A/P	CLEARED	02/28/2021
	21-14 PS-BUILDINGINPSECTOR-JAN 24 - F	2,484.00			
027070	02/09/2021 GRANVILLE PARK DEVELOPMENTS LTD.	<b>12,355.00</b>	A/P	CLEARED	02/28/2021
	2021INSTALLMENT GG-HOUSINGUNITDEVELOPMENT-2	12,355.00			
027071	02/09/2021 LIFESAVING SOCIETY	<b>206.16</b>	A/P	CLEARED	02/28/2021
	M141278 CC-POOL-MEDICAL GLOVES, CPR M	176.97			
	M141754 CC-POOL-EXAMINER HANDBOOK	29.19			
027072	02/09/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI	<b>1,610.00</b>	A/P	CLEARED	02/28/2021
	15630A PS-BYLAW-JAN 25 - FEB 05/21 FEE	1,610.00			
027073	02/09/2021 NBAFC INC	<b>175.00</b>	A/P	CLEARED	02/28/2021
	2021-96 PS-FIRECHIEF-MEMBERSHIP FOR Y	175.00			
027074	02/09/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD.	<b>46.74</b>	A/P	CLEARED	02/28/2021
	479376 PS-RCMP-FLOOR MATS	46.74			
027075	02/09/2021 PARTS FOR TRUCKS INC.	<b>185.43</b>	A/P	CLEARED	02/28/2021
	34327599-00 TS-#7-U-JOINT ASSEMBLIES, RND. F	185.43			
027076	02/09/2021 SOURCE ONE SUPPLIES	<b>3,333.95</b>	A/P	CLEARED	02/28/2021
	26533 CC-POOL-SODIUM BICARBONATE	2,844.99			
	26704 CC-ARENA-MOP HEADS, GLOVES, F	261.28			
	26747 CC-ARENA-MOP HEADS	227.68			
027077	02/09/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	<b>195.50</b>	A/P	CLEARED	02/28/2021
	236508 GG-CIVIC-NOTICE OF HEARING	195.50			
027078	02/09/2021 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	<b>3,290.84</b>	A/P	CLEARED	02/28/2021
	SEP-DEC2020 PS-FIRE-DISABILITY DEDUCTIONS F	3,290.84			
027079	02/09/2021 STATIONERY PLUS	<b>1,239.39</b>	A/P	CLEARED	02/28/2021
	75246 GG-ADMIN-FILE BOXES	48.23			
	75585 TS-SHOP-CORRECTION TAPE, SHEI	33.37			
	75619 GG-ADMIN-FOLDERS	25.28			
	75830 GG-ADMIN-STAPLER, STAPLES	47.95			
	75964 PS-FIRE-CALENDAR DESK PADS	16.08			
	76161 GG-ADMIN-LASER TONERS, PENS	333.87			
	76422 CC-POOL-FLASH DRIVE	45.99			
	76629 GG-ADMIN-#10 WINDOW ENVELOPE	27.59			
	76664 GG-ADMIN-STAPLES, PENS	6.36			
	76692 GG-ADMIN-GLASS BOARD	228.84			
	76766 CC-ADMIN-LASER TONER	112.69			
	76842 CC-POOL-WIRELESS MOUSE	42.25			
	76989 TS-SHOP-MARKERS, NOTEBOOKS	31.72			
	77078 GG-ADMIN-DRUM UNIT	144.89			
	77102 GG-ADMIN-MARKER SET, NOTEBOC	14.13			
	77105 TS-SHOP-PLANNERS	20.68			
	77108 GG-ADMIN-CALCULATOR	37.66			
	77136 GG-ADMIN-FOLDBACK CLIPS, PAPE	16.65			
	77168 GG-ADMIN-REINFORCEMENTS	5.16			
027080	02/09/2021 TRAVIS CLEGHORN	<b>319.60</b>	A/P	CLEARED	02/28/2021
	CLOTHINGALLOW21 TS-STC-CLOTHING ALLOWANCE	319.60			
027081	02/09/2021 UNIFIRST CANADA LTD.	<b>128.72</b>	A/P	CLEARED	02/28/2021
	710 0235486 CC-LOBBY-FLOOR MATS	128.72			

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 4 of 9

Number	Issued	Amount	SC	Status	Status Date
027082	02/09/2021 VALLEY EQUIPMENT LTD IY22303 PS-#202-PULLEY ASSEMBLIES, BOL	1,055.40 1,055.40	A/P	CLEARED	02/28/2021
027083	02/09/2021 WILSONS SECURITY 483517 CC-ARENA-INSTALLATION OF TWO	3,230.35 3,230.35	A/P	CLEARED	02/28/2021
027084	02/09/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 ADJUSTMENT GG-PENSION-ADJUSTMENT	613.58 613.58	A/P	CLEARED	02/28/2021
027085	02/09/2021 CINTAS CANADA LIMITED 5048475664PS PS-FIRE-FIRST AID SUPPLIES 5048475664TS TS-SHOP-FIRST AID SUPPLIES	368.77 41.64 327.13	A/P	CLEARED	02/28/2021
027086	02/11/2021 JEFF RENAUD JANUARY2021 GG-CAO-MONTHLY VEHICLE ALLOV	250.00 250.00	A/P	CLEARED	02/28/2021
027087	02/16/2021 CALDWELL LESLIE RAINGUTTER2021 TS-GARAGE-CLEANING PLUGGED F	400.00 400.00	A/P	CLEARED	02/28/2021
027088	02/16/2021 CANADIAN RED CROSS CRC-299569 CC-POOL-PRESCHOOL PROGRESS	942.60 942.60	A/P	CLEARED	02/28/2021
027089	02/16/2021 CHANDLER 2110070 CC-TOWNHALLAREA-GUEST CHAIR	902.75 902.75	A/P	CLEARED	02/28/2021
027090	02/16/2021 COURTNEY ERSKINE SWIMREFUND2021 CC-POOL-SWIMMING LESSONS REF	30.00 30.00	A/P	OUT-STD	02/16/2021
027091	02/16/2021 DEMPSEY'S PLUMBING & HEATING 5562 CC-GYM-FIXED LEAK ON WATER CC 5563 CC-ARENA-WATER FILTERS	660.59 179.31 481.28	A/P	CLEARED	02/28/2021
027092	02/16/2021 EMCO CORPORATION 12516172-01 TS-STTS-STORM PIPES 12516172-02 TS-STTS-STORM PIPES	793.72 581.13 212.59	A/P	CLEARED	02/28/2021
027093	02/16/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 233069 TS-STTS-DIESEL 640897 TS-STTS-GAS	6,017.58 1,059.21 4,958.37	A/P	CLEARED	02/28/2021
027094	02/16/2021 LIFESAVING SOCIETY - NB Branch 3335 CC-POOL-LEADERSHIP RECERTIFIC	56.85 56.85	A/P	OUT-STD	02/16/2021
027095	02/16/2021 MILLTOWN MACHINE & FABRICATION LTD. 21774 TS-SHOP-FABRICATE GARBAGE CA	1,725.00 1,725.00	A/P	CLEARED	02/28/2021
027096	02/16/2021 MINISTER OF FINANCE FEBRUARY112021 EMPLOYEE DEDUCTIONS-JAN 29 - F	288.00 288.00	A/P	CLEARED	02/28/2021
027097	02/16/2021 N. B. ELECTRIC POWER 216000030308FEB21 TS-STTS-AREA LIGHTS 65083030FEB21 RC-PARKS-MILLTOWN BOAT LAUNC 83278804FEB21 TS-STTS-PARKS SHED	12,156.67 12,042.73 39.43 74.51	A/P	CLEARED	02/28/2021
027098	02/16/2021 ORCHARD'S PAINT 2014 LTD. 563982 CC-ARENA-CARROT STICKS	89.67 89.67	A/P	OUT-STD	02/16/2021
027099	02/16/2021 ORKIN CANADA CORPORATION C-2408650 CC-BUILDING-JANUARY 2021 PEST	83.38 83.38	A/P	OUT-STD	02/16/2021
027100	02/16/2021 PAYROLL TRANSFER PAY032021 GG-TRANSFER-JAN 29 - FEB 11 202	72,536.00 72,536.00	A/P	CLEARED	02/28/2021
027101	02/16/2021 PITNEY WORKS JANUARY132021 GG-ADMIN-COPIER FINANCE CHAR	64.33 64.33	A/P	OUT-STD	02/16/2021
027102	02/16/2021 PITNEY BOWES 1017293320 GG-POSTAGEMETER-RED INK CAR	370.85 243.95	A/P	OUT-STD	02/16/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 5 of 9

Number	Issued	Amount	SC	Status	Status Date
	1017293321 GG-POSTAGEMETER-TAPE STRIPS	38.58			
	1017293322 GG-POSTAGEMETER-E-Z SEAL, CLE	88.32			
027103	02/16/2021 RECEIVER GENERAL FOR CANADA PAY032021 GG-REMITTANCE-JAN 29 - FEB 11 21	36,571.97 36,571.97	A/P	CLEARED	02/28/2021
027104	02/16/2021 SHANNON MICHAEL JANUARY2021 PS-ANIMALCONTROL-MONTHLY FEI	1,616.45 1,616.45	A/P	CLEARED	02/28/2021
027105	02/16/2021 SOURCE ATLANTIC 3805847 TS-STC-CLOTHING ALLOWANCE	1,517.93 1,517.93	A/P	CLEARED	02/28/2021
027106	02/16/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 236646 GG-CIVIC-NOTICE OF HEARING 236647 GG-EMPLOYMENT-OPPORTUNITY	299.00 195.50 103.50	A/P	CLEARED	02/28/2021
027107	02/16/2021 STEVEN MCLAUGHLIN SIGNS 7 TS-SIGNS-"PARKS CLOSED"	200.00 200.00	A/P	CLEARED	02/28/2021
027108	02/16/2021 THE SAINT CROIX COURIER 20520 GG-ADMIN-YEAR 2021 SUBSCRIPTI	66.15 66.15	A/P	CLEARED	02/28/2021
027109	02/16/2021 ULINE CANADA CORPORATION 7835112 RC-PARKS-DOG WASTE SYSTEM SI	742.89 742.89	A/P	CLEARED	02/28/2021
027110	02/16/2021 UNIFIRST CANADA LTD. 7100236287 CC-FRONTLOBBY-FLOOR MATS	128.72 128.72	A/P	CLEARED	02/28/2021
027111	02/16/2021 WATER & ICE NORTH AMERICA INC. 51634 CC-POOL-CHEMICALS	530.41 530.41	A/P	CLEARED	02/28/2021
027112	02/16/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 413315 CC-BUILDING-NATURAL GAS	1,619.21 1,619.21	A/P	CLEARED	02/28/2021
027113	02/16/2021 ORKIN CANADA CORPORATION C-2414611 PS-FIRE-JANUARY 2021 PEST CONT	161.58 161.58	A/P	OUT-STD	02/16/2021
027114	02/16/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 31818 CC-ARENA-RINKBOARDS 150 LOGO 31822 CC-ARENA- MASK NOTICE POSTER	439.64 392.37 47.27	A/P	CLEARED	02/28/2021
027115	02/19/2021 RECEIVER GENERAL FOR CANADA 9045.00 GG-163KINGST-LAND PURCHASE	9,045.00 9,045.00	A/P	CLEARED	02/28/2021
027116	02/23/2021 BELL ALIANT 06336721JAN21 TS-AIRPORT-LANDLINE PHONE	169.87 169.87	A/P	CLEARED	02/28/2021
027117	02/23/2021 BOYS & GIRLS CLUB OF CHARLOTTE COUNTY INC. GRANT2021 GG-CIVIC-COMMUNITY GRANT FOR	5,000.00 5,000.00	A/P	OUT-STD	02/23/2021
027118	02/23/2021 BRIGGS PLUMBING INC. 1573546 TS-SHOP-BRASS BUSHINGS, FEMAI 1573567 TS-SHOP-TWIST&SET FLUSH FLANC	291.43 71.68 219.75	A/P	OUT-STD	02/23/2021
027119	02/23/2021 BRUNNET INC. 48149 CC-ADMIN-KEYBOARD WARRANTY I 48150 GG-ADMIN-TERASTATION SET UP 48151 CC-ADMIN- M. VEST EMAIL ISSUES 48152 CC-ADMIN-RE-FORMAT OLD LAPTOI 48153 GG-ADMIN-SERVICE ENDPOINT MAI IN48039 GG-ADMIN-4-BAY DESKTOP PARTIA	2,132.81 163.88 68.28 27.31 327.75 690.39 855.20	A/P	OUT-STD	02/23/2021
027120	02/23/2021 CANADIAN TIRE N14003722 TS-SHOP-LIGHT FIXTURES N14003724 CC-POOL-TAPE N14003727 TS-SHOP-LIGHTS	1,302.92 57.48 8.61 28.74	A/P	OUT-STD	02/23/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

## CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 6 of 9

Number	Issued	Amount	SC	Status	Status Date
	N14003728	TS-SHOP-WIPER ARM SPRING, DRIP	68.95		
	N17683216	TS-SHOP-ICE RIVER	51.12		
	N17683222	TS-SHOP-WRENCH, 25' TAPE	36.73		
	N17683234	TS-SHOP-DUCT TAPE	18.38		
	N17683238	TS-SHOP-MX SS RECT. MAG.	17.24		
	N17683295	GG-POOL-COFFEE	27.99		
	N17683303	PS-FIRE-TOOL CHEST	919.99		
	N17683309	CC-POOL-BATTERIES/WINDEX	67.69		
027121	02/23/2021 CANADIAN SPRINGS		<b>42.07</b>	A/P	OUT-STD 02/23/2021
	19100841020121PS	PS-RCMP-WATER	9.19		
	19100841020121TS	TS-SHOP-WATER	32.88		
027122	02/23/2021 CARMICHAEL ENGINEERING LTD. (Insurance Repairs)		<b>16,583.00</b>	A/P	OUT-STD 02/23/2021
	FR-1719381	CC-ARENA-REPLACEMENT COMPRI	16,583.00		
027123	02/23/2021 CHARLOTTE COUNTY SPCA		<b>2,000.00</b>	A/P	OUT-STD 02/23/2021
	GRANT2021	GG-CIVIC-COMMUNITY GRANT 2021	2,000.00		
027124	02/23/2021 CHARLOTTE COUNTY GROUND SEARCH & RESCUE		<b>2,500.00</b>	A/P	OUT-STD 02/23/2021
	GRANT2021	GG-CIVIC-COMMUNITY GRANT 2021	2,500.00		
027125	02/23/2021 CHOCOLATE FEST INC.		<b>1,500.00</b>	A/P	OUT-STD 02/23/2021
	GRANT2021	GG-CIVIC-COMMUNITY GRANT 2021	1,500.00		
027126	02/23/2021 CINTAS CANADA LIMITED		<b>131.32</b>	A/P	OUT-STD 02/23/2021
	5049404187PS	PS-FIRE-FIRST AID SUPPLIES	35.84		
	5049404187TS	TS-SHOP-FIRST AID SUPPLIES	95.48		
027127	02/23/2021 DAVIS FUELS		<b>3,488.94</b>	A/P	OUT-STD 02/23/2021
	27852	TS/PS-199UNIONST-HEATING FUEL	958.20		
	28005	TS/PS-199UNIONSTREET-HEATING I	881.92		
	28255	TS-199 UNION ST HEATING FUEL	822.74		
	28399	TS/PS-199UNIONST-HEATING FUEL	826.08		
027128	02/23/2021 EAGLE XPRESS COURIER SERVICE		<b>402.50</b>	A/P	OUT-STD 02/23/2021
	340167	TS-#16-FROM MARITIME CASE	46.00		
	340182	TS-#16-FROM MARITIME CASE	46.00		
	340202	TS-#16-TO MARITIME CASE	28.75		
	340211	TS-#16-FROM MARITIME CASE	28.75		
	340221	GG-ADMIN-TO MARYSVILLE PLACE	34.50		
	540743	GG-ADMIN-TO DEPARTMENT OF TH	34.50		
	740512	TS-#11-BATTERIES From Maritime Case	46.00		
	740539	TS-#11-FROM MARITIME CASE	46.00		
	771613	TS-#5-FROM RICHWELL TRUCK	34.50		
	771614	TS-#11-FROM MARITIME CASE	28.75		
	771622	TS-#7-FROM RICHWELL	28.75		
027129	02/23/2021 FUNDY BUILDING INSPECTION		<b>2,484.00</b>	A/P	CLEARED 02/28/2021
	21-21	PS-BUILDINGINSPECTOR-FEB 7-FE	2,484.00		
027130	02/23/2021 GENA FOWLER		<b>474.92</b>	A/P	OUT-STD 02/23/2021
	1002021	CC-POOL-IN PERSON TRAINING	474.92		
027131	02/23/2021 KEITH'S BUILDING SUPPLIES		<b>302.98</b>	A/P	OUT-STD 02/23/2021
	203224	TS-AIRPORT-PVC PIPE, ADAPTER	24.70		
	203267	TS-AIRPORT-SNOW SHOVEL	25.29		
	203474	CC-ARENA-CLOTHING ALLOWANCE	252.99		
027132	02/23/2021 KENT BUILDING SUPPLIES		<b>2,619.76</b>	A/P	OUT-STD 02/23/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 7 of 9

Number	Issued		Amount	SC	Status	Status Date
	1000237018	GG-WALKOFLIGHTS-WREATHS, NO	215.83			
	1000253925	PS-FIRE-WET/DRY COLLECTION BA	29.93			
	1000264220	RC-LIBRARY-POWER CORD,DE-ICIN	205.31			
	1000276836	TS-SHOP-STRAIGHT BLADE PLUGS	27.57			
	1000279236	TS-SHOP-GRINDER	228.85			
	1000294021	TS-SHOP-EYE BOLT, LUMBER	54.10			
	1000294030	TS-SHOP-LUMBER	18.49			
	1000295362	TS-SHOP-CARRIAGE BOLTS, HEX NI	11.17			
	1000296420	TS-SHOP-UTILITY DOOR PULLS	11.53			
	1000306304	TS-SHOP-LUMBER	64.92			
	1000309252	CC-ARENA-DECK SCREWS	40.63			
	1000313170	CC-ARENA-DECK SCREWS	71.85			
	1000313176	TS-SHOP-PRO SPRAYERS	23.48			
	1000322747	CC-ARENA-SANDING SPONGES, CO	156.42			
	1000324654	TS-SHOP-TRIM & MICROFIBER SETS	17.73			
	1000328543	TS-SHOP-ENTRY DOOR KNOB	71.65			
	10356849	CC-ARENA-DUAL FOOT TIRE GAUGI	1,265.53			
	1832755	TS-SHOP-BI-METAL THICK METAL, C	104.77			
027133	02/23/2021	KONICA MINOLTA BUSINESS 7910166 GG-TOWN HALL-COPIER LEASE-MA	290.17 290.17	A/P	OUT-STD	02/23/2021
027134	02/23/2021	LEVITT SAFETY LIMITED 1499269-00 PS-FIRE-SERVICE INSTRUMENTATI	131.19 131.19	A/P	OUT-STD	02/23/2021
027135	02/23/2021	LONICERA HALL GRANT2021 GG-CIVIC-COMMUNITY GRANT 2021	10,000.00 10,000.00	A/P	OUT-STD	02/23/2021
027136	02/23/2021	MACDOUGALL PROFESSIONAL SECURITY & DOCU 15650 PS-BYLAW-FEB 08-19/21 FEE	1,610.00 1,610.00	A/P	CLEARED	02/28/2021
027137	02/23/2021	MARITIME COFFEE SERVICE RC00095005 CC-BUILDING-WATER COOLER REN	80.50 80.50	A/P	OUT-STD	02/23/2021
027139	02/23/2021	MEGA-LAB MANUFACTURING CO. LTD. 159563 TS-SHOP-MEG-A-LOOSE	235.75 235.75	A/P	OUT-STD	02/23/2021
027140	02/23/2021	MIDLAND COURIER 10001470 TS-#5-TO PHIL LAROCHELLE EQUIP 9999692 PS-FIRE-TO LEVITT SAFETY	149.88 115.25 34.63	A/P	OUT-STD	02/23/2021
027141	02/23/2021	N. B. ELECTRIC POWER 10126106FEB21 TS-XINGLIGHTS-KING STREET 17935200FEB21 TS-KING/UNIONST-TRAFFIC LIGHT 18169205FEB21 RC-POOL-MILL LANE 18988703FEB21 TS/PS-199UNIONST-ELECTRICITY 19051703FEB21 TS-AIRPORT-ELECTRICITY 19051801FEB21 TS-AIRPORT-ELECTRICITY 19055406FEB21 RC-ARENA-ELECTRICITY 50660140FEB21 RC-PARKS-ROTARY CHANGING RO 54187672FEB21 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127FEB21 CC-BUILDING-ELECTRICITY 54653258FEB21 TS-KING/SUPERSTORE-TRAFFIC LIK 55160607FEB21 RC-COTTONMILL-LIGHTS 55917471FEB21 TS-SS-WATERFRONT LIGHTS 57955782FEB21 RC-PARKS-BANDSTAND IN CHOCOL 71315207FEB21 PS-RCMP-ELECTRICITY	26,147.43 26.86 49.91 83.41 1,634.24 313.92 64.92 333.07 26.86 56.87 19,846.61 86.41 60.58 60.89 28.72 1,310.95	A/P	CLEARED	02/28/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 8 of 9

Number	Issued	Amount	SC	Status	Status Date
	72924306FEB21 RC-PARKS-BANDSTAND	53.00			
	73006038FEB21 RC-LIBRARY-ELECTRICITY	1,976.68			
	82122207FEB21 RC-PARKS-BASKETBALL COURT	26.86			
	84960501FEB21 RC-PARKS-RIVERSIDE DR LIGHTS	106.67			
027142	02/23/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 480390 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	02/23/2021
027143	02/23/2021 ORR ELECTRIC & ALARM LTD. 4986 RC-LIBRARY-CHANGED BATTERY IN	114.60 114.60	A/P	OUT-STD	02/23/2021
027144	02/23/2021 PCS SALES (CANADA) LTD. 6201554 TS-ST5-ROAD SALT 6203385 TS-ST5-ROAD SALT	3,893.67 1,955.06 1,938.61	A/P	OUT-STD	02/23/2021
027145	02/23/2021 PRO-TECH SANITATION LTD. 303462 CC-ARENA-BACKPACK VACUUM, RC	2,320.77 2,320.77	A/P	OUT-STD	02/23/2021
027146	02/23/2021 RICHWIL TRUCK CENTRE LTD. 137255 TS-#5-PUMP KIT, CORE RETURN 137256 TS-#5-CORE 137259 TS-#5-CORE RETURNS 137383 TS-#5-CORE CM137049 TS-ST5-ELBOW ASSEMBLY, TUBE A	755.04 3,276.52 698.63 -2,095.88 -698.63 -425.60	A/P	OUT-STD	02/23/2021
027147	02/23/2021 SAINT JOHN REGIONAL HOSPITAL FOUNDATION GRANT2021 GG-CIVIC-COMMUNITY GRANT 2021	3,000.00 3,000.00	A/P	OUT-STD	02/23/2021
027148	02/23/2021 SAUNDERS EQUIPMENT LTD. 83235 CC-ZAMBONI-CUTTER TIPS, BATTEF	2,307.75 2,307.75	A/P	OUT-STD	02/23/2021
027149	02/23/2021 SOURCE ONE SUPPLIES 26744 RC-LIBRARY-GARBAGE BAGS/BOWI 26813 CC-ARENA-URINAL/PORCELAIN CLE	428.97 140.66 288.31	A/P	OUT-STD	02/23/2021
027150	02/23/2021 SOUTHERN SANITATION LTD. 186349 GG-TOWN-GARAGE COLLECTION	15,721.94 15,721.94	A/P	OUT-STD	02/23/2021
027151	02/23/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 218698-219167 GG-TOWN-REGIONAL LANDFILL CO	8,065.64 8,065.64	A/P	OUT-STD	02/23/2021
027152	02/23/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 236816 GG-CIVIC-NOTICE OF HEARING	195.50 195.50	A/P	OUT-STD	02/23/2021
027153	02/23/2021 ST. STEPHEN FIRE DEPARTMENT RECEIPT#10060 PS-DONATION-RECEIPT #10060	200.00 200.00	A/P	OUT-STD	02/23/2021
027154	02/23/2021 STATIONERY PLUS 77263 GG-ADMIN-PAPER 77284 GG-ADMIN-PAPER 77320 GG-ADMIN-INDEX DIVIDERS,PENS 77393 GG-ADMIN-COLOUR INK JET CARTF 77454 GG-ADMIN-REINFORCEMENTS 77480 GG-ADMIN-ADD ROLLS 77491 GG-ADMIN-PAPER FASTENERS 77651 GG-ADMIN-BINDERS 77672 PS-FIRE-FILE FOLDERS 77747 TS-SHOP-COLOUR INKJET CARTRIE 77772 GG-ADMIN-PENS 77888 GG-ADMIN-PAPER,FILE FOLDERS, F 77928 PS-FIRE-LASER TONER	1,334.17 34.44 137.77 9.44 97.43 3.44 20.69 4.31 10.15 33.90 45.77 4.94 187.28 114.87	A/P	OUT-STD	02/23/2021

\* - 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 027257 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:38:27AM 03/19/2021

Page 9 of 9

Number	Issued	Amount	SC	Status	Status Date
	77994 GG-ADMIN-#9 ENVELOPES, FILE FO	15.99			
	78001 GG-ADMIN-SELF INKING DATER	36.06			
	78089 TS-SHOP-WRITING PADS	10.53			
	78230 GG-ADMIN-STAMP PAD	3.89			
	78609 PS-FIRE-LASER TONERS	515.94			
	78622 GG-ADMIN-PAPER, STAPLES, POST	47.33			
027155	02/23/2021 THE CHARLOTTE COUNTY HOSPITAL FOUNDATION GRANT2021 GG-CIVIC-COMMUNITY GRANT 2021	3,000.00 3,000.00	A/P	OUT-STD	02/23/2021
027156	02/23/2021 THE CHOCOLATE MUSEUM GRANT2021 GG-CIVIC-COMMUNITY GRANT 2021	6,000.00 6,000.00	A/P	OUT-STD	02/23/2021
027157	02/23/2021 THE MINISTER OF FINANCE AND TREASURY BOAR 34466 GG-RCMP-POLICING SERVICES FOF	296,813.50 296,813.50	A/P	OUT-STD	02/23/2021
027158	02/23/2021 THE SAINT STEPHEN RURAL CEMETERY GRANT2021 GG-CIVIC-COMMUNITY GRANT 2021	3,000.00 3,000.00	A/P	OUT-STD	02/23/2021
027159	02/23/2021 TOWN OF ST. STEPHEN 246.20 GG-TRANSFER-UTILITY FUND TRAN	246.20 246.20	A/P	CLEARED	02/28/2021
027160	02/23/2021 TROY LIFE & FIRE SAFETY LTD 1000352231 CC-INSPECTIONS-QUARTERLY WEI	529.00 529.00	A/P	OUT-STD	02/23/2021
027161	02/23/2021 UNIFIRST CANADA LTD. 710 0237078 CC-LOBBY-FLOOR MATS	134.30 134.30	A/P	OUT-STD	02/23/2021
027162	02/23/2021 UNION OF MUNICIPALITIES OF NEW BRUNSWICK S1-488 GG-CIVIC-2021 MEMBERSHIP DUES	3,570.00 3,570.00	A/P	OUT-STD	02/23/2021
027163	02/23/2021 WURTH CANADA LIMITED 24183503 TS-SHOP-BRAKE AND PARTS CLEAI	927.53 927.53	A/P	OUT-STD	02/23/2021
027164	02/23/2021 YELLOW PAGES GROUP INV01662697 GG-TOWNHALL-YELLOW PAGES ME	83.03 83.03	A/P	OUT-STD	02/23/2021
027165	02/23/2021 TOWN OF ST. STEPHEN 5220.57 GG-FUNDTRANSFER-TO GENERAL (	5,220.57 5,220.57	A/P	CLEARED	02/28/2021
027166	02/25/2021 RECEIVER GENERAL FOR CANADA 2020T4PAYMENT GG-REMITTANCE-PAYMENT ON FILI	581.01 581.01	A/P	OUT-STD	02/25/2021
027168	02/25/2021 MINISTER OF FINANCE FEBRUARY252021 EMPLOYEE DEDUCTIONS-FEB 12 - F	288.00 288.00	A/P	OUT-STD	02/25/2021
	<b>Cheque Totals Issued:</b>	<b>791,883.56</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>791,883.56</b>			
	<b>Total # of Cheques Listed:</b>	<b>134</b>			

\* - 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 009003 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:49:55AM 03/19/2021

Number	Issued	Amount	SC	Status	Status Date
008921	02/02/2021 BELL MOBILITY INC. 523889487JAN21UTI WS/SCD-ADMIN-CELL PHONE CHAR	939.25 939.25	A/P	CLEARED	02/28/2021
008922	02/02/2021 CANADIAN TIRE 16918335* WS/SCD-ADMIN-SPACE HEATER N16918252 WS-SOURCE-PAINT, BRUSHES N16918255 WS-SOURCE-CLEANING SUPPLIES N16918263 WS-SOURCE-BATTERIES, TIN FOIL, N16918277 WS-TRANS&DIST-GLOVES N16918315 WS-SOURCE-PAINT BRUSH, CAULK N16918345 WS-TRANS&DIST-PUROX N17683320 WS-SOURCE-DEICER, GLOVES, PAI N17683345 WS-TRANS&DIST-LYSOL, KEYS CUT	545.49 23.00 87.32 64.11 121.21 22.99 31.02 56.27 97.68 41.89	A/P	CLEARED	02/28/2021
008923	02/09/2021 BELL ALIANT 11366812JAN21 WS-SOURCE-PUMP STATION 19002807JAN21 SCD-DISPOSAL-OLD BAY WWTP	322.62 136.42 186.20	A/P	CLEARED	02/28/2021
008924	02/09/2021 BRUNNET INC. 108.34 WS-INVOICE#45210-MISSING BALAN	108.34 108.34	A/P	CLEARED	02/28/2021
008925	02/09/2021 CINTAS CANADA LIMITED 5048475664 WS-SOURCE-FIRST AID SUPPLIES 5048475664SCD SCD-DISPOSAL-FIRST AID SUPPLES 5048475664WS WS-SHOP-FIRST AID SUPPLIES	272.45 107.71 48.91 115.83	A/P	CLEARED	02/28/2021
008926	02/09/2021 RESEARCH & PRODUCTIVITY COUNCIL 308521 WS-SOURCE-DRINKING WATER LAE	473.62 473.62	A/P	CLEARED	02/28/2021
008927	02/09/2021 SCOTIA TECH FLUID SERVICES 15371 WS-TRANS&DIST-BY-PASS METER	5,330.77 5,330.77	A/P	CLEARED	02/28/2021
008928	02/09/2021 SOURCE ONE SUPPLIES 26728 WS-TRAN&DIST-AIR FRESHENERS 26761 SCD-DISPOSAL-HAND WIPERS, GLC	294.68 58.33 236.35	A/P	CLEARED	02/28/2021
008929	02/09/2021 STATIONERY PLUS 75246* WS/SCD-ADMIN-FILE BOXES 75619* WS/SCD-ADMIN-FOLDERS 75650 WS-TRANS&DIST-DATER PRINTER 75830* WS/SCD-ADMIN-STAPLER, STAPLES 76161* WS/SCD-ADMIN-LASER TONERS, PE 76426 WS-SOURCE-AA BATTERIE, PROTE 76629* WS/SCD-ADMIN-#10 WINDOW ENVE 76664* WS/SCD-ADMIN-STAPLES, PENS 76886 WS-TRANS&DIST-PLANNER, STAMP 76901 SCD-DISPOSAL-INKJET CARTRIDGE 77102* WS/SCD-ADMIN-MARKER SET, NOTI 77108* WS/SCD-ADMIN-CALCULATOR 77136* WS/SCD-ADMIN-FOLDBACK CIIPS, F 77168* WS/SCD-ADMIN-REINFORCEMENTS	525.84 48.23 25.27 13.79 47.94 3.05 185.04 27.59 6.37 67.80 27.17 14.13 37.65 16.65 5.16	A/P	CLEARED	02/28/2021
008930	02/16/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 01P58323 WS-#8,#20-ROTELLA	467.66 467.66	A/P	CLEARED	02/28/2021
008931	02/16/2021 BRIGGS PLUMBING INC. 1573490 WS-SOURCE-INSTALL FLANGES 1573503 WS-TRANS&DIST-SPIGOT ADAPTEF	1,232.11 1,125.50 106.61	A/P	OUT-STD	02/16/2021

\* - 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 009003 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:49:55AM 03/19/2021

Page 2 of 5

Number	Issued	Amount	SC	Status	Status Date
008932	02/16/2021 COLE-PARMER CANADA COMPANY 00669244 WS-SOURCE-BUFFER	611.71 611.71	A/P	CLEARED	02/28/2021
008933	02/16/2021 EMCO CORPORATION 12516150-00 SCD-DISPOSAL-COUPINGS 12516172-00 SCD-DISPOSAL-SEWER PIPES/COU	3,107.75 128.11 2,979.64	A/P	CLEARED	02/28/2021
008934	02/16/2021 MILLTOWN MACHINE & FABRICATION LTD. 21788 WS-#8-FLAT BARS	39.28 39.28	A/P	CLEARED	02/28/2021
008935	02/16/2021 MINISTER OF FINANCE HUP15639-2021 WS/SCD-ROUTE170ANDVALLEYRD-	75.00 75.00	A/P	OUT-STD	02/16/2021
008936	02/16/2021 PITNEY BOWES LEASING 3201436739 WS-PHOTOCOPIERLEASE-LATE FEE 3201509640 WS-PHOTOCOPIERLEASE-LATE FEE	27.86 13.93 13.93	A/P	OUT-STD	02/16/2021
008937	02/16/2021 PITNEY BOWES 1017293320* WS/SCD-POSTAGEMETER-RED INK 1017293321* WS/SCD-POSTAGEMETER-TAPE ST 1017293322* WS/SCD-POSTAGEMETER-E-Z SEAL	370.85 243.94 38.60 88.31	A/P	OUT-STD	02/16/2021
008938	02/16/2021 PUROLATOR COURIER LTD. 446550463 SCD-DISPOSAL-TO R.L. DENNIS ASS	47.41 47.41	A/P	CLEARED	02/28/2021
008939	02/16/2021 R.L. DENNIS ASSOCIATES LIMITED 0000116726 SCD-DISPOSAL-FLEXISONDE-512	1,122.40 1,122.40	A/P	OUT-STD	02/16/2021
008940	02/16/2021 RESEARCH & PRODUCTIVITY COUNCIL 309337 WS-SOURCE-DRINKING WATER LAE	315.74 315.74	A/P	CLEARED	02/28/2021
008941	02/16/2021 SOURCE ONE SUPPLIES 26685 WS-TRANS&DIST-MOP HEAD, MOP I	126.37 126.37	A/P	CLEARED	02/28/2021
008942	02/16/2021 SOURCE ATLANTIC 3811123 WS-TRANS&DIST-CLOTHING ALLOW 3811142 SCD-DISPOSAL-CLOTHING ALLOWA	903.88 229.99 673.89	A/P	CLEARED	02/28/2021
008943	02/16/2021 MINISTER OF FINANCE HUP19040-2021 WS/SCD-RTE3,ROUTE170&HAPPYV,	187.50 187.50	A/P	OUT-STD	02/16/2021
008944	02/23/2021 BRIGGS PLUMBING INC. 1573544 WS-TRANS&DIST-LENNOX PIPE SLI 1573545 WS-TRAN&DIST-PIPE SLICE 3/4 MAS 1573568 WS-TRANS&DIST-REPAIR WATER M	351.43 64.38 37.94 249.11	A/P	OUT-STD	02/23/2021
008945	02/23/2021 BRUNNET INC. 48150* WS/SCD-ADMIN-TERASTATION SET 48153* WS/SCD-ADMIN-SERVICE ENDPOIN IN48039* WS/SCD-ADMIN-4-BAY DESKTOP PA	1,613.90 68.28 690.42 855.20	A/P	OUT-STD	02/23/2021
008946	02/23/2021 CANADIAN TIRE N14003709 WS-#20-MARINEDCK/ICE RIVER N14003711 WS-TRANS&DIST-NU FINISH LIQUID N14003714 WS-SOURCE-PAINT TAPE, KNEEPAI N14003723 SCD-DISPOSAL-GLAD SANDWICH B N17683232 WS-SOURCE-"PRIVATE" SIGNS, GAL N17683233 WS-TRANS&DIST-18W PD WALL, 6' L N17683297 SCD-DISPOSAL-BLACK GASKET MAI N17683349 WS-TRANS&DIST-18 W PD WALL N17683350 WS-TRANS&DIST-LYSOL SPRAY, BF N17683361 WS-TRANS&DIST-BIT	812.99 135.60 75.75 128.11 60.31 157.65 49.76 9.19 -28.74 35.62 68.97	A/P	OUT-STD	02/23/2021

\* - 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 009003 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:49:55AM 03/19/2021

Page 3 of 5

Number	Issued	Amount	SC	Status	Status Date
	N17683368	WS-SOURCE-BATTERIES, CAR CHA	68.49		
	N17683394	WS-TRANS&DIST-MOLDING TAPE, S	57.88		
	N17683395	WS-TRANS&DIST-USB CORD COVER	37.93		
	N17683396	WS-TRANS&DIST-CORDS, AT AWC E	-43.53		
008947	02/23/2021 CANADIAN PACIFIC RAILWAY COMPANY 1800181623	SCD-DISPOSAL-10% OF PID0130412	495.44	A/P	OUT-STD 02/23/2021
008948	02/23/2021 CINTAS CANADA LIMITED 5049404187WS	WS-MAXWELL CROSSING-FIRST AID	66.78	A/P	OUT-STD 02/23/2021
	5049404187WS*	WS-SHOP-FIRST AID SUPPLIES	66.79		
008949	02/23/2021 DOWNEY FORD SALES LTD. 32317	WS-#102-FILTER ASY-OIL	31.05	A/P	OUT-STD 02/23/2021
008950	02/23/2021 EAGLE XPRESS COURIER SERVICE 340168	WS-#20-FROM RICHWELL TRUCKS	28.75	A/P	OUT-STD 02/23/2021
	340191	WS-#20-FROM RICHWELL	28.75		
	340192	WS-SOURCE-TO RESEARCH & PRO	34.50		
	340210	WS-#20-FROM RICHWELL TRUCKS	28.75		
	540749	WS-SOURCE-TO RESEARCH & PRO	34.50		
	740546	WS-SOURCE-TO RESEARCH & PRO	34.50		
	771644	WS-SOURCE-TO RESEARCH & PRO	34.50		
008951	02/23/2021 KEITH'S BUILDING SUPPLIES 203307	WS-TRANS&DIST-PICK HANDLE	22.99	A/P	OUT-STD 02/23/2021
	203445	WS-SOURCE-CLOTHING ALLOWANC	275.99		
	203567	WS-TRANS&DIST-PLYWOOD, WAFE	94.61		
	203711	WS-TRANS&DIST-DECK SCREWS	20.67		
	203728	WS-TRANS&DIST-PAINT, SHELF BR/	293.12		
	203743	WS-TRANS&DIST-POLY NYLON ANC	67.08		
008952	02/23/2021 KENT BUILDING SUPPLIES 1000322886	WS-TRANS&DIST-SQUARE WOOD S	15.71	A/P	OUT-STD 02/23/2021
	1000337911	WS-TRANS&DIST-ROUND SHANK H/	42.76		
008953	02/23/2021 MEGA-LAB MANUFACTURING CO. LTD. 159604	WS-TRANS&DIST-CRYSTAL-THAWZ	291.18	A/P	OUT-STD 02/23/2021
008954	02/23/2021 N. B. ELECTRIC POWER 36869807FEB21	WS-3-119MAXWELLCROSSING-BUIL	993.92	A/P	CLEARED 02/28/2021
	50228902FEB21	WS-MAXWELLCROSSING-PUMP	293.81		
	52557428FEB21	SCD-218OLDBAYRD-WASTEWATER	4,789.70		
	53123617FEB21	SCD-ST5-DECHLORINATION CHAME	175.00		
	53158875FEB21	SCD-ST5-BUDD AVE LIFT STATION	3,300.13		
	53473043FEB21	WS-SOURCE-CHLORINE RESIDUAL	86.26		
	54807440FEB21	SCD-ST5-159A MILLTOWN BLVD. LI	36.14		
	56356048FEB21	SCD-ST5-18 RIVERSIDE DR LIFT S	36.14		
	61204006FEB21	SCD-2-216KINGSTREET-LIFT STATI	248.50		
	61224002FEB21	SCD-ST5-358A MILLTOWN BLVD LIF	1,081.18		
	61230004FEB21	WS-MAXWELLCROSSING-PUMP	3,942.40		
	61236008FEB21	SCD-ST5-BUDD AVE LIFT STATION	1,547.70		
	76139807FEB21	SCD-ST5-5-4 RIVERSIDE DR LIFT	82.55		
	82291006FEB21	WS-SOURCE-RESERVOIR	254.39		
	84934906FB21	SCD-ST5-6-58A RIVERSIDE DR LIF	130.50		
	84943406FEB21	WS-ST5-TODD HILL RESERVOIR	162.41		
008955	02/23/2021 N. B. SOUTHERN RAILWAY COMPANY LIMITED		575.00	A/P	OUT-STD 02/23/2021

\* - 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 009003 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:49:55AM 03/19/2021

Page 4 of 5

Number	Issued	Amount	SC	Status	Status Date
	84050 WS-ST5-UNDERGROUND PIPE PRIV	575.00			
008956	02/23/2021 NOVA FIRE EQUIPMENT LTD. 21058 WS-DIST&TRANS-INSULATED RUBB	515.94 515.94	A/P	OUT-STD	02/23/2021
008957	02/23/2021 NULANTIC WATER INC. NU101083 SCD-DISPOSAL-PM KIT DIAPHRAGM	348.83 348.83	A/P	OUT-STD	02/23/2021
008958	02/23/2021 PARTS FOR TRUCKS INC. 34329667-00 WS-#102-EZ-FLOW HYD FLUID-BLAC	181.03 181.03	A/P	OUT-STD	02/23/2021
008959	02/23/2021 PUROLATOR COURIER LTD. 446667691 SCD-DISPOSAL-TO NULANTIC WATE	47.41 47.41	A/P	OUT-STD	02/23/2021
008960	02/23/2021 RESEARCH & PRODUCTIVITY COUNCIL 309852 WS-SOURCE-DRINKING WATER LAE 310048 WS-SOURCE-DRINKING WATER LAE	789.36 315.74 473.62	A/P	OUT-STD	02/23/2021
008961	02/23/2021 RICHWIL TRUCK CENTRE LTD. 137694 WS-#20-RESIN 138253 WS-#20-SENSOR, HOSE HEATERS 138256 WS-#20-TURBO TUBE, O-RINGS 138306 WS-#20-KIT TUBE 138367 WS-#20-KIT GASKET, FILTERS	986.44 16.27 388.80 121.03 264.59 195.75	A/P	OUT-STD	02/23/2021
008962	02/23/2021 SOUTHWEST CONCRETE & CONS LTD IN000010707 WS-TRAN&DIST-EQUIPMENT RENT/	853.88 853.88	A/P	OUT-STD	02/23/2021
008963	02/23/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 31840 WS/SCD-ADMIN-FOLDING WATER B	44.85 44.85	A/P	OUT-STD	02/23/2021
008964	02/23/2021 STATIONERY PLUS 77263* WS/SCD-ADMIN-PAPER 77284* WS/SCD-ADMIN-PAPER 77320* WS/SCD-ADMIN-INDEX DIVIDERS, P 77454* WS/SCD-ADMIN-REINFORCEMENTS 77480* WS/SCD-ADMIN-ADD ROLLS 77491* WS/SD-ADMIN-PAPER FASTENERS 77547 WS-TRANS&DIST-HIGHLIGHTER, INI 77651* WS/SCD-ADMIN-BINDERS 77772* WS/SCD-ADMIN-PENS 77783 WS-TRANS&DIST-HIGHLIGHTERS 77888* WS/SCD-ADMIN-PAPER,FILE FOLDE 77908 WS-TRANS&DIST-DATER, STAMP RI 77994* WS/SCD-ADMIN-#9 ENVELOPES, FIL 78001* WS/SCD-ADMIN-SELF INKING DATEI 78119 WS-SOURCE-PENS, TAPE, TELEPH 78230* WS/SCD-ADMIN-STAMP PAD 78294 WS/SCD-ADMIN-ENVELOPES #9 WIN 78622* WS/SCD-ADMIN-PAPER, STAPLES, F	842.26 34.45 137.77 9.43 3.44 20.70 4.30 79.98 10.17 4.93 2.74 187.29 21.83 109.79 36.07 81.20 3.92 46.91 47.34	A/P	OUT-STD	02/23/2021
008965	02/23/2021 TOWN OF ST. STEPHEN 15958.00 WS-FUNDTRANSFER-TO GENERAL	15,958.00 15,958.00	A/P	CLEARED	02/28/2021
008966	02/23/2021 TOWN OF ST. STEPHEN 63269.09 WS-FUNDTRANSFER-TO GENERAL	63,269.09 63,269.09	A/P	CLEARED	02/28/2021
008967	02/23/2021 WOLSELEY CANADA INC. 279324 WS-TRANS&DIST-ICE CLEATS 291015 WS-TRANS&DIST-COUPPLINGS	1,254.97 172.27 53.45	A/P	OUT-STD	02/23/2021

\* - 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 009003 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 8:49:55AM 03/19/2021

Page 5 of 5

Number	Issued		Amount	SC	Status	Status Date
	313564	WS-TRANS&DIST-MAGNETIC LOCAT	1,029.25			
008968	02/23/2021	WURTH CANADA LIMITED	96.54	A/P	OUT-STD	02/23/2021
	24200770	WS-TRANS&DIST-THERMO DRY GLC	96.54			
		<b>Cheque Totals Issued:</b>	<b>125,159.65</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>125,159.65</b>			
		<b>Total # of Cheques Listed:</b>	<b>48</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 000064 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 9:02:05AM 03/19/2021

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000062	02/09/2021 TOWN OF ST. STEPHEN 24000.00* GG-FUNDTRANSFER-TO GENERAL	24,000.00 24,000.00	A/P	OUT-STD	02/09/2021
Cheque Totals Issued:		24,000.00			
Void:		0.00			
Total Cheques Generated:		24,000.00			
Total # of Cheques Listed:		1			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

BNK5 - Interim No.1-GCF [12-000-0001050]

Cheques from 000001 to 000100 dated between 02-01-2021 and 02-28-2021

CHEQUE REGISTER

Printed: 9:03:30AM 03/19/2021

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000098	02/10/2021 ACADIAN MARINE & DIVING LTD 200147 Project#18-7081B Pedestrian Gangway	55,200.00 55,200.00	A/P	OUT-STD	02/10/2021
000099	02/12/2021 ST. ISIDORE ASPHALTE LTD. 941818 Project#20-2509 Coastal Link trail St. S	84,219.76 84,219.76	A/P	OUT-STD	02/12/2021
Cheque Totals Issued:		139,419.76			
Void:		0.00			
Total Cheques Generated:		139,419.76			
Total # of Cheques Listed:		2			

\* - 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 02-01-2021 and 02-28-2021

---

CHEQUE REGISTER

---

Printed: 9:04:26AM 03/19/2021

Page 1 of 1

---

Number	Issued	Amount	SC	Status	Status Date
000034	02/09/2021 FAIRVILLE CONSTRUCTION LTD. QM-3516-03 Project#19-1946 Water & Sanitary Sew	42,303.47 42,303.47	A/P	OUT-STD	02/09/2021
	<b>Cheque Totals Issued:</b>	<b>42,303.47</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>42,303.47</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]  
 Cheques from 000235 to 000259 dated between 02-01-2021 and 03-18-2021

CHEQUE REGISTER

Printed: 10:31:57AM 03/18/2021

Number	Issued	Amount	SC	Status	Status Date
000235	02/05/2021 ADOBE INC.-VISA	22.99	A/P	CLEARED	02/25/2021
	JANUARY082021* CC-POOL-ACROBAT PRO DC FEE	22.99			
000236	02/05/2021 AMAZON MARKETPLACE-VISA	2,043.86	A/P	CLEARED	02/25/2021
	DECEMBER162020 CC-POOL-HEADPHONE SET UNDER	56.31			
	DECEMBER172020 CC-POOL-USB TO HDMI ADAPTER	23.98			
	DECEMBER172020* CC-POOL-USB C TO USB 3.0 ADAPT	6.49			
	DECEMBER192020 CC-POOL-UGREEN USB 3.0 EXTENS	29.88			
	DECEMBER262020 CC-POOL-SHORT SUPERSPEED US	11.99			
	DECEMBER312020* GG-EVENTS-CHRISTMAS LIGHTS	503.86			
	JANUARY022021 GG-EVENTS-STRIP LIGHTS FOR CIV	207.20			
	JANUARY022021* GG-EVENTS-STRIP LIGHTING	207.20			
	JANUARY022021A GG-EVENTS-STRIP LIGHTS	103.60			
	JANUARY022021B GG-EVENTS-WINDOW CHRISTMAS :	22.98			
	JANUARY022021C GG-EVENTS-CHRISTMAS DECOR B/	25.98			
	JANUARY032021 GG-EVENTS-FALLING RAIN LIGHTS	67.92			
	JANUARY042021 CC-POOL-PRIME MEMBERSHIP FEE	9.19			
	JANUARY052021* CC-ADMIN-WIRELESS EARBUDS	40.30			
	JANUARY072021 CC-ADMIN-FILE ORGANIZER HOLDE	24.00			
	JANUARY072021A GG-ADMIN-HIGH POWER MAGNETS	21.18			
	JANUARY072021B GG-EVENTS-LED-LIT MONITOR	241.50			
	JANUARY082021 GG-EVENTS-RUBBER TRAFFIC CAB	237.98			
	JANUARY102021 GG-EVENTS-CABLE PROTECTION R	91.99			
	JANUARY102021* CC-POOL-DISPLAYPORT TO HDMI A	12.59			
	JANUARY142021 GG-EVENTS-DURABLE RAMP COVE	97.74			
000237	02/05/2021 ATLANTIC SUPERSTORE-VISA	151.03	A/P	CLEARED	02/25/2021
	DECEMBER212020 GG-STAFF-CHRISTMAS GIFT CARD	50.00			
	DECEMBER222020 GG-STAFF-GIFT CARD	30.69			
	DECEMBER312020 GG-STAFF-NEW YEAR'S EVE LUNCH	70.34			
000238	02/05/2021 DOLLARAMA-VISA	126.68	A/P	CLEARED	02/25/2021
	DECEMBER152020A CC-POOL-HAND SANITIZER, MOUSE	15.01			
	DECEMBER152020B PS-FIRE-CHRISTMAS GIFT BAGS	21.91			
	JANUARY112021 CC-POOL-BINDERS, OFFICE LABELS	89.76			
000239	02/05/2021 IRVING - VISA	21.99	A/P	CLEARED	02/25/2021
	DECEMBER152020 GG-TOWNHALL-COFFEE	21.99			
000240	02/05/2021 JEAN COUTU - VISA	33.64	A/P	CLEARED	02/25/2021
	JANUARY092021 GG-EVENTS-CHRISTMAS TREE ORN	33.64			
000241	02/05/2021 PITA PIT-VISA	25.00	A/P	CLEARED	02/25/2021
	DECEMBER152020** CC-POOL-AUTISM SWIM NAMING CC	25.00			
000242	02/05/2021 RIVERSIDE GROCERY - VISA	52.15	A/P	CLEARED	02/25/2021
	JANUARY012021 GG-EVENTS-FOOD FO MAYOR'S LE	52.15			
000243	02/05/2021 ULINE - VISA	545.01	A/P	CLEARED	02/25/2021
	JANUARY052021 CC-ARENA-PALLET TRUCK	545.01			
000244	03/08/2021 ADOBE INC.-VISA	268.20	A/P	CLEARED	03/25/2021
	JANUARY282021 CC-POOL-ANNUAL LICENSE FEE	275.86			
	JANUARY282021* CC-POOL-ADOBE REFUND FOR A M	-7.66			
000245	03/08/2021 AMAZON MARKETPLACE-VISA	1,544.36	A/P	CLEARED	03/25/2021
	FEBRUARY012021* CC-POOL-WIFI EXTENDER	36.99			
	FEBRUARY042021* CC-POOL-AMAZON PRIME ANNUAL	90.85			

\* - 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 000235 to 000259 dated between 02-01-2021 and 03-18-2021

CHEQUE REGISTER

Printed: 10:31:57AM 03/18/2021

Number	Issued		Amount	SC	Status	Status Date
	FEBRUARY052021	GG/WS-ADMIN-5 SLOT WALL MOUN	77.79			
	FEBRUARY062021	CC-BUILDING-DETERRENT SPIKES	259.96			
	JANAUARY242021	GG-EVENTS-DURABLE RAMP COVE	97.74			
	JANUARY212021	CC-POOL-WEBCAM WITH MICROPH	36.99			
	JANUARY242021*	GG-EVENTS-DURABLE RAMP COVE	97.74			
	JANUARY242021A	GG-EVENTS-DURABLE RAMP COVE	97.74			
	JANUARY242021B	GG-EVENTS-DURABLE RAMP COVE	97.74			
	JANUARY242021C	G-EVENTS-DURABLE RAMP COVER	97.74			
	JANUARY242021D	CC-EVENTS-DURABLE RAMP COVEI	97.74			
	JANUARY242021E	CC-EVENTS-DURABLE RAMP COVEI	97.74			
	JANUARY242021F	CC-EVENTS-DURABLE RAMP COVEI	97.74			
	JANUARY242021G	CC-EVENTS-DURABLE RAMP COVEI	97.74			
	JANUARY242021H	CC-EVENTS-DURABLE RAMP COVEI	97.74			
	JANUARY262021	CC-POOL-BLUETOOTH HEADSET W	47.14			
	JANUARY292021A	CC-POOL-USB BLUETOOTH DONGLI	17.24			
000246	03/08/2021	APPRENTICE & OCCUPATIONAL CERTIFICATION - VI	250.00	A/P	CLEARED	03/25/2021
	JANUARY292021**	SCD-DISPOSAL-EXAM WRITING FEE	250.00			
000247	03/08/2021	DOLLARAMA-VISA	15.53	A/P	CLEARED	03/25/2021
	JANUARY152021	CC-POOL-SPIRAL NOTEBOOKS	8.63			
	JANUARY222021	CC-POOL-CLEANING CLOTHS	6.90			
000248	03/08/2021	GANONG CHOCOLATIER-VISA	64.17	A/P	CLEARED	03/25/2021
	JANUARY152021*	CC-CIVIC-ARNOLD HAWKINS 110TH	64.17			
000249	03/08/2021	IRVING - VISA	87.98	A/P	CLEARED	03/25/2021
	FEBRUARY02021	GG/WS-ADMIN-COFFEE	43.99			
	JANUARY162021	GG/WS-ADMIN-COFFEE	43.99			
000250	03/08/2021	NATIONAL RESEARCH COUNCIL FINANCE-VISA	124.95	A/P	CLEARED	03/25/2021
	FEBRUARY102021	PS-FIRE-NATIONAL BUILDING CODE	124.95			
000251	03/08/2021	PITA PIT-VISA	142.95	A/P	CLEARED	03/25/2021
	FEBRUARY042021	GG-STAFF-GPS TRAINING SESSION	142.95			
000252	03/08/2021	ADOBE INC.-VISA	275.86	A/P	CLEARED	03/25/2021
	FEBRUARY152021	GG-ADMIN-ADOBE RENEWAL	275.86			
000253	03/08/2021	ELEMENT EXPRESS-VISA	32.71	A/P	CLEARED	03/25/2021
	FEBRUARY152021*	GG-ADMIN-MAX GALAXY PROGRAM	32.71			
000254	03/08/2021	ELM COMPUTER SYSTEMS INC.-VISA	592.25	A/P	CLEARED	03/25/2021
	JANUARY252021	GG-ADMIN-T4 PRODUCTION/FILING	592.25			
000255	02/05/2021	CANADAHELPS.ORG-VISA	25.00	A/P	CLEARED	04/22/2021
	JANUARY062021	GG-CIVIC-"IN MEMORY" DONATION	25.00			
000256	02/05/2021	Carman's Diner-Visa	65.65	A/P	CLEARED	04/22/2021
	JANUARY082021	GG-CAO-WORKING LUNCH	65.65			
000257	02/05/2021	THE 5 KINGS BREW PUB-VISA	28.18	A/P	CLEARED	04/22/2021
	DECEMBER312020	GG-CAO-WORK MEETING	28.18			
000258	02/05/2021	ZOOM-VISA	23.00	A/P	CLEARED	04/22/2021
	DECEMBER282020	GG-ADMIN-SOFTWARE FOR MEETIN	23.00			

\* - 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 000235 to 000259 dated between 02-01-2021 and 03-18-2021

---

CHEQUE REGISTER

---

Page 3 of 3

Printed: 10:31:57AM 03/18/2021

---

Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	6,563.14			
	Void:	0.00			
	Total Cheques Generated:	6,563.14			
	Total # of Cheques Listed:	24			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

BK10 - Utility Credit Card Clear Bank [13-329-2221115]

Cheques from 000008 to 000009 dated between 02-01-2021 and 03-18-2021

---

CHEQUE REGISTER

---

Printed: 10:29:30AM 03/18/2021

Page 1 of 1

---

Number	Issued	Amount	SC	Status	Status Date
000008	02/05/2021 IRVING - VISA	22.00	A/P	CLEARED	02/25/2021
	DECEMBER152020* WS/SCD-KITCHEN-COFFEE	22.00			
	<b>Cheque Totals Issued:</b>	<b>22.00</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>22.00</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**TOWN OF ST. STEPHEN BILLS PAID (GENERAL OPERATING RESERVE FUND):**

February 2021

Town of St. Stephen General Operating Reserve Fund (Fund Transfer,  
Cheque #3) \$ 230,000.00

**Total** \$ 230,000.00

**Bank Direct Withdrawals:**

**CHAMBERS OF COMMERCE:**

**February, 2021**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,846.90
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,622.38
<b>Total</b>	<b>\$ 19,469.28</b>

**SERVICE NEW BRUNSWICK:**

**January, 2021**

Invoice #1409561 (Utility Payment Acceptance Fees)	292.11
<b>Total</b>	<b>\$ 292.11</b>

**Grand Total** **\$ 19,761.39**

**C) January 2021-Statements of Revenue and Expenditure**

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

	Actual To Date For the One Month Ending January 31, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
<b>Revenue</b>				
Taxes	450,204	5,523,832	\$5,073,628	8%
Services Provided to Other Governments	0	236,293	236,293	0%
Sale of Services	20,795	400,400	379,605	5%
Other Revenue From Own Sources	13,585	197,455	183,870	7%
Unconditional Grants	134,074	1,466,987	1,332,913	9%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	130,224	1,641,623	1,511,399	8%
<b>Total Revenue</b>	<b>748,882</b>	<b>9,470,790</b>	<b>8,721,908</b>	<b>8%</b>
<b>Expenditure</b>				
General Government Services	180,903	1,168,315	987,412	15%
Protective Services	84,334	2,388,671	2,304,337	4%
Transportation Services	146,889	2,269,423	2,122,534	6%
Environmental Health Services	22,323	305,723	283,400	7%
Environmental Development Services	58,382	421,806	363,424	14%
Recreational and Cultural Services	159,011	2,169,859	2,010,848	7%
Fiscal Services	17,801	738,993	721,192	2%
Other	-2,809	8,000	10,809	-35%
<b>Total Expenditures</b>	<b>666,834</b>	<b>9,470,790</b>	<b>8,803,956</b>	<b>7%</b>
<b>Surplus (Deficit)</b>	<b>\$82,048</b>	<b>\$0</b>		

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

	Actual To Date For the One Month Ending January 31, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
<b>Revenue</b>				
Sale of Service	\$54,054	\$2,182,200	\$2,128,146	2%
Other Revenue From Own Source	\$10,425	\$207,600	197,175	5%
<b>Total Revenue</b>	<u>64,479</u>	<u>2,389,800</u>	<u>2,325,321</u>	<u>3%</u>
<b>Expenditures</b>				
Water Supply	\$86,519	\$1,182,674	1,096,155	7%
Sewerage Collection and Disposal	\$51,646	\$744,702	693,056	7%
Fiscal Services	\$9,615	\$462,424	452,809	2%
<b>Total Expenditures</b>	<u>147,780</u>	<u>2,389,800</u>	<u>2,242,020</u>	<u>6%</u>
<b>Surplus (Deficit)</b>	<u>(\$83,301)</u>	<u>\$0</u>		



## **2. Fire Department Activities**

1. Monthly meeting
2. Fire extinguisher program
3. Funeral for Retired Firefighter Charlie Giddens.
4. New firefighter orientation.
5. Wildland fire season preparations.
6. Covid-19 vaccinations.

## **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. Quest Smart Energy Communities introduction meeting.
14. Co-op Student interview.
15. Contact Eastern Charlotte Waterways wrt GHG Emissions inventory study.
16. Employee Rights Policy.
17. First Aid Policy.
18. Workplace Violence Code of Practice.
19. Facilitated Fundy Firefighters Association virtual meeting.
20. RCMP Building maintenance issues.
21. Firefighter vaccination rollout activities.
22. EFF (DNR Wildland Firefighting) training coordination.
23. Fire Service Awards applications.
24. Volunteer Firefighter stipend review.

## **4. Personnel**

After reverting to the Covid-19 Yellow phase we have resumed with volunteers sleeping at the station.

Aden Watson has been brought on as a co-op student from SSHS. Aden has expressed a desire to be a firefighter so this will be an opportunity to introduce him to our profession.

Brandon McFarlane has been brought on as a probationary recruit.

Lt. Jason Richardson has completed his Fire Officer 1 accreditation.

Sincerely,

Fire Chief Sean Morton

## **Bylaw Enforcement Report**

Please find enclosed the report for By-Law –Enforcement. We handled 30 occurrences.

### **Assist other Dept. (4)**

- (1) Public Works Called about a vehicle with regards to snow removal.

Contacted the owner and had it removed.

- (2) Received calls from Public Works with regards vehicles parked on the streets overnight.

Parking notices were placed on all three vehicles.

### **Assist general public (12)**

- (1) Received a call from a complaint of refuse left at the corner of Cedar and Pleasant.

Public Works removed same.

- (2) Received a complaint from a gentleman on Rushton St about his neighbor's dog.

Attempted to contact the owner but was unsuccessful.

- (3) Received a complaint of a School Bus parked on the sidewalk on Queen St W. and interfering with pedestrian traffic.

Contacted Dave Breault with the School District and he had the driver move the bus.

- (4) Received a complaint about three wheelers running up and down Rushton and Cove Streets.

Informed the complainant that this is a motor vehicle infraction and to contact the RCM Police but that we would also keep it in mind during patrols.

- (5) Received a call from a lady inquiring about house regulations in Town.

Passed onto to the building inspector.

- (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 gentleman with regards to the animal By-Law in Town.

Provided him with a copy of the By-Law.

- (8) Received a call form a lady with regards to the Catholic Church property.

Directed her to the development office.

- (9) Received a call from a gentleman in Town looking to start a Taxi business.

License has been issued.

- (10) Received a complaint from a person on School street about his neighbor putting snow on the sidewalk.

Matter was looked into.

- (11) Received a call from the CAO of Sackville inquiring about our skateboard By-Law.

Supplied her with the information.

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

Matter is under investigation.

### **Parking (13)**

- (1) Received a complaint of person blowing snow onto the street and a town vehicle.

Ticket issued.

- (2) Twelve warnings given for parking

### **Dog Complaints (1)**

- (1) Received a complaint from a person about a guy letting his dog do his business by the cenotaph in Milltown.

Will monitor the area.

Brent MacDougal

Bylaw Enforcement Officer

## **Report of the Animal Control Officer**

I patrolled the town on a daily basis and responded to all calls.

I had some complaints of a dog barking on Parkwood Drive. I spoke to the owner and they brought the dog in and a warning was given.

There were a couple of calls regarding missing dogs and cats.

A complaint was filed with respect to of a couple of dogs having access to the sidewalk as people passed by. I spoke to the owners and a warning was given.

I spoke to a couple of owners about keeping their dogs on a leash.

Regards,

Mike Shannon

Animal Control Officer

## **Building Inspection Report**

The month of February brought in a total of 7 (seven) permits which represents \$103,000.00 (One Hundred and Three Thousand) in building costs. The total for the year is 13 (Thirteen) permits at a total amount of \$117,433.00 (One Hundred and Seventeen Thousand, Four Hundred and thirty-Three).

No Stop Work Orders were issued in the month February.

This office has 3 (three) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 11 (eleven) Inspection reports.

One (1) Building Permit waiver 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*



## Town of St. Stephen Information Report to Council Report: CMS 04-21



---

**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:** March 31st, 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 – we received a number of applications for the ad hoc review committee, please see my attached report for the applicant's details.
- b. Townsuite Scheduling Software – The Community Services & Corporate Services department have reviewed three options to replace the current facility scheduling system for the GCC. Our staff unanimously agreed that the Townsuite option is the best for functionality and as Corporate Services also uses that software in their day to day work it is the best choice to move forward with this product.
- c. The Bateau renovation work continues, I loaned the same book from St. Croix library that was used by the original builders of the bateau back in 1996. So far, the work is on track for an unveiling over the anniversary weekend.
- d. COVID transition – With the end of the hockey season approaching and the change to Yellow we are evaluating new flow methods for traffic and options for seating in the arena. I would like to thank the staff for their exemplary work in working within the COVID restrictions.
- e. The GCC held the first vaccination clinic on March 23<sup>rd</sup> for Charlotte County's First Responders, additional clinics are being scheduled for dates in April.
- f. Website development continues, the staff received the first session of training on Feb 25<sup>th</sup> and additional dates are being lined up before we can go live.
- g. The Town's 150<sup>th</sup> anniversary plans continue to be developed, please see Michelle's summary in the report below. We are adding a plaque to the waterfront sculpture as we get many enquiries into what it means, this should be in place for the 150<sup>th</sup> anniversary.
- h. Tourism initiative – The town's application for funding from Atlantic Canada Opportunities Agency (ACOA) was approved, we can now move forward with the initiative. We are also meeting Charlotte County Regional Tourism Agency (CCRTA) and other municipalities on March 31<sup>st</sup> to discuss how St. Stephen and other communities can work together in tourism.
- i. We are still waiting for a response from CP Rail regarding the potential dog park.
- j. I applied for the Healthy Community Grant for an accessible surface on the Chocolate Park playground, we should get a response in May for this.
- k. I assisted Jeremy in hiring interview for his temporary casual position, the successful candidate will be starting on March 29<sup>th</sup>.

**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 CBSA to discuss potential training at the Border Arena.
- g. Joined a webinar on Age Friendly Community on March 2<sup>nd</sup>.

**Administration & Accounting**

**1. Monthly Projects (February 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. Various administrative and accounting.

**2. Statistics (February 2021):**

- a. The Walking Track had approx. 1626 users check-in.
- b. The Arena had approx. 377 users participate in Public skate times.
- c. The Fitness Center had approx. 1213 member's check-in.
- d. Membership Sales (approx.):
  - i. Monthly = 79 sold
  - Semi/Annual = 5 sold
  - Punch Cards =31 sold

**Aquatics & Programming**

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

- a. Erin Thompson filled the open Part-Time Lifeguard position, which Carrie left in order to fill the Full-Time Lifeguard position. This was effective March 5<sup>th</sup>.
- b. Paul Babineau from FRS flooring came to assess the pool deck for a possible replacement, a quote and timeframe is pending.

**2. Update on Aquatic Programming:**

- a. Swimming lessons are scheduled to end on March 22<sup>nd</sup>, which will close the Winter Session.
- b. The Spring Session of swimming lessons is scheduled to start on April 12<sup>th</sup>, with registration opening on March 27<sup>th</sup> to anyone with a six month, or annual family membership, or on the 29<sup>th</sup> for the general public.
- c. With the move to Yellow, a Bronze Medallion has been scheduled to run from April 23<sup>rd</sup> to May 2<sup>nd</sup>, a Bronze Cross has been scheduled to run from May 14<sup>th</sup> – 23<sup>rd</sup>, and a National Lifeguard Service course has been scheduled to run from June 4<sup>th</sup> – 20<sup>th</sup>. At the time of writing, both the Medallion and the Cross have half of all of the seats filled.

### Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. Transitioned to yellow phase covid recovery.
3. HVAC work carried out on ERV 1 in the penthouse.
4. Regular preventive maintenance completed on all heat pumps throughout building.
5. BAS upgrades on hardware are ordered. Work will be completed in April.
6. Have applied for the commercial building's energy efficiency retrofit program, but we received word we were not successful in the bid.
7. Continuing work on COVID-19 Operational plans.
8. Hired Casual employee on a term position, ending June 30<sup>th</sup> 2021.
9. Attended CPRA infrastructure task group meetings virtually.
10. Attended GCC management meetings.
11. Attended virtual FRPA meetings.
12. Attended virtual Recreation NB meetings.

#### 5 Kings building

1. Worked with the lessee on heating issues in February.
2. Working on quotes for much needed building upgrades.
  - a. Quotes on insulating the entire attic space, there is basically no insulation there now.
  - b. Quotes on eave troughing.
3. Will work to get funding this year to complete these projects.

#### Library

1. Worked with librarian on some maintenance issues.
2. Had lights replaced in some of the main building.
3. Ongoing ice issues coming off the roof in the valley areas.
4. Rear door needed some work.

#### RCMP building

1. Building has not seen much for maintenance on all aspects. Went to building for an initial assessment.
  - a. Air Exchanger not working, motor was ceased. The Air exchanger is well over 20 years old. It needs to be replaced.
  - b. HVAC heating and cooling unit is only working on cooling, had contractor out to look at it and found a faulty computer board.
2. Had HVAC contractor quote both projects.
3. I have ordered a new Air exchanger to replace the old one, the cost to put a new motor in an 30 year old exchanger is roughly the same as a new more efficient system. Will be completed in April.
4. Have also looked into water drainage issues. Will be meeting with works dept. on this.

## **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.

### **4. Future Events:**

- a. 150 Garden Contest – Local homes will be invited to submit their garden for consideration for best garden of the year. Additional contest outlines to be confirmed, there will be 3 x \$150 cash prizes. Homes will then be put together as a driving tour (similar to Christmas Lights). After speaking with Jennifer Dow, this contest will be announced May 17<sup>th</sup> to be judged the beginning of August (best time for planting and growing according to her).
- b. Floor will be down at GCC for May 17<sup>th</sup> to allow for indoor celebrations with social distancing. More details TBC soon.
- c. 150 Historical home driving tour – Ghislaine and I plan to work with Charlotte County Museum to use their current driving tour and to build on it for 150.
- d. 150 Commemorative magazine – magazine is in its final stages and should be available soon. Ghislaine is head of the committee and will have more information.
- e. 150 Time Capsule contest started for 2 families to win the chance to fill a caplet each. Entrants must complete an artistic rendering of what they believe 2046 will look like. Winners announced March 31<sup>st</sup>.
- f. 150 Time Capsule contest for 2 businesses. At the suggestion of the BIA and Chamber of Commerce, a simple draw will be held for current members to have the chance to win. Draw will be held March 31<sup>st</sup>.
- g. Working on a joint venture for a Strong Man/Women competition July 31<sup>st</sup>.

### **5. Additional Information:**

- a. Time Capsule Arrived for 150 Event.
- b. 150 Events Committee (including community members) held 1<sup>st</sup> official meeting in person since Covid-19 began. Representatives from major service organizations, museums and the schools in attendance.
- c. Holland College pending for March at the GCC as they cannot get their gear off PEI due to isolation of a driver and the high cost of shipping otherwise.
- d. Working with Event Atlantic and Atlantic Venue Partnership on potentially holding a Clint Black concert on June 5, 2022 as part of his Maritime tour.
- e. Floor surface will go down either April 29<sup>th</sup> or May 7<sup>th</sup> (depending on Provincial Cheer Competition) and will remain down through the beginning of August, in time for hockey camp August 9<sup>th</sup>-13<sup>th</sup>.

Respectfully submitted,  
Kev Sumner - Director of Community Services



**Town of St. Stephen  
Information Report to Council  
Report: PW 02-21**



---

**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:** March 31, 2021  
**Subject:** March Council Meeting

---

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

**1: Water system:**

- a) Plowed Snow.
- b) Installed 5 new Meters.
- c) Repaired 4 Water Laterals.
- d) Repaired 4 Meters.

**2: Streets:**

- a) Plowed and sanded streets and sidewalks.
- b) Cold patched pot holes .
- c) Hauled snow.
- d) Winter Equipment maintenance.
- e) Cleaned off catch basins .

**3: Waste Water:**

- a) Plowed Snow.
- b) Videoed 2 Sewer Laterals.
- c) Rodded 1 Sewer Laterals.
- d) Lifstation and Treatment Plant maintenance.

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

**March 8, 2021**

### [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 in the spring.



## Town of St. Stephen Request for Decision: FD 05-21



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:** Treasurer Tim Tozer  
**Date:** March 22, 2021  
**Subject:** Assistant Chief Stipend

---

**Recommendation: Adjust the monthly stipend of Asst. Chief to \$500 per month (\$6000 per year) to be in line with his counterparts in departments with similar call volumes.**

### **BACKGROUND**

- The St. Stephen Fire Department employs an Assistant Fire Chief on a monthly stipend basis. The current stipend is \$250 per month (\$3000/year) and has been such since January 1, 2011.
- A survey of Assistant (Deputy) Chief stipends for fire departments with similar call volumes is as follows:
  - St. George Fire Department \$470 per month (\$5640/year)
  - Sussex Fire Department \$420 per month (\$5000/year)
  - Woodstock Fire Department \$667 per month (\$8000/year)
- Asst. Chief Nordstrom is now retired and is available on a much more frequent basis, taking command in my absence or until I can arrive. Asst. Chief Nordstrom takes on this responsibility graciously and does an excellent job at it.
- Asst. Chief Nordstrom's stipend is not in line with his counterparts in communities of similar call volume as listed above.
- Based on the 2020 and 2021 Budgets, there are adequate funds to facilitate this recommendation.

**Option 1** - Approve the recommendation.

**Option 2** - Reject the recommendation.

**Option 3** - Adjust the recommendation.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 05-21**



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** March 31, 2021  
**Subject:** Transfer to General Operating Reserve-Safe Restart Agreement

---

**Recommendation for Resolution:**

**That the amount of \$297,000 (Two hundred and ninety-seven thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.**

**BACKGROUND**

The Province of New Brunswick, per the Safe Restart Agreement, has transferred to the Town \$81,819.51 for "Phase 2 2020 Claims" and \$239,672.47 for "Phase 3 Per Capita Allocation", for a total of \$321,491.98.

The Province requires, due to the timing of revenue recognition, that the transfer of \$81,819.51 (Phase 2 2020 Claims) be moved in 2021 into the General Operating Reserve, to have these funds available in 2022 to cover any 2020 deficit to be carried forward.

I would also recommend that \$215,180.49 of the \$239,672.47 (Phase 3 Per Capita Allocation) also be moved in 2021 into the General Operating Reserve, to maximize the amount allowed in that fund. This would leave net transfer revenue of \$24,491.98 in the General Operating Fund.

The total of the two amounts transferred to the General Operating Reserve is \$297,000.00.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

**Option 1-Approve the recommendation and direction:** Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

**Option 2-Transfer a different amount:** Council may determine to transfer a different amount to the General Operating Reserve Fund.



Town of St. Stephen  
**REQUEST FOR DECISION**  
**Report: CMS 05-21**



---

**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 – Townsuite Municipal Software

---

**Recommendation For Resolution**

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 plus tax which includes proposed implementation fees of \$22,600 and annual subscription costs of \$18,000.

**BACKGROUND**

Max Galaxy is currently used at the GCC for all the scheduling software. We were informed in 2020 that in addition to our annual subscription fees of approximately \$10,500, they intended to charge approximately \$28,000 to migrate to new software that they had developed to replace Max Galaxy. We have since been researching alternative options for scheduling software with the rationale that we can find a Canadian based company (Max Galaxy is based in the USA), that offers the same or more functionality than Max Galaxy and will integrate with our financial software.

The Corporate Services team have also been researching cloud hosting options to support the needs of the financial operations. Both the Community Services & Corporate Services department reviewed three options from Canadian based companies. They were,

1. Perfect Mind (based in Vancouver, BC)
2. Amelia Solutions (based in Montreal, PQ)
3. Townsuite Municipal Software (Current Financial software provider – based in St John's NL)

The total cost of transitioning over to the Townsuite Municipal Software will include proposed implementation costs of \$22,600 and annual subscription costs of \$18,000 for a total proposed cost of \$40,600 plus tax. The payment of these services will be from a combination of current budget, unanticipated revenues and unbudgeted expense.

**OPTIONS**

Option 1—approve the recommendation: That Council approves the Recommendation for Resolution for the acquisition of Cloud, Customer Portal and Recreation Software Services.

Option 2—consider other alternatives: That other options for these services are considered.

Option 3—reject the recommendation: That we continue to use our existing software and services.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 06-21**



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Frank Godsoe, Assistant Treasurer  
**Resource Staff:** Nikki Mott, Admin and Accounting Coordinator  
**Date of Meeting:** March 31, 2021  
**Subject:** Request to write off doubtful accounts from GCC receivable balances

---

**Recommendation:** That Council authorizes and directs the write off of specific customer billings from the Garcelon Civic Center customer receivable listing, as presented, and totalling \$30,328.21.

**BACKGROUND**

Various customer balances owing, dating back to 2015 are considered uncollectable. Efforts to collect have been active and unsuccessful with these accounts. In some instances, these accounts may exist because of duplicate invoices or where customers have disputed the charges that have been invoiced to them.

With the expected transition to a new recreational software package, and with the detail that must be transferred prior to going live with this package, the clean up of accounts where the continued likelihood of collection is extremely unlikely will assist with the transition.

Ongoing efforts exist to ensure that new billings are collected, and any disputes or account errors are dealt with, on a timely basis.

**OPTIONS**

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Approve a different amount: Council may determine that it is appropriate to approve the writeoff of specific billings and leave the remaining accounts for future collection efforts.

Option 3-No change to Receivable Listing: Council may determine that it is appropriate to leave the uncollectable billings remaining on the receivable listing.

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			Final M/E
		<b>\$36.00</b>	
		<b>\$36.00</b>	
56877.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58804.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$65.00</b>	
		<b>\$65.00</b>	
81525.0	LTS- Rookie Patrol - Thurs(LTS ROOKIE Thurs) (Charlee McLaughlin)	\$65.00	<b>65.00</b>
		<b>\$100.00</b>	
		<b>\$100.00</b>	
56997.2	The Quartermain Arena - 11-5-2017 10:40 AM - 11:40 AM	\$100.00	<b>100.00</b>
		<b>\$108.00</b>	
		<b>\$108.00</b>	
85893.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
85894.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
89831.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$50.00</b>	
		<b>\$50.00</b>	
45952.0	LTS- Swimmer 1 Sat(LTS SW1 Sat 9:00) (Aurora McGee)	\$50.00	<b>50.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58803.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$92.00</b>	
		<b>\$92.00</b>	
46381.2	The Halstead Room - 4-23-2017 12:00 PM - 4:00 PM	\$92.00	<b>92.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
56876.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
56935.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
58912.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$1,440.00</b>	
		<b>\$1,440.00</b>	
27610.1	Family 1 Month PIF	\$100.00	<b>100.00</b>
25810.1	Flakeboard Therapy Pool - 2-21-2016 5:00 PM - 6:00 PM	\$10.00	<b>10.00</b>
25806.2	Flakeboard Therapy Pool - 5-8-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25805.2	Flakeboard Therapy Pool - 5-1-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25804.2	Flakeboard Therapy Pool - 4-24-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25809.2	Flakeboard Therapy Pool - 5-29-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25808.2	Flakeboard Therapy Pool - 5-22-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25807.2	Flakeboard Therapy Pool - 5-15-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25803.2	Flakeboard Therapy Pool - 4-17-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25798.2	Flakeboard Therapy Pool - 3-13-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25797.2	Flakeboard Therapy Pool - 3-6-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25799.2	Flakeboard Therapy Pool - 3-20-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25802.2	Flakeboard Therapy Pool - 4-10-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25801.2	Flakeboard Therapy Pool - 4-3-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25800.2	Flakeboard Therapy Pool - 3-27-2016 5:00 PM - 6:00 PM	\$95.00	<b>95.00</b>
25458.3	Flakeboard Therapy Pool - 2-28-2016 4:00 PM - 5:00 PM	\$95.00	<b>95.00</b>
		<b>\$581.00</b>	
		<b>\$581.00</b>	
34756.0	Family 6 Month PIF	\$581.00	<b>581.00</b>
		<b>\$56.00</b>	
		<b>\$56.00</b>	
64816.0	Moosehead Room - 4-22-2018 2:00 PM - 3:00 PM	\$56.00	<b>56.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58908.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$58.33</b>	
		<b>\$58.33</b>	
80724.0	The Quartermain Arena - 12-20-2018 1:00 PM - 1:50 PM	\$58.33	<b>58.33</b>
		<b>\$30.00</b>	
		<b>\$10.00</b>	
49629.0	General Transaction	\$10.00	<b>10.00</b>
		<b>\$20.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
87459.0	General Transaction	\$5.00	<b>5.00</b>
87460.0	General Transaction	\$15.00	<b>15.00</b>
		<b>\$85.00</b>	
		<b>\$85.00</b>	
103603.2	QM Construction Ltd Room - 3-5-2020 5:00 PM - 9:00 PM	\$85.00	<b>85.00</b>
		<b>\$259.99</b>	
		<b>\$259.99</b>	
26218.2	The Quartermain Arena - 3-30-2016 5:00 PM - 7:00 PM	\$259.99	<b>259.99</b>
		<b>\$1,609.73</b>	
		<b>\$794.79</b>	
6205.0	The Quartermain Arena - 29-11-2014 1:30 PM - 3:30 PM	\$244.80	<b>244.80</b>
6204.1	Two pool combo - 29-11-2014 1:30 PM - 3:30 PM	\$549.99	<b>549.99</b>
		<b>\$814.93</b>	
11924.0	Daryl Spires-Chris McSorley (Spires) Pool Viewing - 28-7-2015 7:30 AM - 5:30	\$94.95	<b>94.95</b>
11925.0	Daryl Spires-Chris McSorley (Spires) Pool Viewing - 4-8-2015 7:30 AM - 5:30	\$144.00	<b>144.00</b>
11928.0	Daryl Spires-Chris McSorley (Spires) Pool Viewing - 25-8-2015 7:30 AM - 5:30	\$144.00	<b>144.00</b>
11929.0	Daryl Spires-Chris McSorley (Spires) Pool Viewing - 1-9-2015 7:30 AM - 5:30	\$144.00	<b>144.00</b>
11926.1	Daryl Spires-Chris McSorley (Spires) Pool Viewing - 8-11-2015 7:30 AM - 5:30	\$144.00	<b>144.00</b>
11927.1	Daryl Spires-Chris McSorley (Spires) Pool Viewing - 8-18-2015 7:30 AM - 5:30	\$144.00	<b>144.00</b>
		<b>\$49.50</b>	
		<b>\$49.50</b>	
63495.1	Moosehead Room - 2-22-2018 11:30 AM - 1:00 PM	\$49.50	<b>49.50</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
48775.0	Moosehead Room - 6-18-2017 5:00 PM - 6:00 PM	\$36.00	<b>36.00</b>
		<b>\$5.00</b>	
		<b>\$5.00</b>	
49713.0	General Transaction	\$5.00	<b>5.00</b>
		<b>\$145.00</b>	
		<b>\$84.00</b>	
59499.0	Small Boardroom - 11-24-2017 10:00 AM - 2:00 PM	\$84.00	<b>84.00</b>
		<b>\$61.00</b>	
52384.0	Small Boardroom - 8-12-2017 9:00 AM - 1:00 PM	\$61.00	<b>61.00</b>
		<b>\$369.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			Final M/E
		<b>\$369.00</b>	
57164.0	The Halstead Room - 11-1-2017 2:00 PM - 9:30 PM	\$123.00	<b>123.00</b>
57165.1	QM Construction Ltd Room - 11-1-2017 2:00 PM - 9:30 PM	\$123.00	<b>123.00</b>
57166.1	LK Toombs Room - 11-1-2017 2:00 PM - 9:30 PM	\$123.00	<b>123.00</b>
		<b>\$165.00</b>	
		<b>\$165.00</b>	
61636.0	ADV- Bronze Medallion + Book(ADV-BMed) (Graham Duskas)	\$165.00	<b>165.00</b>
		<b>\$130.00</b>	
		<b>\$130.00</b>	
67946.3	The Quartermain Arena - 5-23-2018 4:50 PM - 5:50 PM	\$130.00	<b>130.00</b>
		<b>\$100.00</b>	
		<b>\$100.00</b>	
57065.1	The Quartermain Arena - 3-11-2018 8:30 AM - 10:30 AM	\$100.00	<b>100.00</b>
		<b>\$165.00</b>	
		<b>\$165.00</b>	
12033.2	LK Toombs Chartered Accountants Conference Room - 6-10-2015 6:30 PM -	\$105.00	<b>105.00</b>
12034.4	QM Construction Ltd Conference Room - 6-10-2015 6:30 PM - 9:30 PM	\$60.00	<b>60.00</b>
		<b>\$1.00</b>	
		<b>\$1.00</b>	
45469.0	Adult 1 month PIF	\$1.00	<b>1.00</b>
		<b>\$645.00</b>	
		<b>\$645.00</b>	
45475.0	Kiwanis Leisure Pool - 3-31-2017 9:00 AM - 11:00 AM	\$132.00	<b>132.00</b>
45476.0	Kiwanis Leisure Pool - 3-31-2017 1:00 PM - 3:00 PM	\$132.00	<b>132.00</b>
45477.2	The Halstead Room - 3-31-2017 12:00 PM - 1:00 PM	\$28.00	<b>28.00</b>
45479.0	The Halstead Room - 4-1-2017 12:00 PM - 1:00 PM	\$28.00	<b>28.00</b>
45480.0	The Halstead Room - 4-1-2017 3:00 PM - 4:00 PM	\$28.00	<b>28.00</b>
45481.0	Kiwanis Leisure Pool - 4-1-2017 9:00 AM - 11:00 AM	\$132.00	<b>132.00</b>
45482.0	Kiwanis Leisure Pool - 4-1-2017 1:00 PM - 3:00 PM	\$132.00	<b>132.00</b>
45478.1	Moosehead Room - 3-31-2017 11:00 AM - 12:00 PM	\$33.00	<b>33.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58907.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$156.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			Final M/E
		<b>\$156.00</b>	
71631.3	The Halstead Room - 8-15-2018 11:00 AM - 1:00 PM	\$156.00	<b>156.00</b>
		<b>\$1,203.00</b>	
		<b>\$102.00</b>	
55159.0	Small Boardroom - 9-20-2017 9:00 AM - 4:00 PM	\$102.00	<b>102.00</b>
		<b>\$943.00</b>	
51867.1	LK Toombs Room - 8-4-2017 8:00 AM - 12:00 AM	\$153.00	<b>153.00</b>
51869.1	QM Construction Ltd Room - 8-4-2017 8:00 AM - 12:00 AM	\$153.00	<b>153.00</b>
51866.3	The Halstead Room - 8-4-2017 8:00 AM - 12:00 AM	\$268.00	<b>268.00</b>
42394.3	The Halstead Room - 8-5-2017 9:00 AM - 5:00 PM	\$123.00	<b>123.00</b>
52419.1	QM Construction Ltd Room - 8-5-2017 9:00 AM - 5:00 PM	\$123.00	<b>123.00</b>
52420.1	LK Toombs Room - 8-5-2017 9:00 AM - 5:00 PM	\$123.00	<b>123.00</b>
		<b>\$158.00</b>	
61133.0	Moosehead Room - 1-22-2018 8:30 AM - 4:30 PM	\$158.00	<b>158.00</b>
		<b>\$691.75</b>	
		<b>\$691.75</b>	
43959.1	QM Construction Ltd Room - 5-30-2017 9:00 AM - 5:00 PM	\$116.00	<b>116.00</b>
43958.1	LK Toombs Room - 5-30-2017 9:00 AM - 5:00 PM	\$116.00	<b>116.00</b>
43960.4	The Halstead Room - 5-30-2017 9:00 AM - 5:00 PM	\$459.75	<b>459.75</b>
		<b>\$330.30</b>	
		<b>\$330.30</b>	
64891.1	The Quartermain Arena - 4-3-2018 7:10 PM - 8:25 PM	\$167.80	<b>167.80</b>
65296.0	The Quartermain Arena - 3-27-2018 9:00 PM - 10:15 PM	\$162.50	<b>162.50</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
60641.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$35.00</b>	
		<b>\$35.00</b>	
24412.2	Moosehead Boardroom - 1-16-2016 12:00 PM - 1:00 PM	\$35.00	<b>35.00</b>
		<b>\$200.00</b>	
		<b>\$200.00</b>	
34463.1	The Quartermain Arena - 9-7-2016 7:45 PM - 8:45 PM	\$200.00	<b>200.00</b>
		<b>\$260.00</b>	
		<b>\$130.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
69986.0	The Quartermain Arena - 6-30-2018 11:30 AM - 12:30 PM	\$130.00	<b>130.00</b>
		<b>\$130.00</b>	
69991.0	The Quartermain Arena - 7-1-2018 11:30 AM - 12:30 PM	\$130.00	<b>130.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58806.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$881.97</b>	
		<b>\$881.97</b>	
22317.2	The Quartermain Arena - 11-7-2015 8:15 AM - 9:30 AM	\$157.49	<b>157.49</b>
22318.1	The Quartermain Arena - 11-7-2015 9:45 AM - 11:00 AM	\$157.49	<b>157.49</b>
22320.2	The Quartermain Arena - 11-7-2015 11:15 AM - 12:45 PM	\$188.99	<b>188.99</b>
22322.2	The Quartermain Arena - 11-7-2015 1:00 PM - 2:30 PM	\$188.99	<b>188.99</b>
22333.2	The Halstead Conference Room - 11-7-2015 8:00 AM - 3:00 PM	\$189.00	<b>189.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58906.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$0.01</b>	
		<b>\$0.01</b>	
28071.3	The Quartermain Arena - 3-23-2016 5:00 PM - 6:00 PM	\$0.01	<b>0.01</b>
		<b>\$250.00</b>	
		<b>\$250.00</b>	
79454.0	ADV - National Lifeguard - Pool(ADV - NLP) (Parker Johnston)	\$250.00	<b>250.00</b>
		<b>\$86.00</b>	
		<b>\$36.00</b>	
59880.2	Daryl Spires-Chris McSorley (Spires) Room - 12-10-2017 11:00 AM - 2:00 PM	\$36.00	<b>36.00</b>
		<b>\$50.00</b>	
53349.0	LTS- Preschool 4b - Sat(LTS PS4 Sat 11:30) (Griffin McShane)	\$50.00	<b>50.00</b>
		<b>\$102.00</b>	
		<b>\$102.00</b>	
49849.0	Family 1 Month PIF	\$102.00	<b>102.00</b>
		<b>\$160.00</b>	
		<b>\$160.00</b>	
66599.0	LTS- Preschool 4 - Sat(LTS PS4 Sat 10:30) (Cora Justason)	\$50.00	<b>50.00</b>
66600.0	LTS- Swimmer 3 Sat(LTS SW3 SAT 10:45) (Lena Justason)	\$55.00	<b>55.00</b>

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
66601.0	LTS- Swimmer 4 Sat(LTS SW4 SAT 11:15) (Cole Justason)	\$55.00	<b>55.00</b>
		<b>\$30.00</b>	
		<b>\$30.00</b>	
58924.0	General Transaction	\$30.00	<b>30.00</b>
		<b>\$130.00</b>	
		<b>\$130.00</b>	
51991.1	The Quartermain Arena - 8-4-2017 6:30 PM - 7:30 PM	\$130.00	<b>130.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58805.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$570.00</b>	
		<b>\$282.50</b>	
24492.1	10 Sessions of Private Lessons(PriLessons) (Jolene Lesley)	\$282.50	<b>282.50</b>
		<b>\$287.50</b>	
42440.0	10 Sessions of Private Lessons(PriLessons) (Jolene Leslie)	\$287.50	<b>287.50</b>
		<b>\$21.37</b>	
		<b>\$21.37</b>	
52393.0	General Transaction	\$21.37	<b>21.37</b>
		\$83.00	
		<b>\$83.00</b>	
49551.0	The Halstead Room - 6-12-2017 12:00 PM - 4:00 PM	\$83.00	<b>83.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
56878.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58799.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$108.00</b>	
		<b>\$108.00</b>	
56407.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
		<b>\$100.00</b>	
		<b>\$100.00</b>	
88269.1	W.T. Booth Centennial Pool - 8-4-2019 12:00 PM - 1:00 PM	\$100.00	<b>100.00</b>
		<b>\$110.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
		<b>\$110.00</b>	
76002.0	LTS- Swimmer 2 - Tues(LTS SW2 Tues 5:30) (Kieran Magee)	\$55.00	<b>55.00</b>
76003.0	LTS- Swimmer 5 - Thurs(LTS SW5 Thurs 6:15) (Daxton Magee)	\$55.00	<b>55.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58910.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$46.00</b>	
		<b>\$46.00</b>	
78962.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$72.00</b>	
		<b>\$72.00</b>	
59862.2	Moosehead Room - 12-2-2017 2:00 PM - 4:00 PM	\$72.00	<b>72.00</b>
		<b>\$100.00</b>	
		<b>\$100.00</b>	
69579.0	The Quartermain Arena - 6-9-2018 8:40 PM - 9:40 PM	\$100.00	<b>100.00</b>
		<b>\$476.00</b>	
		<b>\$476.00</b>	
21263.1	The Quartermain Arena - 3-23-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
21262.1	The Quartermain Arena - 3-16-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
21260.1	The Quartermain Arena - 2-17-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
21259.1	The Quartermain Arena - 2-10-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
21258.1	The Quartermain Arena - 2-3-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
21257.1	The Quartermain Arena - 1-20-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
21255.1	The Quartermain Arena - 1-6-2016 12:30 PM - 1:30 PM	\$68.00	<b>68.00</b>
		<b>\$165.00</b>	
		<b>\$165.00</b>	
61578.0	ADV- Bronze Medallion + Book(ADV-BMed) (Kadyne Urquhart)	\$165.00	<b>165.00</b>
		<b>\$97.00</b>	
		<b>\$97.00</b>	
39529.1	Moosehead Boardroom - 11-9-2016 5:30 PM - 9:30 PM	\$97.00	<b>97.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
44261.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$40.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			Final M/E
		<b>\$40.00</b>	
33108.0	Small Boardroom 026 - 7-14-2016 8:00 AM - 10:00 AM	\$40.00	<b>40.00</b>
		<b>\$139.00</b>	
		<b>\$139.00</b>	
40826.2	The Halstead Room - 1-19-2017 12:00 PM - 4:00 PM	\$139.00	<b>139.00</b>
		<b>\$70.00</b>	
		<b>\$70.00</b>	
22304.2	Moosehead Boardroom - 10-28-2015 7:00 PM - 9:00 PM	\$70.00	<b>70.00</b>
		<b>\$369.00</b>	
		<b>\$369.00</b>	
63304.0	Small Boardroom - 2-17-2018 9:00 AM - 5:00 PM	\$123.00	<b>123.00</b>
63305.0	Small Boardroom - 2-18-2018 9:00 AM - 5:00 PM	\$123.00	<b>123.00</b>
63306.0	Small Boardroom - 2-19-2018 9:00 AM - 5:00 PM	\$123.00	<b>123.00</b>
		<b>\$1.00</b>	
		<b>\$1.00</b>	
72202.0	Youth 1 Month PIF	\$1.00	<b>1.00</b>
		<b>\$55.00</b>	
		<b>\$55.00</b>	
43651.0	Small Boardroom - 2-20-2017 11:00 AM - 2:00 PM	\$55.00	<b>55.00</b>
		<b>\$54.00</b>	
		<b>\$54.00</b>	
61778.0	Student 3 Month PIF	\$54.00	<b>54.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58817.0	Senior 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$108.00</b>	
		<b>\$108.00</b>	
59635.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
		<b>\$46.00</b>	
		<b>\$46.00</b>	
65185.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58802.0	Student 1 Month PIF	\$36.00	<b>36.00</b>

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			Final M/E
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58801.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$105.00</b>	
		<b>\$105.00</b>	
82149.0	LTS- Swimmer 2 - Sat(LTS SW2 Sat) (Kason Mitchell)	\$55.00	<b>55.00</b>
82756.0	LTS- Preschool 5 - Sat(LTS PS5 Sat) (Lila Mitchell)	\$50.00	<b>50.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58905.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$260.00</b>	
		<b>\$260.00</b>	
35916.2	The Quartermain Arena - 3-1-2017 5:00 PM - 6:00 PM	\$130.00	<b>130.00</b>
44166.0	The Quartermain Arena - 3-1-2017 6:00 PM - 7:00 PM	\$130.00	<b>130.00</b>
		<b>\$3,191.00</b>	
		<b>\$191.00</b>	
28851.2	The Quartermain Arena - 3-31-2016 9:15 PM - 10:15 PM	\$191.00	<b>191.00</b>
		<b>\$1,200.00</b>	
36128.0	The Quartermain Arena - 1-12-2017 9:10 PM - 10:10 PM	\$200.00	<b>200.00</b>
36129.0	The Quartermain Arena - 1-19-2017 9:10 PM - 10:10 PM	\$200.00	<b>200.00</b>
36130.0	The Quartermain Arena - 1-26-2017 9:10 PM - 10:10 PM	\$200.00	<b>200.00</b>
37082.0	The Quartermain Arena - 1-27-2017 7:30 PM - 10:30 PM	\$600.00	<b>600.00</b>
		<b>\$1,000.00</b>	
36131.0	The Quartermain Arena - 2-2-2017 9:10 PM - 10:10 PM	\$200.00	<b>200.00</b>
36134.0	The Quartermain Arena - 2-23-2017 9:10 PM - 10:10 PM	\$200.00	<b>200.00</b>
37392.0	The Quartermain Arena - 2-10-2017 7:30 PM - 10:30 PM	\$600.00	<b>600.00</b>
		<b>\$800.00</b>	
36135.0	The Quartermain Arena - 3-2-2017 9:10 PM - 10:10 PM	\$200.00	<b>200.00</b>
43866.0	The Quartermain Arena - 3-3-2017 7:30 PM - 10:30 PM	\$600.00	<b>600.00</b>
		<b>\$15.50</b>	
		<b>\$15.50</b>	
83632.2	The Halstead Room - 3-3-2019 5:30 PM - 7:00 PM	\$15.50	<b>15.50</b>
		<b>\$46.00</b>	
		<b>\$46.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
61801.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$260.00</b>	
		<b>\$130.00</b>	
55812.2	The Quartermain Arena - 10-5-2017 7:30 PM - 8:30 PM	\$130.00	<b>130.00</b>
		<b>\$130.00</b>	
56294.1	The Quartermain Arena - 9-27-2017 8:25 PM - 9:25 PM	\$130.00	<b>130.00</b>
		<b>\$46.00</b>	
		<b>\$46.00</b>	
58977.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$120.00</b>	
		<b>\$120.00</b>	
51374.0	ADV- Bronze Cross(ADV- Bcross) (Jasper Soucoup)	\$120.00	<b>120.00</b>
		<b>\$162.00</b>	
		<b>\$108.00</b>	
59625.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
		<b>\$54.00</b>	
61871.0	Student 3 Month PIF	\$54.00	<b>54.00</b>
		<b>\$550.00</b>	
		<b>\$100.00</b>	
36826.0	The Quartermain Arena - 12-18-2016 8:50 PM - 9:50 PM	\$100.00	<b>100.00</b>
		<b>\$3,816.73</b>	
		<b>\$130.00</b>	
76143.0	The Quartermain Arena - 11-26-2018 5:10 PM - 6:10 PM	\$130.00	<b>130.00</b>
		<b>\$0.02</b>	
17891.4	The Quartermain Arena - 12-7-2015 3:40 PM - 4:40 PM	\$0.01	<b>0.01</b>
17892.4	The Quartermain Arena - 12-14-2015 3:40 PM - 4:40 PM	\$0.01	<b>0.01</b>
17894.4	The Quartermain Arena - 12-28-2015 3:40 PM - 4:40 PM	\$0.01	<b>0.01</b>
		<b>\$3,686.71</b>	
76476.0	The Quartermain Arena - 12-16-2018 2:10 PM - 3:10 PM	\$130.00	<b>130.00</b>
79467.0	The Quartermain Arena - 12-3-2018 4:00 PM - 5:00 PM	\$130.00	<b>130.00</b>
76096.1	The Quartermain Arena - 12-10-2018 4:00 PM - 5:00 PM	\$130.00	<b>130.00</b>
76097.1	The Quartermain Arena - 12-17-2018 4:00 PM - 5:00 PM	\$130.00	<b>130.00</b>
78141.3	The Quartermain Arena - 12-12-2018 6:50 PM - 9:00 PM	\$281.67	<b>281.67</b>
80315.3	The Quartermain Arena - 1-2-2019 6:50 PM - 7:50 PM	\$130.00	<b>130.00</b>

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
78787.3	The Quartermain Arena - 12-8-2018 1:40 PM - 4:00 PM	\$303.33	<b>303.33</b>
79327.4	The Quartermain Arena - 11-23-2018 5:00 PM - 7:00 PM	\$293.91	<b>293.91</b>
79328.3	The Quartermain Arena - 11-23-2018 7:10 PM - 8:40 PM	\$195.01	<b>195.01</b>
79329.4	The Quartermain Arena - 11-23-2018 8:50 PM - 10:20 PM	\$195.01	<b>195.01</b>
79330.3	The Quartermain Arena - 11-24-2018 8:30 AM - 10:00 AM	\$195.01	<b>195.01</b>
79331.3	The Quartermain Arena - 11-24-2018 10:15 AM - 11:45 AM	\$195.01	<b>195.01</b>
79332.3	The Quartermain Arena - 11-24-2018 12:00 PM - 1:30 PM	\$195.01	<b>195.01</b>
79333.3	The Quartermain Arena - 11-24-2018 1:40 PM - 3:10 PM	\$195.01	<b>195.01</b>
79334.4	The Quartermain Arena - 11-24-2018 3:25 PM - 4:55 PM	\$195.01	<b>195.01</b>
79335.5	The Quartermain Arena - 11-24-2018 5:25 PM - 6:55 PM	\$195.01	<b>195.01</b>
79336.6	The Quartermain Arena - 11-25-2018 9:00 AM - 10:30 AM	\$195.01	<b>195.01</b>
79337.3	The Quartermain Arena - 11-25-2018 11:00 AM - 12:30 PM	\$207.70	<b>207.70</b>
79338.3	The Quartermain Arena - 11-25-2018 2:30 PM - 4:00 PM	\$195.01	<b>195.01</b>
		<b>\$62.00</b>	
		<b>\$62.00</b>	
48559.0	The Halstead Room - 5-24-2017 7:00 PM - 9:00 PM	\$62.00	<b>62.00</b>
		<b>\$1,850.92</b>	
		<b>\$270.00</b>	
79079.0	The Quartermain Arena - 11-7-2018 8:00 PM - 9:00 PM	\$130.00	<b>130.00</b>
79527.0	General Transaction	\$70.00	<b>70.00</b>
80340.1	The Quartermain Arena - 12-7-2018 8:30 AM - 9:30 AM	\$70.00	<b>70.00</b>
		<b>\$140.75</b>	
49002.0	Kiwanis Leisure Pool - 6-2-2017 10:30 AM - 11:00 AM	\$43.50	<b>43.50</b>
49006.0	Leisure Pool Lane Rental 2 - 6-2-2017 11:00 AM - 11:30 AM	\$8.00	<b>8.00</b>
49005.1	Leisure Pool Lane Rental 1 - 6-2-2017 11:00 AM - 11:30 AM	\$8.00	<b>8.00</b>
49011.0	Kiwanis Leisure Pool - 6-2-2017 2:00 PM - 2:45 PM	\$65.25	<b>65.25</b>
49013.1	Leisure Pool Lane Rental 1 - 6-2-2017 1:45 PM - 2:00 PM	\$8.00	<b>8.00</b>
49014.1	Leisure Pool Lane Rental 2 - 6-2-2017 1:45 PM - 2:00 PM	\$8.00	<b>8.00</b>
		<b>\$40.00</b>	
62249.0	General Transaction	\$40.00	<b>40.00</b>
		<b>\$64.17</b>	
61527.0	The Quartermain Arena - 1-16-2018 8:20 AM - 9:15 AM	\$64.17	<b>64.17</b>
		<b>\$18.00</b>	
88539.0	Leisure Pool Lane Rental 1 - 4-26-2019 9:40 AM - 10:25 AM	\$6.00	<b>6.00</b>
88540.0	Leisure Pool Lane Rental 2 - 4-26-2019 9:40 AM - 10:25 AM	\$6.00	<b>6.00</b>

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
88541.0	Leisure Pool Lane Rental 3 - 4-26-2019 9:40 AM - 10:25 AM	\$6.00	<b>6.00</b>
		<b>\$18.00</b>	
89054.0	Leisure Pool Lane Rental 1 - 5-16-2019 9:40 AM - 10:25 AM	\$6.00	<b>6.00</b>
89055.0	Leisure Pool Lane Rental 2 - 5-16-2019 9:40 AM - 10:25 AM	\$6.00	<b>6.00</b>
89056.2	Leisure Pool Lane Rental 3 - 5-16-2019 9:40 AM - 10:25 AM	\$6.00	<b>6.00</b>
		<b>\$1,276.00</b>	
80690.1	The Quartermain Arena - 6-17-2019 7:00 AM - 11:00 PM	\$500.00	<b>500.00</b>
80696.2	The Halstead Room - 6-18-2019 5:00 PM - 10:00 PM	\$92.00	<b>92.00</b>
80691.2	The Quartermain Arena - 6-18-2019 7:00 AM - 11:00 PM	\$500.00	<b>500.00</b>
80698.2	QM Construction Ltd Room - 6-18-2019 5:00 PM - 10:00 PM	\$92.00	<b>92.00</b>
80697.1	LK Toombs Room - 6-18-2019 5:00 PM - 10:00 PM	\$92.00	<b>92.00</b>
		<b>\$24.00</b>	
90119.1	Leisure Pool Lane Rental 1 - 6-4-2019 12:10 PM - 1:10 PM	\$8.00	<b>8.00</b>
90120.1	Leisure Pool Lane Rental 2 - 6-4-2019 12:10 PM - 1:10 PM	\$8.00	<b>8.00</b>
90121.1	Leisure Pool Lane Rental 3 - 6-4-2019 12:10 PM - 1:10 PM	\$8.00	<b>8.00</b>
		<b>\$1,030.00</b>	
		<b>\$239.00</b>	
42639.3	The Quartermain Arena - 1-20-2017 9:35 AM - 11:35 AM	\$140.00	<b>140.00</b>
42646.1	Kiwanis Leisure Pool - 1-20-2017 9:30 AM - 11:00 AM	\$99.00	<b>99.00</b>
		<b>\$158.00</b>	
49093.2	Two pool combo - 6-20-2017 9:30 AM - 10:30 AM	\$158.00	<b>158.00</b>
		<b>\$33.00</b>	
63129.2	Kiwanis Leisure Pool - 2-1-2018 2:30 PM - 3:00 PM	\$33.00	<b>33.00</b>
		<b>\$600.00</b>	
79457.2	The Quartermain Arena - 5-8-2018 8:00 AM - 6:00 PM	\$600.00	<b>600.00</b>
		<b>\$750.00</b>	
		<b>\$54.00</b>	
55131.0	Student 3 Month PIF	\$54.00	<b>54.00</b>
		<b>\$102.00</b>	
56499.0	Corporate 3month	\$102.00	<b>102.00</b>
		<b>\$594.00</b>	
59194.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
59626.0	Student 3 Month PIF	\$54.00	<b>54.00</b>
59627.0	Student 3 Month PIF	\$108.00	<b>108.00</b>

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			<b>Final M/E</b>
59630.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
59631.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
59633.0	Student 3 Month PIF	\$108.00	<b>108.00</b>
		<b>\$2,280.00</b>	
		<b>\$1,110.00</b>	
76403.0	The Quartermain Arena - 12-6-2018 7:00 PM - 9:00 PM	\$260.00	<b>260.00</b>
76404.0	The Quartermain Arena - 12-13-2018 7:00 PM - 9:00 PM	\$260.00	<b>260.00</b>
76095.3	The Quartermain Arena - 12-3-2018 5:10 PM - 6:10 PM	\$130.00	<b>130.00</b>
78138.1	The Quartermain Arena - 12-10-2018 5:10 PM - 6:10 PM	\$130.00	<b>130.00</b>
78139.1	The Quartermain Arena - 12-17-2018 5:10 PM - 6:10 PM	\$130.00	<b>130.00</b>
79532.0	The Quartermain Arena - 12-5-2018 4:30 PM - 5:30 PM	\$200.00	<b>200.00</b>
		<b>\$520.00</b>	
55274.0	The Quartermain Arena - 1-29-2018 4:50 PM - 5:50 PM	\$130.00	<b>130.00</b>
55271.1	The Quartermain Arena - 1-8-2018 3:40 PM - 4:40 PM	\$130.00	<b>130.00</b>
55272.1	The Quartermain Arena - 1-15-2018 3:40 PM - 4:40 PM	\$130.00	<b>130.00</b>
55273.1	The Quartermain Arena - 1-22-2018 3:40 PM - 4:40 PM	\$130.00	<b>130.00</b>
		<b>\$650.00</b>	
35096.1	The Quartermain Arena - 12-5-2016 4:50 PM - 5:50 PM	\$130.00	<b>130.00</b>
35097.1	The Quartermain Arena - 12-12-2016 4:50 PM - 5:50 PM	\$130.00	<b>130.00</b>
35098.1	The Quartermain Arena - 12-19-2016 4:50 PM - 5:50 PM	\$130.00	<b>130.00</b>
35099.1	The Quartermain Arena - 12-26-2016 4:50 PM - 5:50 PM	\$130.00	<b>130.00</b>
55683.0	The Quartermain Arena - 12-13-2017 4:45 PM - 5:45 PM	\$130.00	<b>130.00</b>
		<b>\$337.00</b>	
		<b>\$337.00</b>	
45510.4	Daryl Spires-Chris McSorley (Spires) Room - 4-9-2017 6:00 PM - 7:00 PM	\$21.00	<b>21.00</b>
44925.2	Two pool combo - 4-9-2017 4:00 PM - 6:00 PM	\$316.00	<b>316.00</b>
		<b>\$10.00</b>	
		<b>\$5.00</b>	
75857.0	LTS- Swimmer 4 - Thurs(LTS SW4 Thurs 5:30) (Ava Barton)	\$5.00	<b>5.00</b>
		<b>\$5.00</b>	
54157.0	LTS- Swimmer 3b - Sat(LTS SW3 Sat 10:00) (Ava Barton)	\$5.00	<b>5.00</b>
		<b>\$90.00</b>	
		<b>\$90.00</b>	
69788.0	ADV - First Aid(ADV - FA) (Chloe Ste. Marie)	\$90.00	<b>90.00</b>
		<b>\$46.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

		<b>Final M/E</b>	
		<b>\$46.00</b>	
81191.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$95.00</b>	
		<b>\$95.00</b>	
31228.0	Moosehead Boardroom - 5-27-2016 5:00 PM - 9:00 PM	\$95.00	<b>95.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
56881.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
77777.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$46.00</b>	
		<b>\$46.00</b>	
60533.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$46.00</b>	
		<b>\$46.00</b>	
60312.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
		<b>\$30.00</b>	
		<b>\$30.00</b>	
47242.2	The Quartermain Arena - 5-31-2017 8:30 PM - 9:30 PM	\$30.00	<b>30.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58911.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
62318.0	Senior 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$65.00</b>	
		<b>\$65.00</b>	
66318.0	LTS- Rookie/Ranger - Mon(LTS ROOKIE/RANGER 6:00) (Naomi Way)	\$65.00	<b>65.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58913.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	

**Town of St. Stephen  
Doubtful Accounts  
Doubtful as of March 25, 2021**

**Reviewed  
Based on Accounts still O/S as of Mar 25 2021**

			Final M/E
		<b>\$36.00</b>	
58800.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
77778.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$92.00</b>	
		<b>\$92.00</b>	
43173.0	The Halstead Room - 2-25-2017 9:00 AM - 1:00 PM	\$92.00	<b>92.00</b>
		<b>\$118.00</b>	
		<b>\$82.00</b>	
78358.0	Adult 1 month PIF	\$46.00	<b>46.00</b>
78359.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
66590.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58925.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
		<b>\$36.00</b>	
		<b>\$36.00</b>	
58909.0	Student 1 Month PIF	\$36.00	<b>36.00</b>
			<b>29806.11</b>
<b>NSF Cheque</b>			<b>522.20</b>
			<b><u>30,328.31</u></b>



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: PW 03-21**



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson , Director of Operations  
**Resource Staff:** David Beach  
**Date of Meeting:** March 31,2021  
**Subject:** General Fund Capital Budget Request

---

**Recommendation: Staff recommends that Council adopts Option 1.**

**Background**

In the 2020 General Fund Capital Budget, Council authorize \$26,000 for repairs to the municipal salt shed. Due to Covid -19 restrictions the money was not spent in 2020. Therefore staff requests the use of \$26,000 from the 2020 General Fund Capital Budget to make repairs to municipal salt shed in 2021.

**Options**

**Option 1** – Council accepts the recommendation and approves the spending of \$26,000 for repairs to the Municipal Salt Shed in 2021.

**Option 2** – Council decides not to authorize the spending of \$26,000 at this time.