

COUNCIL MEETING

JUNE 2, 2020

6:30 P.M.

BOARD ROOM





WE WILL PROVIDE A HIGH **QUALITY OF LIFE FOR OUR RESIDENTS AND VISITORS** THROUGH LEADERSHIP AND THE DELIVERY OF EFFECTIVE, EFFICIENT AND AFFORDABLE SERVICES THAT ARE SOCIALLY AND ENVIRONMENTALLY

RESPONSIBLE

TOWN OF STETTLER REGULAR COUNCIL MEETING TUESDAY, JUNE 2ND, 2020 6:30 P.M. AGENDA

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2. Agenda Approval

3. Confirmation of Minutes

- (a) Minutes of the Regular Council Meeting of May 19th, 2020 5-9
- (b) Business Arising from the May 19th, 2020 Council Minutes

4. Citizens Forum

5. **Delegations**

6. Administration

- (a) Committee of the Whole Summer Cancellations Verbal
- (b) 2020 Canada Day Celebration Planning Request for Input Verbal
- (c) 2020 Music in the Park Request for Input Verbal
- (d) Meeting Dates
 - Monday, June 1 Friday, June 5 Senior's Week
 - Tuesday, June 2 Council 6:30pm
 - Thursday, June 4 Sunday, June 7 FCM Annual Conference CANCELLED
 - Tuesday, June 9 COW 4:30pm
 - Tuesday, June 16 Council 6:30pm
 - Tuesday, July 7 Council 6:30pm
 - Tuesday, July 21 Council 6:30pm
 - Tuesday, August 4 Council 6:30pm
 - Tuesday, August 18 Council 6:30pm
 - Tuesday, September 1 Council 6:30pm
 - Tuesday, September 8 COW 4:30pm
 - Tuesday, September 15 Council 6:30pm
 - Wednesday, September 23 Friday, September 25 2020 AUMA Convention
- (e) Accounts Payable in the amount of \$218,053.48 (\$97,207.28 + \$112,572.66 + \$8,273.54)

10-16

7. Council

(a) Meeting Reports

COUNCIL AGENDA JUNE 2, 2020 PAGE 2

- 8. Minutes
- 9. <u>Public Hearing</u>
- 10. **Bylaws**
- 11. Correspondence
- 12. <u>Items Added</u>
- 13. <u>In-Camera Session</u>
- 14. **Adjournment**

MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL HELD ON TUESDAY, MAY 19th, 2020 IN THE MUNICIPAL OFFICE, COUNCIL CHAMBERS

Present:

Mayor S. Nolls

Councillors A. Campbell, C. Barros, M. Fischer, S. Pfeiffer & W. Smith

CAO G. Switenky

Assistant CAO S. Gerlitz

Absent: Councillor G. Lawlor

<u>Call to Order</u>: Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. Agenda Additions/Approval:

The AUMA Convention Survey was added to the agenda

under 12(a).

Motion 20:05:10 Moved by Councillor Smith to approve the agenda as

amended.

MOTION CARRIED Unanimous

3. Confirmation of Minutes:

(a) <u>Minutes of the Regular Meeting of Council held</u>

May 5th, 2020

Motion 20:05:11 Moved by Councillor Fischer that the Minutes of the

Regular Meeting of Council held on May 5th, 2020

be approved as presented.

MOTION CARRIED Unanimous

(b) <u>Business Arising from the May 5th, 2020 Minutes</u>

None

4. <u>Citizen's Forum</u>: (a) No one was present at the Citizen's Forum.

5. <u>Delegations</u>: (a) <u>None</u>

6. Administration:

(a) 2020 Tax Budget

CAO Switenky presented the 2020 Operating (Tax) Budget and reviewed the information presented in the package.

CAO Switenky acknowledged the impact that the COVID-19 pandemic has had on the local economy and Town of Stettler finances. The closure of certain facilities and cancellation of recreational programming has resulted in significant temporary revenue losses. In order to assist those financially impacted by COVID-19, the Town of Stettler has extended the Property Tax Payment Deadline to October 30, 2020 from June 30, 2020.

Town Council considered a number of taxation options at the Council Tax Deliberations on May 12th, 2020. At this session, a summary of property tax options were reviewed, which quantified cumulative financial and budgetary impacts at various alternative levels. Following the Council Tax Budget Deliberations and the current circumstances surrounding COVID-19, the 2020 Operating (Tax) Budget and Tax Rate Bylaw is proposed at:

- 1. Average 0% municipal tax increase to pre-existing residential properties.
- 2. Average -1% municipal tax decrease to pre-existing non-residential properties.

Total 2020 Budget	18,240,375			
Total Revenue Other Than Taxes	9,712,591	53.25%		
Total 2020 Tax Levy	8,527,784	46.75%		
Residential		3,722,500	62.56%	43.65%
Non Residential	Non Residential			26.12%
County of Stettler Annexation		-	0.00%	0.00%
DIP (Provincial Industrial Asses	sment New 2018)	917	0.02%	0.01%
Total Tax Levy Required for Mu	nicipal Operations	5,950,513	100.00%	
ASFF School		2,226,935		26.11%
Senior Lodges	350,336		4.11%	
		8,527,784		100.00%

Motion 20:05:12

Moved by Councillor Smith that the Town of Stettler Council adopt, as per Section 242(1) of the Municipal Government Act, the 2020 Operating Budget for the Town of Stettler as presented with combined expenditures and transfers totaling \$18,240,375 and with average municipal property tax class changes as follows:

Residential: 0%

• Non-Residential: -1%

MOTION CARRIED Unanimous

(b) <u>2020 Revenue Summary – April 30, 2020</u>

Motion 20:05:13

Moved by Councillor Barros that the 2020 Revenue Summary, as of April 30th, 2020 be approved as presented.

MOTION CARRIED Unanimous

(c) 2020 Capital Budget Summary – April 30, 2020

Motion 20:05:14

Moved by Councillor Fischer that the 2020 Capital Budget Summary, as of April 30th, 2020 be approved as presented.

MOTION CARRIED Unanimous

(d) <u>2020 Seniors' Week Update</u>

CAO Switenky advised that due to the COVID-19 pandemic and the increased risk of transmission in vulnerable populations, the Government of Alberta is encouraging municipalities to refrain from hosting live celebrations of Seniors' Week 2020. Municipalities are still encouraged to declare Seniors' Week from June 1st – 7th. The Town of Stettler will collaborate with the County of Stettler to decide on an appropriate and safe celebration.

Motion 20:05:15

Moved by Councillor Pfeiffer that the Town of Stettler Council accept the memo for information.

MOTION CARRIED Unanimous

(e) <u>CAO Reports</u>

Motion 20:05:16

Moved by Councillor Campbell that the CAO Reports be approved as presented.

MOTION CARRIED Unanimous

(f) <u>Bank Reconciliation – April 30, 2020</u>

Motion 20:05:17

Moved by Councillor Fischer that the CAO Reports be approved as presented.

MOTION CARRIED Unanimous

(g) Meeting Dates

- Monday, June 1 Friday, June 5 Senior's Week
- Tuesday, June 2 Council 6:30pm
- Thursday, June 4 Sunday, June 7 FCM Annual Conference - CANCELLED
- Tuesday, June 9 COW 4:30pm
- Tuesday, June 16 Council 6:30pm
- Tuesday, July 7 Council 6:30pm
- Tuesday, July 21 Council 6:30pm
- Tuesday, August 4 Council 6:30pmTuesday, August 18 Council 6:30pm
- Tuesday, September 1 Council 6:30pm
- Tuesday, September 8 COW 4:30pm
- Tuesday, September 15 Council 6:30pm
- Wednesday, September 23 Friday, September 25 2020
 AUMA Convention

(d) Accounts Payable in the amount of \$125,043.67

Motion 20:05:18

Moved by Councillor Barros that Accounts Payable in the amount of \$125,043.67 for the period ending May 19th, 2020 for having been paid, be accepted as presented.

MOTION CARRIED Unanimous

7. Council:

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

May 6 – Talk of the Town

May 11 – Health Professionals Recruitment & Retention Meeting

May 12 – Stettler Board of Trade Meeting

May 12 – Town of Stettler Tax Deliberations

May 13 – Talk of the Town

May 14 – Signed Cheques at the Town Office

(b) Councillor Barros

May 7 – Heartland Beautification Committee Meeting May 11 – Health Professionals Recruitment & Retention Meeting

May 12 – Town of Stettler Tax Deliberations

(c) Councillor Campbell

May 12 – Town of Stettler Tax Deliberations Meeting May 15 – Red Deer River Watershed Alliance Board Meeting

(d) Councillor Fischer

May 12 – Town of Stettler Tax Deliberations May 13 – Campus Alberta Facility Tour

(e) Councillor Lawlor

No report.

(f) Councillor Pfeiffer

May 12 – Stettler Board of Trade Meeting May 12 – Town of Stettler Tax Deliberations

(g) Councillor Smith

May 7 – Heartland Beautification Meeting May 12 – Town of Stettler Tax Budget Deliberations

Motion 20:05:19

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the Council Reports as presented.

MOTION CARRIED Unanimous

- 8. <u>Minutes</u>: (a) <u>None</u>
- 9. <u>Public Hearing</u>: (a) <u>None</u>
- 10. **Bylaws:** (a) <u>Bylaw 2130-20 2020 Tax Rate Bylaw</u>

Motion 20:05:20 Moved by Councillor Smith that Bylaw 2130-20 be given 1st reading.

MOTION CARRIED Unanimous

Motion 20:05:21 Moved by Councillor Barros that Bylaw 2130-20 be given

2nd reading.

MOTION CARRIED Unanimous

Motion 20:05:22 Moved by Councillor Fischer that Bylaw 2130-20 proceed

to 3rd and Final Reading.

MOTION CARRIED Unanimous

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12.

Moved by Councillor Pfeiffer that Bylaw 2130-20 be given Motion 20:05:23 3rd and Final Reading. MOTION CARRIED Unanimous 11. Correspondence: (a) AUMA – Casual Legal: Holding Developers to the Promises Made During Re-Zoning Applications Motion 20:05:24 Moved by Councillor Smith that the Town of Stettler Council accept the correspondence item (a) for information. MOTION CARRIED Unanimous **Items Added**: (a) 2020 AUMA Convention Survey Council discussed the AUMA Convention Survey regarding the 2020 AUMA Convention, tentatively scheduled for September 23-25 in Edmonton. It was noted that there was no option available for a full convention. Council reached the consensus that they would only be interested in attending the full convention. Motion 20:05:25 Moved by Councillor Fischer that the Town of Stettler Council submit the AUMA Convention Survey and stress that Council is not interested in a virtual convention format; further, if larger convention gatherings are permitted,

> MOTION CARRIED Unanimous

> MOTION CARRIED

13. **In-Camera Session**: <u>None</u>

14. **Adjournment:**

> Motion 20:05:26 Moved by Councillor Campbell that this regular meeting

of the Town of Stettler Council be adjourned.

AUMA should proceed with a full convention.

Unanimous at 7:07 p.m. Mayor Assistant CAO

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System: 2020-05-15 2:33:14 PM User Date: 2020-05-15

Town Of Stettler CHEQUE DISTRIBUTION REPORT Page: 1

User ID: Veronica

Payables Management

Ranges: From: To: From: To: Chequebook ID GENERAL Cheque Number First Vendor ID First Last GENERAL Vendor Name First Last Last Cheque Date 2020-05-20 2020-05-20

Sorted By: Cheque Number

Distribution Types Included. All

Dis	tribution Types I	ncluded:All			
Vendor Name			Cheque Date	Cheque Amount	
			2020-05-20		
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Wtr Trns Compou			\$1,906.80	
				\$973.35	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Pool Facility A	ir Vent	I025226	\$973.35	
				\$13,957.81	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Bylaw April Enf	orcement	11835	\$13,957.81	
				\$1,291.50	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Pool Digital Flo	ow Metet	0000093701	\$1,291.50	
				\$734.22	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
	Plan & Dev Adve	rtising	33898902	\$734.22	
C & S Dispo				\$23,247.24	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Apr Waste/Recyc	ling/Composting	120	\$23,247.24	
				\$1,373.64	:======================================
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	HBC Planter Dir	t	4176	\$1,373.64	
Contact Saf	ety Service Ltd.	EFT0002381	2020-05-20	\$71.66	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	WTP 4 Head Moni			\$71.66	
Dean's Mach			2020-05-20	\$7,014.00	:======================================
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	WTP Bld 2 Acid/	Caustic Shields	43444	\$7,014.00	
Digestco Lt			2020-05-20	\$923.14	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-					

System: 2020-05-15 2:33:14 PM Town Of Stettler User Date: 2020-05-15 CHEQUE DISTRIBUTION REPORT Payables Management

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			-	-	
Vendor Name		Cheque Number	Cheque Date	Cheque Amount	
	Sewer 3 Pails of			\$923.14	
	========== nection Office Sys				
	Invoice Descripti	lon	Invoice Number	Invoice Amount	
-	Office/Wtr Billi	ng Photocopies	254741	\$133.99	
Digitex Can		EFT0002385			
-	Invoice Descripti	lon	Invoice Number	Invoice Amount	
-				\$63.46	
Gitzel & Co				\$19,950.00 \$19,950.00	
GICZCI & CO					
-	Admin 2019 Year			Invoice Amount	
	=======================================	==========	=========	\$19,950.00	
Hach Sales	& Service Ltd.				
-				Invoice Amount	
	WTP/Wtr Trsf Str	Lab Supplies	219513	\$1,990.40	
	WTP/Wtr Trsf Str WTP Lab Supplies Water Trsf Stn I	ab Supplies	219398	\$3,532.62 \$299.25	
	============			======================================	
-	HBC Design Work			Invoice Amount \$399.00	
Stettler Ho				\$871.41	
20000101 110.				Invoice Amount	
-	Office Covid-19			\$432.47	
		Supplies	120255	\$9.44	
	Office 3 Water R	Refills	120416	\$15.75	
	Water Trans 3 Wa	ater Refills	120305	\$11.25	
	SRC Floor Stripp	oing Supplies	120123	\$42.99	
	SRC Floor Stripp SRC Painting Sup	oing Supplies	120154	\$136.48	
	SRC Painting Sup	plies/Material	120191	\$107.79	
	CDC Covid-10 Cur	onlies	120137	\$28.74 \$64.19	
	SRC Janitor Supp SRC Covid-19 Sup SRC Grout Sponge	es & Supplies	120399	\$22.31	
Keiths Refr		EFT0002390			
	Invoice Descripti	lon	Invoice Number	Invoice Amount	
-	WTP 12 - Filters			\$91.98	
	==========	.=======	2020-05-20		
	ess			7 - 5 5 7 1 5	
Loomis Expr				Invoice Amount	
Loomis Expr	Invoice Descripti	on	Invoice Number	Invoice Amount	
Loomis Expr	Invoice Descripti	on	Invoice Number 8936812	\$136.48 	
Loomis Expr	Invoice Descripti WTP Freight	on EFT0002392	Invoice Number 8936812 2020-05-20	\$136.48) \$2,211.75	
Loomis Expr	Invoice Descripti WTP Freight	on EFT0002392	Invoice Number 8936812 2020-05-20 Invoice Number	\$136.48 	

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Town Of Stettler CHEQUE DISTRIBUTION REPORT Payables Management

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Vendor Name	Cheque Number	Cheque Date	Cheque Amount	
Shanes Instrument Services Ltd	======================================	======================================		
			Invoice Amount	
			\$3,239.22	
WTP Floride Meter WTP Install Fluor			\$2,529.80	=======================================
The Soap Stop	EFT0002394	2020-05-20	\$283.25	
Invoice Description	on 	Invoice Number	Invoice Amount	
SRC Janitor Suppl		450291 ========	\$283.25 	
Stettler Building Supplies Ltd	l EFT0002395	2020-05-20	\$349.16	
			Invoice Amount	
SRC - Building Ma SRC Building Repa Parks Plywood to	aterials air Materials	AC5598 AC8240	\$4.40 \$121.87	
Parks Plywood to	Park Mowers	AC7684	\$222.89	
Stettler & District Handibus			\$284.95	
Invoice Description	on 	Invoice Number	Invoice Amount	
Bus Garage April	Utilities	3252	\$284.95	
Stettler Telephone Answering S				
Invoice Description	on 	Invoice Number	Invoice Amount	
WTP May Working A			\$120.75	
Stingray Radio Inc.			\$546.00	
Invoice Description	on	Invoice Number	Invoice Amount	
Misc Dept April A	_		\$546.00	
Trinus Technologies Inc			\$1,379.96	
Invoice Description	on	Invoice Number	Invoice Amount	
Admin/Computer/P8	L Tech Suppor	P354-27574	\$736.31 \$636.30	
Computer Anti-Vir Admin Covid-19 Wa		R51924-27623	\$7.35	
Vereburn Supply Ltd.	EFT0002400	2020-05-20	\$1,831.73	
Invoice Description	on	Invoice Number	Invoice Amount	
Invoice DescriptionFire Joint Medica Fire Joint Covid-	al Supplies	19482	Invoice Amount \$587.53 \$1,244.20	
Fire Joint Medica Fire Joint Covid-	al Supplies -19 Supplies	19482 19777	\$587.53 \$1,244.20	
Fire Joint Medica Fire Joint Covid-	al Supplies 19 Supplies EFT0002401	19482 19777 2020-05-20	\$587.53 \$1,244.20	
Fire Joint Medica Fire Joint Covid- E	al Supplies 19 Supplies EFT0002401	19482 19777 2020-05-20 Invoice Number 120008599	\$587.53 \$1,244.20 =========== \$2,561.07	
Fire Joint Medica Fire Joint Covid- Fire Joint Covid- W.R. Meadows of Western Canada Invoice Description Roads Cold Mix Roads Road Repair	al Supplies 19 Supplies EFT0002401 on cad Repair Regular	19482 19777 2020-05-20 Invoice Number 120008599 120008673	\$587.53 \$1,244.20 \$2,561.07 Invoice Amount \$1,251.55 \$1,309.52	
Fire Joint Medica Fire Joint Covid- W.R. Meadows of Western Canada Invoice Descriptio Roads Cold Mix Ro Roads Road Repair	al Supplies 19 Supplies EFT0002401 and Repair Regular EFT0002402	19482 19777 2020-05-20 Invoice Number 120008599 120008673	\$587.53 \$1,244.20 \$2,561.07 Invoice Amount \$1,251.55 \$1,309.52	

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Town Of Stettler CHEQUE DISTRIBUTION REPORT Payables Management

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Vendor Name	Cheque Number	Cheque Date	Cheque Amount	
WTS Manufacturing & Sales Inc	:. EFT0002403	2020-05-20	\$2,830.80	
Invoice Descripti	.on	Invoice Number	Invoice Amount	
Sewer Triming Pl Pool Stainless S Comm Hall Sump F	Steel Brackets	1592B 1605 1597	\$2,425.50 \$368.55 \$36.75	
	Total	- Cheques	\$97,207.28	

System: 2020-05-28 12:32:45 PM User Date: 2020-05-28

Town Of Stettler CHEQUE DISTRIBUTION REPORT

Payables Management

Page: 1 User ID: Veronica

Ranges:	From:	To:		From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number	74473	74485
Cheque Date	First	Last			

Sorted By: Cheque Number

Distribution Types Included:All

endor Name			Cheque Date	Cheque Amount	
Bagshaw Ele			2020-05-29		
				Invoice Amount	
-	WTD Comprogger	Donair	W1 001 6	\$626.85	
	WTP Sump Pump M	otor Rewind tuator Damper	W10833	\$2,078.48 \$805.88	
	Water B-Lill AC	last in Library	W10884	\$159.32	
		lbs & Remote He		\$225.75	
	Pool 4 Bulbs	TDS & Remote He	IC010425	\$136.75	
		ighting Upgrade		\$37,947.00	
	Com Hall Wire M	UA & Kitchen AC	W11016	\$6,835.35	
Bobcat of R		74474		\$189.50	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
	Trans Oil Filte	rs #117 & #156	P03942	\$189.50	
				\$1,476.55	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
	WTP Chemical Pu	mp	00653332	\$1,476.55	
Equinox Ind	ustries Ltd.	74476	2020-05-29	\$132.30	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Park Replacemen	t Tubes	IN00166195	\$132.30	
				\$2,887.50	
				Invoice Amount	
	GIS 2020 Webina	r Series	9528	\$2,887.50	
Gyro Ag Ltd			2020-05-29	\$53.97	
				Invoice Amount	
_	Trans Filters &		1091	\$53.97	
Larson's Au	to Electric 2010	74479	2020-05-29	\$24.94	
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Park Rewind Rop		IN1103512	\$24.94	
New West Fr		74480	2020-05-29	\$1,469.84	.======================================
	Invoice Descript	ion	Invoice Number	Invoice Amount	
-	Street Clean Do	ser Pump #6	473540R	\$1,890.05	

System: 2020-05-28 12:32:45 PM User Date: 2020-05-28

Town Of Stettler CHEQUE DISTRIBUTION REPORT
Payables Management

Page: 2 User ID: Veronica

Vendor Name	Cheque Number	Cheque Date	Cheque Amount	
Purolator Courier Ltd.			\$226.18	
			Invoice Amount	
Wate Trans/WTP Fr			\$226.18	
Receiver General for Canada	-			
			Invoice Amount	
Town Tax Remittar		PP11-20	\$48,407.80	
Town Tax Remittan BOT Tax Remittan	ice :e	PP11-20. PP11-20.BOT	\$3,496.40 \$1,920.75	
Library Tax Remit	ice :tance	PP11-20.SVWS PP11-20.LIBRAR	\$160.16 \$2,705.19	
Stettler Equipment Sales & Rer			\$70.04	
Invoice Description	on	Invoice Number	Invoice Amount	
Trans/Park Oil Fi	lters #117 &	119888	\$70.04	
Superior Truck Equipment Inc.			\$363.87	=======================================
Invoice Description	on	Invoice Number	Invoice Amount	
Equip Counter Whe	eel #162	12646S	\$363.87	
Woody's Automotive Ltd.				
Invoice Description	on	Invoice Number	Invoice Amount	
Shop Janitor Supp Shop 4 Windshield Shop Epoxy Trans Heater Hose	lies Washer Fluid	673427 672508 674998 673288	\$113.78 \$17.60 \$30.06 \$12.11	
	Total	Cheques	\$112,572.66	

 System:
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 12:44:44 PM
 Town Of Stettler
 Page:
 1

 User Date:
 2020-05-28
 COMPUTER CHEQUE REGISTER
 User ID: Veronica

Payables Management

 Batch ID:
 CHONL20200528
 Audit Trail Code:
 PMCHQ00002054

 Batch Comment:
 CHONL20200528
 Posting Date:
 2020-05-29

Chequebook ID: GENERAL

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
ONL000297	2020-05-29	055924	CORPORATE PAY	Corporate Payment Systems	\$7,603.69
ONL000298	2020-05-29	055925	POULIN'S PEST	Poulin's Pest Control	\$198.45
ONL000301	2020-05-29	055926	SHAW CABLE	Shaw Cable	\$109.15
ONL000299	2020-05-29	055927	SHAW CABLE HALL	Shaw Cable	\$73.50
ONL000300	2020-05-29	055928	SHAW CABLE SRC	Shaw Cable	\$288.75
Total Cheques:	5			Cheques Total:	\$8,273.54
				==:	

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