

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, FEBRUARY 24, 2020 @ 6:00 P.M.**

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
  - (a) Municipal Plan – Presentation of proposed Municipal Plan by Stephen Stone, Associate, Dillon Consulting Limited
  - (b) Purple Day for Epilepsy – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – January 27, 2020
8. ACCOUNTS
  - (a) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

  - (a) Thank you note from the Charlotte County SPCA.

COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
  - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – February 12, 2020

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) By-Law No. A-14 – A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee – First Reading – Short Title Only
- (b) By-Law No. A-14 – A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee – Second Reading – Reading in its Entirety

14. NEW BUSINESS

- (a) Municipal Plan 2020
- (b) Rescinding of Filling of Swimming Pools Policy
- (c) Rescinding of Water Usage – Rural Fire Department Policy
- (d) Schedule “A” – By-Law No. W-1, “A By-Law Respecting Water and Sewer Rates and Charges”
- (e) Awarding of Proposal: Installation of New Phone System – New Town Hall – Garcelon Civic Center
- (f) Disposition of Assets – Border Area Community Arena
- (g) Scotiabank Borrowing Authority
- (h) Royal Bank of Canada Borrowing Authority
- (i) Application to the Municipal Capital Borrowing Board – General Fund
- (j) Application to the Municipal Capital Borrowing Board – General Fund
- (k) Application to the Municipal Capital Borrowing Board – Water and Sewerage Fund
- (l) 2020 Expenditure Plans
- (m) Out-of-Province Travel: Atlantic Recreation & Facilities Conference and Trade Show
- (n) Approval of Music – Spring and Summer 2020 Events
- (o) Awarding of Contract: Waterfront Revitalization – Dillon Project No. 18-7081B
- (p) Awarding of Contract: Waterfront Revitalization – Dillon Project No. 18-7081C
- (q) Dillon Consulting Limited – Agreement for Professional Services – Waterfront Trail Upgrades

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: February 24, 2020

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

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

**AGENDA**

THAT the Agenda be approved as circulated.

**Town of St. Stephen**

**Municipal Plan**

**April 2020**

**By-Law No. M-2**



# TABLE OF CONTENTS

1. INTRODUCTION .....	2
1.1 Title .....	2
1.2 Area of Coverage .....	2
1.3 Purpose .....	2
2. PLAN CONCEPT AND VISION .....	3
2.1 Generalized Future Land Use Map .....	3
2.2 Community Vision .....	3
3. LAND USE, COMMUNITY GROWTH AND ECONOMIC DEVELOPMENT .....	5
3.1 Preamble .....	5
3.2 Goal .....	5
3.3 Policies and Proposals .....	5
4. RESIDENTIAL DEVELOPMENT .....	8
4.1 Preamble .....	8
4.2 Goal .....	9
4.3 Policies and Proposals .....	9
5. COMMERCIAL DEVELOPMENT .....	16
5.1 Preamble .....	16
5.2 Goal .....	16
5.3 Policies and Proposals .....	16
6. INDUSTRIAL DEVELOPMENT .....	20
6.1 Preamble .....	20
6.2 Goal .....	20
6.3 Policies and Proposals .....	20
7. COMMUNITY AND INSTITUTIONAL USES .....	23
7.1 Preamble .....	23
7.2 Goal .....	24
7.3 Policies and Proposals .....	24
8. FUTURE DEVELOPMENT AREAS .....	27
8.1 Preamble .....	27
8.2 Goal .....	27
8.3 Policies and Proposals .....	27
9. NATURAL ENVIRONMENT .....	28
9.1 Preamble .....	28
9.2 Goal .....	28

9.3	Policies and Proposals.....	28
10.	REVITALIZATION OF THE DOWNTOWN.....	30
10.1	Preamble.....	30
10.2	Goal.....	30
10.3	Objectives and Policies.....	30
11.	TRANSPORTATION.....	32
11.1	Preamble.....	32
11.2	Goal.....	32
11.3	Policies and Proposals.....	32
12.	MUNICIPAL INFRASTRUCTURE.....	34
12.1	Preamble.....	34
12.2	Goal.....	34
12.3	Policies and Proposals.....	34
13.	PROTECTIVE SERVICES.....	35
13.1	Preamble.....	35
13.2	Goal.....	35
13.3	Policies and Proposals.....	35
14.	CULTURE AND HERITAGE.....	36
14.1	Preamble.....	36
14.2	Goal.....	36
14.3	Policies and Proposals.....	36
15.	PLANNING ADMINISTRATION AND IMPLEMENTATION.....	37
15.1	Preamble.....	37
15.2	Goal.....	37
15.3	Policies and Proposals.....	37
16.	REPEAL AND TRANSITION.....	40

**TOWN OF ST. STEPHEN  
MUNICIPAL PLAN BY-LAW NO. M-2**

**ENACTMENT:**

**WHEREAS** Section 32 of the Community Planning Act requires that a Municipal Plan and Zoning By-Law be reviewed every ten years,

**AND WHEREAS** measures have been undertaken to perform said review and a By-Law amendment has been proposed, **THEREFORE BE IT ENACTED** by the Council of the Town of St. Stephen under the authority vested in it by the Community Planning Act S.N.B. 2017 C-19, as follows:

- (1) By-law No. M-2 entitled A BY-LAW TO ADOPT THE TOWN OF ST. STEPHEN MUNICIPAL PLAN is hereby adopted.
- (2) This by-law may be cited as the Municipal Plan.
- (3) The legislative provisions and schedules below form an integral part of this by-law

## **1. INTRODUCTION**

### **1.1 Title**

This by-law may be referred to as the "Town of St. Stephen Municipal Plan"

### **1.2 Area of Coverage**

The statements of policy in this Municipal Plan By-Law apply to the Town of St. Stephen municipal boundaries as outlined in Regulation 31-6 under the *Municipalities Act*.

### **1.3 Purpose**

The Municipal Plan By-Law has been prepared in accordance with Sections 21 through 27 of the Community Planning Act. The Plan is the preeminent document guiding growth and development within the Town of St. Stephen. It establishes policies to guide future land use and development while providing guidance to Town Council in long-term planning for the Town. This document will provide supporting principles for the implementation of land use regulations within the Town through by-laws, such as the Zoning, Subdivision, and Building By-Laws.

In accordance with the Community Planning Act, this Municipal Plan should be reviewed every ten years. Over the timeframe that this Municipal Plan is in effect, periodic amendments may be required, and these must be undertaken in accordance with the provisions for public consultation as outlined in the Community Planning Act.

Each section outlines the goals, policies and proposals for the specific aspect of the Plan. Where applicable, the intent of the policies is illustrated on the accompanying Generalized Future Land Use Map (Schedule 'A').

The effect of the plan is to enable the municipality and the Province to undertake any of the proposals identified. The Municipality, however, cannot undertake any action which is inconsistent with the plan. Further, if there is a conflict between the Municipal Plan and Zoning By-law or Subdivision By-law, the Municipal Plan prevails.

## 2. PLAN CONCEPT AND VISION

### 2.1 Generalized Future Land Use Map

The Town of St. Stephen Generalized Future Land Use Map attached hereto as Schedule "A" and amendments thereto, form part of the By-Law.

### 2.2 Community Vision

Through the consultation process for the Municipal Plan Review, a number of recurring issues were identified which set the context for future development in St. Stephen. These included:

- A continued role as the service centre of Charlotte County;
- A diversified, strong local economy,
- New highway commercial land uses along new highway;
- Revitalizing the Downtown;
- Waterfront development;
- Preserving existing, historic residential neighbourhoods;
- Providing recreational amenities to support an active and age friendly community;
- Providing housing opportunities for a variety of incomes and ages; and
- Attract and retain newcomers.

The Municipal Plan must address "Where the Town of St. Stephen is and where it wants to be in the future". The following vision was proposed in the Background Report, based on feedback received during the consultation program that builds on the small town feel of St. Stephen, its beautiful scenery, quality of life and development potential.

***"The Town of St. Stephen will strive to increase its population and prosperity through proactively pursuing economic development and diversification, population growth and retention, and revitalization of its downtown, waterfront and infrastructure all while capitalizing on its location and quality of life."***

Other areas of importance include housing, recreation and providing present and future citizens with a high quality of life. National trends indicate a significant aging of the population. This will make it increasingly important for St. Stephen to provide adequate housing alternatives for seniors, especially given its proximity to the County's major hospital. New investments, such as the Garcelon Civic Centre and improved Trail Facilities will enable St. Stephen to become a welcoming, age-friendly community.

The Town must adopt goals that demonstrate and describe the community's vision for the future. The following goals form the foundation that will allow St. Stephen to reach its vision:

#### **Land Use, Community, Growth and Economic Development**

- *To promote the development and enhancement of new and existing land uses in an efficient, orderly, equitable and sustainable manner.*

#### **Residential Development**

- *To provide a range of housing options within St. Stephen that meets the needs of a variety of age groups, abilities, and incomes.*

**Commercial Development**

- *To support the growth and revitalization of existing commercial areas while establishing new areas for commercial development.*

**Industrial Development**

- *To promote the development of industrial enterprises within the Town.*

**Community and Institutional Uses**

- *To provide the Town with quality parks and trails, recreational facilities and institutional facilities, while streamlining the costs associated with maintenance and operation.*

**Future Development Areas**

- *To prevent the inefficient and unplanned development of unserviced lands within Town limits.*

**Downtown and Waterfront Revitalization**

- *To enhance the appearance and promote the continued revitalization of the Downtown and the waterfront*

**Natural Environment**

- *To protect and enhance the natural environment and to encourage development that employs measures to minimize impacts on the natural environment and adapt to climate change impacts.*

**Transportation**

- *To provide and maintain a transportation network to support pedestrian, non-motorized, and vehicular traffic and to work to promote and retain air, rail, and marine transportation services serving St. Stephen.*

**Municipal Infrastructure**

- *To maintain and extend the Town's infrastructure to support existing development and future growth.*

**Protective Services**

- *To provide fire protection and police services to protect life and property within the Town.*

**Culture and Heritage**

- *To celebrate St. Stephen's architectural built heritage and cultural landscape and to further foster cultural development.*

**Planning Administration and Implementation**

- *To ensure that all future development is carried out within the general intent of the policies of the Municipal Plan*

### **3. LAND USE, COMMUNITY GROWTH AND ECONOMIC DEVELOPMENT**

#### **3.1 Preamble**

Community growth and economic development is achieved through the proper development of all land uses in the Town. The overall goal is to provide policies and proposals that encourage the development of a vibrant, attractive and sustainable town that retains existing residents and attracts new residents and visitors. Policies discussed in subsequent sections of the Municipal Plan are aimed at creating desirable places for people to live, work and play. If this is achieved then the Town will become an increasingly attractive place for new businesses, residents and tourists.

Economic diversification and stability continue to be concerns for the Council. While the existing businesses and light industries have maintained a presence in the town, the Town must continue to provide the services and support necessary to enhance the Town's economic base and continue to attract and retain newcomers. Looking to the future, it will be important for the Town to support all existing businesses and look to attract new businesses of various sizes that are less susceptible to the volatility of the price of natural resources and the American dollar.

St. Stephen has significant growth potential due to its location and proximity to the United States, Saint John and Fredericton, which are all major areas of trade. With the completion of new portions of NB Route 1 and opening of the new border crossing, the Town is positioned to attract small and large businesses. Capitalizing on this potential will require significant work from Town Staff, Council, Future St. Stephen, and the Chamber of Commerce. These entities will need to work together in order to help the Town attract new businesses.

The new highway and border crossing have allowed for the opportunity for new commercial enterprises to locate north of the highway, immediately outside the Town Boundary. Council continues to explore the annexation of lands adjacent to the town to grow the Town's tax base. Council is advised to consider the potential negative effects on the existing businesses on King Street, in particular. Efforts should be made to continue to provide enhanced quality services in this area to retain existing enterprises and attract new entrants.

The Town's economy is supported by a multicultural workforce, especially in the region's seasonal seafood-based economy. In order to retain and continuously attract newcomers, the Town will continue to support multicultural opportunities, programming, and services.

#### **3.2 Goal**

Promote the development and enhancement of new and existing land uses in an efficient, orderly, equitable and sustainable manner to support economic and community growth.

#### **3.3 Policies and Proposals**

**Policy LU-1** Council shall promote the growth of the Town's population to sustain existing businesses and services while increasing the tax base.

##### ***Proposal***

- 1) Council will actively pursue initiatives to promote residential, commercial and industrial growth within the Town.

**Policy LU-2** Council shall diversify the commercial and economic base of the Town to provide additional employment opportunities and increase its role as a service centre for the region.

***Proposals***

- 1) Town Staff and Council will continue to foster their relationship economic development organizations. Council will endeavor to work with these groups to develop a proactive strategy to retain existing businesses and attract new businesses to the Town.
- 2) Town Staff and Council will continue to work with Calais, Maine to identify and pursue potential economic development opportunities in the United States and Canada that will benefit both municipalities either directly or indirectly.

**Policy LU-3** Council shall position the Town to benefit from the new border crossing and highway alignment through boundary expansion.

***Proposals***

- 1) Council and staff will assess the viability of annexation of additional lands near the highway that presently fall outside Town limits.
- 2) Council will prepare a secondary plan for the area north of NB Route 1, when appropriate, and will make any amendments necessary to the Zoning By-law to promote this area for future development.

**Policy LU-4** Council shall enable land uses to develop in a compatible manner while ensuring sufficient land is made available for future growth.

***Proposals***

- 1) Council will manage land use in accordance with the land use plan designated on the Generalized Future Land Use Map. The specific policies applicable to each of these land use designations will be described in the appropriate sections that follow.
- 2) It shall be a policy of Council to encourage growth and development that is efficient, cost effective, compatible with existing development, and incorporates sound environmental planning principles by:
  - a. concentrating new growth in areas that are adequately serviced and properly planned;
  - b. encouraging development in areas that would be contiguous to, or infilling between, existing built-up areas;
  - c. promoting mixed-use developments which incorporate two or more land uses, such as commercial residential, within one building in appropriate areas of the Town such as the downtown and King Street Commercial area;
  - d. requiring buffer areas and site design to mitigate the impacts of industrial uses and large-scale commercial and institutional uses on residential areas;
  - e. protecting physically unsuitable or environmentally sensitive areas from development pressures; and
  - f. restricting development in unserviced areas.
- 3) Council will provide for a more specific delineation of land uses in the Zoning By-Law that are consistent with the Generalized Future Land Use Designations.
- 4) In conformance with the Community Planning Act, it shall be a policy of Council that any land use existing at the time this Plan is adopted, that does not conform to the land use designations shown on the Generalized Future Land Use Map, and that is subsequently identified as a non-conforming use in the Zoning By-Law, will be permitted to continue. However, if a building or structure containing such a use is:

- a. damaged to the extent of at least half of the whole (exclusive of foundation); or discontinued for a consecutive period of 10 months;
- b. then any reuse must conform to the Municipal Plan and Zoning By-law.

5) Council will encourage the relocation of non-conforming uses to appropriately designated and planned sites through appropriate mechanisms where feasible.

**Policy LU-5** Council shall make provision for future roadway networks and infrastructure servicing as the basic framework around which the community will grow.

***Proposal***

- 1) Council shall allow for the establishment of future roadways on the Generalized Future Land Use Map. The timeline for the completion of these roads is unclear; however, Council shall consider the locations of these roads during the review of development applications. These new roadways are intended to provide connectivity and allow for the development of vacant lands in a manner consistent with this Municipal Plan.

**Policy LU-6** Council shall encourage the provision of community facilities and services to serve all residents of the community.

***Proposals***

- 1) Wherever the reservation of private lands for public purpose is mentioned in this Plan, it shall be with the understanding that it will be the intention of Council to acquire such land, through public dedication, through negotiation and agreements with the owners of such lands, or through outright purchase. In the interim, such designated land shall be zoned in a category that provides protection of the affected land for its long term intended use (as recommended in this Plan).

## **4. RESIDENTIAL DEVELOPMENT**

### **4.1 Preamble**

To address the need for greater diversification in housing stock, a predominant issue identified during the last Municipal Plan review in 2010, the Town set aggressive goals and objectives. A commitment to encouraging more rental accommodations was made which resulted in an overall increase in this form of housing in the last 10 years. The Town also created an innovative way for entrants to the housing market to afford their accommodations whereby the land is leased with the option to buy. While these means to increase the variety of accommodations have been successful, Council recognizes the need to continue providing opportunities for developers to meet the needs of the residents. The aging population will in large part drive the need for age friendly housing.

#### ***Affordable and Diverse Housing Opportunities***

Housing was an important issue identified by Town Council, Staff and residents during the consultation process of the Background Study. At the present time there is a lack of affordable housing and variety of housing types. The current housing stock in St. Stephen is predominantly single-family dwellings and while rental opportunities are available, these are in the form of small apartment complexes and retrofitted homes often in poor condition. In an effort to provide varied housing types for different income levels, the Town will look to encourage different forms of housing that are not commonly found within Town limits. Row houses or townhouses represent the opportunity for the Town to provide modest forms of home ownership opportunities and improved quality of the rental housing stock. An important feature of this form of housing is it can be designed in a manner that integrates it within existing residential neighbourhoods as many have the appearance of traditional single-family homes. This form of housing should also be attractive to developers due to the increased density.

#### ***Land Leased Communities***

There is a need to establish standards that differentiate and regulate manufactured and mobile homes. These two forms of housing are extremely different and while mobile homes have a tendency to cause issues with conventional subdivision housing, manufactured homes are now being designed in a high-quality fashion and can provide modest home ownership opportunities within the Town limits. Policies and standards within the Municipal Plan and Zoning By-law will allow the option of manufactured homes in applicable residential zones, provided that they comply with all current Town building standards and are of compatible appearance with conventional subdivision housing.

#### ***Apartment Buildings (Multi-unit Dwellings)***

Improving the apartment and multiple unit dwelling stock in the Town will also contribute to providing more affordable housing opportunities. While apartment units are found within the Town, there is concern over the quality of the existing buildings and their attractiveness to young professionals. Policies and standards in the Municipal Plan and Zoning By-law will aim to encourage the development of higher quality buildings and to ensure the appropriate location of these buildings.

#### ***Residential Development Downtown***

Residential development in the downtown will serve two key functions: it will contribute to the revitalization of the downtown and waterfront and provide the Town with increased housing options. This is achieved by the premise that if more people are living downtown the more people are likely to use the shops and services found there. An important component of a successful downtown is getting people to the street throughout the day and evening. One of the best ways to achieve this is through providing housing opportunities for a diverse portion of the

community (seniors, higher incomes, lower incomes and younger members of the work force). Other elements of downtown revitalization will be discussed in more detail in Section 10.

### ***Secondary Uses***

Home occupations are another important component of the Town's function as a service centre for surrounding communities. The intent of permitting home occupations is to encourage both entrepreneurship and telecommuting. Locally owned small businesses and services can have a place within residential neighbourhoods, however, careful consideration must be given to the type, scale and potential negative impacts the operation may have on surrounding homes. Telecommuting is a growing trend in the modern working environment made possible through technological advances. It allows people to complete work typically done at the office from their own home, thus allowing people to live potentially thousands of miles away from where their office is. Given its potential to help attract people to reside in the Town, it should be encouraged.

### ***Smart Growth Principles and Sustainable Design***

Smart Growth is an emerging trend to create places that encourage people to live, work and play within the same area. The principles of this philosophy also encourage the sustainable development of the community. These principles apply to all land uses and should be considered with any development application.

## **4.2 Goal**

To provide a range of housing options within St. Stephen that meets the needs of a variety of age groups, special needs and incomes.

## **4.3 Policies and Proposals**

**Policy RD-1** Council shall encourage a range of housing opportunities that meet a variety of needs in terms of size, type, ownership status and location, while ensuring the character of existing neighbourhoods is maintained.

**Policy RD-2** Council shall pursue a variety of housing types, form, and compact residential development following Smart Growth principles and sustainable design. Each development application shall be considered for its contribution to housing stock diversification.

### ***Proposals***

- 1) It will be the intention of Council to encourage the provision for a variety of housing types, forms and compact development and through establishing the Residential Designation as shown on the Generalized Future Land Use Map, Schedule A. The intent of this designation will be to provide a variety of housing options in appropriate locations to meet the needs of the population while preserving existing neighbourhoods.
- 2) Within the Residential Designation, Council shall establish a Single and Two Family Residential (R-1) Zone. The intent of this zone will be to preserve the character of some of the existing residential neighbourhoods. While other forms of housing will be permitted, single-family dwellings will be the predominant form of housing. Additional forms of housing will be permitted subject to terms and conditions.
- 3) Within the R-1 Zone, Council will permit semi-detached and two-unit dwellings subject to terms and conditions. Council will direct the Planning Advisory Committee to apply terms and conditions aimed at preserving the character of the existing neighbourhood. Specific terms and conditions will require:
  - a. the dwelling is of comparable height to existing homes on the street;

- b. the building design and material are similar to the majority of other homes on the street;
  - c. all requirements of the Zoning By-law are met.
- 4) Within the Residential Designation, Council shall establish a Residential Mix Zone. The intent of this zone is to permit the as-of-right development of numerous forms of housing. Within this zone single-family dwellings, semi-detached dwellings, attached dwellings, and multiple unit dwellings (of certain densities) will all be permitted. The zoning by-law will establish specific standards governing the location and design of each of the housing types.
- 5) Within the Residential Designation, Council shall establish a Multiple Family Residential (R-3) Zone. The intent of this zone will be to provide areas for multiple-family dwellings or apartment buildings of up to 24 units. Larger multi-unit buildings will be permitted subject to terms and conditions as imposed by the Planning Advisory Committee. In considering such amendments, the Committee shall have regard for:
- a. The proximity of the proposed development to collector or arterial streets;
  - b. The proximity of the proposed development to services, such as commercial shops and institutional uses;
  - c. That the development meets all standards established in the Zoning By-law; and
  - d. That the development meets the general intent of this Municipal Plan By-law.
- 6) Within the Residential Designation, Council shall establish a Land Lease Residential (RLL) Zone. The intent of this zone will be to provide the opportunity for a land lease community within Town limits. Council will not pre-zone any properties for this use and will permit a proposed land lease community subject to an amendment to the Zoning By-law. When considering a rezoning application, Council will consider the following:
- a. The location of access from the park to the public street network;
  - b. Adequacy of the Town's infrastructure systems in the area and effects of the proposed development on such systems
  - c. The location and design of any non-residential components in the development;
  - d. Integration with adjacent developments;
  - e. The layout of the proposed internal roadway network in the development to adequately accommodate the needs of both vehicles and pedestrians;
  - f. Proximity to parks and recreation services, schools, and other community services;
  - g. Provision of quality open space for the residents of the development including parks and playgrounds;
  - d. The use of green space and landscaping to provide a visually attractive transition between
  - e. manufactured housing developments and adjacent residential land uses;
  - f. Impacts on the environment; and
  - g. Storm water management.
- 7) Within the Residential Designation, Council shall establish a Mobile-Home Residential (RMH) Zone. The intent of this zone will be to provide the opportunity for mobile-homes within Town limits, under appropriate conditions, such as in the more rural areas of town. Council will not prezone any properties for this use and will permit a proposed mobile-home subject to an amendment to the Zoning By-law. When considering a rezoning application, Council will consider the following:
- a. That the proposed development be in rural areas of the municipality;
  - b. The relationship of the proposed mobile home and site layout with existing neighbouring properties;
  - c. The provision of adequate municipal and/or on-site servicing and corresponding minimum lot size requirements; and
  - d. That the requirements of the Zoning By-law be met.

- 8) In order to take advantage of the investment already made in existing municipal services and to encourage compact, efficient development, Council will encourage and support infill development on existing streets and in areas immediately adjacent to existing services.
- 9) Council will establish appropriate zoning standards to permit a mix of housing while mitigating potential land- use conflicts and preserving the character of existing residential neighbourhoods.
- 10) Council will provide for the stabilization of residential neighbourhoods by:
  - a. Encouraging the maintenance and rehabilitation of the existing housing stock;
  - b. Discouraging the encroachment of incompatible uses;
  - c. Routing higher volume traffic flows along properly designed collector or arterial roads;
  - d. Maintaining community services and facilities;
  - e. Encouraging the relocation of incompatible uses; and
  - f. Providing and enforcing by-laws to maintain acceptable maintenance and occupancy standards.

**Policy RD-3** Council will encourage the development of affordable housing for lower and middle-income households, families or individuals.

**Policy RD-4** Council may consider an Affordable Housing Policy to establish the need, what constitutes affordable housing and the areas where affordable housing should be located.

### ***Proposals***

- 1) Council will encourage the provision of a variety and mix of housing, including medium and high-density housing, to accommodate a broad spectrum of income groups.
- 2) Council will seek to provide affordable housing through:
  - a. Encouraging a range of housing types and densities in locations with convenient access to schools, recreation facilities, commercial uses and employment opportunities;
  - b. Encourage the development of mixed-income buildings that offer a mix of affordable and market units;
  - c. Making, where available and appropriate, Town-owned land available for affordable residential development;
  - d. Permitting basement apartments in single family dwellings in accordance with the relevant standards of the Zoning By-law and other relevant by-laws;
  - e. Permit dwelling units under 800 sq ft. in accessory buildings within the R1 and R2 zones, such as garden suites and above detached garages, subject to conditions and standards of the zoning by-law, subject to Planning Advisory Committee approval.
  - f. Co-operating with the Federal Government, Provincial Government and non-profit organizations to facilitate affordable housing; and
  - g. Considering the implementation of zoning tools to encourage developers to provide more affordable housing.

**Policy RD-5** Council shall improve the quality and quantity of the Town's rental stock.

### ***Proposals***

- 1) It will be the intention of Council to recognize and encourage a mixed-use environment, with developments that incorporate two or more land uses within one building, in the Downtown, and in immediately adjacent areas. Within these areas higher density residential uses will be permitted as a mixed use development so long as commercial activity exists on the ground floor. Developments solely for residential uses will be permitted, so as the ground floor to ceiling height of the building is at least 10 feet and appropriate design allows for the eventual conversion to a commercial use as dictated by market conditions.

- 2) Council shall provide for medium or high-density development in accordance with the following guidelines.
  - a. Medium or high-density residential development shall:
    - i. Be adjacent or in close proximity to collector or arterial streets;
    - ii. Located at the periphery of low density residential neighbourhoods;
    - iii. Be in proximity to the Downtown, King Street or other commercial and/or employment areas or nodes;
    - iv. Be compatible with surrounding land uses;
    - v. Be in locations where all necessary water and sewer services, parks, recreation facilities, schools and other community facilities can be readily and adequately provided;
    - vi. Provide sufficient on-site parking and green space, as regulated by the zoning by-law;
    - vii. Incorporate site design features that adequately address safe access, buffering and landscaping, site
    - viii. grading and storm water management; and
    - ix. Include an exterior building design of high quality that contributes to the Town's built form.
- 3) Within the Residential Designation, Council shall permit multiple unit residential development and provide alternate forms and densities of residential development in strategic areas of the Town.
- 4) Council will establish a Multiple Unit Residential (R-3) Zone to permit the development of multiple unit buildings greater than four (4) units. Permitted uses within this zone include a multiple unit dwelling to a maximum of twenty-four (24) units, a residential care facility, a boarding or rooming house, a senior citizen's housing development, or a townhouse or rowhouse development.
- 5) Council may consider development of higher density residential uses, in excess of 24 units within the R-2 zone as a conditional use. In considering terms and conditions the Planning Advisory Committee shall have regard for:
  - a. the relationship of the proposed building and site layout to abutting properties; (b) the relationship of the proposed development to the streetscape;
  - b. the potential of the building to dominate the streetscape due to the scale of the building relative to the street and surrounding buildings and structures;
  - c. the functionality of pedestrian connections through and around the development;
  - d. the location of access points to the site and the proposed parking layout;
  - e. the adequacy of municipal infrastructure;
  - f. the proposed site landscaping and buffering; and
  - g. the traffic impacts.
- 6) It will not be the intention of Council to pre-zone all lands for multiple-unit residential use. However, Council may consider the development of new multiple unit residential use by amendment to the zoning by-law. In considering such amendments, Council shall have regard for:
  - a. The proximity of the proposed development to collector or arterial streets;
  - b. The proximity of the proposed development to services such as commercial shops and institutional uses;
  - c. That the proposed development be encouraged in suitable sites for in-fill development;
  - d. That the proposed development be in close proximity to the Downtown, King Street and other employment or commercial nodes;
  - e. That it occur in locations where all necessary water and sewer services, parks and recreation services, schools and other community facilities and protective services can readily and adequately be or expected to be provided;
  - f. That the proposed development provides sufficient off-street parking, amenity areas and green space;

- g. That the proposed development incorporates site design features that adequately address such matters as safe access, buffering and landscaping, site grading and storm water management;
  - h. That the architectural features of the proposed building are consistent or of higher standard than those of surrounding buildings;
  - i. That the height be limited to four storeys;
  - j. That the development will not cause capacities of existing municipal services to be exceeded;
  - k. That there is adequate landscaped buffer areas on the periphery of the lot to screen the buildings and parking areas from adjacent low density residential development; and
  - l. In addition to the notification required under the Community Planning Act, the adjacent residents within 100 meters of the property be informed of the proposed zoning amendment.
- 7) The Downtown and central commercial areas will be considered appropriate areas for multiple-unit apartment buildings and will be considered through the rezoning process. Council will give specific consideration to the following aesthetic features when considering a rezoning application:
- a. The use of traditional building materials;
  - b. That the proposed development is of comparable height to surrounding buildings and meets the height standards for multiple-unit buildings;
  - c. That there is adequate spacing between multiple-unit buildings that do not contain ground floor commercial uses;
  - d. That the setback requirements are met and landscaping done in accordance with the requirements of the Zoning By-law;
  - e. The proposed development meets all other requirements for multiple-unit buildings and Central Commercial uses.

**Policy RD-6** Council shall encourage new residential developments to incorporate sustainable building, site and subdivision design along with Smart Growth Principles aimed at maximizing green space and population density while minimizing the required municipal infrastructure.

### ***Proposals***

- 1) Council will encourage the following community design principles in new residential subdivisions:
  - a. Creation of walkable neighbourhoods through the layout of roads and provision of trails, sidewalks and active transportation routes;
  - b. Provide connectivity between residential neighbourhoods for a variety of modes of transportation;
  - c. Provide a range of housing opportunities and choices for varying income levels;
  - d. Provide a mixture of land uses;
  - e. Take advantage of compact building design and green buildings;
  - f. Provide a variety of lot and house designs within residential subdivisions that help foster distinctive, attractive neighbourhoods with a strong sense of place;
  - g. Design roadways that limits vehicle speeds and considers non-motorized roadway users such as cyclists and pedestrians; and
  - h. Preserve open space, farmland, natural beauty and critical environmental areas.
  
- 2) Where appropriate, Council will utilize alternative infrastructure standards such as:
  - a. Provision of mountable curbs on local streets;
  - b. Increases in manhole spacing;
  - c. Reductions in right-of-way and pavement widths;
  - d. Reduction in yard setback standards; and
  - e. Incorporating energy efficiency and water saving mechanisms.

- 3) More compact housing developments incorporating mixed use will be encouraged by Council. These developments will require input on design and layout to ensure functional, aesthetic design and scale to the surrounding urban environment.
- 4) Council will not encourage any residential development in the area of the existing industrial areas of the Town unless potential land-use conflicts can be mitigated through buffering and other design elements.

**Policy RD-7** Council shall encourage secondary, institutional and recreational uses in residential areas that do not degrade the existing character of the neighbourhood.

***Proposals***

- 1) Home occupations will be permitted within certain residential uses subject to regulations provided in the Zoning By-Law. Regulations in the Zoning By-law regarding home occupations will focus on the following principles:
  - a. The use is minor and secondary to the residential use;
  - b. Incorporates live/work units within the Downtown;
  - c. Parking, traffic and noise impacts are minimal; and
  - d. Compatibility with surrounding land uses.
- 2) Council may permit tourist homes and neighbourhood daycare facilities in residential areas as a conditional use and instruct the Planning Advisory Committee to consider the following when deciding to approve or deny an application:
  - a. The use is secondary to the permitted residential use;
  - b. Compatibility with surrounding land uses;
  - c. Impacts on the adjacent roadway network;
  - d. Signage is minimal and does not detract from surrounding uses;
- 3) Council may consider the establishment of commercial day care facilities in residential areas through the rezoning process. Proposals will be evaluated relative to the following criteria:
  - a. The daycare maintains a residential character compatible with the adjacent neighbourhood in terms of massing, height, visual appearance and open space and amenity areas;
  - b. Proximity to parks, open space and recreation facilities;
  - c. Adequate parking, vehicle ingress/egress and drop-off;
  - d. Adequate indoor and outdoor amenity areas;
  - e. The local transportation network can accommodate any increased demands; and
  - f. Adequate buffering between adjacent residential uses is provided.
- 4) Council will provide park, recreation and institutional uses including parks, schools and churches may be located within residential areas provided that:
  - a. the use does not conflict with neighbouring uses;
  - b. the dominant use within the area continues to be residential; and
  - c. adequate pedestrian and vehicular access and on-site parking can be provided.

**Policy RD-8** Council shall allow for adequate land for future residential development and ensure new residential development is of high quality and sustainable design.

***Proposal***

- 1) It will be a policy of Council to permit residential development in any areas shown as Residential on the Generalized Future Land Use Map; Schedule B.

**Policy RD-9** Council shall support other forms of housing including housing for people with special needs, seniors housing, group homes, boarding and rooming houses, boarding and rooming houses and tourist homes.

***Proposals***

- 1) Council will encourage housing for people with special needs, including seniors housing, group homes and shelters, to integrate into suitable residential areas of the town subject to section 7 of the Municipal Plan.
- 2) It shall be the intention of Council to enforce the accessibility requirements of the National Building Code.
- 3) Council will facilitate the integration of group homes into all residential areas and will prescribe regulations in the Zoning By-law to:
  - a) Maintain compatibility with surrounding residential uses; and
  - b) Ensure the adequate provision of on-site parking, landscaping and green space.
- 4) It will be a policy of Council to control the location of boarding and rooming houses in the Town. Where permitted as a conditional use, Council will require that boarding and rooming houses:
  - a) Be located where compatibility with surrounding land uses can be ensured; and
  - b) Provide adequate on-site parking and green space.

## **5. COMMERCIAL DEVELOPMENT**

### **5.1 Preamble**

The two major concentrations of commercial development within St. Stephen are located along King Street and along the downtown portion of Milltown Boulevard. These two areas feature numerous commercial operations in a variety of forms. Larger format retailers dominate portions of King Street while the downtown features smaller scale commercial operations. In recent years the majority of commercial development has occurred along King Street, in the form of large format retailers. Economic conditions over the last 10 years have influenced the success of the "big box" format in smaller communities and this has affected the viability of the area along King Street, north of the Downtown core. With the realignment of NB Route 1, lands north of the highway have become attractive to potential commercial enterprises. This development pressure will influence the continued viability of King Street. The Downtown area has seen a resurgence with beautification efforts, the Garcelon Centre and restoration of historic buildings.

The development potential along the new highway alignment will need to be monitored closely for the following reasons:

- 1) Existing large format retailers may relocate to locations near the new highway in an effort to draw more commuter traffic to their operation.
- 2) There is a significant portion of land bordering the highway that is outside of the Town limits and thus control over the various aspects of any development in these areas would be lost.

These potential issues are important to the future of King Street, in particular. The overall flow and function of the Town should be a priority for Council to support the development opportunities in the Downtown area. The Town will need to actively pursue options to incorporate these areas bordering the new highway, specifically, land adjacent to new highway interchanges to ensure the Town benefits from any new commercial development in these areas.

The Town also features a number of smaller commercial operations dispersed throughout the Town. These operations are vital to providing residents with a variety of services, employment and allowing for entrepreneurial opportunities within Town limits. Generally speaking, these operations are very positive; however in considering new commercial uses in traditionally non-commercial areas, Council must weigh the potential negative impacts on adjacent properties, the abutting roadway and determine whether the proposed operation is compatible with the existing neighbourhood.

### **5.2 Goal**

To support the growth and revitalization of existing commercial areas while establishing new areas for commercial development.

### **5.3 Policies and Proposals**

**Policy CD-1:** Council shall provide sufficient area for various types and sizes of commercial operations to allow the Town to continue its role as a service centre for the County.

#### ***Proposals***

Town of St. Stephen Municipal Plan By-law

- 1) Council will establish the Commercial Designation as shown on the Generalized Future Land Use Map. Within the Commercial designation, Council will establish a variety of zones that fit the varying sizes, types and designs of commercial development. These zones will establish the specific areas for varying types and forms of commercial activity.
- 2) Within the Commercial Designation, Council shall establish the Downtown Mixed Use Overlay. The intent of this zone will be to create a mixed-use environment featuring a number of commercial, residential, institutional, tourism, park and open space uses that encourage the improvement and rehabilitation in this area. Further policies related to development in this zone are found in Section 10.0.
- 3) Within the Commercial Designation, Council shall establish the Large Format Commercial Zone. The intent of this zone will be used for commercial buildings and/or operations that are 4,180 m<sup>2</sup> (45,000 ft<sup>2</sup>) or larger. The area of the building and/or operation will be determined by the gross floor area as defined in the Zoning By-law.
- 4) Council will consider applications for additional Large Format Commercial Uses through a rezoning process and proposed developments shall comply with the following criteria:
  - a) The proposed development is compatible with surrounding land uses or adequate buffering, landscaping and design components have been integrated into the design to mitigate the impact on adjacent uses to the discretion of Council;
  - b) Adequate capacity exists on the adjacent system of public streets to accommodate the traffic generated by the proposed development or new infrastructure is proposed to serve anticipated traffic volumes;
  - c) The development incorporates the necessary infrastructure to facilitate the safe and efficient flow of pedestrians throughout the site;
  - d) A comprehensive landscaping plan is provided demonstrating an attractive interface between the development and adjacent streets and aesthetically designed parking areas and access lanes;
  - e) A stormwater management plan shall be required for any development. The plan will be designed to minimize negative influences on existing infrastructure. Net zero discharge from any site will be encouraged.
  - f) The design of all structures on the property are architecturally appropriate and contribute positively to the Town's built environment;
  - g) Views of large parking lots from adjacent streets are mitigated through site design and landscaping;
  - h) The appearance of large blank walls to adjacent streets and properties shall be minimized through
    - i) design features on the building's façade (windows, vines, changes in texture, awnings, columns,
    - j) changes in wall planes or other features deemed appropriate by the Development Officer);
    - k) Natural features such as trees are preserved and integrated into the design where possible;
    - l) Customer entrances are well defined and are well articulated through the use of canopies or porticos, overhangs, recesses or projections, arcades, raised corniced parapets over the door, peaked roof forms, arches, outdoor patios, display windows, tile work or mouldings or other features deemed appropriate by the Development Officer;
    - m) Necessary municipal services are available to the subject property; and
    - n) A storm water management plan addresses the environmental impact of the proposed development.
- 5) Within the Commercial Designation, Council shall establish the Downtown Zone. This intent of this zone will be to provide a quality commercial environment along King Street and the western section of Milltown Boulevard. This zone will also permit specific residential, institutional, recreational and open space uses aimed at providing a mixed-use environment.

- 6) Within the Commercial Designation, Council shall establish the Neighbourhood Commercial Zone. The intent of this zone is to provide areas for small-scale, non-intrusive commercial operations that do not negatively impact surrounding residential uses.
- 7) Neighbourhood commercial operations are a convenience to residential areas; however, they do have the potential for negative impacts. Therefore, it shall be a policy of Council that new neighbourhood commercial uses be permitted subject to a rezoning. In addition to provisions of the Zoning By-law, Council shall consider the following conditions to minimize any adverse effects on the surrounding residential areas:
  - a) A location on a designated arterial or collector street;
  - b) Adequate landscaping is provided between the commercial use and adjacent residential areas and may include the provision of grass strips, berms, screening, appropriate planting of trees and shrubs or separation distance.
  - c) The provision of adequate off-street parking as required under the parking section of the zoning by-law;
  - d) Controls on the type, size, location and illumination of signs;
  - e) the provision that the exterior of the building (if an existing building) will not be altered from its residential character, with high display windows, etc.;
  - f) The proposed use is located on or directly abutting an arterial or collector street;
  - g) The gross floor area of the use does not exceed 1,000 m<sup>2</sup> (10,765.9 ft<sup>2</sup>); and
  - h) The development is sited and designed in a manner that minimizes its effect on any adjoining residences. These impacts include traffic, noise, lighting, signage and location of parking.
- 8) When receiving applications for development in the Downtown or along King Street, Council shall direct Staff to apply the policies of Section 10.
- 9) Council will implement Zoning By-law regulations to ensure that the scale, density and form of development in the Downtown is compatible with the overall character of the Downtown and contributes to the revitalization of the Downtown.

**Policy CD-2** Council shall proactively seek the revitalization of the Downtown areas through directing new commercial development to these areas.

**Proposals**

- 1) Council will establish primary commercial areas for the purposes of accommodating the Town's major concentrations of commercial growth. For the purposes of this Plan, the primary commercial areas are King Street and the Downtown, and Milltown Boulevard.
- 2) Council will consider new commercial developments outside of the Commercial Use Designation for a municipal plan amendment based on:
  - a. Type of use relative to adjacent and surrounding uses;
  - b. Size of the proposed building and/or operation relative to adjacent and surrounding uses;
  - c. Mitigation or lack thereof relative to potential land use conflicts; and
  - d. The aesthetics of the proposed development and its relationship to the existing streetscape.

**Policy CD-3** Council shall improve the quality of commercial building and site design.

**Proposals**

- 1) Council will provide sufficient land base to new commercial operations of varying sizes to locate within the Town without detrimental impact to adjacent land uses.

- 2) Council will work with owners of Downtown properties encouraging the improvement of the quality of the buildings and site design. Specific consideration will be given to:
  - a. Scale of building relative to its surroundings;
  - b. Enhancements of views and connections to the St. Croix River;
  - c. The use of traditional building materials;
  - d. Provision of outdoor seating areas, patios, and landscaping; and
  - e. Signage.
  
- 3) Council will seek to create well-designed and aesthetically pleasing commercial areas and shall:
  - a. Encourage individual businesses and business development organizations to develop and maintain their commercial properties to a reasonable level of aesthetic quality;
  - b. Work with developers and property owners to provide programs and/or incentives to upgrade their building's façade or contribute to the enhancement of the streetscape; and
  - c. Council will work with Future St. Stephen, the Business Improvement Area, and senior levels of government to promote and undertake streetscape improvements and other aesthetic improvements.

**Policy CD-4** Council shall promote telecommuting and home-based businesses in all residential neighbourhoods within Town limits.

***Proposals***

- 1) Within all Residential Zones, Council shall permit home occupations as secondary uses. Standards will require operations to maintain the appearance of traditional homes, limit parking, limit signage and limit the size of the secondary use relative to the size of the overall building.

**Policy CD-4** Council shall provide areas for future commercial growth and capitalize on opportunities to provide space for commercial development that serves regional, provincial, national and international markets.

***Proposals***

- 1) Council may consider the expansion of existing commercial areas in accordance with the following criteria:
  - a. Council is satisfied that the proposal is required and would be beneficial;
  - b. The proposal is consistent with the intended function of the subject commercial area;
  - c. The proposal is compatible with surrounding land uses;
  - d. The impact on residential uses is minimized through the appropriate use of setbacks, landscaping and site layout;
  - e. The proposal has adequate access to collector or arterial streets or sufficient capacity to accommodate any increase in traffic;
  - f. The proposal generates minimal traffic noise and lighting impacts on existing residential neighbourhoods;
  - g. The environmental impact of the proposal is minimized;
  - h. Adequate provision for pedestrian access is provided;
  - i. Provision of adequate parking and service facilities;
  - j. necessary servicing is available; and
  - k. The needs of persons with disabilities and other special need groups are addressed.
  
- 2) Council will consider areas near new interchanges of NB Route 1 as areas for future commercial growth subject to Policy CD-2 and the preparation of a secondary plan.

## **6. INDUSTRIAL DEVELOPMENT**

### **6.1 Preamble**

Given the location of St. Stephen relative to the United States border, the Bayside Port Facility and the City of Saint John, the Town has an advantage in attracting industrial operations to locate within the town. The highway and border crossing increases the Town's potential to draw industrial operations. Council and Town Staff will need to actively work with Future St. Stephen, the Provincial and Federal Governments and officials from the United States to promote the Town as a destination for a variety of businesses. Developing a strategy to attract these operations will be a necessary first step in promoting the Town.

Industrial development has primarily occurred within the St. Stephen Business Park and areas immediately adjacent. In recent years, the business park has reached capacity and Council is actively investigating for ways to accommodate the growing industrial growth needs. Future expansion of the existing park is being considered.

Council will also encourage less intensive industrial operations but will very carefully consider any proposed locations for these operations. The location will need to be appropriate based on the type of operation and surrounding uses. It will be the responsibility of the developer to demonstrate the proposed operation will have minimal impacts on adjacent or nearby properties.

With future industrial developments and/or the expansion of the existing industrial areas of Town, there is the opportunity for Council to promote sustainable design that helps minimize the environmental impacts of industrial operations while providing economic benefits to the businesses. This is achieved through increased energy efficiency, sharing of materials and energy and recycling or reuse of materials that would be otherwise wasted. While these opportunities may not always exist, Council will need to evaluate sustainable design options when considering the appropriate site of new industrial operations in order to maximize co-generation and materials sharing opportunities. Promoting sustainability within the Town's industrial areas serves two important functions:

- 1) It reduces local, regional and global environmental impacts; and
- 2) Allows businesses to reduce or offset environmental impacts such as greenhouse gas emissions which could save them money in the future through reduced energy costs and/or if new legislation is put in place that establishes costs or restricts these emissions.

Encouraging industrial businesses to utilize renewable energy sources, design energy efficient businesses, share / reuse materials and prevent pollution creates an industrial environment that benefits both the Town and the industrial businesses.

### **6.2 Goal**

To promote the development of industrial enterprises within the Town.

### **6.3 Policies and Proposals**

Policy ID-1 Council shall encourage the growth of the industrial sector

**Proposals**

- 1) Council will prepare an Industrial Lands Functional Plan which will identify a land use framework, market trends, and operational and enterprise structure to allow for the growth of the industrial sector in a sustainable manner.

**Policy ID-2** Council shall encourage the appropriate location of industrial operations within Town limits.

**Proposals**

- 1) Council will provide sufficient land to support the growth of the St. Stephen Business Park.
- 2) Council will establish the Industrial Designation as shown on Schedule B, the Generalized Future Land Use Map.
- 3) Within the Industrial Designation, Council will establish the Heavy Industrial Zone and the Light Industrial Zone.
- 4) The Heavy Industrial Zone will be used for intensive industrial operations located outside of the St. Stephen Business Park. Council shall not pre-zone any additional areas for Heavy Industrial and only permit new Heavy Industrial uses through the rezoning process.
- 5) When considering an application to rezone properties for additional Heavy Industrial uses, Council shall have specific regard for:
  - a. Type of use and proposed impacts (noise, smoke, fumes, vibrations, etc.);
  - b. Traffic generated;
  - c. Adjacent and nearby land uses;
  - d. Compatibility with surrounding properties;
  - e. Whether there is an appropriate property available within the St. Stephen Business Park; and
  - f. Environmental impacts.
- 6) Council will encourage the relocation of industrial uses which are incompatible with surrounding land uses and shall:
  - a. Consider incentives to assist in relocating industry where possible; and
  - b. Encourage the redevelopment of such lands for other more compatible uses.
- 7) Council will discourage the development of unserviced industrial uses in the Town. Council may consider an unserviced industrial development with rezoning process and require:
  - a. The developer to provide feasible rationale as to why the development is unsuited for the existing fully serviced industrial areas;
  - b. Environmental impacts be minimized; and
  - c. Long term compatibility with adjacent land uses can be secured.
- 8) Council will work with the Regional Service Commission and the Provincial Government to discourage industrial development in unincorporated areas outside the Town limits.

**Policy ID-4** Council shall encourage sustainable or green approaches in all future industrial developments or expansions to existing industrial areas.

**Proposals**

- 1) Council will encourage the sustainable design of all new industrial businesses and operations within Town and any expansion to the existing industrial areas. New industrial operations will be encouraged to:
  - a. Minimize environmental impacts, such as greenhouse gas emissions, pollution of waterways and wetlands and to properly store and dispose of hazardous materials;
  - b. Maximize energy efficiency through site design, building design, building rehabilitation, recycling and reuse of materials, and to locate in areas that provide opportunities for synergies and co-generation with adjacent businesses;
  - c. Utilize renewable energy sources; and
  - d. Maximize the re-use and recycling of materials among industrial operations.
  
- 2) Council will seek to facilitate expansion of the St. Stephen Business Park and other Industrial areas in a way that maximizes the potential for the use of renewable energy sources, synergies, co-generation, reuse and recycling of materials amongst industrial operations.

## **7. COMMUNITY AND INSTITUTIONAL USES**

### **7.1 Preamble**

Areas of community use and institutional development comprise a number of Municipal, Provincial and Federal facilities along with places of worship, parks and recreational facilities throughout the Town. These facilities are vital to the health, the well-being and the ability of the Town to retain existing residents and attract new residents and visitors of all ages and physical abilities. Given a number of issues have been brought forward through public consultation, it would be beneficial for the Town to conduct a Recreation Master Plan or at least an in depth assessment of all Parks, Trails and other recreational facilities. This information would be extremely beneficial in determining the future recreation structure of the Town. Another important study would be of factors which promote age-friendly living initiatives within the Town. Council and Staff should consider this when evaluating public facilities, public programming, walkability and accessibility.

#### **Parkland, Fields and Open Space**

The Town presently features a significant number of sports fields, so many that there is concern over the costs of maintaining all of them. Some residents feel a few of these should be decommissioned so the others can benefit from increased funding. While it is important to have parks, fields and open space dispersed throughout the Town, it may be beneficial to establish a central node for the significant playing fields. The Town will need to establish a hierarchy of these fields based on use, present condition and maintenance costs. From this a determination can be made as to which should be decommissioned.

The two major public parks within the Town are the Elm Street Park and the Dover Hill Park. These trails represent an excellent opportunity to encourage activities and interaction with natural environment. The Town will likely need to secure additional funding for the revitalization of the park and begin to promote the public park as one of the recreational focal points of the Town.

The Dover Hill Park has been well maintained and provides an excellent trail network that connects to the St. Croix River and the Waterfront Walking Trail. In the future, the Town will need to enhance the facilities, amenity areas and encourage increased use of these areas with emphasis on an aging population. As the Town begins to investigate the potential for new trails and active transportation routes, it will be important to ensure not only that appropriate connections to the Waterfront Walking Trail are provided but also that opportunities are explored for the upgrade or development of trails for disabled persons.

Other small parcels of park space are dispersed throughout the Town and are typically used as children's playgrounds. While these facilities are important to recreation, the lack of use of these facilities likely indicates there are too many. The Town will need to assess these parcels and determine whether there are more appropriate uses for these areas such as dog parks or simply preserve them as available green space for any recreational activity.

#### **Recreation Facilities**

The major recreational facilities within the Town are the Garcelon Civic Centre and the Milltown Swimming Pool. The Garcelon Civic Centre is successful with providing for many different forms of activities for all age groups. This facility satisfies the recreational demands of a significant and diverse portion of the population.

## **Schools**

The Town presently features two Elementary Schools, one Middle School and one High School. Management of these facilities are the responsibility of the Province, however, the Town has been responsible for the maintenance of all of the sports fields on the property of the High School. St. Stephens University is also an important asset to the Town. This institution provides a base for post-secondary education within the Town.

## **Health Care Facilities**

The Town is home to County's major Hospital that provides significant benefit to its current residents and ability to draw new residents, particularly of older age groups. This facility is the responsibility of the Province and the Town will need to work with the Provincial Government to ensure the quality of this facility and health care provided is consistently reviewed and improved. There are a number of cemeteries situated within the town. Cremation services are available through a number of existing funeral homes.

## **Libraries**

The Town's public library is presently located at the corner of Milltown Boulevard and King Street. The library used to share its building with the Tourist Bureau. This area also provides a nice amenity area which should not be abandoned if possible. There is potential to further integrate this facility and amenity area with the St. Stephen Farmers Market.

### **7.2 Goal**

To provide the Town with quality parks and trails, recreational facilities and institutional facilities while streamlining the costs associated with maintaining them.

### **7.3 Policies and Proposals**

**Policy CU-1** Council shall provide additional land for open space and trail development where deemed necessary.

#### ***Proposals***

- 1) Council will require all new subdivisions to contribute 8% of its land as Land for Public Purposes. Council will determine the specific use of this land. Council may also accept cash-in-lieu of the 8% dedication of Lands for Public Purposes.
- 2) Where a proposed subdivision directly abuts existing trails and Park space, it will be the intent of Council to acquire Lands for Public Purpose adjacent to these areas to allow for the expansion or enhancement of the trails or open space if deemed necessary.

**Policy CU-2** Council shall encourage the enhancement of existing parks and trails.

#### ***Proposals***

- 1) Council will work with local community groups, the Provincial and Federal Governments to explore options to enhance and promote the Elm Street Park and associated trails.
- 2) Council will pursue the completion and ongoing maintenance of improvements to waterfront development along the St. Croix River, including:
  - a. The downtown waterfront park ('chocolate park');
  - b. Extension of the waterfront park down river to the treatment plant area as part of the redevelopment of the CPR lands and extension upriver along the St. Croix as far as possible.

Town of St. Stephen Municipal Plan By-law

This must be implemented over time as properties or easements are obtained through purchase, public dedication or negotiation;

- c. The informal park area at the Milltown Bridge; and
- d. Use of the abandoned railway rights-of-way in the vicinity of the industrial park on Prince William Street. This should be tied in to the waterfront park system and provide an excellent corridor for walking, hiking, cycling, horseback riding and cross country skiing.

- 3) Council will encourage development or enhancement of appropriate parks and trails to meet the needs of persons with disabilities.

**Policy CU-3:** Council shall consider the decommissioning of underutilized sports fields, greens space and playgrounds to allow for the enhancement of the infrastructure.

***Proposals***

- 1) Council shall initiate a study of all existing facilities to determine usage and maintenance costs in an effort to determine which fields may require decommissioning and which may require enhancement.
- 2) Council shall explore opportunities for cost-sharing, and regional programming of recreational facilities with the Regional Service Commission.

**Policy CU-4** Council shall provide varying opportunities for formalized seniors housing.

***Proposals***

- 1) Council encourages the development of additional nursing homes, other senior's accommodations and health care facilities, as required, which are designed and located to meet the needs of seniors. When receiving an application for this type of development, specific consideration must be given to:
  - a. Proximity to commercial and service establishments;
  - b. Provision for green space and recreation facilities;
  - c. Parking and landscaping; and
  - d. Impact on and compatibility with surrounding land uses.
- 2) Council encourages the development of age appropriate housing. Specifically, Council will:
  - a. Subject to the provisions of the Zoning By-law, provide for garden and in-law suites in single family neighbourhoods.

**Policy CU-5** Council shall ensure quality learning environments and health care facilities.

***Proposals***

- 1) Council will work with the Provincial and Federal Governments to ensure the public schools and programs are properly funded, maintained and sited.
- 2) Council will work with St. Stephen University to encourage growth of the facility in manner that benefits the students, adjacent property owners and the Town.
- 3) Council will work with the Provincial and Federal Governments to ensure the Charlotte County Hospital is properly funded and maintained.
- 4) Council will ensure that all community and institutional services be permitted as conditional uses in the "Residential" or "Commercial" designations. All development applications or building permits shall be reviewed to ensure consideration is given to the following:
  - a. the provision for off-street parking in accordance with the standards contained in the zoning by-law;

Town of St. Stephen Municipal Plan By-law

- b. the provision of public access in consideration of speed limits and adequate sight distances; and
  - c. the protection of adjacent residential uses through controls on signage as well as provision for landscaping or buffering, if required.
- 5) Council will encourage the continued community use of school facilities such as gymnasiums, sports fields, auditoriums, and possibly shop and classroom facilities for adult education courses and for indoor community recreation purposes.
- 6) Council will support the provision of quality health care services for its residents. This includes hospital and ambulance services, as well as the provision for additional nursing home facilities in the future as the population ages.

## 8. FUTURE DEVELOPMENT AREAS

### 8.1 Preamble

There are a number of unserviced properties presently within Town limits and in areas adjacent to the new highway. These lands are considered to be areas for future development, in other words, the Town's Land Bank. It will be important that development not occur on these lands that inhibits the future growth of the Town. This will be increasingly important when the Town looks at annexing additional lands adjacent to the new highway. These areas could face development pressure and Council will need to ensure these properties are developed in an efficient and cost-effective manner.

### 8.2 Goal

To prevent the inefficient and unplanned development of unserviced lands within Town limits.

### 8.3 Policies and Proposals

**Policy FD-1** Council shall preserve any land annexed until it can be assessed for its appropriate use.

#### *Proposal*

- 1) Council will automatically zone lands acquired through annexation as Future Development unless there is an already intended zone for the specific properties(s) as determined by Council.

**Policy FD-2** Council shall appropriately plan for infrastructure improvements and municipal service extensions to the FD (Future Development Areas) Zone in an efficient and cost-effective manner.

#### *Proposals*

- 1) Council will direct the future development of properties under the FD (Future Development Areas) Zone through a systematic and planned system of service extensions.
- 2) Council, prior to development of any FD areas, shall require the preparation of secondary plans, detailing land use and infrastructure installations.

## 9. NATURAL ENVIRONMENT

### 9.1 Preamble

In New Brunswick, environmental regulations are the responsibility of the Province and pertain to development-related issues such as setbacks from wetlands and watercourses. While environmental protection is within the Province's legislative realm, Municipal Plan policies are provided that include initiatives such as designating land to protect the natural environment and to enable regulations for climate change adaptation. These policies will also address flood risk mitigation strategies.

### 9.2 Goal

To protect and enhance the natural environment and to encourage development that employs measures to minimize impacts on the natural environment.

### 9.3 Policies and Proposals

**Policy NE-1** Council shall protect areas of significant scenic, environmental and wildlife habitat value.

#### *Proposals*

- 1) Council will establish an OS (Open Space and Park) Zone to protect:
  - a. areas along watercourses;
  - b. areas with flooding risk;
  - c. areas with significant development constraints;
  - d. areas with significant natural habitat;
  - e. other areas of open space value; and
  - f. wetlands.
- 2) Council will endeavor to ensure that land uses within and abutting lands designated Open Space and Park and other environmentally sensitive areas are compatible with and have minimal impacts on the natural environment.
- 3) Council will protect the water quality of local streams, rivers and significant wetlands by ensuring that all necessary Provincial approvals, including setback regulations from water courses and significant wetlands, have been obtained prior to the issuance of a building permit for development projects.
- 4) When the Town acquires land through the subdivision process or through negotiation, it shall be the intention of Council to give a priority to the following:
  - a. acquiring land adjacent to any watercourses;
  - b. acquiring land adjacent to any floodplain, or natural wetland;
  - c. acquiring land that contains any environmentally sensitive features.
- 5) Council will encourage, partner with and support the work of the St. Croix International Waterway Commission and St. Croix Estuary Project (SCEP) whenever possible.

**Policy NE-2** Council shall encourage development that incorporates sound environmental protection principles.

**Proposals**

- 1) Council will actively participate and promote energy conservation efforts, including renewable energy mechanisms within the community such as, but not limited to, wind power, solar panels, geothermal power as well as building design and orientation.
- 2) Council will continue to monitor the impact of climate change and, where necessary, introduce new standards and operational approaches to reduce potential climate change impacts.
- 3) Council will prepare a climate change vulnerability assessment and adaption plan to inform their mitigative and adaption measures.
- 4) Council will prepare a flood risk mitigation strategy.
- 5) Council will endeavor to protect the quality of the Town's ground water supply. Specifically, Council shall:
  - a. Implement measures to protect the Town's water supply;
  - b. Seek to limit unserviced development;
  - c. Encourage the Provincial government to enforce rigorous standards to protect ground water.
- 6) Council will give consideration to tree retention along with tree planting and landscaping in the approval of new developments.
- 7) Council will prepare an Urban Forest Plan which will be used to inventory existing trees and shrubs in the public domain and will establish a comprehensive maintenance program.

**Policy NE-3** Council shall encourage the development of existing Brownfields within the Town limits.

**Proposals**

- 1) Council will encourage and work with the Provincial and Federal Government to develop new standards and legislation that promote the development of contaminated properties (brownfields).
- 2) Council will work with the Provincial and Federal Governments and appropriate funding agencies to identify more opportunities for redevelopment of existing brownfield sites in the Town.

## 10. REVITALIZATION OF THE DOWNTOWN

### 10.1 Preamble

The southern portion of King Street and western portion of Milltown Boulevard have traditionally been the commercial centre of St. Stephen and are acknowledged to be the Downtown of the community. The traditional congestion of these streets has been significantly reduced with the development of the new border crossing and realignment of Route 1. This has provided an opportunity to revitalize this important area of town by attracting new businesses, residents and development to the downtown.

### 10.2 Goal

To enhance the appearance of and promote the revitalization of the Downtown.

### 10.3 Objectives and Policies

**Policy DT-1** Council shall proactively pursue initiatives and projects to improve the Downtown Streetscape.

#### *Proposals*

- 1) Council will develop plans for the functional aesthetic improvements to the Downtown. Specific initiatives that will be explored include:
  - a. widening of sidewalks;
  - b. development and requirements for active transportation facilities;
  - c. enhancements to activate the public realm such as, but not limited to, the addition of benches, outdoor patio spaces, and parklets;
  - d. improving connections to the waterfront;
  - e. burying of power lines;
  - f. encouraging façade improvements;
  - g. lighting; and
  - h. interactive public art.
- 2) When assessing improvements to the Downtown Streetscape, Council will encourage the creation of vibrant places that will draw additional residents, visitors and businesses to these areas.

**Policy DT-2** Council shall encourage the improved design of existing and new developments in the Downtown Commercial Area.

#### *Proposals*

- 1) Council will seek ways to create monetary incentives who undertake improvements to the façade and/or design of their existing buildings and overall sites in the Downtown
- 2) Council will implement measures in the Zoning By-law for the Downtown that will:
  - a. apply setbacks to maintain a continuous street wall; and
  - b. promote mixed use developments.

**Policy DT-3** Council shall preserve the heritage components of King Street.

***Proposal***

- 1) The area lying along the west side of King Street from McColl Street to Queen Street has a concentration of older stately homes. In this area, Council will permit these residences to be converted to commercial or office use provided that the following conditions are met:
  - a. the exterior appearance is maintained as residential;
  - b. signage is restricted to small, wall-mounted or ground signage in keeping with the character of the property; and
  - c. all off-street parking is provided at the rear of the building.

## **11. TRANSPORTATION**

### **11.1 Preamble**

The Town's main focus from a transportation perspective is its roadway and sidewalk network, which are maintained through an ongoing maintenance program. The realignment of NB Route 1 has enabled large volumes of traffic to flow around the town and thereby reducing the impact on town streets. Access to the Town's roadway network is provided at interchanges located at Church Street and Route 3, leading to an increased role for these streets.

In addition to maintaining routes for vehicle traffic, sidewalks and trails are also provided and maintained by the Town to accommodate non-motorized transportation such as pedestrian and cycling use. Opportunities exist for increased accommodation of active transportation within the Town. The feasibility of a coastal trail which would connect the East Coast Trail in Maine with the Great Canadian Trail in Saint John has been evaluated and is being considered at a regional level. A portion of the trail system already exists within the Town and forms an important linkage, should the Coastal Trail be developed in the future. Regardless, the existing trail network within the Town is important in the consideration of active transportation initiatives.

In addition to roadway transport, the Town is responsible for the administration of the Giddens Municipal Airport located outside the Town, which serves government and private users. If an opportunity arises, the Town may explore the sale of the airport infrastructure. With increased air traffic in the area and larger aircraft using the facility, the Council may consider annexation of the lands around the airport to continue to maintain a level of control over expansion and use. The Town also has access to marine and rail modes of transport with access through the Bayside Port located north of St. Andrews and rail service provided by New Brunswick Southern Railway with a branch line from McAdam. Access to these transportation modes can be an advantage in attracting and growing businesses in the area.

### **11.2 Goal**

To provide and maintain a roadway transportation network to support pedestrian, vehicular and non-motorized traffic and to work to promote and retain air, rail and marine transportation services serving St. Stephen.

### **11.3 Policies and Proposals**

**Policy T-1** Council shall maintain and expand the Town's transportation network to accommodate motorized and non-motorized users.

#### ***Proposals***

- 1) Council will maintain the Town's roadway, sidewalk and trail network.
- 2) Council will require that adequate parking be provided in conjunction with new developments.
- 3) Council will work with the downtown business community in providing parking in the downtown core
- 4) When undertaking roadway reconstruction or resurfacing projects under the Town's capital works program, Council will consider and provide active transportation infrastructure.

**Policy T-2** Council shall endeavor to maximize the benefits that the St. Stephen Municipal Airport provides.

***Proposals***

- 1) Council will maintain and upgrade the airport as required.
- 2) Council will promote the airport as a strategic consideration in attracting business to the Town and Charlotte County.
- 3) Given the regional nature of the airport, Council will communicate with surrounding municipalities regarding the importance of the airport.
- 4) If beneficial, Council may explore the sale of the Airport for economic purposes.

**Policy T-3** Council shall maintain and promote marine and rail transportation.

***Proposals***

- 1) Council will work with the Port of Bayside to promote marine transport to serve the region.
- 2) Council will work with the New Brunswick Southern Railway in the provision of rail service to industries and businesses within the Town.

## **12. MUNICIPAL INFRASTRUCTURE**

### **12.1 Preamble**

The Town is responsible for water supply and distribution, sanitary sewer collection and treatment, and stormwater management and. These services are important in maintaining the quality of life within the Town.

### **12.2 Goal**

To maintain and extend the Town's infrastructure to support existing development and future growth.

### **12.3 Policies and Proposals**

**Policy I-1** Council shall maintain and extend the Town's infrastructure system to accommodate existing development and to support new development.

#### ***Proposals***

- 1) Council will continue upgrading the Town's water system with a focus on replacing older sections of water main that are prone to breaks and smaller diameter sections of water main.
- 2) Council will continue upgrading the Town's sanitary sewer collection systems with the focus being the separation of combined sewers that handle both sanitary sewage and stormwater.
- 3) Council will continue to work through its Town Engineers and its Public Works Department to implement and revise its Five Year Program for street upgrading and to ensure that it is coordinated with the water and sewer system upgrading.
- 4) Council will permit such utility uses where required provided adequate provision has been made to make the use compatible with, or screened from, adjacent uses. Some uses which have related office, storage or warehousing operations should be considered under the commercial or industrial zoning considered most appropriate for the particular use.
- 5) Council will liaise with officials of NB Power and telecommunication companies regarding the provision of power, telephone and wireless technology services to the Town.
- 6) Council will consider and explore non-intrusive means to facilitate the installation of communication towers.
- 7) Council will establish a utility zone to accommodate public and private utility operations and railway trackage and spur lines.
- 8) Council will prepare an asset management program which will inventory all existing assets, allow for the integration of new assets and enable effective and efficient means to maintain all public assets

## **13. PROTECTIVE SERVICES**

### **13.1 Preamble**

The Town is responsible for fire protection and policing within St. Stephen. The Fire Department provides fire protection and associated services for the Town. Policing services are provided through a contract with the RCMP.

### **13.2 Goal**

To provide fire protection and police services to protect life and property within the Town.

### **13.3 Policies and Proposals**

**Policy PS-1** Council shall provide fire protection and policing service to Town residents and businesses.

#### ***Proposals***

- 1) Council shall ensure the Town's transportation network provides safe and efficient access between the fire station location and points within the Town.
- 2) Council shall continue to liaise with the Province and RCMP to ensure the Town's needs with respect to policing services are being met

## **14. CULTURE AND HERITAGE**

### **14.1 Preamble**

Culture and heritage are key elements that add to the sense of community and quality of life within a municipality. With the national shift in demographics to an older and more diverse population, increased importance is being placed on culture and heritage as factors that influence the choice of community people live in. Given this, preserving and enhancing heritage buildings and structures within a municipality and developing cultural resources are important factors in developing sustainable communities.

### **14.2 Goal**

To protect St. Stephen's architectural and built heritage and foster cultural development.

### **14.3 Policies and Proposals**

**Policy CH-1** Council shall promote and preserve the architectural heritage of St. Stephen.

#### ***Proposals***

- 1) Council will encourage the maintenance and preservation of architecturally and historically significant buildings.
- 2) Council will promote the re-use of historical buildings within the Town.
- 3) Council will explore the feasibility of developing Heritage Preservation Guidelines.

**Policy CH-2** Council shall promote cultural development within St. Stephen.

#### ***Proposal***

- 1) Council will foster and support the growth and diversity of cultural activities within St Stephen.

## **15. PLANNING ADMINISTRATION AND IMPLEMENTATION**

### **15.1 Preamble**

In accordance with the Community Planning Act, the adoption of this Municipal Plan does not commit Council to undertake any of the projects or actions contained herein. However, Council cannot take any action which would, in any manner, be in conflict with the Municipal Plan.

This Municipal Development Plan shall be implemented by means of powers conferred upon Council by the Community Planning Act, the Municipalities Act and such other applicable provincial statutes. It shall also be the intention of Council to monitor the implementation of the plan and conduct a Plan Review at least every ten years to assess the need for amendments to the Municipal Plan and associated development

### **15.2 Goal**

To ensure that all future development is carried out within the general intent of the policies of the Municipal Plan.

### **15.3 Policies and Proposals**

**Policy PA-1** Council shall direct staff to effectively implement this plan in a consistent and ongoing basis under the general direction of Town Council.

#### ***Proposals***

- 1) Council shall implement this Municipal Plan through its powers in accordance with authority conferred upon Council by the Community Planning Act, the Local Governance Act and other applicable provincial statutes.
- 2) Council will require amendments to the policies and proposals of this Plan or to the Generalized Future Land Use Map under the following circumstances:
  - a. where any policy is to be changed; or
  - b. where there is a request for an amendment to the zoning bylaw which is not permitted by this Plan and subsequent studies show that the policies of the Plan should be amended.
- 3) More specifically, Council may consider undertaking a review to determine if the land use designations are still appropriate, in the following instances:
  - a. where central municipal sewer and water services or roadways are extended to service lands not formerly served; or
  - b. where Council has determined that there is valid reason to consider change based on special studies and /or reports completed.
- 4) In accordance with Section 27 of the Community Planning Act, this Plan may be reviewed when the Minister or Council deems it necessary, and in any case ,not later than ten years from the date of its coming into force or from the date of its last review.
- 5) Council will consider the location of proposed roads on the Generalized Future Land Use Map as approximate and for conceptual purposes to assist with guiding new development. Adjustments to the location of these roads shall not require a Plan amendment.

- 6) Council shall review the Zoning By-Law to ensure compliance with this Municipal Development Plan. Furthermore, Council shall consider reviewing, from time to time, the following documents:
  - a. the building by-law;
  - b. the zoning by-law;
  - c. the subdivision by-law; and
  - d. the municipal and servicing standards.
- 7) Council shall ensure that all amendments to the Zoning By-Law are in compliance with this Municipal Plan.
- 8) In considering applications that go before Council or the Planning Advisory Committee for amendments to the zoning by-law, subdivision approval, variance, and/or the imposition of terms and conditions, Council and/or the Committee, in addition to all other criteria as set out in the various policies of this Plan, shall have appropriate regard for the following applicable matters:
  - a. that the proposal is in conformity with the intent of this Plan and with the requirements of all other municipal by-laws and regulations;
  - b. that the proposal is not premature or inappropriate by reason of:
    - i. the financial capability of the Town to absorb any costs relating to the development;
    - ii. the adequacy of central or on-site sewerage and water supply services; storm drainage measures;
    - iii. the adequacy or proximity of school, recreation or other community facilities;
    - iv. the adequacy of road networks leading to, adjacent to or within the development.
  - c. that controls are placed on the proposed development where necessary, so as to reduce conflict with any adjacent or nearby land uses by reason of:
    - v. the type of use;
    - vi. the height, bulk and lot coverage of any proposed building;
    - vii. traffic generation, access to and from the site and parking;
    - viii. open storage;
    - ix. signs; and
    - x. any other relevant matter of planning concern.
  - d. that the proposed site is suitable in terms of steepness of grades, soil and geological conditions, location of watercourses, marshes or bogs and susceptibility of flooding as well as any other pertinent matter of environmental concern.
  - e. that the proposal meets all necessary consideration in respect of public health and safety and that the site design meets all fire protection and access considerations.
- 9) It is not intended that all lands shall be pre-zoned for specific uses. Rather, in order to give Council a greater degree of control, the Plan provides that certain land uses shall be considered only as amendments to the zoning by-law or in certain instances pursuant to the imposition of terms and conditions. Such amendments and the imposition of terms and conditions shall only be considered if they meet the policies found within this Plan.

**Policy PA-3** Council shall ensure that the planning process is an open and consultative process providing public awareness and participation.

### ***Proposals***

- 1) In recognition of continued public involvement in the process of change in the community, it shall be the intention of Town Council to establish public notification requirements in respect to proposed amendments to this Plan and/or the Zoning Bylaw beyond those dictated in the Community Planning Act, as well as the various approval processes for which the Planning Advisory Committee is responsible.

**Policy PA-4** Council shall use this Municipal Plan for guidance in its capital budgeting in accordance with the requirements of the *Community Planning Act*.

***Proposals***

- 1) Council shall ensure that the five-year capital budgeting program and all major public works and capital expenditures are determined in consultation with the Municipal Plan.
- 2) Council may append a five-year capital budget for the physical development of the municipality to this Plan as Schedule "B".

## 16. REPEAL AND TRANSITION

By-Law No. M-1, Town of St. Stephen Municipal Plan By-Law, enacted on May 16, 2011 and all amendments are hereby repealed.

The repeal of By-Law No. M-1, Town of St. Stephen Municipal Plan By-Law, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceedings for enforcing the same completed or are pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing, or pending at the time of repeal.

READ FIRST TIME:

READ SECOND TIME:

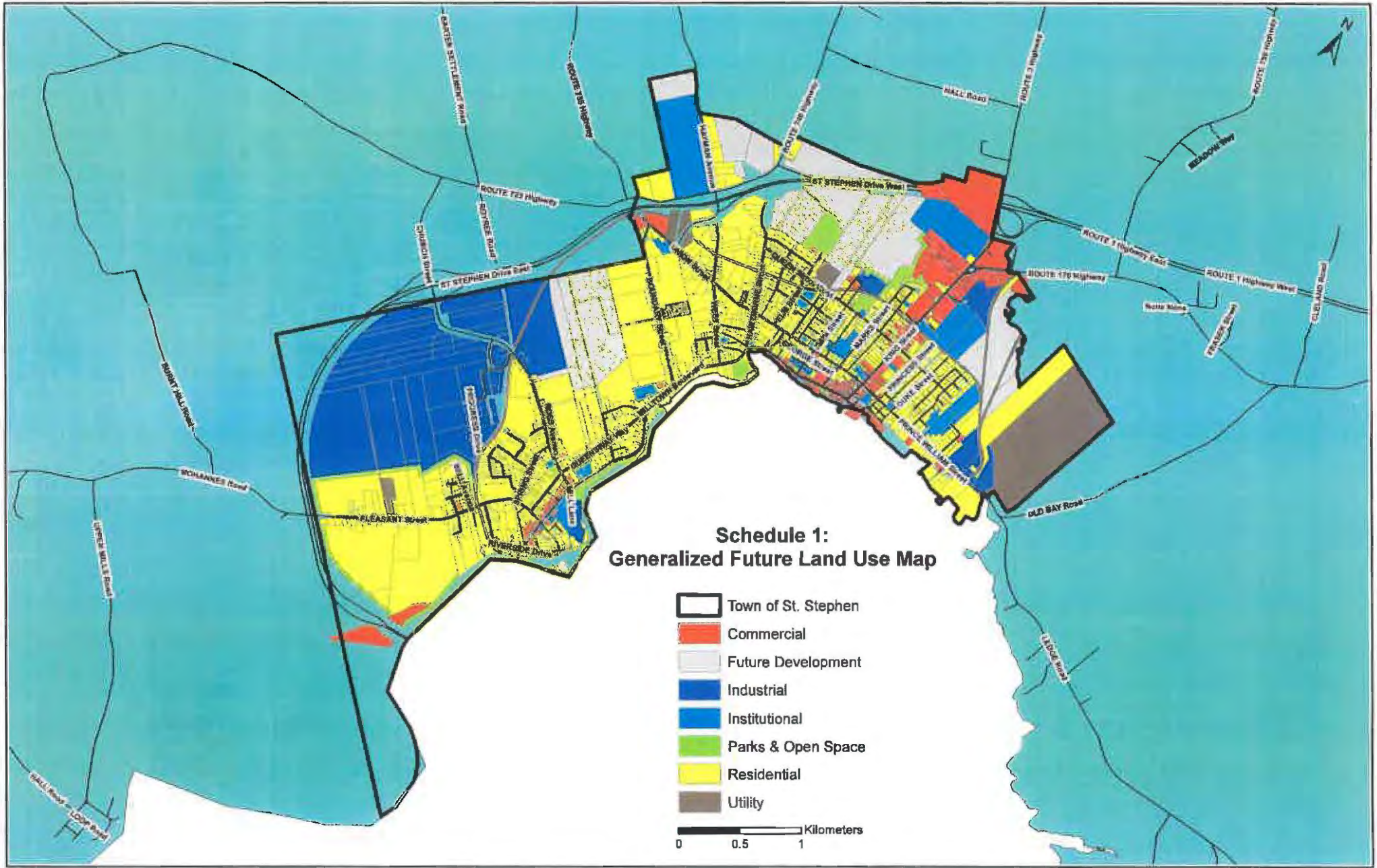
READ THIRD TIME AND ENACTED:

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Mayor

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Town Clerk



**PROCLAMATION**  
**PURPLE DAY FOR EPILEPSY**

**WHEREAS** Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world; and

**WHEREAS** epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide, and 42 people in Canada are diagnosed every day; and

**WHEREAS** one in ten persons will have at least one seizure during his or her lifetime; and

**WHEREAS** the public is often unable to recognize common seizure types, or how to respond with appropriate first aid; and

**WHEREAS** Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally

**NOW THEREFORE**, I, Allan MacEachern, Mayor of the Town of St. Stephen, do hereby proclaim March 26, 2020, "Purple Day" in the Town of St. Stephen, in an effort to raise awareness of epilepsy in Canada.

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

DATE: February 24, 2020

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

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

**REGULAR COUNCIL MEETING**

**THAT** the Minutes of the Regular Council meeting held on January 27, 2020 be approved as circulated.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 27, 2020 @ 7:00 P.M.**

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

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

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

01/20 **THAT the Agenda be approved as circulated. CARRIED**

4. **CONFLICT OF INTEREST**

Councillor Hyslop declared a conflict of interest on the motion "Purchase and Sale – PID # 1305705 (120 Milltown Boulevard) noted as 14(g) under New Business as previously declared on Form 3 "Statement Disclosing a Conflict of Interest" and filed with the Town Clerk on January 15, 2020, and left Council Chambers during the vote on the motion.

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

There were no reading of petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Parker  
Seconded by Councillor Harding

02/20 THAT the Minutes of the Regular Council meeting held on December 16, 2019 be approved as circulated. CARRIED

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

03/20 THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to November 30, 2019 be received. CARRIED

PAID BILLS

Moved by Councillor Wheaton  
Seconded by Councillor Harding

04/20 THAT the paid bills in the amount of \$3,112,870.36 (three million, one hundred twelve thousand, eight hundred and seventy dollars and thirty-six cents) be received. CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Hyslop  
Seconded by Councillor Chisholm

05/20 THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on January 15, 2020 be approved as circulated. CARRIED

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Harding  
Seconded by Councillor Chisholm

06/20 **THAT** the following staff reports for the month of December 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services.  
**CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

RESCINDING OF JAWS OF LIFE POLICY

Moved by Councillor Parker  
Seconded by Deputy Mayor Carr

07/20 **THAT** the Council of the Town of St. Stephen rescinds the ' Jaws of Life" Policy No. 48. **CARRIED**

COMMUNITY GRANTS FUND

Moved by Deputy Mayor Carr  
Seconded by Councillor Chisholm

08/20 **THAT** the Council of the Town of St. Stephen approves the following community grants:

Boys & Girls Club of Charlotte County Inc.	\$ 5,000
Charlotte County Museum (Insurance)	\$ 2,500
Chocolate Fest Inc.	\$ 1,500
The Chocolate Museum	\$ 6,000
Charlotte County Alternative Transportation Association	\$ 3,000
Ganong Nature Park - Charlotte County Fall Fair (plus in kind up to \$4,000)	\$ 2,000
Ganong Nature Park - Lumberjack Championship (plus in kind up to \$4,000)	\$ 1,000
Charlotte County Ground Search and Rescue	\$ 2,500
Saint John Regional Hospital Foundation	\$ 3,000
The Charlotte County Hospital Foundation Inc.	\$ 3,000
St. Stephen Rural Cemetery	\$ 3,000

St. Croix Theatre Company	\$ 500
Charlotte County IWK Committee (Garcelon Civic Center Rental)	\$ 1,100
International Festival	\$ 5,000
Charlotte County SPCA	\$ 1,000

**AND THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign "Confirmation of Support from Municipal Government or Equivalent Authority" forms as part of the federal grant applications submitted by the Ganong Nature Park on behalf of the Charlotte County Fall Fair and Lumberjack Championship, which outline the "in kind" support, as well as the grant of \$2,000.00 (two thousand dollars) and \$1,000.00 (one thousand dollars), respectively, as above-noted. **CARRIED**

**LOCAL PLANNING SERVICES – SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION**

Moved by Councillor Hyslop  
Seconded by Councillor Wheaton

**09/20** **THAT** the Council of the Town of St. Stephen approves planning and development services to be contracted out to the Southwest New Brunswick Service Commission (SNBSC), and authorizes the Mayor and Town Clerk to execute the Local Planning Services Agreement with SNBSC, in the form presented to Council. **CARRIED**

**PURCHASING POLICY NO. 3A – PURCHASE ORDER REQUIREMENTS**

Moved by Councillor Parker  
Seconded by Councillor Harding

**10/20** **THAT** the Council of the Town of St. Stephen authorizes a moratorium on the requirements for Purchase Orders as currently contained in Purchasing Policy No. 3A until such time as a new procurement policy is adopted by Council. **CARRIED**

**AWARDING OF TENDER: SOLID WASTE AND RECYCLING COLLECTION AND DISPOSAL SERVICES – TENDER # TOSS19-10**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

**11/20** **THAT** of the two (2) tenders received, the tender for the annualized sum of \$188,663.28 (one hundred and eighty-eight thousand, six hundred and sixty-three dollars and twenty-eight cents), including HST, from Southern Sanitation Ltd. of Oak Bay, NB, for solid waste and recycling collection services for the period of February 1, 2020 to October 31, 2023, be accepted subject to the terms and conditions of the tender and vendor's proposal. **CARRIED**

**COASTAL LINK TRAIL – UPGRADES**

Moved by Councillor Chisholm

Seconded by Councillor Harding

12/20

**THAT** the Council of the Town of St. Stephen accepts the offer from Coastal Link Trail Inc. to cover the costs for upgrades to the Waterfront Trail as outlined in the report from Dillon Consulting Limited, in the form presented to Council.

**AND THAT** Council approves the following trail surface:

- Segment 1 (International Border to Town Wharf) – Paved Asphalt Surface
- Segment 2 (Town Wharf to Dennis Stream Bridge) – Paved Asphalt Surface
- Segment 3 (Beyond Dennis Stream Bridge) – Paved Asphalt Road Shoulder

**CARRIED**

**PURCHASE AND SALE – PID # 1305705 (120 MILLTOWN BOULEVARD)**

Moved by Councillor Parker

Seconded by Councillor Wheaton

13/20

**WHEREAS** the Council of the Town of St. Stephen, at its closed session on January 15, 2020, as per Section 68(1)(d) of the NB *Local Governance Act*, reviewed and accepted the proposal from Sweeney International Marine Corp. (SIMCorp) for the purchase of property located at 120 Milltown Boulevard and known as PID # 1305705.

**NOW THEREFORE BE IT RESOLVED THAT** Council authorizes the Mayor and Town Clerk to execute all documentation deemed necessary by legal counsel to complete the transaction. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Carr**

- Attended all Town meetings.
- Attended the Mayor's Levee.

**Councillor Hyslop**

- Attended the Mayor's Levee.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended a junior hockey game.
- Attended the grand opening of the St. Stephen Middle School Theatre.
- Attended all Town meetings.
- Attended Canada 1<sup>st</sup> Basketball Committee meetings to discuss Phase II with the consultant who was impressed with the town and the basketball court.

Councillor Parker

- Attended all Town meetings.
- Attended meetings with the St. Croix Librarian on the storage room renovations.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Dialogue NB meeting.
- Attended the Mayor's Levee.
- Attended several planning sessions for preparation of St. Stephen's 150<sup>th</sup> anniversary in 2021 and the first meeting is scheduled for Wednesday, February 5<sup>th</sup> @ 10:00 a.m. at the Garcelon Civic Center.
- Attended the grand opening of the St. Stephen Middle School Theatre.
- Attended one of the ongoing monthly fundraising dinners at the St. Stephen Legion.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended a production of the St. Croix Theatre Company.
- Attended a Southwest NB Transit Authority Inc. board meeting which is still very active and recognizes the need for transportation services.

Councillor Harding

- Attended all Town meetings.
- Spoke with several people and will continue to do so in the hopes of saving the Milltown Generating Station.

Councillor Chisholm

- Attended the Mayor's Levee.
- Attended two Wall of Fame meetings in preparation for this year's banquet and induction ceremony.
- Attended all Town meetings.

Mayor MacEachern

- Attended the Mayor's Levee.
- Attended CEDC meetings.
- Attended a meeting at the Garcelon Civic Center hosted by NB Power on the Milltown Generating Station and was very disappointed that an agreement with the Department of Fisheries and Oceans to decommission the damn had already been signed.
- Attended a strategic planning session with Charlotte County mayors.
- Attended the grand opening of the St. Stephen Middle School Theatre.

16. QUESTION PERIOD

There were no questions from the public.

17 ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

**14/20** THAT the meeting adjourn at 7:20 p.m. **CARRIED**

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Mayor

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Town Clerk

**AGENDA**  
**ST. STEPHEN TOWN COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, JANUARY 27, 2020 @ 7:00 P.M.**

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
  - (a) Regular Council Meeting – December 16, 2019
8. ACCOUNTS
  - (a) Statements of Revenue and Expenditure to November 30, 2019
  - (b) Paid Bills
9. COMMUNICATIONS
  - COMMUNICATION FOR INFORMATION
  - COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

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

11. STAFF REPORTS

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

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Rescinding of Jaws of Life Policy  
(b) Community Grants Fund  
(c) Local Planning Services – Southwest New Brunswick Service Commission  
(d) Purchasing Policy No. 3A – Purchase Order Requirements  
(e) Awarding of Tender: Solid Waste and Recycling Collection and Disposal Services – Tender # TOSS19-10  
(f) Coastal Link Trail – Upgrades  
(g) Purchase and Sale – PID # 1305705 (120 Milltown Boulevard)

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

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

DATE: February 24, 2020

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

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

**PAID BILLS**

**THAT** the paid bills in the amount of \$1,243,156.18 (one million, two hundred and forty-three thousand, one hundred and fifty-six dollars and eighteen cents) be received.

**Town of St. Stephen**  
**BNK4 - Civic Center Bank Account**  
Cheques from 000001 to 000053 dated between 01-01-2020 and 01-31-2020

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**CHEQUE REGISTER**

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Printed: 9:31:50AM 02/20/2020

Page 1 of 1

<b>Number</b>	<b>issued</b>		<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
000051	01/21/2020	TOWN OF ST. STEPHEN	33,000.00	A/P	OUT-STD	01/21/2020
	33000.00	CC-FUNDTRANSFER-TO GENERAL (	33,000.00			
		<b>Cheque Totals Issued:</b>	<b>33,000.00</b>			
		<b>Void:</b>	<b>0.00</b>			
		<b>Total Cheques Generated:</b>	<b>33,000.00</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  
 BNK5 - Interim No.1-GCF  
 Cheques from 000001 to 000039 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed 9:32:28AM 02/20/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000030	01/14/2020 KING CONSTRUCTION LTD. 6926 Garcalon Interior Fit-Up	72,530.50 72,530.50	A/P	OUT-STD	01/14/2020
000031	01/27/2020 KING CONSTRUCTION LTD. 6944 Garcalon Interior Fit-Up	53,762.50 53,762.50	A/P	OUT-STD	01/27/2020
000032	01/29/2020 FUNDY CONTRACTORS LIMITED 7011G Claim 12 RI Project#17-5356 Water Main and Utility	1,680.00 1,680.00	A/P	OUT-STD	01/29/2020
000035	01/31/2020 SOUTHWEST CONCRETE & CONS LTD IN000008425 Elm Park-Extension of Sanitary Sewer	7,955.33 7,955.33	A/P	OUT-STD	01/31/2020
<b>Cheque Totals Issued:</b>		<b>135,928.33</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>135,928.33</b>			
<b>Total # of Cheques Listed:</b>		<b>4</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK6 - Interim No.1-UCF  
 Cheques from 000001 to 000038 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:33:03AM 02/20/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000033	01/29/2020 FUNDY CONTRACTORS LIMITED 7011G Claim 12 R1* Project#17-5356 Water Main and Utility	4,320.00 4,320.00	A/P	OUT-STD	01/29/2020
000034	01/31/2020 SOUTHWEST CONCRETE & CONS LTD IN000008425* Elm Park-Extension of Sanitary Sewer	6,250.62 6,250.62	A/P	OUT-STD	01/31/2020
<b>Cheque Totals Issued:</b>		<b>10,570.62</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>10,570.62</b>			
<b>Total # of Cheques Listed:</b>		<b>2</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK8 - Interim No.3-UCF  
 Cheques from 000001 to 000015 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:33:47AM 02/20/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000011	01/14/2020 FUNDY CONTRACTORS LIMITED Claim 1	47,925.06 47,925.06	A/P	OUT-STD	01/14/2020
	Project#19-9772 Waterfront Enhancem				
000012	01/28/2020 DILLON CONSULTING LIMITED 210661	20,896.84 20,898.84	A/P	OUT-STD	01/28/2020
	Waterfront Enhancements				
<b>Cheque Totals Issued:</b>		<b>68,823.90</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>68,623.90</b>			
<b>Total # of Cheques Listed:</b>		<b>2</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK9 - Credit Card Clearing (Bank)**  
 Cheques from 000001 to 000068 dated between 01-06-2020 and 02-07-2020

**CHEQUE REGISTER**

Printed: 9:39:26AM 02/20/2020

Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
000024	01/06/2020 DOOLYS-VISA CHAMBERMIXER GG-MAYOR-CHAMBER MIXER	6.05 6.05	A/P	CLEARED	01/06/2020
000025	01/06/2020 FIRE ENGINEERING-VISA 2575612020 PS-FIRE-YEAR SUBSCRIPTION	46.43 46.43	A/P	CLEARED	01/06/2020
000026	01/06/2020 PITA PIT-VISA 154369 GG-MAYOR-MEETING	30.07 30.07	A/P	CLEARED	01/06/2020
000027	01/07/2020 ATLANTIC SUPERSTORE-VISA DECEMBER032019 GG-EVENTS-STAFF CHRISTMAS DIN DECEMBER062019 CC-CANTEEN-COOKES, MAYONAISE DECEMBER072019 GG-EVENTS-SANTA'S ARRIVAL SUPI NOVEMBER262019 CC-CANTEEN-NOVEMBER 28/19 CA	210.04 91.83 11.49 35.20 71.52	A/P	CLEARED	01/31/2020
000028	01/07/2020 CANADIAN TIRE-VISA DECEMBER112019 CC-CANTEEN-PANINI PRESS, BLEN	405.85 405.85	A/P	CLEARED	01/31/2020
000029	01/07/2020 DOLLARAMA-VISA DECEMBER032019 GG/CC-CIVIC/EVENTS-CHRISTMAS I DECEMBER032019* CC-CANTEEN-KITCHEN SUPPLIES DECEMBER052019 GG-EVENTS-SANTA'S ARRIVAL SUPI DECEMBER112019 CC-CANTEEN-CHOCOLATE BARS NOVEMBER172019 GG-EVENTS-PACKING TAPE, CABLE NOVEMBER232019 GG-EVENTS-SANTA PARADE LIGHTS NOVEMBER252019 GG-EVENTS-LIGHTS, TAPE FOR CHI NOVEMBER252019* GG-EVENTS-CHRISTMAS ITEMS FOI NOVEMBER252019** CC-CANTEEN-CHOCOLATE BARS NOVEMBER262019 GG-EVENTS-CHRISTMAS DECORAT NOVEMBER272019 GG-EVENTS-NOVEMBER 27/19 EVEI NOVEMBER282019 CC-CANTEEN-PARCHMENT, FOIL RC	860.11 166.06 188.27 59.92 94.30 12.94 11.56 11.21 77.05 132.02 33.18 58.65 14.95	A/P	CLEARED	01/31/2020
000030	01/07/2020 GIANT TIGER-VISA DECEMBER052019 GG-CIVIC/EVENTS-STAFF CHRISTM NOVEMBER132019* CC-EVENTS-CATERING FSS LUNCH NOVEMBER172019 GG-EVENTS-BLANKETS FOR FLOAT NOVEMBER192019 GG-EVENTS-SANTA'S ARRIVAL SUPI NOVEMBER222019 GG/CC-EVENTS/CANTEEN-CHRISTM NOVEMBER252019 GG-EVENTS-LIGHTS FOR FLOAT	153.77 53.04 8.30 8.63 56.72 15.60 11.48	A/P	CLEARED	01/31/2020
000031	01/07/2020 NEW BRUNSWICK LIQUOR CORP.-VISA DECEMBER022019 CC-CANTEEN-LIQUOR FOR BAR	1,002.76 1,002.76	A/P	CLEARED	01/31/2020
000032	01/07/2020 PIZZA DELIGHT-VISA DECEMBER032019 GG-EVENTS-VOLUNTEER CHRISTM	150.00 150.00	A/P	CLEARED	01/31/2020
000033	01/07/2020 THE 5 KINGS BREW PUB-VISA DECEMBER032019 GG-EVENTS-STAFF CHRISTMAS PAI	200.00 200.00	A/P	CLEARED	01/31/2020
000034	01/07/2020 TIM HORTONS-VISA DECEMBER032019 GG-EVENTS-STAFF CHRISTMAS/VO DECEMBER052019 GG-EVENTS-CHRISTMAS PARTY VO	200.00 150.00 50.00	A/P	CLEARED	01/31/2020
000035	01/07/2020 TRA CASH & CARRY-VISA NOVEMBER302019 GG/CC-CHRISTMASPARTY/CANTEEI	990.15 990.15	A/P	CLEARED	01/31/2020
000036	01/07/2020 WAL-MART-VISA DECEMBER022019 GG-EVENTS-STAFF CHRISTMAS PAI	200.18 200.18	A/P	CLEARED	01/31/2020
000037	01/08/2020 ADOBE INC.-VISA	281.02	A/P	CLEARED	01/08/2020

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\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK9 - Credit Card Clearing (Bank)**  
 Cheques from 000001 to 000068 dated between 01-06-2020 and 02-07-2020

**CHEQUE REGISTER**

Printed: 9:39:26AM 02/20/2020

Page 2 of 3

Number	Issued	Amount	SC	Status	Status Date
	NOVEMBER142019 CC-CAO-OEN YEAR ACROBAT PRO :	281.02			
000038	01/08/2020 ICMA-VISA	68.30	A/P	CLEARED	01/08/2020
	NOVEMBER212019 GG-CAO-MEMBERSHIP	68.30			
000039	01/08/2020 PENGUIN MANAGEMENT, INC.-VISA	1,526.73	A/P	CLEARED	01/08/2020
	DECEMBER012019 PS-FIRE-EDISPATCHES ONE YEAR F	1,526.73			
000040	01/08/2020 PITA PIT-VISA	15.66	A/P	CLEARED	01/08/2020
	DECEMBER102019 GG-CAO-BUDGET 2020 WORKING LI	15.66			
000041	01/08/2020 SCOTIABANK-VISA	75.00	A/P	CLEARED	01/08/2020
	JRENAUDANNUALFEE GG-VISA-ANNUAL FEE	75.00			
000042	01/31/2020 GANONG CHOCOLATIER-VISA	36.26	A/P	CLEARED	02/29/2020
	DECEMBER232019 GG-CIVIC-MEETING WITH LIBERAL F	36.26			
000043	01/31/2020 TIM HORTONS-VISA	4.24	A/P	CLEARED	02/29/2020
	JANUARY142020 GG-MAYOR-MEETING WITH NB POW	4.24			
000044	01/31/2020 A DIFFERENT DRUMMER BOOKS-VISA	38.85	A/P	CLEARED	02/06/2020
	DECEMBER232019 GG-CAO-PROFESSIONAL DEVELOPI	38.85			
000045	01/31/2020 BELLALIAN-VISA	118.43	A/P	CLEARED	02/06/2020
	JANUARY06220** GG-CAO-APPLE CABLE USB-A TO LI	118.43			
000046	01/31/2020 BOSTON PIZZA-VISA	49.22	A/P	CLEARED	02/06/2020
	DECEMBER112019 GG-CAO-LUNCH MEETING	49.22			
000047	01/31/2020 CAMA-VISA	327.75	A/P	CLEARED	02/08/2020
	JANUARY102020 GG-CAO-CAMA MEMBERSHIP	327.75			
000048	01/31/2020 CANADAHELPS.ORG-VISA	25.00	A/P	CLEARED	02/06/2020
	DECEMBER192019 GG-CIVIC-IN MEMORY OF DONATIOI	25.00			
000049	01/31/2020 ICMA-VISA	101.30	A/P	CLEARED	02/06/2020
	DECEMBER182019 GG-CAO-KRYTERION WEBASSESSC	101.30			
000050	01/31/2020 PITA PIT-VISA	15.66	A/P	CLEARED	02/06/2020
	JANUARY092020 GG-CAO-LUNCH MEETING	15.66			
000051	01/31/2020 THE 5 KINGS BREW PUB-VISA	129.72	A/P	CLEARED	02/06/2020
	DECEMBER182019 GG-CAO-KITCHEN STAFF CHRISTM	129.72			
000052	01/31/2020 TIM HORTONS-VISA	11.18	A/P	CLEARED	02/06/2020
	JANUARY112020 GG-CAO-LUNCH MEETING	11.18			
000053	02/05/2020 4IMPRINT CANADA-VISA	47.05	A/P	CLEARED	02/06/2020
	DECEMBER182019 GG-EVENTS-CLOTHING	47.05			
000054	02/05/2020 AMAZON MARKETPLACE-VISA	390.11	A/P	CLEARED	02/08/2020
	DECEMBER202019 CC-KITCHEN-CHEF COAT	70.77			
	DECEMBER312019** CC-KITCHEN-TABLECLOTHS	253.10			
	JANUARY022020 CC-KITCHEN-CHEF CAP	33.12			
	JANUARY022020* CC-KITCHEN-CHEF CAP	33.12			
000055	02/05/2020 ATLANTIC SUPERSTORE-VISA	245.71	A/P	CLEARED	02/06/2020
	DECEMBER172019 CC-CANTEEN-HOT CHOCOLATE	22.58			
	DECEMBER272019 GG-MAYORSLEVEE-FOOD SUPPLIE:	8.22			
	DECEMBER302019 GG-MAYORSLEVEE-FOOD SUPPLIE:	37.97			
	DECEMBER312019 GG-MAYORSLEVEE-FOOD SUPPLIE:	39.04			
	JANUARY022020 CC-CANTEEN-PIZZA	49.90			
	JANUARY052020 CC-CANTEEN-HOT DOG ROLLS	15.00			
	JANUARY132020 CC-CANTEEN-FOOD SUPPLIES	73.00			
000056	02/05/2020 CANADIAN TIRE-VISA	79.28	A/P	CLEARED	02/06/2020
	DECEMBER272019 CC-EVENTS-WALK OF LIGHTS	79.28			

\* - Partial payment was made on Invoice

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Town of St. Stephen  
 BNK9 - Credit Card Clearing (Bank)  
 Cheques from 000001 to 000068 dated between 01-06-2020 and 02-07-2020

CHEQUE REGISTER

Printed: 9:39:26AM 02/20/2020

Page 3 of 3

Number	Issued	Amount	SC	Status	Status Date
000057	02/05/2020 CANADIAN BORDER SERVICES AGENCY-VISA	17.16	A/P	CLEARED	02/06/2020
	DECEMBER132019 GG-EVENTS-REINDEER, CHRISTMA	11.27			
	JANUARY102020 CC-CANTEEN-SUPPLIES	5.89			
000058	02/05/2020 DOLLARAMA-VISA	196.93	A/P	CLEARED	02/06/2020
	DECEMBER172019 CC-CANTEEN-CHOCOLATE BARS	147.78			
	JANUARY132020 CC-CANTEEN-CHOCOLATE BARS	49.15			
000059	02/05/2020 DOLLAR TREE-VISA	36.08	A/P	CLEARED	02/06/2020
	DECEMBER302019 GG-EVENTS-WALK OF LIGHTS, TREI	36.08			
000060	02/05/2020 FOOD SAFETY TRAINING-VISA	23.00	A/P	CLEARED	02/06/2020
	DECEMBER162019 CC-CANTEEN-FOOD SAFETY TRAIN	23.00			
000061	02/05/2020 GIANT TIGER-VISA	27.01	A/P	CLEARED	02/06/2020
	DECEMBER312019 GG-MAYORSLEVEE-FOOD SUPPLIE:	15.45			
	JANUARY092020 CC-CANTEEN-FACECLOTHS	11.56			
000062	02/05/2020 INDEED IRELAND OPERATIONS LTD.-VISA	72.87	A/P	CLEARED	02/06/2020
	DECEMBER312019 CC-ADMIN-ADVERTISING	72.87			
000063	02/05/2020 MARDENS-VISA	43.81	A/P	CLEARED	02/06/2020
	JANUARY102020 CC-CANTEEN-SUPPLIES	43.81			
000064	02/05/2020 NUSSO TEXTILES LTD-VISA	34.01	A/P	CLEARED	02/06/2020
	DECEMBER182019 CC-KITCHEN-CHEF APRON	34.01			
000065	02/05/2020 SOBEYS WHOLESALE-VISA	516.62	A/P	CLEARED	02/06/2020
	DECEMBER202019 CC-CANTEEN-SNACK SUPPLIES	506.67			
	DECEMBER282019 CC-CANTEEN-CONDIMENTS	9.95			
000066	02/05/2020 UTOPIA TOWELS INC.-VISA	200.00	A/P	CLEARED	02/06/2020
	DECEMBER312019 CC-KITCHEN-TABLECLOTHS	117.24			
	DECEMBER312019* CC-KITCHEN-TABLECLOTHS	82.76			
000067	02/05/2020 WAL-MART-VISA	340.60	A/P	CLEARED	02/06/2020
	DECEMBER132019 GG-EVENTS-CHRISTMAS ITEMS, W/	85.18			
	DECEMBER202019 CC-CANTEEN-CHOCOLATE BARS	51.81			
	DECEMBER272019 GG-EVENTS-CHRISTMAS EVENT SU	160.94			
	DECEMBER302019 GG-MAYORSLEVEE-FOOD SUPPLIE:	42.67			
	<b>Cheque Totals Issued:</b>	<b>9,549.97</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>9,549.97</b>			
	<b>Total # of Cheques Listed:</b>	<b>44</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of St. Stephen**  
BK10 - Utility Credit Card Clear Bank  
Cheques from 000001 to 000002 dated between 12-21-2019 and 02-29-2020

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**CHEQUE REGISTER**

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Printed: 9:40:49AM 02/20/2020

Page 1 of 1

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Number	Issued	Amount	SC	Status	Status Date
000001	02/07/2020 BELLALIAN-VISA DECEMBER302019*	241.44 241.44	A/P	CLEARED	02/06/2020
	<b>Cheque Totals Issued:</b>	<b>241.44</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>241.44</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

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Town of St. Stephen  
 BNK1 - General Bank Account  
 Cheques from 000001 to 025487 dated between 01-01-2020 and 01-31-2020

CHEQUE REGISTER

Printed: 9:43:20AM 02/20/2020

Number	Issued	Amount	SC	Status	Status Date
025184	01/02/2020 ACCT #903240047015 DECEMBER2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	01/02/2020
025185	01/02/2020 ACCT 8025-280 DECEMBER2019 LOCAL 770 UNION DUES - DECEMBE	1,319.19 1,319.19	A/P	OUT-STD	01/02/2020
025186	01/02/2020 ARMSTRONG'S COMMUNICATION LTD. 579701 GG-MILLPOOL-QUARTERLY ALARM	96.60 96.60	A/P	OUT-STD	01/02/2020
025187	01/02/2020 BLAKNEY'S TRUCKING INC. 707 RC-PARKS-BALL FIELD TOP SOIL 708 TS-ST5-ROAD SALT DELIVERY	2,392.69 1,077.88 1,314.81	A/P	OUT-STD	01/02/2020
025188	01/02/2020 BORDER INVESTIGATIONS & SECURITY INC. 15347 PS-BY-LAW-DEC 16 - 27 FEE	966.00 966.00	A/P	OUT-STD	01/02/2020
025190	01/02/2020 CANADIAN TIRE N17093703 TS-SHOP-DBL CYL DB N17129008 TS-SHOP-INNER TUBE N17129011 RC-PARKS-SHOP VAC BAGS, HUMID N17129021 TS-SHOP-12V CHARGER N17129027 TS-SHOP-ICE SCRAPERS N17129038 GG-EVENTS-CHRISTMAS SUPPLIES N17129066 TS-SHOP-SNOWBRUSHES N17129068 TS-SHOP-EXTENSION CORDS N17129100 RC-PARKS-KEY, KEY TAGS N17129101 CC-ARENA-ZIPTIES N17129104 TS-SHOP-EXTENSION CORDS N17129129 TS-#10-ANTIFREEZE N17129131 CC-ARENA-24" BREAKER N17129163 CC-BUILDING-INFLATABLES N17129169 GG-EVENTS-EXTENSION CORD, BA N17129175 GG-EVENTS-DECORATIONS N17129181 TS-SHOP-SHOVEL	718.40 -29.89 32.18 133.35 18.39 43.67 102.33 68.93 141.32 7.57 18.15 -78.09 17.22 33.90 89.01 23.85 65.47 31.04	A/P	OUT-STD	01/02/2020
025191	01/02/2020 CANADIAN SPRINGS STREETSNOV19 TS-SHOP-WATER TOWNHALLNOV19 GG-TOWNHALL-WATER	108.55 29.84 78.71	A/P	OUT-STD	01/02/2020
025192	01/02/2020 CANADA BREAD COMPANY LIMITED 133914906418 CC-CANTEEN-HOT DOG BUNS	26.59 26.59	A/P	OUT-STD	01/02/2020
025193	01/02/2020 CARQUEST 14838-117141 TS-#3-BATTERIES	148.34 148.34	A/P	OUT-STD	01/02/2020
025194	01/02/2020 CHARLOTTE COUNTY JANITORIAL 4458 PS/TS-FIRE/SHOP-JANITORIAL-NOV 4482 PM-RCMP-JANITORIAL-NOV/19	1,345.50 253.00 1,092.50	A/P	OUT-STD	01/02/2020
025195	01/02/2020 CNH CAPITAL IN93408 TS-#11-HORN	25.00 25.00	A/P	OUT-STD	01/02/2020
025196	01/02/2020 CUSTOM EMBROIDERY PLUS 654 TS-ST5-CLOTHING ALLOWANCE	196.75 196.75	A/P	OUT-STD	01/02/2020
025197	01/02/2020 CYCLE WORKS 22891 PS-FIRE-WINTERIZE BOAT	105.69 105.69	A/P	OUT-STD	01/02/2020
025198	01/02/2020 FEDERATION OF CANADIAN MUNICIPALITIES INV-19812-T1X4 GG-CAO-2020-2021 MEMBERSHIP FI	1,197.22 1,197.22	A/P	OUT-STD	01/02/2020

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**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 025487 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:43:21AM 02/20/2020

Number	Issued	Amount	SC	Status	Status Date
025199	01/02/2020 FIRE RESCUE ATLANTIC DECEMBER022019 PS-FIRE-ANALYSIS OF QUINT TRUC	3,920.00 3,920.00	A/P	OUT-STD	01/02/2020
025200	01/02/2020 FIRE TRAINING ASSOCIATES LTD. 1990 PS-FIRE-LADDERS TESTING	1,377.70 1,377.70	A/P	OUT-STD	01/02/2020
025201	01/02/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 18-156 PS-BUILDINGINSPECTOR-DEC 15 - 2	2,070.00 2,070.00	A/P	OUT-STD	01/02/2020
025202	01/02/2020 FUNDYBAYSAND&GRAVEL (2018) INC. 2551 RC-FIELDS-INFIELD MIX FOR BALL F	1,077.88 1,077.88	A/P	OUT-STD	01/02/2020
025203	01/02/2020 HERITAGE COURT HOLDINGS LIMITED RC000031022 GG-TOWNHALL-LEASE FOR JANUAF	5,417.62 5,417.62	A/P	OUT-STD	01/02/2020
025204	01/02/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 427496 TS-STG-GAS	5,252.74 5,252.74	A/P	OUT-STD	01/02/2020
025205	01/02/2020 JEFF RENAUD DECEMBER2019 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	01/02/2020
025206	01/02/2020 KONICA MINOLTA BUSINESS 7388715 CC-ADMIN-COPIERLEASE-JAN/20	118.24 118.24	A/P	OUT-STD	01/02/2020
025207	01/02/2020 LAWSON PRODUCTS, INC. (ONTARIO_ 9307204237 TS-SHOP-HEX NUTS, FLAT WASHER	267.73 267.73	A/P	OUT-STD	01/02/2020
025208	01/02/2020 LIBERTY UTILITIES 2018122201008-1016227-0 CC-BUILDING-NATURAL GAS 00	3,517.21 3,517.21	A/P	OUT-STD	01/02/2020
025209	01/02/2020 MINISTER OF FINANCE WEEK532019 EMPLOYEE DEDUCTIONS - DEC 29/	209.30 209.30	A/P	OUT-STD	01/02/2020
025210	01/02/2020 N.B. ASSOC FIRE CHIEFS 2020M-96 PS-FIRE-2020 MEMBERSHIP	175.00 175.00	A/P	OUT-STD	01/02/2020
025211	01/02/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 452478 GG-TOWNHALL-FLOOR MATS	95.36 95.36	A/P	OUT-STD	01/02/2020
025212	01/02/2020 RANDY'S TOWING 427 GG-BYLAW-PROPERTY CLEAN UP	2,242.50 2,242.50	A/P	OUT-STD	01/02/2020
025213	01/02/2020 RECEIVER GENERAL FOR CANADA 175.13 GG-TREASURY-PIER ADJUSTMENT	175.13 175.13	A/P	OUT-STD	01/02/2020
025214	01/02/2020 RECEIVER GENERAL DECEMBER2019 EMPLOYEE DEDUCTIONS - DECEME	1,600.96 1,600.96	A/P	OUT-STD	01/02/2020
025215	01/02/2020 SERVICE NEW BRUNSWICK CMT5622020 RC-PARKS-2008 CHEV COLORADO	19.00 19.00	A/P	OUT-STD	01/02/2020
025216	01/02/2020 SHANNON MICHAEL DECEMBER2019 PS-ANIMALCONTROL-MONTHLY FEE	1,913.60 1,913.60	A/P	OUT-STD	01/02/2020
025217	01/02/2020 SOUTHWEST CONCRETE & CONS LTD IN000008204 GG-GANONGSTATUEPROJECT-EQU	310.50 310.50	A/P	OUT-STD	01/02/2020
025218	01/02/2020 SOUTHERN SANITATION LTD. 182532 TS/RC-STREETS/PARKS-GARBAGE	542.69 542.69	A/P	OUT-STD	01/02/2020
025219	01/02/2020 SOUTH WEST COURIER 18151 PS/CC-FIRE/GCC-TO LEWCO, TO HC	78.03 78.03	A/P	OUT-STD	01/02/2020
025220	01/02/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 27932 CC-ARENA-6"X6" KEY TAGS	178.25 178.25	A/P	OUT-STD	01/02/2020
025221	01/02/2020 ST. STEPHEN UTILITY DEPT. DECEMBER2019 EMPLOYEE DEDUCTIONS-DECEMB	40.00 40.00	A/P	OUT-STD	01/02/2020
025222	01/02/2020 ST. STEPHEN BUSINESS IMPROVEMENT AREA INC.	48.75	A/P	OUT-STD	01/02/2020

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**BNK1 - General Bank Account**  
 Cheques from 000001 to 025487 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:43:21AM 02/20/2020

Page 3 of 12

Number	Issued	Amount	SC	Status	Status Date
	DECEMBER032019 GG-EVENTS-SIGNAGE FOR 2019 LAI	48.75			
025223	01/02/2020 TIM HORTONS	213.90	A/P	OUT-STD	01/02/2020
	DECEMBER082019 GG-CIVIC-COFFEE, HOT CHOCOLAT	213.90			
025224	01/02/2020 WATER & ICE NORTH AMERICA INC.	88.80	A/P	OUT-STD	01/02/2020
	48215 CC-POOL-CHEMICALS	88.80			
025225	01/02/2020 KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	01/02/2020
	7386888 GG-TOWNHALL-COPIERLEASE-DEC	193.71			
025227	01/02/2020 PAYROLL TRANSFER	69,011.00	A/P	OUT-STD	01/02/2020
	WEEK012020 GG-TRANSFER-DEC 20/19 - JAN 02/20	69,011.00			
025228	01/02/2020 RECEIVER GENERAL FOR CANADA	40,083.94	A/P	OUT-STD	01/02/2020
	WEEK012020 GG-REMITTANCE-DEC 20/19 - JAN 02/20	40,083.94			
025229	01/07/2020 BRIGGS PLUMBING INC.	80.50	A/P	OUT-STD	01/07/2020
	1571012 PM-RCMP-FLUSH LEAKING REPAIR	80.50			
025230	01/07/2020 CHARLIE FAIRWEATHER	149.49	A/P	OUT-STD	01/07/2020
	CLOTHINGALLOWANCE CC-ARENA-CLOTHINGALLOWANCE	149.49			
025231	01/07/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002	26,210.46	A/P	OUT-STD	01/07/2020
	DECEMBER2019 GG-MUNCIPALPLAN-DECEMBER 2019	26,210.46			
025232	01/07/2020 CNH CAPITAL	4,357.71	A/P	OUT-STD	01/07/2020
	IN93249 TS-#16-STRIPS, SEALS, COOLEROIL	3,468.00			
	IN93640 TS-#16-CONTROLLER	889.71			
025233	01/07/2020 COX ELECTRONICS & COMMUNICATIONS	183.99	A/P	OUT-STD	01/07/2020
	1-033915 PS-FIRE-REPAIRED BAD HARD DRIV	183.99			
025234	01/07/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	1,208.42	A/P	OUT-STD	01/07/2020
	17011 TS-ST5-DIESEL	1,208.42			
025235	01/07/2020 KEM CANADA MFG	520.90	A/P	OUT-STD	01/07/2020
	128699 TS-SHOP-KEM-A-LOOSE, DONOSUR	520.90			
025236	01/07/2020 LOCKHART SAW LIMITED	993.60	A/P	OUT-STD	01/07/2020
	90746 CC-ARENA-ICE SCRAPER BLADES	993.60			
025237	01/07/2020 MARK'S COMMERCIAL	687.80	A/P	OUT-STD	01/07/2020
	BBI-0001065847 TS-ST5-CLOTHINGALLOWANCE	687.80			
025238	01/07/2020 MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/07/2020
	WEEK012020 EMPLOYEE DEDUCTIONS - JAN 05-19	209.30			
025239	01/07/2020 ORR ELECTRIC & ALARM LTD.	300.81	A/P	OUT-STD	01/07/2020
	4271 RC-CHOCOLATEPARK-LIGHTS NOT WORKING	86.25			
	4309 TS-STREETLIGHTS-REPLACED PHOTOCOPY	214.36			
025240	01/07/2020 PETTY CASH	28.05	A/P	OUT-STD	01/07/2020
	DECEMBER202019 PS-BUILDINGINSPECTOR-REGISTERED	15.90			
	DECEMBER302019 PS-BUILDINGINSPECTOR-REGISTERED	12.15			
025241	01/07/2020 PETTY CASH - GARCELON CIVIC CENTER	82.80	A/P	OUT-STD	01/07/2020
	DECEMBER2019 CC-CANTEEN-HOT CHOCOLATE	33.87			
	NOVEMBER202019 GG-EVENTS-CHRISTMAS DECORATION	48.93			
025242	01/07/2020 SOURCE ONE SUPPLIES	601.60	A/P	OUT-STD	01/07/2020
	22955 PS-FIRE-GLOVES, SAFETY GLASSE	123.02			
	22978 CC-ARENA-GLOVES, PAPER TOWEL	340.80			
	23021 PS-FIRE-LAUNDRY DETERGENT	23.37			
	23023 PS-FIRE-MR CLEAN CLEANER	114.41			
025243	01/07/2020 SOUTHWEST ELECTRIC & SECURITY INC.	105.80	A/P	OUT-STD	01/07/2020
	16706 CC-POOL-SUMP PUMP NOT WORKING	105.80			

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CHEQUE REGISTER

Printed: 9:43:21AM 02/20/2020

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025244	01/07/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	347.17	A/P	OUT-STD	01/07/2020
	149504 GG-CIVIC-CANADA DAY	69.00			
	149505 GG-TOWN-EVENTS	49.14			
	174472 GG-TOWN-EVENTS	56.53			
	220680 GG-TOWN-EXPRESSION OF INTERE	172.50			
025245	01/07/2020 TOROMONT CAT (MARITIMES)	575.55	A/P	OUT-STD	01/07/2020
	9012427259 TS-#13-COOLANT, HYDRAULIC OIL, I	575.55			
025246	01/07/2020 UNIFIRST CANADA LTD.	137.18	A/P	OUT-STD	01/07/2020
	7100191031 CC-BUILDING-FLOOR MATS	137.18			
025247	01/07/2020 UNION OF MUNICIPALITIES OF NEW BRUNSWICK	3,570.00	A/P	OUT-STD	01/07/2020
	SI-404 GG-MAYOR/COUCILLORS-MEMBER	3,570.00			
025248	01/07/2020 WATER & ICE NORTH AMERICA INC.	126.04	A/P	OUT-STD	01/07/2020
	48894 CC-ARENA-HARDNESS REAGENT	126.04			
025249	01/07/2020 YELLOW PAGES GROUP	40.60	A/P	OUT-STD	01/07/2020
	19-7679523 GG-TOWNHALL-YELLOW PAGES AN	40.60			
025250	01/14/2020 AUDREY HEUFF	108.00	A/P	OUT-STD	01/14/2020
	MEMBERSHIPREFUND CC-MEMBERSHIP-REFUND	108.00			
025251	01/14/2020 BELL ALIANT	2,293.34	A/P	OUT-STD	01/14/2020
	11368891DEC19 GG-TOWNHALL-LANDLINES	1,419.35			
	11395944DEC19 PS-FIRE-LANDLINE PHONES	873.99			
025252	01/14/2020 BELLBOY DRYCLEANERS	132.83	A/P	OUT-STD	01/14/2020
	25-615067 CC-EVENTS-STAFF XMAS PARTY	132.83			
025253	01/14/2020 BLAKNEY'S TRUCKING INC.	1,315.68	A/P	OUT-STD	01/14/2020
	718 TS-ST5-ROAD SALT DELIVERY	1,315.68			
025254	01/14/2020 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	01/14/2020
	15357 PS-BYLAW-DECEMBER 30/19 - JANU	966.00			
025255	01/14/2020 BRUNSWICK NEWS INC	366.16	A/P	OUT-STD	01/14/2020
	20065649 PS/RC-FIRE/PARKS-DON'T DRINK&D	183.31			
	20066677 PS-FIRE-CHRISTMAS/NEW YEAR WI	182.85			
025256	01/14/2020 CARMICHAEL ENGINEERING LTD.	1,996.40	A/P	OUT-STD	01/14/2020
	FR-1663038 CC-ARENA-REPAIR HEAT PUMPS	1,996.40			
025257	01/14/2020 CNH CAPITAL	914.73	A/P	OUT-STD	01/14/2020
	IN93661 TS-#16-REMAN-START, STARTER CC	914.73			
025258	01/14/2020 DAVIS FUELS	4,952.21	A/P	OUT-STD	01/14/2020
	22546 TS/PS-199UNIONSTREET-HEATING F	1,068.76			
	22802 TS/PS-199 UNION ST-HEATING FUEL	794.93			
	22822 TS/PS-199 UNION ST-HEATING FUEL	715.13			
	22893 TS/PS-199UNIONST-HEATING FUEL	1,284.77			
	23051 TS/PS-199UNIONST-HEATING FUEL	1,088.62			
025259	01/14/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,277.00	A/P	OUT-STD	01/14/2020
	20-03 PS-BUILDINGINPSECTOR-DEC 29 -	2,277.00			
025260	01/14/2020 GARY ACHESON	300.00	A/P	OUT-STD	01/14/2020
	MAYORSLEVEE2020 GG-CIVIC-MAYORS LEVEE 2020	300.00			
025261	01/14/2020 KENT BUILDING SUPPLIES	997.86	A/P	OUT-STD	01/14/2020
	10083435 RC-PARKS-TOOL KIT	-1,124.38			
	1682550 RC-PARKS-TOOK KIT	1,124.38			
	1683934 TS-SHOP-HOOKCLEVS, WIRE CABLI	18.57			
	1685236 TS-#30-HEX BOLTS	14.02			

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CHEQUE REGISTER

Printed 9:43:21AM 02/20/2020

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	1685518	PS-FIRE-TRIPOD LIGHT, 20 V BATTE	603.12			
	1685919	CC-ARENA-PREMIUM MAX 266 ML	73.74			
	1686631	CC-ARENA-PAINT	9.61			
	1687730	PS-NEW OFFICE-WALLSAND DUAL /	96.09			
	1688310	TS-SHOP-PAINT TRAY LINER, DEAD	64.77			
	1688476	TS-SHOP-SCREWS, PAINT	35.77			
	1689178	TS-SHOP-SOLDER 50/50 ROLL	34.21			
	1689377	TS-SHOP-PROSELECT/POLYNYLON	14.95			
	1689882	TS-#30-HEX BOLTS, LOCK WASHER:	33.01			
025262	01/14/2020	KONICA MINOLTA BUSINESS SOLUTIONS	54.91	A/P	OUT-STD	01/14/2020
	263028192	CC-ADMIN-PHOTOCOPIER MAINTEN	54.91			
025263	01/14/2020	MIDLAND COURIER	45.29	A/P	OUT-STD	01/14/2020
	9901310	PS-FIRE-TO LEVITT SAFETY	45.29			
025264	01/14/2020	MILLTOWN MACHINE & FABRICATION LTD.	554.99	A/P	OUT-STD	01/14/2020
	21065	TS-#7-STRAIGHTEN PLOW HARNES	124.20			
	21066	TS-#22-3/8 X 3-1/2 FLAT BAR	26.13			
	21084	PS-#200-LABOUR & MATERIAL TO SI	209.09			
	21085	TS-STREET LIGHTS-REPAIR	195.57			
025265	01/14/2020	MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/14/2020
	WEEK022020	EMPLOYEE DEDUCTIONS-JAN 12 - 1	209.30			
025266	01/14/2020	MINISTER OF FINANCE	401.92	A/P	OUT-STD	01/14/2020
	19582020*	TS-STIS-INSPECTION STICKERS FOI	401.92			
025267	01/14/2020	N. B. ELECTRIC POWER	380.37	A/P	OUT-STD	01/14/2020
	19051703JAN20	TS-AIRPORT-ELECTRICITY	311.13			
	19051801JAN20	TS-AIRPORT-ELECTRICITY	69.24			
025268	01/14/2020	NBAFC	100.00	A/P	OUT-STD	01/14/2020
	2019P-5	PS-FIRE-PERMANENT CHIEFS YEAF	100.00			
025269	01/14/2020	NEW SYSTEM LAUNDRY & CLEANERS LTD.	48.74	A/P	OUT-STD	01/14/2020
	453335	PM-RCMP-FLOOR MATS	46.74			
025270	01/14/2020	ORKIN CANADA CORPORATION	83.38	A/P	OUT-STD	01/14/2020
	IN-9777477	CC-BUILDING-PEST CONTROL	83.38			
025272	01/14/2020	PIZZA DELIGHT	96.14	A/P	OUT-STD	01/14/2020
	573813	PS-FIRE-MEAL	96.14			
025273	01/14/2020	PREVENTION SOURCE	614.87	A/P	OUT-STD	01/14/2020
	19106	PS-FIRE-BURNY BALLOONS, PENCIL	614.87			
025274	01/14/2020	SOURCE ONE SUPPLIES	2,791.66	A/P	OUT-STD	01/14/2020
	23061*	CC-ARENA-DUST MOPS	109.02			
	23062	CC-ARENA-PAPER TOWELS	253.52			
	23070	CC-POOL-CHEMICALS	920.00			
	23071	CC-POOL-CHEMICALS	692.65			
	23149	PM-LIBRARY-GARBAGE BAGS, BATH	406.82			
	23151	CC-ARENA-DUST MOPS	109.02			
	23152	PM-120MILLTOWNBLVD-BATHROOM	130.19			
	23186	TS-SHOP-PAPER TOWELS, BATHRO	170.44			
025275	01/14/2020	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	2,887.25	A/P	OUT-STD	01/14/2020
	2020-01	GG-CIVIC-COLLABOATIVE & REGION	2,887.25			
025276	01/14/2020	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	438.31	A/P	OUT-STD	01/14/2020
	1686381	CC-ELEVATOR-REPAIR	438.31			

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**CHEQUE REGISTER**

Printed: 9:43:21AM 02/20/2020

Page 6 of 12

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025277	01/14/2020 TRACTION FREDERICTON (591)	698.41	A/P	OUT-STD	01/14/2020
	591227079 TS-SHOP-15W40 OIL	698.41			
025278	01/14/2020 UNIFIRST CANADA LTD.	274.36	A/P	OUT-STD	01/14/2020
	7100191848 CC-BUILDING-FLOOR MATS	137.18			
	7100192659 CC-BUILDING-FLOOR MATS	137.18			
025279	01/14/2020 WURTH CANADA LIMITED	953.10	A/P	OUT-STD	01/14/2020
	23769886 WS-SHOP-AIR BRAKE PUSH TEE, AI	953.10			
025280	01/14/2020 YELLOW PAGES GROUP	10.47	A/P	OUT-STD	01/14/2020
	19-7710673 GG-TOWNHALL-911 LISTING	10.47			
025281	01/14/2020 KONICA MINOLTA BUSINESS SOLUTIONS	73.99	A/P	OUT-STD	01/14/2020
	263026439 GG-TOWN HALL-COPIER MAIN-DEC	73.99			
025282	01/14/2020 ORKIN CANADA CORPORATION	161.58	A/P	OUT-STD	01/14/2020
	IN-9777730 PS-FIRE-PEST CONTROL	161.58			
025283	01/14/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	9,526.60	A/P	OUT-STD	01/14/2020
	208754-209303 GG-TOWN-REGIONAL LANDFILL COI	9,526.60			
025284	01/14/2020 PCS SALES (CANADA) LTD.	3,889.64	A/P	OUT-STD	01/14/2020
	5983507 TS-ST-S-STREET SALT	1,934.19			
	5984026 TS-ST-S-ROAD SALT	1,935.45			
025285	01/21/2020 ANDY'S POOL AND SPA	40.80	A/P	OUT-STD	01/21/2020
	30053075 RC-MILLPOOL-JACUZZIE RETURN F	40.80			
025286	01/21/2020 BELL ALIANT	1,575.19	A/P	OUT-STD	01/21/2020
	06336721DEC19 TS-AIRPORT-LANDLINE PHONE	169.38			
	11378668DEC19 TS/PS-199UNIONST-LANDLINE PHO	368.10			
	15772965DEC19 RC-REC/POOL-LANDLINE PHONES	218.34			
	46435731DEC19 RC-PARKS-CHOCOLATE PARK CAME	117.24			
	47424130DEC19 CC-CIVICCENTER-LANDLINE PHONE	702.13			
025288	01/21/2020 CANADIAN TIRE	2,964.17	A/P	OUT-STD	01/21/2020
	N16104514 CC-ARENA-PROPANE, LYSOL	54.37			
	N17129080 PS-FIRE-PREDATOR BOX, LIGHTS, C	105.72			
	N17129090 TS-#22-DRINK HOLDER	17.24			
	N17129092 CC-ZAMBONI-PROPANE	46.55			
	N17129145 CC-ZAMBONI-PROPANE	37.82			
	N17129146 PS-FIRE-CHRISTMAS LIGHTS	137.95			
	N17129156 CC-ARENA-WIRE HOOKS, FLUID FIL	82.72			
	N17129185 TS-#1-TIRES	1,010.80			
	N17129186 CC-ZAMBONI-PROPANE	58.19			
	N17130067 CC-ARENA-EXTENTION CORDS	160.98			
	N17130069 GG-EVENTS-CHRISTMAS ORNAMEN	354.90			
	N17130070 CC-ARENA-TOTES	229.87			
	N17130089 GG-EVENTS-CHRISTMAS LIGHTS	205.77			
	N17130094 PS-#200-COUPLER, 5/8 HITCH	28.73			
	N17130104 GG-EVENTS-CHRISTMAS ORNAMEN	284.37			
	N17130146 TS-SHOP-SHOVEL	21.84			
	N17130157 GG-EVENTS-EXTENSION CORDS	57.39			
	N17130187 TS-SHOP-WRENCH HOLDERS	22.98			
	N17130192 TS-SHOP-MAT, MASKING TAPE	45.98			
025289	01/21/2020 CANADA BREAD COMPANY LIMITED	53.18	A/P	OUT-STD	01/21/2020
	1353149036609 CC-CANTEEN-HOT DOG BUNS	26.59			

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	135714906878	CC-CANTEEN-HOT DOG BUNS			
025290	01/21/2020 CARQUEST	291.05	A/P	OUT-STD	01/21/2020
	14838-119266	TS-#21-DIFFERENTIAL COVER			
	14838-119535	TS-SHOP-BATTERY CABLE LUGS			
	14838-119538	TS-SHOP-BATTERY CABLE LUGS			
	14838-119687	TS-SHOP-ELECTRIC PARTS CLNR			
	14838-119917	PS-#200-CIRCUIT BREAKER			
	14838-119966	PS-#200-ANTI RATTLE BRACKET			
025291	01/21/2020 CNH CAPITAL	425.89	A/P	OUT-STD	01/21/2020
	IN93730	TS-#16-UNIVERSAL JOINTS, O-RING			
025292	01/21/2020 COCA COLA CANADA BOTTLING LIIMITED	857.41	A/P	OUT-STD	01/21/2020
	15330202442	CC-CANTEEN-COCA COLA PRODUC			
025293	01/21/2020 CUMING'S FIRE & SAFETY EQUIPMENT LTD.	184.98	A/P	OUT-STD	01/21/2020
	C071257	PS-FIRE-MAGNETIC MIC			
025294	01/21/2020 DEMPSEY'S PLUMBING & HEATING	118.90	A/P	OUT-STD	01/21/2020
	3927	CC-POOL-INSTALLED VALVE ON POI			
025295	01/21/2020 EAGLE XPRESS COURIER SERVICE	218.50	A/P	OUT-STD	01/21/2020
	528458	TS-#11-TO MARITIME CASE			
	732452	TS-SHOP-TO PARTS FOR TRUCKS			
	732458	TS-#13-FROM TOROMONT CAT			
	732471	TS-#11-MARITIME CASE			
	732491	TS-#11-TO MARITIME CASE			
	732497	PS-#200-TO RICHWELL			
	732613	GG-TREASURY-TO COMMUNITY FIN			
025296	01/21/2020 GREENLAW'S GARAGE LTD.	89.00	A/P	OUT-STD	01/21/2020
	6807	TS-#1-BALANCED TIRES			
025297	01/21/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	6,666.43	A/P	OUT-STD	01/21/2020
	344408	CC-BUILDING-NATURAL GAS			
	419098	TS-ST5-DIESEL			
025298	01/21/2020 JASON GOWAN	208.99	A/P	OUT-STD	01/21/2020
	CLOTHINGALLOWANCE	CC-ARENA-CLOTHING ALLOWANCE			
025299	01/21/2020 KEITH'S BUILDING SUPPLIES	158.32	A/P	OUT-STD	01/21/2020
	191946	TS-SHOP-KEYS			
	192117	PM-RCMP-PAINT, SHEETROCK, SAN			
	192118	PM-RCMP-KNIFE, DROPCLOTH			
025300	01/21/2020 KEM CANADA MFG	496.52	A/P	OUT-STD	01/21/2020
	127571	TS-SHOP-BRAKLEEN, DEGREASER			
025301	01/21/2020 KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	01/21/2020
	7422863	CC-ADMIN-COPIER LEASE-FEB 2020			
025302	01/21/2020 LEVITT SAFETY LIMITED	129.38	A/P	OUT-STD	01/21/2020
	1494080-00	PS-FIRE-SERVICE INSTRUMENTATI			
025303	01/21/2020 MARITIME FIRE CHIEFS ASSOCIATION	70.00	A/P	OUT-STD	01/21/2020
	2020-384	PS-FIRE-2020 MEMBERSHIP DUES			
025304	01/21/2020 MCINNES COOPER	1,395.35	A/P	OUT-STD	01/21/2020
	2019033863	GG-LEGAL-GENERAL			
	2019033874	GG-LEGAL-FLOOD MITIGATION WOF			
	2019033875	GG-LEGAL-LAND SALE			
	2019033885	GG-LEGAL-LAND SALE			

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\*\* - Name on Check was modified

**Town of St. Stephen**  
**BNK1 - General Bank Account**  
 Cheques from 000001 to 025487 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:43:21AM 02/20/2020

Page 8 of 12

Number	Issued	Amount	SC	Status	Status Date
025305	01/21/2020 MICMAC FIRE & SAFETY SOURCE	2,622.58	A/P	OUT-STD	01/21/2020
	2019-2494 PS-FIRE-FLASHLIGHTS, BATTERIES	2,159.13			
	2019-2497 PS-FIRE-SUPER GLOVES	463.45			
025306	01/21/2020 MINISTER OF FINANCE	209.30	A/P	OUT-STD	01/21/2020
	WEEK032020 EMPLOYEE DEDUCTIONS-JAN 19-25	209.30			
025308	01/21/2020 N. B. ELECTRIC POWER	40,787.89	A/P	OUT-STD	01/21/2020
	10126106JAN20 TS-XINGLIGHTS-KING STREET	26.86			
	17935200JAN20 TS-KING/UNIONST-TRAFFIC LIGHT	52.23			
	18169205JAN20 RC-POOL-MILL LANE	627.87			
	18988703JAN20 TS/PS-199UNIONST-ELECTRICITY	1,902.99			
	19055406JAN20 RC-ARENA-ELECTRICITY	518.82			
	216030308JAN20 TS-ST5-AREA LIGHTS	12,146.97			
	50860140JAN20 RC-PARKS-ROTARY CHANGING ROX	26.86			
	54187672JAN20 TS-KING/QUEENST-TRAFFIC LIGHTS	56.87			
	54253127JAN20 CC-BUILDING-ELECTRICITY	21,865.77			
	54653258JAN20 TS-KING/SUPERSTORE-TRAFFIC LIC	96.00			
	55160607JAN20 RC-COTTONMILL-LIGHTS	68.63			
	55917471JAN20 TS-ST5-WATER FRONT LIGHTS	78.99			
	57955782JAN20 RC-PARKS-BANDSTAND IN CHOCOL	28.88			
	57955808JAN20 GG-120MILLTOWNBLVD-ELECTRICIT	121.51			
	65083030JAN20 RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207JAN20 PS-RCMP-ELECTRICITY	1,253.99			
	72924306JAN20 RC-PARKS-BANDSTAND	184.94			
	73008036JAN20 RC-LIBRARY-ELECTRICITY	1,461.09			
	82122207JAN20 RC-PARKS-BASKETBALL COURT	26.86			
	83278804JAN20 TS-ST5-PARK SHED	99.57			
	84960501JAN20 RC-PARKS-RIVERSIDE DR LIGHTS	102.66			
025309	01/21/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	01/21/2020
	454436 PM-RCMP-FLOOR MATS	45.74			
025310	01/21/2020 ORR ELECTRIC & ALARM LTD.	3,411.06	A/P	OUT-STD	01/21/2020
	3712 PS-FIRE-LIGHTING REPAIRS	546.14			
	4216 TS-TRAFFICLIGHT-REPAIR	1,789.12			
	4289 TS-SHOP-LIGHTING REPAIRS	1,075.80			
025311	01/21/2020 PAYROLL TRANSFER	66,808.00	A/P	OUT-STD	01/21/2020
	WEEK032020 GG-TRANSFER-JAN 03 - 16/20	66,808.00			
025312	01/21/2020 PETTY CASH	0.20	A/P	OUT-STD	01/21/2020
	YEARENDREC2019* GG-PETTYCASH-YEAR END RECON	0.20			
025313	01/21/2020 RECEIVER GENERAL FOR CANADA	34,990.83	A/P	OUT-STD	01/21/2020
	WEEK032020 GG-REMITTANCE-JAN 03-16/20	34,990.83			
025314	01/21/2020 SAINT JOHN SPRING WORKS LTD	172.50	A/P	OUT-STD	01/21/2020
	113050 TS-#23-MEYER SCREW ON PLUG EI	172.50			
025315	01/21/2020 SAUNDERS EQUIPMENT LTD.	15,204.55	A/P	OUT-STD	01/21/2020
	0000077598 CC-ZAMBONI-BATTERY REPLACEME	15,204.55			
025316	01/21/2020 SEAN MORTON	55.52	A/P	OUT-STD	01/21/2020
	MUNICIPALPLAN GG-MEETING-MUNICIPAL PLAN	39.32			
	OUTOFPOCKETEXPENSES PS-FIRE-REFRESHMENTS, FRAME	16.20			
025317	01/21/2020 SOS MARKETING	452.21	A/P	OUT-STD	01/21/2020
	8782694 PS-FIRE-THERMAL MUGS AND SCRIP	452.21			

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**Town of St. Stephen**  
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 Cheques from 000001 to 025487 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:43:21AM 02/20/2020

Page 9 of 12

Number	Issued	Amount	SC	Status	Status Date
025318	01/21/2020 SOUTHWEST CONCRETE & CONS LTD IN000008326 TS-ST5-SKIDSTEER RENTAL	1,242.00 1,242.00	A/P	OUT-STD	01/21/2020
025319	01/21/2020 SOUTHWEST ELECTRIC & SECURITY INC. 16733 TS-DECORATIVE LIGHT-REPAIR	1,497.74 1,497.74	A/P	OUT-STD	01/21/2020
025320	01/21/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 221566 GG-CIVIC-HOLIDAY GREETINGS 221817 GG-CIVIC-HOLIDAY GREETINGS	324.30 216.20 108.10	A/P	OUT-STD	01/21/2020
025321	01/21/2020 STEVE'S ENVIRONMENTAL SERVICE LTD. 31031 TS-199UNIONST-PUMP OUT SEPERA	496.66 496.66	A/P	OUT-STD	01/21/2020
025323	01/21/2020 UAP INC. 961-491752 TS-#23-UNIVERSAL JOINT 961-491764 TS-#23-U-JOINT 961-491895 TS-SHOP-U-BOLT CLAMPS 961-491958 TS-SHOP-U-BOLT CLAMPS 961-492118 TS-SHOP-NAPA W W FLUID 961-492257 TS-SHOP-TEMPORARY REPAIR TER 961-492371 TS-#1-TIRE PRESSURE MONITORIN 961-492393 TS-#1-REDI-SENSOR 961-492518 TS-SHOP-3 8 DR. HD RATCHET PL 961-492811 TS-SHOP-ARO PLUGS, ARO COUPLI 961-492849 PS-#200-REPLACEMENT END 961-492917 TS-SHOP-COPPER LUG 961-492941 TS-ST5-TORQUE WRENCH 961-493131 TS-SHOP-CUP BRUSH CRIMPS, REF 961-493291 TS-SHOP-HOSE BARBS, COUPLERS	1,655.42 37.71 -11.28 20.24 20.24 128.96 67.28 172.91 -86.46 183.99 106.75 58.17 6.67 875.09 34.55 42.60	A/P	OUT-STD	01/21/2020
025324	01/21/2020 UNISYNC GROUP LIMITED 96833 PS-FIRE-FULL DRESS UNIFORM ANI	667.58 667.58	A/P	OUT-STD	01/21/2020
025325	01/21/2020 YELLOW PAGES GROUP 19-7731721 GG-TOWNHALL-YELLOW PAGES ME	83.03 83.03	A/P	OUT-STD	01/21/2020
025326	01/21/2020 KONICA MINOLTA BUSINESS 7423017 GG-TOWNHALL-COPIER LEASE-FEB	193.71 193.71	A/P	OUT-STD	01/21/2020
025327	01/21/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 454679 GG-TOWNHALL-FLOOR MATS	95.36 95.36	A/P	OUT-STD	01/21/2020
025328	01/21/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 27821 CC-FITNESSAREA-DAY PASS/PUNCI 30442 GG-TOWN HALL-GENERAL FUND RE 30494 CC-ARENA-NUSTADIA RINKBOARD F	535.25 272.55 189.39 73.31	A/P	OUT-STD	01/21/2020
025330	01/28/2020 AIR LIQUIDE CANADA INC. 70900024 TS-SHOP-BLUDSHIELD 8, 16	185.82 185.82	A/P	OUT-STD	01/28/2020
025331	01/28/2020 AVONDALE CONSTRUCTION LIMITED PERMITREFUND GG-BUILDINGPERMIT-REFUND	75.00 75.00	A/P	OUT-STD	01/28/2020
025332	01/28/2020 BELL ALIANT 47780283DEC19 CC-ADMIN-LANDLINE PHONES	360.98 360.98	A/P	OUT-STD	01/28/2020
025333	01/28/2020 BELL MOBILITY INC. 523889487JAN20 CC-ADMIN-CELL PHONE CHARGES 523889467JAN20GG GG/RC/PS/TS-CELL PHONE CHARGE	1,683.73 134.23 1,549.50	A/P	OUT-STD	01/28/2020
025334	01/28/2020 BORDER INVESTIGATIONS & SECURITY INC. 15367 PS-BYLAW-JAN 13-24/20 FEE	966.00 966.00	A/P	OUT-STD	01/28/2020

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 BNK1 - General Bank Account  
 Cheques from 000001 to 025487 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 9:43:21AM 02/20/2020

Page 10 of 12

Number	Issued	Amount	SC	Status	Status Date
025335	01/28/2020 BRUNSWICK NEWS INC 20067318 PS/RC-FIRE/PARKS-HOLIDAY WISHE	157.44 157.44	A/P	OUT-STD	01/28/2020
025336	01/28/2020 CANADA BREAD COMPANY LIMITED 100914906877 CC-CANTEEN-HOT DOG BUNS	26.59 26.59	A/P	OUT-STD	01/28/2020
025337	01/28/2020 CANADIAN SPRINGS 19100841010120* GG-TOWN HALL-WATER R193407561773 TS-SHOP-WATER	132.77 102.93 29.84	A/P	OUT-STD	01/28/2020
025338	01/28/2020 CARMICHAEL ENGINEERING LTD. FR-1674364 CC-ARENA-MALFUNCTIONING BOILI FR-1676175 CC-POOL-POOL BOILER REPAIR	1,745.11 351.90 1,393.21	A/P	OUT-STD	01/28/2020
025339	01/28/2020 CHARLOTTE COUNTY JANITORIAL 4479 PS-FIRE-JANITORIAL-DEC 2019 4483 PS-RCMP-JANITORIAL-DEC 2019	1,308.96 201.25 1,105.71	A/P	OUT-STD	01/28/2020
025340	01/28/2020 FERO WASTE & RECYCLING INC. 0001740564 GG-TOWN-ZONE II GARAGE COLLE	3,777.12 3,777.12	A/P	OUT-STD	01/28/2020
025341	01/28/2020 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 20-10 PS-BUILDINGINSPECTOR-JAN 12-25	2,484.00 2,484.00	A/P	OUT-STD	01/28/2020
025342	01/28/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 226293 TS-STG-GAS	6,403.69 6,403.69	A/P	OUT-STD	01/28/2020
025343	01/28/2020 KEILA BARRY BARTENDING CC-CANTEEN-NOV 30 AND DEC 05/1	93.75 93.75	A/P	OUT-STD	01/28/2020
025344	01/28/2020 L.E.WHITTAKER CO., LTD. 42043 PS-FIRE-FIRE EXTINGUISHER MAIN	165.29 165.29	A/P	OUT-STD	01/28/2020
025345	01/28/2020 LIBERTY UTILITIES 2020012201008-1016227-0 CC-BUILDING-NATURAL GAS 00	3,796.63 3,796.63	A/P	OUT-STD	01/28/2020
025346	01/28/2020 LIFESAVING SOCIETY S029395 CC-POOL-WEBSITE JOB POSTING F	88.93 88.93	A/P	OUT-STD	01/28/2020
025347	01/28/2020 MARITIME COFFEE SERVICE RC00080754 CC-MCA-WATER COOLER RENTAL	80.50 80.50	A/P	OUT-STD	01/28/2020
025348	01/28/2020 MINISTER OF FINANCE WEEK042020 EMPLOYEE DEDUCTIONS-JAN 28-FE	209.30 209.30	A/P	OUT-STD	01/28/2020
025349	01/28/2020 MICHELLE VEST 506.23 CC-CANTEEN-SUPPLIES	506.23 506.23	A/P	OUT-STD	01/28/2020
025350	01/28/2020 PARTS FOR TRUCKS INC. 34305259-00 PS-#200-LED STOBE LIGHTHEAD	219.72 219.72	A/P	OUT-STD	01/28/2020
025351	01/28/2020 PCS SALES (CANADA) LTD. 5989842 TS-STG-ROAD SALT 5990097 TS-STG-ROAD SALT	3,877.23 1,932.29 1,944.94	A/P	OUT-STD	01/28/2020
025352	01/28/2020 PITNEY WORKS DECEMBER132019 GG-ADMIN-CHARGES FOR REFILLIN JAN132020GG GG/RC/PS-ADMIN-POSTAGE METER	456.86 49.37 407.49	A/P	OUT-STD	01/28/2020
025353	01/28/2020 SOURCE ONE SUPPLIES 23212 CC-ARENA-MULTI-SURFACE CLEANI 23232 CC-POOL-SODIUM HYPOCHLORITE 23234 CC-POOL-HYDROCHLORIC ACID 23235 CC-POOL-HYDROCHLORIC ACID 23236 CC-POOL-HYDROCHLORIC ACID	12,638.86 61.03 4,318.25 1,350.84 227.15 408.30	A/P	OUT-STD	01/28/2020

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CHEQUE REGISTER

Printed 9:43:21AM 02/20/2020

Page 11 of 12

Number	Issued		Amount	SC	Status	Status Date
	23247	CC-ARENA-FOAM SOAP	110.91			
	23331	CC-ARENA-PAPER TOWELS, BATH T	6,142.38			
025354	01/28/2020	SOUTHERN SANITATION LTD.	10,189.17	A/P	OUT-STD	01/28/2020
	182639	CC-GARBAGE REMOVAL-DEC 2019	352.42			
	182711	PM-AIRPORT-GARBAGE COLLECTIC	53.04			
	182719	GG-TOWN-RECYCLING OVERRUN F	632.50			
	182720	GG-TOWN-ZONE I GARBAGE COLLE	4,602.78			
	182721	GG-TOWN-ZONE III GARBAGE COLL	4,005.74			
	182722	TS/RC-STREETS/PARKS-GARBAGE I	542.69			
025355	01/28/2020	SOUTH WEST COURIER	47.61	A/P	OUT-STD	01/28/2020
	18194	TS-SHOP-FROM LEWCO, SPRINGW	47.61			
025356	01/28/2020	ST. STEPHEN AREA CHAMBER	180.00	A/P	OUT-STD	01/28/2020
	3018	GG-EVENTS-2020 MEMBERSHIP FEI	180.00			
025357	01/28/2020	THE MINISTER OF FINANCE	291,538.50	A/P	OUT-STD	01/28/2020
	32045	PS-RCMP-OCT-DEC/19 POLICING SE	291,538.50			
025358	01/28/2020	THE SAINT CROIX COURIER	66.15	A/P	OUT-STD	01/28/2020
	19928	GG-ADMIN-ONE YEAR SUBSCRIPTIC	66.15			
025359	01/28/2020	TRAVIS CLEGHORN	259.05	A/P	OUT-STD	01/28/2020
	CLOTHINGALLOW20	TS-STC-CLOTHING ALLOWANCE	124.59			
	CLOTHINGALLOW20*	TS-STC-CLOTHING ALLOWANCE	134.46			
025360	01/28/2020	TROY LIFE & FIRE SAFETY LTD	661.25	A/P	OUT-STD	01/28/2020
	1000196521	CC-BUILDING-SEMI-ANNUAL WET IN	661.25			
025361	01/29/2020	BOYS & GIRLS CLUB OF CHARLOTTE COUNTY INC.	5,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-2020 GRAN	5,000.00			
025362	01/29/2020	CHARLOTTE COUNTY ALTERNATIVE TRANSPORTAT	3,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	3,000.00			
025363	01/29/2020	CHARLOTTE COUNTY SPCA	1,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	1,000.00			
025364	01/29/2020	CHARLOTTE COUNTY GROUND SEARCH & RESCUE	2,500.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	2,500.00			
025365	01/29/2020	CHOCOLATE FEST INC.	1,500.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	1,500.00			
025366	01/29/2020	GANONG NATURE PARK-CHARLOTTE COUNTY FALI	2,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT- GRANT 202	2,000.00			
025367	01/29/2020	GANONG NATURE PARK-LUMBERJACK CHAMPIONS	1,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	1,000.00			
025368	01/29/2020	SAINT JOHN REGIONAL HOSPITAL FOUNDATION	3,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	3,000.00			
025369	01/29/2020	ST. CROIX THREATRE COMPANY	500.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	500.00			
025370	01/29/2020	ST. STEPHEN RURAL CEMETERY	3,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	3,000.00			
025371	01/29/2020	THE CHARLOTTE COUNTY HOSPITAL FOUNDATION	3,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	3,000.00			
025372	01/29/2020	THE CHOCOLATE MUSEUM	6,000.00	A/P	OUT-STD	01/29/2020
	GRANT2020	GG-COMMUNITYGRANT-GRANT 202	6,000.00			

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**CHEQUE REGISTER**

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Printed: 9:43:21AM 02/20/2020

Page 12 of 12

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Number	Issued	Amount	SC	Status	Status Date
<b>Cheque Totals Issued:</b>		<b>794,257.69</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>794,257.69</b>			
<b>Total # of Cheques Listed:</b>		<b>182</b>			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008316 dated between 01-01-2020 and 01-31-2020

CHEQUE REGISTER

Printed: 10:12:47AM 02/20/2020

Page 1 of 5

Number	Issued	Amount	SC	Status	Status Date
008062	01/06/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBMINT WS-SERIES"BM"-INTEREST	1,672.25 1,672.25	A/P	OUT-STD	01/06/2020
008217	01/02/2020 A ONE PUMPING SERVICE LTD. 1084 WS-TRANS&DIST-SEWER FLUSH	437.00 437.00	A/P	OUT-STD	01/02/2020
008218	01/02/2020 CANADIAN TIRE N17129003 WSTRANS&DIST-WIRE STRIPPER N17129019 WS-#102-OIL N17129020 WS-SOURCE-SNOW BRUSH N17129025 WS-TRANS&DIST-BATTERIES N17129045 SCD-DISPOSAL-HEAVY DUTY DRILL N17129052 SCD-DISPOSAL-PLUMBING ANTI-FR N17129188 WS-SOURCE-EXTENSION CORDS, T N17434073 WS-TRANS&DIST-WIRE CUTTERS	601.87 10.34 275.66 21.84 76.87 132.19 5.74 68.89 10.34	A/P	OUT-STD	01/02/2020
008219	01/02/2020 CARQUEST 14838-117565 WS-TRANS&DIST-AIR CHUCK, MOTC 14838-117658 WS-TRANS&DIST-MOTOR OIL, BRAK	38.14 27.54 10.60	A/P	OUT-STD	01/02/2020
008220	01/02/2020 CHLORATECH INC. 103687 WS-SOURCE-CHLORINE	221.47 221.47	A/P	OUT-STD	01/02/2020
008221	01/02/2020 DOWNEY FORD SALES LTD. 30649 WS-#102-OIL FILTER ASSEMBLY 578388 WS-#102-WINTER TIRES 578412 WS-#305-INSTALL AND BALANCE TIF	2,202.83 33.84 1,305.66 863.33	A/P	OUT-STD	01/02/2020
008222	01/02/2020 NULANTIC WATER INC. NU100841 SCD-DISPOSAL-FLEX CONNECTOR,	5,418.55 5,418.55	A/P	OUT-STD	01/02/2020
008223	01/02/2020 SCP DISTRIBUTORS INC CANADA FF014153 WS-SOURCE-EMPTY CYLINDER RE* FF014307 WS-SOURCE-CHLORINE FF014334 WS-SOURCE-EMPTY CYCLINDER RI	512.90 -635.95 1,359.30 -210.45	A/P	OUT-STD	01/02/2020
008224	01/02/2020 SOUTHERN SANITATION LTD. 182533 WS-BUDDAVENUE-GARBAGE COLLI	125.24 125.24	A/P	OUT-STD	01/02/2020
008225	01/02/2020 TRACTION FREDERICTON (591) 591225505 WS-#8,GENERATOR-ROTT T4, OIL &	233.50 233.50	A/P	OUT-STD	01/02/2020
008226	01/02/2020 WOLSELEY CANADA INC. 106574 WS-TRANS&DIST-HYVIZ SS HTD MA 8796772 WS-TRANS&DIST-ENDOSCOPE INSEF 8796773 WS-TRANS&DIST-ADAPTERS, INSEF 8857117 WS-TRANS&DIST-5/8 MAIN STOP TO 8857118 WS-TRANS&DIST-PIPE PULLER ADA	865.92 -1,913.60 87.39 944.80 621.00 926.33	A/P	OUT-STD	01/02/2020
008227	01/07/2020 COLE-PARMER CANADA COMPANY 00644271 WS-SOURCE-PROBE PH/ORP 00644354 WS-SOURCE-TUBIDITY BOTTLE, TUI	1,949.48 493.52 1,455.96	A/P	OUT-STD	01/07/2020
008228	01/07/2020 HERBIE JESSO CLOTHINGALLOWANCE WS-TRANS&DIST-CLOTHINGALLOW	229.96 229.96	A/P	OUT-STD	01/07/2020
008229	01/07/2020 LEVITT SAFETY LIMITED 1493586-00 SCD-DISPOSAL-GAS CL2 AND SO2 (	811.27 811.27	A/P	OUT-STD	01/07/2020
008230	01/07/2020 RESEARCH & PRODUCTIVITY COUNCIL 276156 WS-SOURCE-DRINKING WATER LAB	277.81 277.81	A/P	OUT-STD	01/07/2020

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008316 dated between 01-01-2020 and 01-31-2020

**CHEQUE REGISTER**

Printed: 10:12:47AM 02/20/2020

Page 2 of 5

Number	Issued	Amount	SC	Status	Status Date
008231	01/07/2020 RICHWIL TRUCK CENTRE LTD. 132098 WS-#20-MOTOR CONT 132368 WS-#20-SLEEVES	189.00 67.79 121.21	A/P	OUT-STD	01/07/2020
008232	01/07/2020 SCOTIA TECH 14902 WS-TRANS&DIST-3" METER, FLANGI	2,153.38 2,153.38	A/P	OUT-STD	01/07/2020
008233	01/07/2020 SOUTHWEST CONCRETE & CONS LTD IN000008276 SCD-DISPOSAL-CONCRETE BLOCKI	517.50 517.50	A/P	OUT-STD	01/07/2020
008234	01/07/2020 THE PANEL SHOP ITPS003015 WS-SOURCE-TURBIDITY DESICCAN	534.75 534.75	A/P	OUT-STD	01/07/2020
008235	01/14/2020 COX ELECTRONICS & COMMUNICATIONS 1-033850 WS-TRANS&DIST-12VDC POWER SL	36.78 36.78	A/P	OUT-STD	01/14/2020
008236	01/14/2020 KENT BUILDING SUPPLIES 1684851 WS-TRANS&DIST-SEALANT TUBE 1688002 SCD-DISPOSAL-QUICK SETTING CE	134.71 9.61 125.10	A/P	OUT-STD	01/14/2020
008237	01/14/2020 MIDLAND COURIER 9901310* SCD-DISPOSAL-TO HARRIS INDUST	100.07 100.07	A/P	OUT-STD	01/14/2020
008238	01/14/2020 MILLTOWN MACHINE & FABRICATION LTD. 21073 WS-#20-3/8 PLATE, LABOUR TO SHE 21083 WS-#20-3/8 KEYSTOCK, 1/4 PLATE	165.00 46.38 118.62	A/P	OUT-STD	01/14/2020
008239	01/14/2020 N. B. ELECTRIC POWER 36869807JAN20 WS-3-119MAXWELLCROSSING-BUIL 50228902JAN20 WS-MAXWELLCROSSING-PUMPS 53473043JAN20 WS-SOURCE-CHLORINE RESIDUAL 61230004JAN20 WS-MAXWELLCROSSING-PUMPS 82291008JAN20 WS-SOURCE-RESERVOIR	5,333.76 971.47 532.78 82.09 3,510.35 237.07	A/P	OUT-STD	01/14/2020
008240	01/14/2020 SOURCE ATLANTIC 3445225 SCD-DISPOSAL-CLOTHING ALLOWA 3452727 WS-TRANS&DIST-MANUAL TROLLE 3460363 SCD-DISPOSAL-CLOTHING ALLOWA	1,409.57 608.47 259.27 541.83	A/P	OUT-STD	01/14/2020
008241	01/14/2020 THE PANEL SHOP ITPS003016 SCD-DISPOSAL-MULTISMART REPL	1,200.60 1,200.60	A/P	OUT-STD	01/14/2020
008242	01/14/2020 WOLSELEY CANADA INC. 8913396 WS-TRANS&DIST-HYDRANT MARKE	1,322.50 1,322.50	A/P	OUT-STD	01/14/2020
008243	01/14/2020 XPLORNET INV29989879 WS-MAXWELLCROSSING-SATELLITI	126.49 126.49	A/P	OUT-STD	01/14/2020
008244	01/21/2020 BELL ALIANT 11366812DEC19 WS-SOURCE-PUMP STATION 19002807DEC19 SCD-DISPOSAL-OLD BAY WWTP	322.60 136.38 186.22	A/P	OUT-STD	01/21/2020
008245	01/21/2020 CANADIAN TIRE N16104507 WS-SOURCE-TORCHES, COUPLING N16104541 WS-TRANS&DIST-STRIPPER 20-30A N16104549 WS-TRANS&DIST-ROASTING PAN N16104561 WS-SOURCE-ELECTRICAL PLUGINS N16104581 WS-#20-MIRROR N17129091 WS-SOURCE-HOOKS, TACKLE BAG, N17129196 SCD-DISPOSAL-BUCKET, SCOTCH T N17130091 SCD-DISPOSAL-BATTERIES N17130092 SCD-DISPOSAL-GIANT QUICKFILL, E	432.46 41.35 14.89 11.49 70.06 12.64 70.12 32.73 14.89 25.27	A/P	OUT-STD	01/21/2020

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK2 - Utility Bank Account  
 Cheques from 000001 to 008316 dated between 01-01-2020 and 01-31-2020

CHEQUE REGISTER

Printed: 10:12:47AM 02/20/2020

Page 3 of 5

Number	Issued		Amount	SC	Status	Status Date
	N17130176	WS-SOURCE-SKILL SAW BLADE	19.49			
	N17130181	WS-#102-ALIGNMENT	91.99			
	N17130195	WS-#8-FLOOR MATS	27.54			
008246	01/21/2020	CARQUEST	303.42	A/P	OUT-STD	01/21/2020
	14838-119705	WS-#8-HALOGEN SEALED BEAMS	36.09			
	14838-119822	WS-#305-MANIFOLD GASKET, OIL P	149.55			
	14838-119898	WS-#305-FUEL INJ O-RINGS, WATER	22.54			
	14838-119935	WS-#102-BRAKE PAD SET	95.24			
008247	01/21/2020	EAGLE XPRESS COURIER SERVICE	247.25	A/P	OUT-STD	01/21/2020
	528424	WS-SOURCE-TO REREACH AND PRI	34.50			
	528479	WS-#20-TO RICHWELL	28.75			
	528480	WS-#102-PARTS FOR TRUCKS	46.00			
	528487	WS-SOURCE-TO RESEARCH AND PI	34.50			
	732483	WS-SOURCE-TO RESEARCH AND PI	34.50			
	732625	WS-SOURCE-TO RESEARCH AND PI	34.50			
	732634	WS-SOURCE-TO RESEARCH AND PI	34.50			
008248	01/21/2020	KEITH'S BUILDING SUPPLIES	82.35	A/P	OUT-STD	01/21/2020
	192491	WS-TRANS&DIST-DRILL BITS	39.54			
	192605	WS-SOURCE-GREAT STUFF FOAM,	42.81			
008249	01/21/2020	KEM CANADA MFG	161.64	A/P	OUT-STD	01/21/2020
	127569	SCD-DISPOSAL-MULTI USE CLEANE	161.64			
008250	01/21/2020	M.P.W.W.A.	273.84	A/P	OUT-STD	01/21/2020
	8189	WS/SCD-2020 MEMBERSHIPS	273.64			
008251	01/21/2020	N. B. ELECTRIC POWER	15,315.31	A/P	OUT-STD	01/21/2020
	52557428JAN20	SCD-218OLDBAYRD-WASTEWATER	7,926.01			
	53123617JAN20	SCD-STS-DECHLORINATION CHAME	186.14			
	53158875JAN20	SCD-STS-BUDD AVE LIFT STATION	3,531.57			
	54807440JAN20	SCD-STS-159A MILLTOWN BLVD. LI	37.70			
	56356048JAN20	SCD-STS-18 RIVERSIDE DR LIFT S	39.24			
	61204006JAN20	SCD-2-216KINGSTREET-LIFT STATI	324.17			
	61224002JAN20	SCD-STS-358A MILLTOWN BLVD LIF	1,415.01			
	61238008JAN20	SCD-STS-BUDD AVE LIFT STATION	1,512.77			
	78139807JAN20	SCD-STS-5-4 RIVERSIDE DR LIFT	141.32			
	84934906JAN20	SCD-STS-6-58A RIVERSIDE DR LIF	136.69			
	84943406JAN20	WS-STS-TODD HILL RESERVOIR	64.69			
008252	01/21/2020	ORR ELECTRIC & ALARM LTD.	86.25	A/P	OUT-STD	01/21/2020
	4301	SCD-DISPOSAL-TROUBLESHOT ISS	86.25			
008253	01/21/2020	PITNEY BOWES LEASING	724.51	A/P	OUT-STD	01/21/2020
	3201328453	WS-TOWN HALL-4TH QUARTER 2019	724.51			
008254	01/21/2020	RESEARCH & PRODUCTIVITY COUNCIL	1,818.98	A/P	OUT-STD	01/21/2020
	276806	WS-SOURCE-DRINKING WATER LAE	277.81			
	276668	WS-SOURCE-DRINKING WATER LAE	849.76			
	277018	WS-SOURCE-DRINKING WATER LAE	437.72			
	277307	WS-SOURCE-DRINKING WATER LAE	53.69			
008255	01/21/2020	RICHWIL TRUCK CENTRE LTD.	119.60	A/P	OUT-STD	01/21/2020
	132169	WS-#20-FILTERS	119.60			
008256	01/21/2020	SOUTHWEST CONCRETE & CONS LTD	11,765.88	A/P	OUT-STD	01/21/2020
	IN000008099	TS-STS-WINTER SAND	11,765.88			

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Town of St. Stephen  
 BNK2 - Utility Bank Account  
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**CHEQUE REGISTER**

Printed 10:12:47AM 02/20/2020

Page 4 of 5

Number	Issued	Amount	SC	Status	Status Date
008257	01/21/2020 SPEEDY ST-STEPHEN 8768 8768-335931 WS-#102-WINDSHIELD WIPERS	45.98 45.98	A/P	OUT-STD	01/21/2020
008258	01/21/2020 TOWN OF ST. STEPHEN 66188.53 WS-FUNDTRANSFER-TO GENERAL	66,188.53 66,188.53	A/P	OUT-STD	01/21/2020
008259	01/21/2020 UAP INC. 961-492812 WS-#8-AIR FILTER 961-492822 WS-#8-FUEL FILTER 961-492824 WS-#8-FUEL FILTERS 961-492951 WS-#8-LIGHT 961-492979 WS-#8-ELECTRO-MECH. FLASHERS 961-493006 WS-#8-COURTESY LAMP 961-493204 WS-#8-CAP CABLE CONNECTOR, C	313.08 62.88 13.26 35.35 2.94 27.96 5.84 164.85	A/P	OUT-STD	01/21/2020
008260	01/21/2020 XYLEM CANADA COMPANY 3558329250 SCD-DISPOSAL-PUMP WITH MONIT	6,842.04 6,842.04	A/P	OUT-STD	01/21/2020
008263	01/28/2020 BERNIE MCFARLANE ELECTRICAL 012019 WS-TRANS&DIST-REPAIR EXTERIOF 212019 WS-MAXWELLCROSSING-VACUUM I	251.85 69.00 182.85	A/P	OUT-STD	01/28/2020
008264	01/28/2020 BRENNTAG CANADA INC. 46126504 WS-SOURCE-EMPTY CYLINDER RE 46131983 SCD-DISPOSAL-SULPHUR DIOXIDE 46134072 SCD-DISPOSAL-EMPTY CYLINDERS 46139120 WS-SOURCE-CHLORINE	4,992.59 -3,680.00 4,740.22 -2,760.00 6,692.37	A/P	OUT-STD	01/28/2020
008265	01/28/2020 BRIGGS PLUMBING INC. 1571129 WS-TRANS&DIST-PIPE SLICER, COL 1571132 WS-TRANS&DIST-FILTER C1 CARBO	78.93 62.02 16.91	A/P	OUT-STD	01/28/2020
008266	01/28/2020 CUSTOM EMBROIDERY PLUS 663 WS-STC-CLOTHING ALLOWANCE	316.89 316.89	A/P	OUT-STD	01/28/2020
008267	01/28/2020 EMCO CORPORATION 12513434-00 WS-TRANS&DIST-BLADE 12513703-00 SCD-DISPOSAL-PVC PIPE 12513707-00 WS-TRANS&DIST-CRNR SETT, SERV	2,943.36 385.25 921.61 1,636.50	A/P	OUT-STD	01/28/2020
008268	01/28/2020 HARRIS INDUSTRIAL TESTING SERVICES LTD. 7724 SCD-DISPOSAL-TOXICITY TEST	287.50 287.50	A/P	OUT-STD	01/28/2020
008269	01/28/2020 M.P.W.W.A. 40THANNUAL2020 WS-TRANS&DIST-H.JESSO-40TH TR 40THANNUAL2020* WS-TRANS&DIST-B.FURLOTTE-40TH	918.72 499.83 418.89	A/P	OUT-STD	01/28/2020
008270	01/28/2020 MEGA-LAB MANUFACTURING CO. LTD. 0000154477 SCD-DISPOSAL-CAPTIVE 8	885.16 885.16	A/P	OUT-STD	01/28/2020
008271	01/28/2020 N. B. SOUTHERN RAILWAY COMPANY LIMITED 60486 WS-STC-UNDERGROUND PIPE, PRI	575.00 575.00	A/P	OUT-STD	01/28/2020
008272	01/28/2020 PARTS FOR TRUCKS INC. 34306339-00 WS-#102-CUTTING EDGES	218.39 218.39	A/P	OUT-STD	01/28/2020
008273	01/28/2020 PITNEY WORKS DECEMBER132019* WS/SCD-ADMIN-CHARGES FOR POS JAN132020WS/SCD WS/SCD-ADMIN-POSTAGE METER R	346.52 49.36 297.16	A/P	OUT-STD	01/28/2020
008274	01/28/2020 RESEARCH & PRODUCTIVITY COUNCIL 277720 WS-SOURCE-DRINKING WATER LAB	437.72 437.72	A/P	OUT-STD	01/28/2020
008275	01/28/2020 SAINT JOHN LABORATORY SERVICES LTD.	1,476.17	A/P	OUT-STD	01/28/2020

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**Town of St. Stephen**  
**BNK2 - Utility Bank Account**  
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**CHEQUE REGISTER**

Printed 10:12:47AM 02/20/2020

Page 5 of 5

Number	Issued		Amount	SC	Status	Status Date
	1023-19	SCD-DISPOSAL-TREATMENT PLANT	1,411.68			
	633-19	WS-TRANS&DIST-DRINKING WATER	64.49			
008276	01/28/2020	SOUTHWEST CONCRETE & CONS LTD	<b>1,319.63</b>	A/P	OUT-STD	01/28/2020
	IN000008351	WS-TRANS&DIST-EQUIPMENT REN1	1,319.63			
008277	01/28/2020	SPEEDY ST-STEPHEN 8768	<b>86.25</b>	A/P	OUT-STD	01/28/2020
	8768-336631	WS-PUMPHOUSE-REPLACE MAIN D	88.25			
008278	01/28/2020	TOWN OF ST. STEPHEN	<b>17,467.61</b>	A/P	OUT-STD	01/28/2020
	17467.61	WS-FUNDTRANSFER-TO UTILITY CA	17,467.61			
008281	01/28/2020	ATLANTIC PURIFICATION SYSTEMS LTD.	<b>1,069.96</b>	A/P	OUT-STD	01/28/2020
	207109	SCD-SEWER-PH GEL PROBE	1,069.96			
008282	01/28/2020	BELL MOBILITY INC.	<b>3,536.54</b>	A/P	OUT-STD	01/28/2020
	523889487JAN20UTI	WS/SCD-CELL PHONE CHARGES	3,536.54			
<b>Cheque Totals Issued:</b>			<b>170,674.81</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>170,674.81</b>			
<b>Total # of Cheques Listed:</b>			<b>63</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**Chambers of Commerce Group Insurance Plan:**

**January, 2020**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,052.09
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	12,057.33
<b>Total</b>	<b><u>\$ 20,109.42</u></b>
<b>Total Amount</b>	<b><u>\$ 20,109.42</u></b>

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

DATE: February 24, 2020

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

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

**COMMUNICATION FOR INFORMATION FILE**

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

*Thank You*  
*from*



Thank you very much for  
providing us with this  
2020 Community grant.

We appreciate your support  
and will put the grant money  
to good use.

Tax rec # 6475 enclosed.

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

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

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

DATE: February 24, 2020

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

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

**COMMITTEES MEETING**

**THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on February 12, 2020 be approved as circulated.

**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 12, 2020 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING** – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

It was MOVED by Councillor Harding and SECONDED by Councillor Hyslop that the above-noted one (1) item be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) of the New Brunswick *Local Governance Act*. CARRIED

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE

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

2. APPROVAL OF AGENDA

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Chisholm that the agenda be approved as circulated. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

- (i) Final Phases of the St. Stephen Municipal Climate Adaptation Plan - Briana Cowie, Climate Change Program Manager, Eastern Charlotte Waterways, presented the final phases of the St. Stephen Climate Adaptation Plan. She spoke about the data collection efforts as it pertains to climate risks and impact areas in the municipality, as well as recommended adaptation action items and policy proposals for the town to pursue in the face of a changing climate. Ms. Cowie noted that the plan will be complete and for municipal review in early March, as well as a launch of a community based interactive climate website where the climate risk data and subsequent adaptation action items will be housed for the public and the municipality to continue to build climate resiliency.

- (ii) Municipal Plan – Stephen Stone, Associate, Dillon Consulting Limited presented an overview of the draft Municipal Plan and, in particular, he noted:

- Municipal Plan Process
- Engagement – What was heard from various public groups.
- Community Vision
- Areas of Change Review
- Legislative Process Overview

It was further noted that a public presentation of the Municipal Plan will take place at the Regular Session of Council on Monday, February 24, 2020 at 6:00 p.m. in the Council Chambers.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – As noted on the Agenda, quarterly reports for the West District will now be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 06-20 from the Fire Chief was received and reviewed.
- (iii) Rescind Policy 30 Filling of Swimming Pools – Request for Decision Report: FD 07-20 from the Fire Chief was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to rescind Policy 30 Filling of Swimming Pools.
- (iv) Rescind Policy 31 Water Usage – Rural Fire Department – Request for Decision Report: FD 08-20 from the Fire Chief was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to rescind Policy 31 Water Usage – Rural Fire Department.
- (v) Amend By-law No. W-1, Schedule A, Section 4 – Request for Decision Report: FD 09-20 from the Fire Chief was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to amend Schedule A, Section 4 of By-law No. W-1 which amends the rate to purchase water in bulk from \$2.43 per 100 cubic feet to \$35.00.

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

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

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.
- (ii) Flyer Delivery – Request for Decision Report: CAO 05-20 from the Chief Administrative Officer was received and reviewed, and Council directed the Chief Administrative Officer to draft a by-law to regulate flyer delivery which will be reviewed at a future meeting.
- (iii) Repeal of By-Law to Establish a Planning Advisory Committee - Request for Decision Report: CAO 06-20 from the Chief Administrative Officer was received and reviewed, and first and second readings of By-Law No. A-14, “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” will be considered at the next Regular Session of Council on Monday, February 24, 2020.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 07-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Installation of New Phone System – New Town Hall – Request for Decision Report: CAO 08-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to award the contract for the new phone system at the new Town Hall to Southern New Brunswick Office Equipment.
- (iii) Disposition of Assets – Request for Decision Report: CAO 09-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to authorize the disposition of assets outlined in the report (certain equipment from the former bowling alley acquired by the Town), as well as any additional bowling equipment, to an interested party, and to further authorize the Chief Administrative Officer to negotiate the terms of the disposition.
- (iv) Report of the Finance Department – Information Report: TR 03-20 from the Treasurer was received and reviewed for informational purposes.

- (v) Borrowing Limit Authorizations for the General Operating and Water and Sewerage Operating Funds – Request for Decision Report: TR 04-20 from the Assistant Treasurer was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, February 24, 2020 to authorize borrowing limits for 2020 for the General Operating Fund and Water and Sewerage Operating Fund.
- (vi) Municipal Capital Borrowing Board Applications - Request for Decision Report: TR 05-20 from the Treasurer was received and reviewed, and motions will be considered at the next Regular Session of Council on Monday, February 24, 2020 to approve applications to the Municipal Capital Borrowing Board for interim financing for construction costs for Waterfront Trail Upgrades and West Street Utility Renewal.
- (vii) 2020 Expenditures Plans – Request for Decision Report: TR 06-20 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to approve the 2020 expenditure plans as outlined for the General Capital Reserve Fund, General Operating Fund, General Operating Reserve Fund, Water and Sewerage Capital Reserve Fund, and Water and Sewerage Operating Reserve Fund, all in the form presented to Council.

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

- (i) Report of the Director of Community Services – Information Report: CMS 02-20 from the Director of Community Services was received and reviewed for informational purposes.
- (ii) Out-of-Province Travel – Request for Decision Report: CMS 03-20 from the Director of Community Services was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, February 24, 2020 to approve up to two (2) employees, chosen at the discretion of the Chief Administrative Officer, to attend the Atlantic Recreation & Facilities Conference & Trade Show in St. John's, Newfoundland between May 26 – 29, 2020.

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

- (i) Events and Community Relations – Information Report: EDC 01-20 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Noise By-law Allowances for Town Events – Request for Decision Report: EDC 02-20 from the Events Development Coordinator was received and reviewed, and a motion will be considered at the next Regular Session of

Council on Monday, February 24, 2020 to grant permission for music to be played at various events during the spring and summer of 2020, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town's Events Development Coordinator.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 02-20 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Awarding of Contracts – Waterfront Revitalization Project – Request for Decision Report: CAO 10-20 from the Chief Administrative Officer was received and reviewed, and two (2) motions will be considered at the next Regular Session of Council on Monday, February 24, 2020 to approve the awarding of a contract to Acadian Marine & Diving Ltd., being the low bidder, for the supply and installation of a Pedestrian Gangway at a cost of \$55,200.00, including HST; and, to approve the awarding of a contract to Fundy Contractors Limited, being the low bidder, for the supply and installation of floating docks at a cost of \$131,985.50, including HST

6. **NEW BUSINESS**

No new business.

7 **ADJOURNMENT**

The meeting moved into closed session at 6:52 p.m. and returned to open session at 6:55 p.m., at which time it was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the meeting adjourn at 6:55 p.m.

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Joan Flewelling  
Town Clerk

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Dated

**AGENDA**  
**COMMITTEES MEETING**  
**WEDNESDAY, FEBRUARY 12, 2020 @ 5:00 P.M.**  
**73 MILLTOWN BLVD., SUITE 112**  
**ST. STEPHEN, NB**

**CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).**

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – one (1) item

**OPEN COMMITTEES MEETING**

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
  - (i) Final Phases of the St. Stephen Municipal Climate Adaptation Plan -Presentation by Briana Cowie, Climate Change Program Manager, Eastern Charlotte Waterways, as outlined on the information sheet attached.
  - (ii) Municipal Plan – Presentation of Draft Municipal Plan by Stephen Stone, Associate, Dillon Consulting Limited – copy attached.
5. ITEMS

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

- (i) RCMP Quarterly Report – Quarterly reports for the West District will be provided through the Regional Service Commission 10.
- (ii) Report of the Fire Department – Information Report: FD 06-20 from Fire Chief attached.
- (iii) Rescind Policy 30 Filling of Swimming Pools – Request for Decision Report: FD 07-20 from Fire Chief attached.
- (iv) Rescind Policy 31 Water Usage – Rural Fire Department – Request for Decision Report: FD 08-20 from Fire Chief attached.
- (v) Amend By-law No. W-1, Schedule A, Section 4 – Request for Decision Report: FD 09-20 from Fire Chief attached.
- (vi) Report of the By-Laws Office

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

- (i) Report of Building Inspection Office
- (ii) Flyer Delivery – Request for Decision Report: CAO 05-20 from Chief Administrative Officer attached.
- (iii) Repeal of By-Law to Establish a Planning Advisory Committee - Request for Decision Report: CAO 06-20 from Chief Administrative Officer attached.

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

- (i) Report of the Chief Administrative Officer – Information Report: CAO 07- 20 from Chief Administrative Officer attached.
- (ii) Installation of New Phone System – New Town Hall – Request for Decision Report: CAO 08-20 from Chief Administrative Officer attached.
- (iii) Disposition of Assets – Request for Decision Report: CAO 09-20 from Chief Administrative Officer attached.
- (iv) Report of the Finance Department – Information Report: TR 03-20 from Treasurer attached.
- (v) Borrowing Limit Authorizations for the General Operating and Water and Sewerage Operating Funds – Request for Decision Report: TR 04-20 from Assistant Treasurer attached.
- (vi) Municipal Capital Borrowing Board Applications - Request for Decision Report: TR 05-20 from Treasurer attached.
- (vii) 2020 Expenditures Plans – Request for Decision Report: TR 06-20 from Treasurer attached.

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

- (i) Report of the Director of Community Services – Information Report: CMS 02-20 from Director of Community Services attached.
- (ii) Out-of-Province Travel – Request for Decision Report: CMS 03-20 from Director of Community Services attached.

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

- (i) Events and Community Relations – Information Report: EDC 01-20 from Events Development Coordinator attached.
- (ii) Noise By-law Allowances for Town Events – Request for Decision Report: EDC 02-20 from Events Development Coordinator attached.

**PUBLIC WORKS** – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 02-20 from Director of Operations attached.
- (ii) Awarding of Contracts – Waterfront Revitalization Project – Request for Decision Report: CAO 10-20 from Chief Administrative Officer attached.

6. NEW BUSINESS

7. ADJOURNMENT

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

**DATE:** February 24, 2020

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

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

**STAFF REPORTS**

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



**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report: CAO 07-20**



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**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** February 12<sup>th</sup>, 2020  
**Subject:** CAO REPORT

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

The activities of the Office of the Chief Administrative Officer for the month of January included the following:

**Airport:** CAO received information from Mr. Mike Smith regarding a request for a major capital investment into the airport terminal building. Mr. Smith has undertaken efforts to obtain a quote on what is, in his opinion, the best approach to a project. This estimate will be considered as part of deliberations on capital budget. However, the initial costing estimate likely would require some kind of outside funding to make such a project feasible.

Additionally, CAO has been working with Mr. Smith to bring finalize the information with NAV Canada to allow for the GPS supported instrument approach information to be utilized. This project has been underway for a number of years and should be finalized prior to March.

**NDMP Project:** The CAO, with the assistance of the Finance department, have been working to bring the NDMP project (Billy Weston Brook Flood Mitigation) to a close. This has been challenging as the project foundation established by the Federal/Provincial governments was not well documented. Work is currently underway to ensure that funding is released as soon as possible, with assurances that appropriate funding is received by all of our partners, and that no unexpected liabilities would fall upon the municipality.

**New Phone System for (new) Town Hall:** The Senior Management Team has been considering proposals from qualified vendors with respect to a new phone system to be installed within the Town Hall facilities being constructed at the GCC. A Request for Decision on this matter appears on this meeting's agenda.

Potential Investors: CAO took a number of meeting/phone calls with parties expressing and interest developing properties in and around St. Stephen. Follow up with these individuals will be conducted by either the CAO or the President of Future St. Stephen, depending on their needs.

GCC Renovations: CAO received and amended schedule on the GCC Renovations. Current schedule indicates construction completion expected in mid-March. It should be noted that this does not indicate the date of relocation as other elements (IT, phone system, file management, furniture) will need to be in place prior to full relocation.

Flyer Delivery: CAO undertook an environmental scan on the matter of Flyer Delivery regulation within municipalities. The results of this work are included in a report on this agenda.

Coastal Link Trail: Work with representatives of Coastal Link Trails Inc. on establishment of funding agreements to allow the work on the trail to commence as soon as possible.

WF Ganong Statue Project: Thanks to the coordinating efforts of the President of Future St. Stephen, this project is underway and appears to be on time.



**Town of St. Stephen  
Information Report to Council  
Report: TR 03-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, CPA, CMA, Treasurer  
**Resource Staff:** Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.  
**Date of Meeting:** February 12, 2020  
**Subject:** TREASURER INFORMATIONAL REPORT

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

**Staff Activity since last report:**

**1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
  - Accounts Receivable closed to November 30, 2019.
  - Utility billings October-December 2019-Complete.
  - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
  - Review for update of Collection Policy-In progress.
  
- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to November 30, 2019.
  - Review of procedures for electronic payments-In progress.
  - Review for update of Purchasing Policy-In progress.
  
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 73 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 107 employees.
  
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to January 31, 2019.
  - Department Head and Council Statements to November 30, 2019.

**2) Meetings:**

- A) Weekly Garcelon Civic Center management staff meetings.
- B) Weekly Senior Management Staff meetings.
- C) Municipal Plan meeting-Jan 13, 2020
- D) Committee meeting-Jan 15, 2020.
- E) Brunnet visit for computer installation and other IT services-Jan 22, 2020.

**3) Projects:**

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Civic Center.
  - 2) Prince William Street Infrastructure Renewal.
  - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 6) Waterfront Revitalization.
  - 7) Waterfront Enhancements (GTF).
  - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
  - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
  - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 11) 2019 Capital Plans-16 capital projects.
  - 12) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 13) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
  - 14) West Street Utility Renewal (GTF).
  - 15) Waterfront Trail.
  
- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to November 30, 2019.
  
- C) 2020 Budget-Complete.
  
- D) Solid Waste and Recycling Collection and Disposal Services tender-Completed.
  
- E) Accounting office planning to minimize paper use-In progress.
  
- F) Transitioning Town Hall receipting process-In progress.
  
- G) Bill Weston NDMP project-In Progress.
  
- H) 2019 T4's, T4A's and Worksafe NB remittance-In progress.

- i) Multiple HST remittances-Ongoing.
- ii) Administering the Charles F Todd Trust Fund-Ongoing.



**Town of St. Stephen  
Information Report to Council  
Report: PW 02-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** February 12, 2020  
**Subject:** February Committee Meeting

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

**1: Water system:**

- a) Installed 10 new Water Meters.
- b) Repaired 15 Water Meters.
- c) Repaired 1 Watermain.
- d) Repaired 1 Water Lateral.

**2: Streets:**

- a) Hauled Snow.
- b) Plowed Streets and Sidewalks .
- c) Sanded Streets and Sidewalks.
- d) Cold Patched.

**3: Waste Water:**

- a) Videoed 4 Sewer Laterals.
- b) 1 Sewer Main was flushed.
- c) Plowed Snow.
- d) Lift Station Maintenance.

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

### **February 3, 2020**

**West Street Infrastructure Renewal – Project No. 19-1946**

Design is in progress. Once the design is at 70% completion a meeting will be organized to review with Public Works to get feedback and make decisions where required. It is anticipated that the project will be ready for tender in March 2020.

**Riverside Drive WWPS Replacement – Project No. 19-9953**

Design drawings are at 50%. The land surveyor confirmed property lines/locations and the overall site plan configuration has been updated. Dillon reached back to NB Power to follow up on obtaining an easement.

**Parking Lot Reconfiguration (Garcelon Civic Centre) – Project No. 19-9720**

The work is complete with final payments being processed.

**Waterfront Enhancements – Project No. 19-9772**

The project is on hold for the winter months. The decision was made to hold off on the concrete slab pour until Spring to reduce the quality risks associated with temperature and weather experienced in December. The slab and site restoration is scheduled to be completed in late April / early May 2020.

**Waterfront Revitalization – Project No. 18-7081**

The wharf contractor is off site and the work complete with the exception of the installation of the floating docks and gangway. The floating dock and gangway tenders have been re-issued and we are awaiting results on February 6. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months, and correct minor deficiencies at that time.

**Water and Sanitary Sewer System Extension (Route 3) – Project No. 18-8036**

The water main has been commissioned and the project is complete with the exception of a deficiency with a portion of the curb repair which is scheduled for repair in the Spring of 2020.

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

Work in Elm Park is complete. Some deficiencies remain outstanding are being addressed. An asphalt deficiency and replacement of 2-3 trees in a hedge remain as outstanding deficiencies that are scheduled to be addressed in the Spring.



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Fire Chief  
**Resource Staff:**  
**Date of Meeting:** Wednesday, February 12, 2019  
**Subject:** Committee Meeting for February

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

**1. Alarms were:**

Town Alarms	4
Out of Town Alarms	4
<b>Total</b>	<b>8</b>

<b>Alarms</b>	<b># Calls</b>	<b># FF</b>	<b># Hours</b>
1. Ambulance Assist	1	7	7
2. MVA	2	19	19
3. Alarm	3	19	19
4. Car Fire	1	9	9
5. Chimney Fire	1	12	12
<b>Total</b>			
SSFD	8		
Other FD	38		
St Stephen PW	11		
St Andrews PW	0		
<b>Total calls dispatched</b>	<b>57</b>		

## **2. Fire Department Activities**

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections.
3. Ropes and knots training.

## **3. Fire Chiefs Activities**

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Meeting with Worksafe NB representative with respect to JHSC development.
4. Policy(s) review (Bulk Water Customers)
5. Ongoing internal work with respect to Health and Safety Program development.
6. Senior Management Team meetings.
7. Committee Meeting
8. Labour/Management meeting.
9. Year-end reporting to Office of Fire Marshal.
10. Attended meeting of the NB Association of Fire Chiefs in Moncton.
11. Attended meeting of Charlotte County Fire Chiefs, CAO's, DELG, NB 911 and Saint John Public Safety Answering Point (SJPSAP) with respect to beginning the transition away from SSFD Dispatch towards Regional Fire Dispatch through SJPSAP.
12. Coordinating five different courses within the Fundy Firefighters Association, on behalf of FFA and NBCC.
13. Facilitating the moving of the Building Inspector and By-law Enforcement Officer from 112 Milltown Blvd to 199 Union Street.

## **4. Equipment**

1. Semi-annual breathing air compressor certification was completed.
2. Ordered decontamination bags for firefighter vehicles as part of our firefighter cancer-mitigation program.
3. First Aid kits being refreshed to eliminate out of date stock.

## **5. Personnel**

1. Two individuals have been recruited to fill Volunteer Firefighter positions.

Respectfully,

Chief Sean Morton

# TOWN of ST. STEPHEN

## By-Law Enforcement

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

## January REPORT

2020

To: CAO – Town of St. Stephen

Please find enclosed my report for January By-Law –Enforcement.  
We handled 28 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (2)	Received a request from the SPCA for assistance in a matter  Received a call from the SPCA looking for information a person	<i>Met with the officer and assisted in the inspection</i>  <i>Information was passed onto them</i>
Assist General Public (7)	Gentleman called with regards to the zoning by law for a property he owns  Lady called to inquire about a vendors license	<i>Information was passed onto the building inspector</i>  <i>Application for same was passed onto her</i>

	<p>Complaint from the Bank of Montreal with regards to an abandoned garbage dumpster</p> <p>Gentleman was in to complain about the parking of his neighbors on the street</p> <p>Received a call of the front façade falling off of the Phillips Furniture building</p> <p><i>Received on email from CBC with regards to an ongoing investigation</i></p> <p><i>Lucky 7 cab was in to pay the yearly fee for three taxi cabs and licensing for four drives.</i></p>	<p><i>Patrolled made and after investigation the street crew removed same.</i></p> <p><i>Patrol made and it appears as though they are parking on the front lawn of the dwelling. No violation here</i></p> <p><i>Owner of the building was contacted and they fixed the issue</i></p> <p><i>Passed onto the CAO for reply to them.</i></p>
Parking (16)	<p><i>Seven warning tickets issued for parking</i></p> <p><i>Five warnings given for overnight parking</i></p> <p><i>Received a question about a parking lot on King</i></p> <p><i>Comp of parking on King St.</i></p> <p>Ticket # 618 Paid</p> <p>Also attended court in Saint John for trial in a traffic matter and unsightly premise trial. Verdicts of guilty in both matters</p>	<p>Brought to the CAO for clarification</p> <p><i>Both this office and the office of the SPCA have investigated. Owner is complying with the by law</i></p>
Dog Complaints (3)	<p>Received a call from a lady complaining about a dog outside all day</p>	

	<p><i>Comp from Hartford lane with regards to barking dogs at the neighbors</i></p> <p><i>Comp of a dog bite on Victor St.</i></p>	<p><i>Animal control looked into this matter</i></p> <p><i>Matter is still under investigation</i></p>
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Respectfully Submitted,  
 Brent MacDougall  
 By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I responded to all complaints and patrolled the Town daily. I received numerous calls on lost cats and found cats. One complaint of a person on Maple St. leaving her cats out all day. Received a second complaint of a man on Dow St. not caring for his dog. I spoke with the owner again but found the complaints unfounded. I received complaint of dog owner walking a crippled dog on Riverside drive, spoke with the owner and problem solved. Receive a complaint of a dog on Victor St. attacking a neighbor. Still working on this call. I received a couple of complaints of dogs barking. I spoke with the owner and warnings given.

Respectfully Submitted,  
 Mike Shannon  
 Animal Control Officer

<b>BUILDING INSPECTION 2020</b>	2020	2019	2020	2019	2020	2019	2020	2019
<b>JANUARY</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	<b>Pres/mth</b>	<b>Prev/yr/mth</b>	<b>Pres. Mth</b>	<b>Prev.Yr Mth</b>	<b>Present Year</b>	<b>Prev year</b>	<b>Present Year</b>	<b>Previous Year</b>
New Residential	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Residential Renos/Additions	2	0	\$5,200.00	\$0.00	2	0	\$5,200.00	\$0.00
New Com/Indus/Instit.	0	3	\$0.00	\$5,344,000.00	0	3	\$0.00	\$5,344,000.00
Com./Indus./Inst. Renos	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00
Institutional	1	0	\$109,045.00	\$0.00	1	0	\$109,045.00	\$0.00
Demolition	2	0	\$20,292.50	\$0.00	2	0	\$20,292.50	\$0.00
<b>TOTALS</b>	5	3	\$134,537.50	\$5,344,000.00	5	3	\$134,537.50	\$5,344,000.00
	<b>Cur. Mth</b>							
Demolition Permits	2	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	6	N/A						
Electrical waivers issued	8	N/A						
Active Unsightly Premises	3	N/A						
Sign Permits	2	N/A						



**Town of St. Stephen  
Information Report to Council  
Report: CMS 02-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Kev Sumner, Director of Community Services  
**Resource Staff:** Nikki Mott & Jeremy McShane  
**Date of Meeting:** Wednesday, Feb 12<sup>th</sup> 2020  
**Subject:** Community Services Monthly Report

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**Recommendation:** That this report be received for information.

**Community Services**

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

- a. Interviewing for the Aquatic & Programming Coordinator position took place on January 31<sup>st</sup>, thirteen applicants applied and I shortlisted four for interviews. There are two potential candidates that would be suitable for the position, I am undertaking reference checks at present before I make my final decision.
- b. A New Aquatic schedule has been developed with winter swimming lessons beginning in February, I have added a reduced price lap swim to help the evening fitness users and with the help of the staff we have added aqua-cise classes to Monday and Wednesday nights. I have hired 2 members of staff on a temporary term position to help with the Saturday swimming lessons.
- c. I am working with the user groups that have not signed up for user agreements to negotiate with the town so our and their expectations are met. We just have one user group that needs to sign their agreement and they are the old-timers hockey than play during the day at the GCC.
- d. Website development continues with the wireframes being established so we can get an idea of how the new site looks. I have analyzed the four phone system proposals and we will discuss the options at the Feb 6<sup>th</sup> SMT meeting.
- e. Work continues on reviewing the Community Services policies.
- f. Feedback on the new lights has been very positive, the installation of the new cameras started on February 3<sup>rd</sup> and they should be up and running by the end of that week.
- g. The Pro-shop agreement continues to be worked out with the representatives from the Pro-shop but discussions have been positive, the final issue that they need to confirm is the best time of the year for them to pay their rent. We have asked that they pay rent for 12 months of the year rather than just the 5 months that they were paying for as this is a service that is provided year round and with spring hockey being well established in the GCC there is a market for it.
- h. I continue to work with the Anglophone School District staff in discussing the future of the agreement in regards to the school fields, first impressions are that they will not be able to contribute more to the town despite 9 of the 10 fields being owned or leased by the School District. I have passed on the expenses that are associated with field maintenance, event and Parks staff wages so they are aware of the coordination that goes into this.

- i. Elm Street Nature Park & Coastal Link Trail meetings continue with Ed Zammit, we are discussing plans for both green spaces as well as the new Ganong Statue that has been lined up for the waterfront.
- j. Work continues on the options for the 32 foot long bateau that is stored at the Border Arena, the location and functionality of the boat have to be confirmed.

2. Meetings & other activities:

- a. St. Stephen 150<sup>th</sup> Anniversary meeting with Michelle & Ghislaine (February 5<sup>th</sup>).
- b. Weekly Community Services and Senior Management Team meetings.
- c. Met with representatives of the Canada First basketball court to give them a tour of the GCC.
- d. Met with Rick from ThyssenKrupp elevators to discuss our maintenance agreement.
- e. Met with owners of a bowling alley in Fredericton, they were interested in some replacement parts that we currently have at the Border Arena. Sadly our system was not compatible with theirs but they did express an interest in some smaller items. They are going to provide a list for council to review.

**Administration & Accounting**

1. Monthly Projects (January 2020):

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Processed the Revenue reports for the finance department.
- d. Deposits, banking, and reconciled shifts.
- e. Various administrative and accounting

2. Statistics (January 2020):

- a. Approximately 1906 membership check-ins were recorded for the month.
- b. Approximately 147 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 12 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 70 punch cards sold throughout the month.

**Operations and Maintenance**

1. Ongoing preventative maintenance in building.
2. Contractors continue work on Town hall Renos.
3. Working through Reno issues closely with TOSS and King Construction. Power panel switch over completed over night with very little disruption to building and patrons.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Worked on large sump pit pumps, replaced floats on two.
6. Working on 2020 budget and capital items.
7. New pool light project has been completed, thank you for your patience.
8. Attended Tuesday management meetings.
9. Phase two of security cameras project started with wiring (installed in January) and followed by equipment install week commencing Feb 3rd, expected to be running by the end of that week.

10. Ongoing policy reviews.

11. Large boilers received full teardown cleaning, first one since commissioning. Will now build an annual maintenance plan for those boilers, moving forward.

12. Monthly building inspection completed.

13. Pressure vessels inspected by Province, everything in order.

15. Attended Recreation NB Board of directors meeting.



**Town of St. Stephen  
Information Report to Council  
Report: EDC 01-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Michelle Vest, Events Development Coordinator  
**Resource Staff:** N/A  
**Date of Meeting:** Wednesday, February 12<sup>th</sup>, 2020  
**Subject:** EDC Informational Report

---

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

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

- a. Arena Events:
  - i. Doug MacDonald Tournament – January 2<sup>nd</sup> – 5<sup>th</sup>
  - ii. EDZA South Bantam AAA game – January 18<sup>th</sup>
  - iii. Original Six Charity Game – February 1<sup>st</sup>
- b. Conservative Party Rally – January 18<sup>th</sup>
- c. People's Alliance Rally – January 25<sup>th</sup>

**2. Future Events:**

- a. Liberal Party Rally – February 8<sup>th</sup>
- b. Hockey Tournament – February 15<sup>th</sup>/16<sup>th</sup>
- c. Family Day at the GCC – free skates and swim times plus cake.
- d. Chamber of Commerce AGM – February 20<sup>th</sup> @ GCC
- e. Heritage event at the GCC – sponsored by Charlotte County Archives – details pending
- f. Chamber of Commerce Lunch and Learn – February 26<sup>th</sup> @ GCC
- g. March 21/22 – Provincial Cheer Competition at GCC
- h. Hockey Tournament – March 27-29
- i. March/April – planting of the new town "Christmas Tree" along the waterfront near GCC. Details TBC pending spring conditions for planting.
- j. May 16 – Town Wide Yard Sale and Trunk Sale @ GCC
- k. Statue Reveal – tentatively May 27<sup>th</sup>. Community Services was informed of this date by Future St. Stephen 1/8/20 and we have no further information at this time.
- l. Grand March @ GCC – June 16<sup>th</sup>
- m. August 1<sup>st</sup> or 2<sup>nd</sup> – Regional Car Show (details pending. Meeting with RCMP to determine what is required to close Milltown Blvd. from King St. to Main St. has been rescheduled

multiple times due to last minute conflicts). Request for closure to be submitted after meeting with RCMP.

- n. August 2<sup>nd</sup>-6<sup>th</sup> – Chocolate Fest
- o. August 5<sup>th</sup> – 9<sup>th</sup> – International Fest. SSFD Fire Truck Pull tentatively scheduled for August 9<sup>th</sup> and would require Budd Ave. to be closed to through traffic.
- p. August 13<sup>th</sup>- 16<sup>th</sup> – Bonfire Festival
- q. November/December – “Walk of Lights” along the waterfront (light up the trees and gazebos from the wharf along the length in front of the GCC)

**3. Other Activities:**

- a. Continued overseeing bookings and Canteen at the GCC.
- b. Continued to update the Town website and Facebook pages with community submitted events (through the website link).
- c. Continuing to serve as Secretary for Chocolate Fest Inc. for 2020.
- d. Worked Canteen as necessary.
- e. Joined Alison and Kev with screening applicants for Aquatics and Programs Coordinator and sat in on interviews.
- f. Canteen supply run to Saint John
- g. Meetings:
  - a. Coordinator for Kiwanis Trade Show Emily Muir (town will have a booth)
  - b. Coordinators for Provincial Cheer Competition
  - c. Barb Tucker regarding August 7<sup>th</sup> event (International Festival) at GNP
  - d. Ghislaine Wheaton – Prepare for St. Stephen 150<sup>th</sup> Anniversary meeting (February 5<sup>th</sup>)
  - e. Regular meeting with FSS, DSS and Chamber
  - f. Roxanne Redding – American Chair of International Festival

Respectfully submitted,

Michelle Vest

Events Development Coordinator

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

DATE: February 24, 2020

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

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

**BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A  
PLANNING ADVISORY COMMITTEE – FIRST READING – SHORT TITLE ONLY**

THAT leave now be given to introduce a by-law entitled By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – for First Reading – Short Title Only.

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

DATE: February 24, 2020

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

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

**BY-LAW NO. A-14 - A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A  
PLANNING ADVISORY COMMITTEE – SECOND READING – READING IN ITS  
ENTIRETY**

THAT By-Law No. A-14 – “A By-Law to Repeal a By-Law to Establish a Planning Advisory Committee” – be given Second Reading – Reading in its Entirety.

**TOWN OF ST. STEPHEN**

**BY-LAW NO. A-14**

**A BY-LAW TO REPEAL A BY-LAW TO ESTABLISH A PLANNING ADVISORY  
COMMITTEE**

Be it enacted by the Council of the Town of St. Stephen as follows:

- 1 By-Law No. A-4, "A By-Law to Establish a Planning Advisory Committee" is hereby repealed in its entirety.
- 2 This by-law comes into force on the date of third and final reading thereof.

**IN WITNESS WHEREOF** the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the                      day of                      , 2020.

First Reading:

Second Reading:

Third Reading and Enacted:

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

\_\_\_\_\_  
Joan M. Flewelling, Town Clerk

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

DATE: February 24, 2020

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

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

**MUNICIPAL PLAN 2020**

**THAT** the Council of the Town of St. Stephen accepts the recommendation by the Chief Administrative Officer to initiate the legislative adoption process for the repeal and replacement of the Town's Municipal Plan (the "Plan") as prescribed by the New Brunswick *Community Planning Act*, as it is Council's intention to update the Plan to reflect the community's vision and intention for future land use, economic development, and an enhanced quality of life.

**AND THAT** as a result of the Public Presentation by Dillon Consulting Limited at tonight's meeting, residents are hereby notified that objections to the proposed Plan may be made by delivering to the Town Office written correspondence to the attention of the Town Clerk by March 25, 2020; and that the public can review the Plan at the Town Office between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday inclusive, holidays excepted, or by visiting: <https://town.ststephen.nb.ca/>.

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

DATE: February 24, 2020

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

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

**RESCINDING OF FILLING OF SWIMMING POOLS POLICY**

**THAT** the Council of the Town of St. Stephen rescinds the "Filling of Swimming Pools" Policy No. 30.



TOWN  
OF  
ST. STEPHEN

# POLICY

NUMBER  
30

PAGE 1 OF 1

TITLE FILLING OF SWIMMING POOLS

EFFECTIVE DATE  
DAY 11 MO. 01 YR. 99

TITLE: FILLING OF SWIMMING POOLS  
PURPOSE: TO REGULATE AND CONTROL THE FILLING OF SWIMMING POOLS AND ESTABLISH A FEE SCHEDULE.

- 1/ The owner of the pool, or person responsible for having the pool filled will be responsible for all and/or any damages resulting from the filling of a swimming pool and shall not hold the Town of St. Stephen or members of the Fire Department responsible.
- 2/ Pools being filled from a hydrant will only be done when such filling can be done so as not to have fire hoses crossing streets or roadways unless proper safety precautions are met.
- 3/ Property owners permission must be obtained if hose is to be laid across private property. Due care is to be given to any and all private property:
- 4/ The owner of the pool or person responsible for having the pool filled will be advised that by opening a hydrant for such an operation may result in disturbing the water of other property owners in the area.
- 5/ The following fee structure shall be followed:
 

up to 20,000 gal.	\$75.00
20,000 to 30,000 gal.	\$100.00
30,000 to 35,000 gal.	\$125.00
35,000 and over	\$150.00

Fees shall be paid to the town of St. Stephen
- 6/ A copy of this policy will be given to the owner of the pool and must be read, understood and signed before any filling can be done.
- 7/ The above policy will depend on the supply, subject to a water shortage no pools will be filled.
- 8/ Interested parties should be directed to the Fire Chief.
- 9/ Duly appointed agents of the town only will have authority to operate hydrants.

APPROVED: 

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

DATE: February 24, 2020

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

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

**RESCINDING OF WATER USAGE – RURAL FIRE DEPARTMENT POLICY**

**THAT** the Council of the Town of St. Stephen rescinds the “Water Usage – Rural Fire Department” Policy No. 31.



TOWN  
OF  
ST. STEPHEN

# POLICY

NUMBER  
31

PAGE 1 OF 1

TITLE WATER USAGE - RURAL FIRE DEPARTMENT

EFFECTIVE DATE

DAY	MO.	YR.
11	01	99

TITLE: WATER USAGE - RURAL FIRE DEPARTMENT  
PURPOSE: TO ESTABLISH A FEE SCHEDULE FOR THE USE OF MUNICIPAL WATER  
BY RURAL FIRE DEPARTMENT AND PRIVATE CONTRACTORS.

Rural Fire Departments wishing to make use of the municipal water system for non-fire related activities such as the filling of swimming pools, water tanks for construction crews etc. shall be billed at the following rate.

- 1/ Flat fee for rural Fire Departments \$50.00 per pool.
- 2/ Fees to be paid to the town of St. Stephen.
- 3/ This policy is subject to availability. The only hydrant to be used is that at the St. Stephen Fire Department.

APPROVED: 

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

DATE: February 24, 2020

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

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

**SCHEDULE "A" – BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"**

THAT the revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective April 1, 2020.

**REVISED**

**SCHEDULE "A"**

**To**

**By-law No. W-1, A By-law Respecting Water and Sewer Rates and Charges**

1. The water and sewer rates for a property the water supply of which is not metered shall be \$112.70 per family unit per quarterly billing basis and such sum shall be due and payable 30 days after the date of each billing.
2. The water rates for a property the water supply of which is metered shall consist of the base rate of \$39.47 for 500 cubic feet plus \$2.43 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
3. The water rates for a Rental property the water supply of which is metered shall consist of the base rate of \$39.47 per unit for 500 cubic feet per unit plus \$2.43 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
4. The water rates for water purchased in bulk at a location approved by the Director of Operations for that purchase shall be \$35.00 per 100 cubic feet and such sum shall be due and payable 30 days after the date of each billing.
5. The owner of a property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$73.23 for the same 500 cubic feet (not an additional), plus \$4.63 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
6. The owner of a Rental property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$73.23 per unit for the same 500 cubic feet per unit (not an additional), plus \$4.63 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
7. Interest at the rate of 1.5% per month will be charged on all overdue accounts 30 days after the date of each billing.

REVISED 02/24/20

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

DATE: February 24, 2020

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

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

**AWARDING OF PROPOSAL: INSTALLATION OF NEW PHONE SYSTEM – NEW TOWN HALL – GARCELON CIVIC CENTER**

THAT of the four (4) proposals received, the low proposal of \$15,395.00 (fifteen thousand, three hundred and ninety-five dollars), plus HST, from Southern New Brunswick Office Equipment Ltd. of Saint John, NB, for the installation of a new phone system within the new Town Hall at the Garcelon Civic Center be accepted, subject to the terms and conditions of the vendor's proposal.

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

DATE: February 24, 2020

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

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

**DISPOSITION OF ASSETS – BORDER AREA COMMUNITY ARENA**

THAT the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to negotiate the terms for the disposition of assets, namely former bowling equipment acquired by the Town and stored at the Border Area Community Arena, to an interested party.

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

DATE: February 24, 2020

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

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

**SCOTIABANK BORROWING AUTHORITY**

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$376,005.00 (three hundred and seventy-six thousand, and five dollars), to meet current expenditures of the Corporation for the year 2020. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.

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

DATE: February 24, 2020

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

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

**ROYAL BANK OF CANADA BORROWING AUTHORITY**

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2020, the sum of \$1,182,322.00 (one million, one hundred and eighty-two thousand, three hundred and twenty-two dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the said sum of \$1,182,322.00 (one million, one hundred and eighty-two thousand, three hundred and twenty-two dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next.

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

DATE: February 24, 2020

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

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

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
GENERAL FUND**

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Transportation Services</u></b>		
Interim Financing-Waterfront Trail Upgrades	\$524,000	3 Years

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

DATE: February 24, 2020

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

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

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
GENERAL FUND**

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<b><u>Transportation Services</u></b>		
Interim Financing- West Street Utility Renewal	\$234,000	3 Years

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

DATE: February 24, 2020

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

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

**APPLICATION TO THE MUNICIPAL CAPITAL BORROWING BOARD –  
WATER AND SEWERAGE FUND**

THAT the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

<b><u>Purpose</u></b>	<b><u>Amount</u></b>	<b><u>Term</u></b>
<b><u>Environmental Health Services</u></b>		
Interim Financing- West Street Utility Renewal	\$381,000	3 Years

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

DATE: February 24, 2020

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

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

**2020 EXPENDITURE PLANS**

**THAT** the Council of the Town of St. Stephen approves the 2020 expenditure plans as described for the General Capital Reserve Fund, General Operating Fund, General Operating Reserve Fund, Water and Sewerage Capital Reserve Fund, and Water and Sewerage Operating Reserve Fund, in the form presented to Council.

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

DATE: February 24, 2020

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

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

**OUT-OF-PROVINCE TRAVEL: ATLANTIC RECREATION & FACILITIES  
CONFERENCE AND TRADE SHOW**

THAT the Council of the Town of St. Stephen approves up to two (2) employees, chosen at the discretion of the Chief Administrative Officer, to attend the Atlantic Recreation & Facilities Conference and Trade Show in St. John's, Newfoundland from May 26 – 30, 2020.

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

DATE: February 24, 2020

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

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

**APPROVAL OF MUSIC – SPRING AND SUMMER 2020 EVENTS**

**THAT** the Council of the Town of St. Stephen grants permission for music to be played at various events during the spring and summer of 2020, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town's Events Development Coordinator.

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

DATE: February 24, 2020

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

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

**AWARDING OF CONTRACT: WATERFRONT REVITALIZATION – DILLON  
PROJECT NO. 18-7081B**

THAT of the two (2) contracts received, the low bid of \$55,200.00 (fifty-five thousand, two hundred dollars), including HST, from Acadian Marine & Diving Ltd. of Caraquet, NB, for the Pedestrian Gangway as part of the waterfront revitalization project be accepted.

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

DATE: February 24, 2020

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

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

**AWARDING OF CONTRACT: WATERFRONT REVITALIZATION – DILLON  
PROJECT NO. 18-7081C**

THAT of the two (2) contracts received, the low bid of \$131,985.50 (one hundred and thirty-one thousand, nine hundred and eighty-five dollars and fifty cents), including HST, from Fundy Contractors Limited of Bethel, NB, for the Floating Docks as part of the waterfront revitalization project be accepted.

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

DATE: February 24, 2020

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

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

**DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – WATERFRONT TRAIL UPGRADES**

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the Waterfront Trail Upgrades which includes enhancement to a 1.8 kilometre section of existing trail between the Ferry Point Bridge and the Old Axe Factory, in the amount of \$78,000.00 (seventy-eight thousand dollars), plus HST

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

DATE: February 24, 2020

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

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

**ADJOURNMENT**  
THAT the meeting adjourn.