



AGENDA
ST. STEPHEN TOWN COUNCIL
MONDAY, OCTOBER 26, 2020 @ 7:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB



Public Attendance via Town's Facebook Page

1. **MOMENT OF SILENCE**

2. **RECORDING OF ATTENDANCE**

3. **APPROVAL OF AGENDA**

Recommended Motion

"That the Agenda be approved as presented".

4. **CONFLICT OF INTEREST**

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

- i) Presentation from Canada First Basketball (virtual attendance)

6. **NOTICES OF MOTIONS**

7. **APPROVAL OF COUNCIL MINUTES**

- (a) Regular Council Meeting – September 28th, 2020

Recommended Motion

"That the minutes of the Council meeting held on September 28, 2020 be approved as presented".

8. ACCOUNTS

- (b) Paid Bills

Recommended Motion:

“That the paid bills in the amount of \$1,576,589.55 (One Million, Five Hundred Seventy-Six Thousand, Five Hundred and Eighty-Nine Dollars and Fifty-Five Cents) be received”.

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR ACTION

- (a) Letter from Santa’s Helpers—request for donation

Recommended Motion:

“That a donation to Santa’s Helpers in the amount of \$500 be approved.”

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 – September 16, 2020.

Recommended Motion:

“That the minutes of the Committees meeting held on October 14th, 2020 be approved as presented”.

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

Recommended Motion

"That the staff reports presented at the October 14th, 2020 Committee meeting be acknowledged and received for information".

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

- (a) Bylaw No. A-18 –Procedural Bylaw—Reading of Bylaw Summary
- (b) Bylaw No. A-18 –Procedural Bylaw—Third and Final Reading

Recommended Motion

"That Bylaw No. A-18, being the Procedural Bylaw, be given Third and Final reading".

- (c) Bylaw No. M-2, being the Town of St. Stephen Municipal Plan
Reading of Bylaw Summary.
- (d) Bylaw No. M-2, being the Town of St. Stephen Municipal Plan—Third
and Final Reading

Recommended Motion

"That Bylaw No. M-2, being the Town of St. Stephen Municipal Plan be given Third and Final Reading".

(e) Bylaw No A-17, being the **Council Remuneration Bylaw**—Reading of Bylaw Summary

(f) Bylaw No A-17, being the **Council Remuneration Bylaw**—Third and Final Reading

Recommended Motion

“Bylaw No. A-17, being the Council Remuneration Bylaw, be given Third and Final Reading.”

(g) Bylaw A-7.15, being a Bylaw to Impose a **Special Business Improvement Levy for 2021**—First Reading

Recommended Motion

“Bylaw No. A-7.15, being a Bylaw to Impose a Special Business Improvement Levy for 2021, be given First Reading.”

14. **NEW BUSINESS**

(a) Request for Crosswalk

Recommended Motion:

“That Council approves the installation of a pedestrian crosswalk at the intersections of Union and Elm Streets.”

(b) Approval of Community Grant—Charlotte County Hospital Foundation

Recommended Motion:

“That a Community Grant in the amount of \$1,500 be awarded to the Charlotte County Hospital Foundation”.

- (c) Appointment of Town Clerk

Recommended Motion:

“That Council rescinds the appointment of the now retired Joan Flewelling, with thanks, and appoints the Chief Administrative Officer as Town Clerk”.

- (d) Request from Downtown St. Stephen—Holiday Lamppost Decorating

Recommended Motion:

“That the request of Downtown St. Stephen to conduct a Holiday Lamppost Decorating Contest in the manner described in their proposal be approved”.

15. REPORTS OF MAYOR AND COUNCILLORS

- (a) Councillor Chisholm
- (b) Councillor Harding
- (c) Councillor Wheaton
- (d) Councillor Parker
- (e) Councillor Hyslop
- (f) Deputy Mayor Carr
- (g) Mayor MacEachern

16. QUESTION PERIOD

17. ADJOURNMENT

TOWN OF ST. STEPHEN
REGULAR COUNCIL
MONDAY, SEPTEMBER 28, 2020 @ 7:00 P.M.

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

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Carr; Councillors Marg Harding, David Hyslop, Ghislaine Wheaton, and Ken Parker; and Chief Administrative Officer Jeff Renaud.

ABSENT: Councillor Phil Chisholm

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

129/20 **THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

a) Future St. Stephen Presentation – Kendall Kadatz, President, and Gerald Disher, Board Member, presented an overview of the organizations work, priorities and financing.

CONSIDERATION IN 2021 MUNICIPAL BUDGET

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

130/20 **THAT** Council directs administration to consider the requests of Future St. Stephen in the development of the 2021 municipal budget process. **CARRIED**

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 Wheaton

131/20 **THAT** the Minutes of the Regular Council meeting held on August 24, 2020 be approved as circulated. **CARRIED**

8. ACCOUNTS

PAID BILLS

Moved by Councillor Harding

Seconded by Councillor Wheaton

132/20 **THAT** the paid bills in the amount of \$1,092,709.74 (one million, ninety-two thousand, seven hundred and nine dollars and seventy-four 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 Deputy Mayor Carr

Seconded by Councillor Hyslop

133/20 **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 September 16, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton

Seconded by Councillor Parker

134/20 **THAT** the following staff reports for the month of August 2020 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire

Department; By-Laws and Building Inspection Services; and Community Services and Events. **CARRIED**

12. **UNFINISHED BUSINESS**

No unfinished business.

13. **CONSIDERATION OF BY-LAWS**

(a) **BY-LAW NO. A-18 – PROCEDURAL BYLAW – FIRST READING**

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

135/20 **THAT** Bylaw No. A-18, being the Procedural Bylaw, be given first reading.

CARRIED

BY-LAW NO. A-18 – PROCEDURAL BYLAW – SECOND READING

Moved by Deputy Councillor Parker

Seconded by Councillor Harding

136/20 **THAT** Bylaw No. A-18, being the Procedural Bylaw, be given second reading.

CARRIED

(b) **BY-LAW NO. M-2 – TOWN OF ST. STEPHEN MUNICIPAL PLAN – FIRST READING**

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

137/20 **THAT** Bylaw No. M-2, being the Town of St. Stephen Municipal Plan, be given first reading. **CARRIED**

BY-LAW NO. M-2 – TOWN OF ST. STEPHEN MUNICIPAL PLAN – SECOND READING

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

138/20 **THAT** Bylaw No. M-2, being the Town of St. Stephen Municipal Plan, be given second reading. **CARRIED**

(c) **BY-LAW NO. A-17 – COUNCIL REMUNERATION BYLAW – SECOND READING**

Moved by Councillor Hyslop

Seconded by Councillor Harding

139/20 **THAT** Bylaw No. A-17 being the Council Remuneration Bylaw, be given second reading. **CARRIED**

14. **NEW BUSINESS**

(a) **ADOPTION OF VEHICLE USAGE POLICY**

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

140/20 **THAT** the Council adopts the Vehicle Usage Policy as presented at the Committees meeting on September 16, 2020. **CARRIED**

(b) **VEHICLE AND EQUIPMENT TELEMATICS SYSTEM**

Moved by Councillor Harding
Seconded by Councillor Hyslop

141/20 **THAT** Council approve the installation of a Vehicle and Equipment Telematics system on appropriate Town assets, and that TitanGPS be the vendor of choice based upon their proposal dated July 29, 2020. **CARRIED**

(c) **TRANSFER OF RESERVED FUNDS**

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

142/20 **THAT** Council approve the transfer of \$10,000.00 (ten thousand dollars) from the General Capital Reserve Fund to the General Capital Fund for the purpose of funding the installation of handrails within the Quartermain Arena. **CARRIED**

(d) **ST. CROIX PUBLIC LIBRARY BARD – BOARD APPOINTMENT**

Moved by Councillor Parker
Seconded by Councillor Hyslop

143/20 **THAT** Council, at the request of the St. Croix Public Library Board, renews the appointment of Ms. Elva Hall to the St. Croix Public Library Board for a two-year term expiring on September 30, 2022. **CARRIED**

(e) **FUTURE OF ST. STEPHEN BATEAU**

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

144/20 **THAT** the Council provide direction to administration that the Bateau be restored to a condition sufficient to allow it to be placed in static display along the upgrade waterfront trail. **CARRIED**

(f) **GARCELON CIVIC CENTER LOGO – DISCONTINUATION OF USE**

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

145/20 **THAT** the Council rescind resolution 29/14 and directs administration to discontinue the use of the Garcelon Civic Center logo in favour of the use of the Town of St. Stephen logo. **CARRIED**

(g) **CONTRACT 20-2637 – EXPANSION OF SCOPE**

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

- 146/20 **THAT** Council approves a change in project scope for contract 20-2637 to include approximately 144 metres of curb and sidewalk restoration. Further, that Council approve the amended total tender price of \$703,603.34 (seven hundred and three thousand six hundred and three dollars and thirty-four cents) plus non-recoverable HST. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended Town meetings.
- Attended Town Clerk's retirement party.

Councillor Hyslop

- Attended a Charlotte County Museum meeting.
- Attended a Canada 1st Basketball Inc. meeting.
- Attended the W.F. Ganong Statue unveiling.

Councillor Parker

- Attended all Town meetings.
- Participated in Ribfest.
- Attended the W.F. Ganong Statue unveiling.

Councillor Wheaton

- Attended all Town meetings.
- Attended the W.F. Ganong Statue unveiling.
- Using new waterfront trail and GCC pool and encourages everyone to make use of both.
- Attended the Town Clerk's retirement party.
- Received calls from the public about Halloween.

Councillor Harding

- Attended one town meeting.
- Attended the Town Clerk's retirement party.
- Complimented the work put in to redesign the Town business cards.

Mayor MacEachern

- Attended the W.F. Ganong Statue unveiling, stating it was very well attended and organized.

MINUTES
REGULAR COUNCIL
SEPTEMBER 28, 2020

- Participated in Ribfest.
- Attended the Town Clerk's retirement party.
- Stated the need for Council to address the loss of revenue to the Garcelon Civic Center due to COVID-19.

16. QUESTION PERIOD

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

17. ADJOURNMENT

ADJOURNMENT

Moved by

Seconded by

147/20 **THAT** the meeting adjourn at p.m. CARRIED

Mayor

Town Clerk

MEMORANDUM

TO: JEFF RENAUD, CAO
FROM: KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER
SUBJECT: SEPTEMBER 2020 REGULAR COUNCIL MOTIONS FOR ACCOUNTS PAYABLE LISTING
DATE: OCTOBER 19, 2020

Please find 1 (One) Draft Motion for consideration at the October, 2020, Regular Council pertaining to Bills Paid for the month of September, 2020:

THAT the paid bills in the amount of \$1,576,589.55 (One Million, Five Hundred Seventy-six Thousand, Five Hundred Eighty-nine Dollars and Fifty-five Cents) be received.

Regards,



Kimberly Ste Marie
Accounts Payable Manager

TOWN OF ST. STEPHEN BILLS PAID (CHARLES F. TODD TRUST FUND):

SEPTEMBER, 2020

Kallie Calder (Frances Esther Todd Scholarship - First Installment
Cheque #99)

1,500.00

Total

\$ 1,500.00

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

SEPTEMBER, 2020

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,032.92
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,644.10
Total	<u>\$ 19,677.02</u>
Grant Total	<u>\$ 19,677.02</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
Cheques from 000001 to 000059 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:42:23PM 10/20/2020

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Number	Issued		Amount	SC	Status	Status Date
000057	09/15/2020	TOWN OF ST. STEPHEN	12,000.00	A/P	OUT-STD	09/15/2020
	12000.00	CC-FUNDTRANSFER-TO GENERAL (12,000.00			
		Cheque Totals Issued:	12,000.00			
		Void:	0.00			
		Total Cheques Generated:	12,000.00			
		Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK5 - Interim No.1-GCF
 Cheques from 000001 to 000064 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:43:23PM 10/20/2020

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Number	Issued	Amount	SC	Status	Status Date
000057	09/02/2020 KING CONSTRUCTION LTD. 7068 Garcelon Interior Fit-Up	9,777.07 9,777.07	A/P	OUT-STD	09/02/2020
000058	09/08/2020 KING CONSTRUCTION LTD. 7073 Garcelon Interior Fit-Up	83,708.81 83,708.81	A/P	OUT-STD	09/08/2020
000060	09/15/2020 ST. ISIDORE ASPHALTE LTD. 941857 Project#20-2509 St. Stephen Waterfror	45,571.10 45,571.10	A/P	OUT-STD	09/15/2020
000061	09/16/2020 DEBLY ENTERPRISES LTD. 157842 Project 164847 Combined Sewer Sepe	88,654.60 88,654.60	A/P	OUT-STD	09/16/2020
Cheque Totals Issued:		227,711.58			
Void:		0.00			
Total Cheques Generated:		227,711.58			
Total # of Cheques Listed:		4			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK6 - Interim No.1-UCF
 Cheques from 000001 to 000063 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:43:56PM 10/20/2020

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Number	Issued	Amount	SC	Status	Status Date
000059	09/11/2020 DEBLY ENTERPRISES LTD. 157841 Project#18-8036 Water & Sanitary Sew	57,243.04 57,243.04	A/P	OUT-STD	09/11/2020
000062	09/16/2020 DEBLY ENTERPRISES LTD. 157842* Project 164847 Combined Sewer Sepe	69,657.21 69,657.21	A/P	OUT-STD	09/16/2020
Cheque Totals Issued:		126,900.25			
Void:		0.00			
Total Cheques Generated:		126,900.25			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK8 - Interim No.3-UCF

Cheques from 000001 to 000024 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:44:34PM 10/20/2020

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Number	Issued	Amount	SC	Status	Status Date
000020	09/16/2020 FAIRVILLE CONSTRUCTION LTD. QM-3516-01 Project#191946 Water and Sanitary Sw	199,285.46 199,285.46	A/P	OUT-STD	09/16/2020
000021	09/23/2020 FUNDY CONTRACTORS LIMITED Claim 3 Project#199772 Waterfront Enhanceme	164,828.70 164,828.70	A/P	OUT-STD	09/23/2020
Cheque Totals Issued:		364,114.16			
Void:		0.00			
Total Cheques Generated:		364,114.16			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account

Cheques from 000001 to 026506 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:45:37PM 10/20/2020

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Number	Issued	Amount	SC	Status	Status Date
026266	09/02/2020 ACCT #903240047015 AUGUST2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	OUT-STD	09/02/2020
026267	09/02/2020 ACCT 8025-280 AUGUST2020 LOCAL 770 UNION DUES-AUGUST 21	1,340.22 1,340.22	A/P	OUT-STD	09/02/2020
026268	09/02/2020 CANADIAN SPRINGS 19100841080120PS PS-RCMP-WATER 19100841080120TS TS-SHOP-WATER	125.92 93.04 32.88	A/P	OUT-STD	09/02/2020
026269	09/02/2020 CARQUEST 14838-132759 TS-#17-BEARING 14838-132844 TS-#17-OIL SEALS 14838-134062 TS-#12-BATTERIES 14838-134073 TS-#10-FUEL FILTER 14838-134772 TS-SHOP-PARTS CLEANER 14838-134823 TS-SHOP-FOAM TAPE 14838-134928 TS-#11-COOUPLING, ADAPTER, HOSE 14838-134929 TS-#11-COUPPLINGS, ADAPTERS	493.65 13.74 20.59 151.79 18.16 114.98 58.06 47.15 69.18	A/P	OUT-STD	09/02/2020
026270	09/02/2020 CHARLOTTE COUNTY JANITORIAL 4669 PS-FIRE-JANITORIAL-JULY20 4670 TS-SHOP-JANITORIAL-JULY/20 4672 PM-RCMP-JANITORIAL-JULY/20	1,408.90 161.00 92.00 1,155.90	A/P	OUT-STD	09/02/2020
026271	09/02/2020 DAVIS FUELS 26091 TS/PS-199UNIONST-HEATING FUEL	16.03 16.03	A/P	OUT-STD	09/02/2020
026272	09/02/2020 EAGLE XPRESS COURIER SERVICE 681545 TS-#16-FROM MARITIME CASE 688228 TS-#17-FROM CAPITAL SPRING 688234 TS-#28-FROM BAYVIEW TRUCKS 688235 TS-#5-FROM PARTS FOR TRUCKS 706581 TS-#13-TO TOROMONT CAT 749652 TS-SHOP-FROM MARITIME CASE 749699 TS-#11-TO MARITIME CASE	235.75 34.50 34.50 28.75 28.75 46.00 28.75 34.50	A/P	OUT-STD	09/02/2020
026273	09/02/2020 EMCO CORPORATION 12514737-00 TS-STORMPIPE-300MM SDR L/SWP	2,655.67 2,655.67	A/P	OUT-STD	09/02/2020
026274	09/02/2020 HEATHER NEWMAN POOLREFUND CC-POOL-REFUND	157.50 157.50	A/P	OUT-STD	09/02/2020
026275	09/02/2020 JEFF RENAUD AUGUST2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	09/02/2020
026276	09/02/2020 KEM CANADA MFG 129579 S-SHOP-WASH N' WAX, KEM-A-LOO!	578.44 578.44	A/P	OUT-STD	09/02/2020
026277	09/02/2020 KENT BUILDING SUPPLIES 10087868 RC-HORT-LUMBER 10088228 RC-PARKS-LUMBER 1762764 GG-GANONGMONUMENT-2" BITS, D 1782948 TS-SHOP-RECIPRICATING SAW, BA 1783105 CC-ARENA-ABS ADAPTER MAIL, SCI 1786024 RC-HORT-FLOWER BOXES 1786222 TS-SHOP-ABS PIPE, WEDGE ANCHC 1786235 RC-HORT-SCREWS 1786308 RC-PARKS-PAINT, BRUSH SET, PAI	3,608.16 -41.18 -95.83 268.11 342.70 21.79 164.70 57.91 54.31 101.56	A/P	OUT-STD	09/02/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account

Cheques from 000001 to 026506 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:45:37PM 10/20/2020

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Number	Issued		Amount	SC	Status	Status Date
	1786309	RC-LIGHTHOUSE-PAINT	32.94			
	1786732	CC-ARENA-DANGER FLAGGING TAF	10.68			
	1787038	TS-SHOP-PAPER TOWEL	90.90			
	1787367	TS-SHOP-PAINT, REPAIR CAULK, HE	64.79			
	1787409	TS-SHOP-REPAIR CAULK, HEX BOL	46.45			
	1787504	RC-TENNISCOURT-LUMBER, REBAF	54.14			
	1787577	CC-ARENA-PLASTIC PAILS, ULTRA C	38.44			
	1788018	CC-ARENA-THICK CHIP BRUSHES	17.07			
	1788668	RC-TURNING THE CORNER-SOD/5 E	621.00			
	1788915	RC-PARKS-SCRAPER, AEROSOL	35.90			
	1789499	GG-EVENTS-COMMUNITY BOARD S	62.19			
	1789892	RC-HORT-TROPICAL/ASSORTED PL	49.19			
	1790848	RC-TURNINGTHECORNER-SOD	310.50			
	1790895	RC-PARKS-LUMBER	364.35			
	1791023	RC-TURNINGTHECORNER-SOD	69.00			
	1793414	TS-SHOP-QUIKRETE CONCRETE	34.18			
	1794694	RC-PARKS-LOCKUTILITY3, RECIP BI	52.60			
	1794752	TS-SHOP-3" BI-METAL HOLE SAW	20.31			
	1795086	CC-ARENA-KEY BLANK	4.27			
	1796027	CC-ZAMBONI-MALE INSERT ADAPT	4.91			
	1797050	RC-CHOCOLATEPARK-LUMBER, ALI	321.84			
	1797137	RC-PARKS-LUMBER	95.83			
	1797648	RC-PARKS-ROOF NAILS, LUMBER	31.50			
	1798225	RC-PARKS-TIN SNIP, DRIVERS	43.80			
	1798532	TS-SHOP-LUMBER, PATIO SLABS, C	135.13			
	1799405	TS-SHOP-POSTS	25.62			
	1799452	TS-SHOP-GROUND SPIKE POSTS	25.62			
	1799774	TS-SHOP-CEMENT BLOCKS	14.50			
	1799873	RC-PARKS-PHOTO TIMER, BUG LIGI	56.44			
026278	09/02/2020	KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	09/02/2020
	7673600	CC-ADMN-COPIER LEASE-SEPTEME	118.24			
026279	09/02/2020	LIBERTY UTILITIES	680.58	A/P	OUT-STD	09/02/2020
	2020081901008-1016227-0	CC-BUILDING-NATURAL GAS	680.58			
	00					
026280	09/02/2020	LIFESAVING SOCIETY - NB Branch	204.72	A/P	OUT-STD	09/02/2020
	3213	CC-POOL-EXAMINER APPOINTMEN	60.00			
	7338A	CC-POOL-FIRST AID KITS, BRONZE	10.72			
	7342A	CC-POOL-LIFEGUARD POOL RECEP	134.00			
026281	09/02/2020	MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	09/02/2020
	RC00088539	CC-BUILDING-WATER COOLER REN	80.50			
026282	09/02/2020	MINISTER OF FINANCE	209.30	A/P	OUT-STD	09/02/2020
	WEEK352020	EMPLOYEE DEDUCTIONS-AUG 20-S	209.30			
026283	09/02/2020	MINISTER OF FINANCE AND TREASURY BOARD	250.00	A/P	OUT-STD	09/02/2020
	1042841	CC/TS-ANNUAL-BPV ANNUAL REGIS	250.00			
026284	09/02/2020	N. B. ELECTRIC POWER	12,044.11	A/P	OUT-STD	09/02/2020
	216000030308AUG20	TS-ST5-AREA LIGHTS	12,044.11			
026285	09/02/2020	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	09/02/2020
	468444	PM-RCMP-FLOOR MATS	46.74			
026286	09/02/2020	ORKIN CANADA CORPORATION	83.38	A/P	OUT-STD	09/02/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account

Cheques from 000001 to 026506 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:45:37PM 10/20/2020

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Number	Issued	Amount	SC	Status	Status Date
	C-1888618 CC-BUILDING-PEST CONTROL	83.38			
026287	09/02/2020 ORR ELECTRIC & ALARM LTD.	2,754.13	A/P	OUT-STD	09/02/2020
	4568 TS-DECORATIVELIGHT-LIGHT BULB	107.66			
	4629 TS-DECORATIVELIGHTS-REPLACE	2,646.47			
026288	09/02/2020 SAMEDAY WORLDWIDE	57.40	A/P	OUT-STD	09/02/2020
	6034215 TS-#13-FROM TOROMONT CAT	57.40			
026289	09/02/2020 SHARPE'S LAWN CARE	1,150.00	A/P	OUT-STD	09/02/2020
	780 GG-INDUSTRIALPARK-CLEANING UI	1,150.00			
026290	09/02/2020 SOURCE ONE SUPPLIES	1,107.35	A/P	OUT-STD	09/02/2020
	25408 PM-LIBRARY-GARBAGE BAGS	61.48			
	25413 RC-MILLPOOL-GARBAGE BAGS	36.17			
	25464 CC-ARENA-KITCHEN TOWELS	1,009.70			
026291	09/02/2020 SOURCE ATLANTIC	982.83	A/P	OUT-STD	09/02/2020
	3633783 TS-SHOP-DELINEATOR POST C/W B	334.08			
	3646317 TS-SHOP-HOSE, COUPLER, TSURUI	648.75			
026292	09/02/2020 SOUTHWEST CONCRETE & CONS LTD	1,772.73	A/P	OUT-STD	09/02/2020
	IN000009566 GG-GANONGMONUMENT-EQUIPMEI	1,118.38			
	IN000009575 GG-GANONGMONUMENT-GROUT, L	654.35			
026293	09/02/2020 SOUTHERN SANITATION LTD.	15,039.59	A/P	OUT-STD	09/02/2020
	185280 GG-TOWN-GARBAGE COLLECTION	15,039.59			
026294	09/02/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS	8,786.92	A/P	OUT-STD	09/02/2020
	213962-214375 GG-TOWN-REGIONAL LANDFILL CO	8,786.92			
026295	09/02/2020 SPEEDY GLASS	2,122.31	A/P	OUT-STD	09/02/2020
	607 CC-TOWNHALL-BLACK ROLLER BLI	1,810.10			
	8768-357351 TS-#23-WINDSHIELD	312.21			
026296	09/02/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	460.00	A/P	OUT-STD	09/02/2020
	230893 RC-EVENTS-SHINE ON BUSINESS P	460.00			
026297	09/02/2020 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	13,001.50	A/P	OUT-STD	09/02/2020
	VFIS 5656 CAREER PS-BENEFITS-AUG 01 - JULY 31, 202	3,793.00			
	VFIS5657 PS-VOLUNTEERBENEFITS-AUG 01-	9,208.50			
026298	09/02/2020 ST. STEPHEN UTILITY DEPT.	40.00	A/P	OUT-STD	09/02/2020
	AUGUST2020 EMPLOYEE DEDUCTIONS-AUGUST	40.00			
026300	09/02/2020 THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,242.55	A/P	OUT-STD	09/02/2020
	1789005 CC-ELEVATOR-MAINTENANCE	1,242.55			
026301	09/02/2020 TIM TOZER	232.20	A/P	OUT-STD	09/02/2020
	FURNITURE GG-TOWNHALL-VIEW NEW TOWN H	232.20			
026302	09/02/2020 TODD'S CYCLE WORKS	41.40	A/P	OUT-STD	09/02/2020
	1626 PS-FIRE-CAP MUFFLERS, SCREWS	41.40			
026304	09/02/2020 TRACTION FREDERICTON (591)	203.04	A/P	OUT-STD	09/02/2020
	591232904 PS-#205-GAS-MAGNUM SHOCKS	203.04			
026305	09/02/2020 TROY LIFE & FIRE SAFETY LTD	661.25	A/P	OUT-STD	09/02/2020
	1000270162 CC-LICENSES-SEMI-ANNUAL WET I	661.25			
026306	09/02/2020 UAP INC.	600.62	A/P	OUT-STD	09/02/2020
	961-505382 TS-ROLLERTRAILER-BEARINGS	45.08			
	961-505419 TS-AIRPORT-AIR FILTER	43.30			
	961-505446 TS-AIRPORT-OIL FILTER	13.77			
	961-505473 TS-SHOP-RAGS	24.35			
	961-505549 TS-SHOP-BRUSH 4 KNOTTED, BRUS	26.43			

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Number	Issued		Amount	SC	Status	Status Date
	961-505584	TS-#306-DIFFERENTIAL COVER	30.52			
	961-505681	TS-SHOP-LOCTITE COPPER ANTI-S	33.56			
	961-505696	TS-SHOP-IRSOL MULTI USE	74.47			
	961-505940	TS-#18-H2BLU DEF 1 X 9.46L	52.85			
	961-506138	TS-SHOP-STEM MOUNTED GUAGE	79.24			
	961-506524	TS-1#10-OIL FILTERS	13.66			
	961-506573	TS-#10-AIR FILTER, FUEL FILTER	66.36			
	961-506662	TS-SHOP-HOLESAWS	32.65			
	961-506663	RC-#307-WIPER BLADE	15.69			
	961-507223	TS-SHOP-FLEECE	48.69			
026307	09/02/2020	UNIFIRST CANADA LTD.	95.70	A/P	OUT-STD	09/02/2020
	7100217123	CC-BUILDING-FLOOR MATS	54.11			
	7100217869	CC-BUILDING-FLOOR MATS	41.59			
026308	09/02/2020	WOLSELEY CANADA INC.	665.25	A/P	OUT-STD	09/02/2020
	9580816	TS-STORM PIPE-ELBOWS	665.25			
026309	09/02/2020	YELLOW PAGES GROUP	83.04	A/P	OUT-STD	09/02/2020
	INV01057174	GG-TOWNHALL-YELLOW PAGES ME	83.04			
026310	09/02/2020	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	360.35	A/P	OUT-STD	09/02/2020
	31215	CC-ARENA-TOWN OF ST. STEPHEN	360.35			
026311	09/08/2020	ALL GAS TANKS	368.00	A/P	OUT-STD	09/08/2020
	104904	TS-SHOP-GAS BOTTLE FEES	368.00			
026312	09/08/2020	BELL ALIANT	3,806.69	A/P	OUT-STD	09/08/2020
	11368891AUG20	GG-TOWNHALL-LANDLINES	1,447.64			
	11378668AUG20	TS/PS-199UNIONST-LANDLINE PHOI	369.69			
	11395944AUG20	PS-FIRE-LANDLINE PHONES	902.09			
	15772965AUG20	RC-REC/POOL-LANDLINE PHONES	250.22			
	46435731AUG20	RC-PARKS-CHOCOLATE PARK CAME	117.24			
	47424130AUG20	CC-ADMIN-LANDLINE PHONES	719.81			
026313	09/08/2020	CANADIAN TIRE	1,421.27	A/P	OUT-STD	09/08/2020
	N17129201	RC-PARKS-ANT BAIT	50.57			
	N17129207	RC-PARKS-KEYS CUT, AUTORANGII	55.13			
	N17129212	RC-PARKS-WATER	76.68			
	N17129217	RC-PARKS-GRASS AND WEEK CON	41.39			
	N17129218	RC-MILLPOOL-SPRAYER, VIM	25.10			
	N17129219	RC-PARKS-MITRE SAW	436.94			
	N17129220	RC-MILLPOOL-ROPE HOOKS, WIRE	16.04			
	N17129222	RC-PARKS-FLAGGING TAPE	8.61			
	N17129249	CC-ARENA-STORAGE HOOKS	34.44			
	N17129279	RC-PARKS-RAID	40.88			
	N17129281	RC-PARKS-WATER, RATCHET STRA	105.38			
	N17129284	TS-SHOP-COUPLINGS	26.63			
	N17129321	RC-PARKS-B-BALL NETS	-34.48			
	N17129343	RC-PARKS-PAINT, PAINT BRUSHES	34.48			
	N17129376	RC-PARKS-WATER	12.78			
	N17129392	PS-FIRE-SPRAY PAINT, LETTER STI	29.22			
	N1712996	TS-SHOP-GRASS SEED	114.98			
	N17433956	RC-PARKS-BAKETBALL NETS	49.65			
	N17433961	RC-PARKS-PAINT	16.09			
	N17433964	PS-FIRE-DUAL FOOT CHUCK	22.98			

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	N17433968 PS-FIRE-SOAP	11.49			
	N17433976 RC-PARKS-RUNST PAINT, PAINT TR	21.83			
	N17433979 CC-ADMIN-KEY MADE	4.59			
	N17433981 TS-STW-WATER	76.68			
	N17433983 RC-PARKS-WIRE ROPE CLIP X 4	7.31			
	N17433994 TS-SHOP-1/2" ML-ENDS	27.09			
	N17433999 RC-PARKS-KEYS, KEY HOLDERS	30.62			
	N17434000 RC-PARKS-1 SHOT WSP HORNT	20.68			
	N17774282 TS-SHOP-GC A/P GS 8 KG	57.49			
026314	09/08/2020 CNH CAPITAL IN95939 TS-#11-RELAYS, BUMPERS	150.03 150.03	A/P	OUT-STD	09/08/2020
026315	09/08/2020 HICKS MORLEY HAMILTON STEWART STORIE LLP 534050 GG-LEGAL-GENERAL	624.89 624.89	A/P	OUT-STD	09/08/2020
026316	09/08/2020 MCINNIS COOPER 155958 GG-LEGAL-BYLAW	198.11 198.11	A/P	OUT-STD	09/08/2020
026317	09/08/2020 MINISTER OF FINANCE WEEK362020 EMPLOYEE DEDUCTIONS-SEPT 06 -	209.30 209.30	A/P	OUT-STD	09/08/2020
026318	09/08/2020 N. B. ELECTRIC POWER 54253127AUG20 CC-BUILDING-ELECTRICITY	23,625.11 23,625.11	A/P	OUT-STD	09/08/2020
026319	09/08/2020 ORCHARD'S PAINT 2014 LTD. 580044 RC-PARKS-LINE SPRAYER, LINE PA	4,772.44 4,772.44	A/P	OUT-STD	09/08/2020
026320	09/08/2020 ORR ELECTRIC & ALARM LTD. 4618 TS-TRAFFICLIGHT-ELECTRICAL WO	1,844.75 1,844.75	A/P	OUT-STD	09/08/2020
026321	09/08/2020 PITNEY WORKS AUGUST132020 GG/PS-POSTAGE METER REFILL	441.85 441.85	A/P	OUT-STD	09/08/2020
026322	09/08/2020 SOURCE ONE SUPPLIES 25528 CC-BUILDING-HAND SANITIZER 25552 RC-PARKS-GARBAGE BAGS	104.52 70.15 34.37	A/P	OUT-STD	09/08/2020
026323	09/08/2020 SOUTHWEST CONCRETE & CONS LTD IN000009449 GG-GANONGSTATUE-EQUIPMENT F	1,035.00 1,035.00	A/P	OUT-STD	09/08/2020
026324	09/08/2020 STERLING MARKING PRODUCTS 7487121* GG-TOWN-CAT AND DOG TAGS 202	304.71 304.71	A/P	OUT-STD	09/08/2020
026325	09/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000032430 GG-TOWNHALL-LEASE FOR SEPTE	5,417.62 5,417.62	A/P	OUT-STD	09/01/2020
026326	09/08/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 AUGUST2020 GG-MUNICIPALPLAN-AUGUST 2020	27,743.04 27,743.04	A/P	OUT-STD	09/08/2020
026327	09/08/2020 FUNDY BUILDING INSPECTION 20-109 PS-BUILDINGINSPECTOR-AUG 23-SI	2,484.00 2,484.00	A/P	OUT-STD	09/08/2020
026328	09/08/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15532 PS-BYLAW-AUG 24 - SEP 04/20 FEE	1,610.00 1,610.00	A/P	OUT-STD	09/08/2020
026329	09/08/2020 BELL MOBILITY INC. 523889487AUG20CC CC-ADMIN-CELL PHONE CHARGES 523889487AUG20GG GG/PS/TS/RC-CELL PHONE CHARGI	1,056.26 157.62 898.64	A/P	OUT-STD	09/08/2020
026330	09/08/2020 AARON MUZZATTI POOLOPERATOR CC-POOL-POOL OPERATORS COUF	308.40 308.40	A/P	OUT-STD	09/08/2020
026331	09/15/2020 AIR LIQUIDE CANADA INC. 71789840 TS-SHOP-OXYGEN	189.27 189.27	A/P	OUT-STD	09/15/2020
026332	09/15/2020 BELL ALIANT	360.98	A/P	OUT-STD	09/15/2020

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	47780283AUG20	CC-ADMIN-LANDLINE PHONES	360.98			
026333	09/15/2020 CANOPS		474.52	A/P	OUT-STD	09/15/2020
	2085	PS-FIRE-SPARKY STICKERS, TEMP	474.52			
026334	09/15/2020 CARMICHAEL ENGINEERING LTD.		685.40	A/P	OUT-STD	09/15/2020
	FR-1697464	CC-MAINTENANCE-HVAC CONTROL	685.40			
026335	09/15/2020 IRVING ENERGY DISTRIBUTION AND MARKETING		1,088.28	A/P	OUT-STD	09/15/2020
	128924	TS-ST5-DIESEL	741.11			
	404253	CC-BUILDING-NATURAL GAS	347.17			
026336	09/15/2020 JET ICE		1,780.53	A/P	OUT-STD	09/15/2020
	109946	CC-ARENA-HOSE WITH FITTINGS, C	1,780.53			
026337	09/15/2020 L.E.WHITTAKER CO., LTD.		75.56	A/P	OUT-STD	09/15/2020
	42818	PS-FIRE-O-RINGS, VALVE STEMS, H	75.56			
026338	09/15/2020 MAXINE PERODIN		742.00	A/P	OUT-STD	09/15/2020
	MEMBERSHIPREFUND	CC-MEMBERSHIP-REFUND	742.00			
026339	09/15/2020 MICMAC FIRE & SAFETY SOURCE LTD.		483.46	A/P	OUT-STD	09/15/2020
	NS-00875676	PS-FIRE-QUICK CONNECTS, INLETS	315.10			
	NS-00875755	PS-FIRE-HIGH TEMP LIME YELLOW,	168.36			
026340	09/15/2020 MILLTOWN MACHINE & FABRICATION LTD.		4,243.16	A/P	OUT-STD	09/15/2020
	21490	CC-POOL-NEW STAINLESS STEEL F	4,188.30			
	21500	CC-ARENA-16GA. GALV. PLATE & L	54.86			
026341	09/15/2020 MINISTER OF FINANCE		72.00	A/P	OUT-STD	09/15/2020
	ROOMREFUND	CC-ROOMRENTAL-REFUND	72.00			
026342	09/15/2020 MINISTER OF FINANCE		209.30	A/P	OUT-STD	09/15/2020
	WEEK372020	EMPLOYEE DEDUCTIONS-SEPT 13 -	209.30			
026343	09/15/2020 N. B. ELECTRIC POWER		228.48	A/P	OUT-STD	09/15/2020
	19051703SEPT20	TS-AIRPORT-ELECTRICITY	179.96			
	19051801SEPT20	TS-AIRPORT-ELECTRICITY	48.52			
026344	09/15/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD.		46.74	A/P	OUT-STD	09/15/2020
	469299	PM-RCMP-FLOOR MATS	46.74			
026345	09/15/2020 PAYROLL TRANSFER		70,039.00	A/P	OUT-STD	09/15/2020
	WEEK372020	GG-TRANSFER-AUGUST28-SEPTEM	70,039.00			
026346	09/15/2020 PETTY CASH - GARCELON CIVIC CENTER		35.10	A/P	OUT-STD	09/15/2020
	AUGUST052020	CC-KITCHEN-CLINGWRAP, PARTY C	4.30			
	AUGUST052020*	CC-KITCHEN-CIDER VINEGAR	1.99			
	AUGUST162020	CC-POOL-PENS, NOTEBOOKS	23.63			
	AUGUST252020	CC-ADMIN-NOTEPAD, LANYARD, KE	5.18			
026347	09/15/2020 RECEIVER GENERAL FOR CANADA		34,606.32	A/P	OUT-STD	09/15/2020
	WEEK372020	GG-REMITTANCE-AUG 28-SEPT 10/2	34,606.32			
026348	09/15/2020 SAUNDERS EQUIPMENT LTD.		1,692.31	A/P	OUT-STD	09/15/2020
	0000081137	CC-ZAMBONI-BRUSH CHANGEOUT I	1,692.31			
026349	09/15/2020 SHANNON MICHAEL		1,611.83	A/P	OUT-STD	09/15/2020
	AUGUST2020	PS-ANIMALCONTROL-MONTHLY FEI	1,611.83			
026350	09/15/2020 SOURCE ONE SUPPLIES		836.20	A/P	OUT-STD	09/15/2020
	25577	CC-ARENA-DISINFECTANT CLEANER	583.49			
	25643	CC-SAFETY-FACE MASKS	197.23			
	25681	TS-SHOP-PAPER TOWELS	55.48			
026351	09/15/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM		460.00	A/P	OUT-STD	09/15/2020
	231136	RC-RECREATION-SHNE ON BUSINE	460.00			

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026352	09/15/2020 STATIONERY PLUS	1,136.18	A/P	OUT-STD	09/15/2020
	67843 GG-TOWN HALL-DRUM UNIT	79.64			
	67880 GG-TOWNHALL-ANALYSIS PADS, IN	17.24			
	68602 CC-ADMIN-CALCULATORS, INDEX D	97.85			
	68734 PS-FIRE-LASER TONERS, FILE FOL	519.26			
	68800 CC-ADMIN-DRY ERASE/CORK BOAR	58.64			
	69113 GG-TOWN HALL-BINDING CASES, H	167.83			
	69152 CC-ADMIN-PAPER	57.39			
	69331 CC-ADMIN-CORRECTION TAPE, FILE	48.60			
	69349 CC-ADMIN-POST IT SHEETS	50.89			
	69418 CC-POOL-USB CABLES, WRIST PILL	38.84			
026353	09/15/2020 TRACTION FREDERICTON (591)	20.69	A/P	OUT-STD	09/15/2020
	591233313 TS-SHOP-T-SHIRT RAGS	20.69			
026354	09/15/2020 ULTRA ALARM SERVICES	1,613.26	A/P	OUT-STD	09/15/2020
	VFP124459 CC-ARENA-CHECK DIALER ISSUE	1,613.26			
026355	09/15/2020 UNIFIRST CANADA LTD.	108.22	A/P	OUT-STD	09/15/2020
	7100218614 CC-LOBBY-FLOOR MATS	54.11			
	7100219359 CC-LOBBY-FLOOR MATS	54.11			
026356	09/15/2020 VALLEY EQUIPMENT LTD	364.33	A/P	OUT-STD	09/15/2020
	IY14065 TS-#6-FILTERS, LUBRICATION PACK	364.33			
026357	09/17/2020 TOWN OF ST. STEPHEN	56,594.19	A/P	OUT-STD	09/17/2020
	56594.19 GG-FUNDTRANSFER-HST TRANSFE	56,594.19			
026358	09/21/2020 A PLUS UPHOLSTERY & DETAILING	189.75	A/P	OUT-STD	09/21/2020
	200077 TS-#6-RECOVER SEAT	189.75			
026359	09/21/2020 ATLANTIC ASPHALT RESTORATION CORP.	5,750.00	A/P	OUT-STD	09/21/2020
	0370 TS-AIRPORT-CRACK SEALING	5,750.00			
026360	09/21/2020 BELL ALIANT	169.37	A/P	OUT-STD	09/21/2020
	06336721AUG20 TS-AIRPORT-LANDLINE PHONE	169.37			
026361	09/21/2020 BRUNNET INC.	7,339.32	A/P	OUT-STD	09/21/2020
	45474 GG-TOWNEMAILS-EMAIL MIGRATIO	5,865.00			
	IN45241 GG-SERVERROOM-VENTED 1U RACK	398.48			
	IN45254 TS-COMPUTER-PORT SWITCH, NET	94.31			
	IN45258 PS-FIRE-HP PRODESK COMPUTER	981.53			
026362	09/21/2020 Frank Godsoe <i>(Professional Development)</i>	661.25	A/P	OUT-STD	09/21/2020
	CPANBSESSIONS2020 GG-ASSTTREASURER-CPA NB REGI	661.25			
026363	09/21/2020 FUNDY BUILDING INSPECTION	2,569.00	A/P	OUT-STD	09/21/2020
	20-118 PS-BUILDINGINSPECTOR-SEPT 6 - 1	2,569.00			
026364	09/21/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	5,671.77	A/P	OUT-STD	09/21/2020
	546824 TS-STG-DIESEL	1,050.25			
	939404 TS-STG-GAS	4,621.52			
026365	09/21/2020 KONICA MINOLTA BUSINESS SOLUTIONS	399.59	A/P	OUT-STD	09/21/2020
	267742524 CC-COPIER-MAINTENANCE FOR JUI	96.32			
	267745693 CC-COPIER-MAINTENANCE FOR JUI	303.27			
026366	09/21/2020 LIFESAVING SOCIETY	40.92	A/P	OUT-STD	09/21/2020
	2020-07-31 CC-POOL-BACTERIAL & VIRAL FILTE	40.92			
026367	09/21/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI	1,610.00	A/P	OUT-STD	09/21/2020
	15542 PS-BYLAW-SEPT 07-18/20 FEE	1,610.00			
026368	09/21/2020 MCLAUGHLIN, DONALD	184.00	A/P	OUT-STD	09/21/2020

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	JULY242020	RC-ROTARYFIELD-"CLEAN UP AFTE	184.00			
026369	09/21/2020	MINISTER OF FINANCE	209.30	A/P	OUT-STD	09/21/2020
	WEEK382020	EMPLOYEE DEDUCTIONS-SEPT 20-	209.30			
026370	09/21/2020	N. B. ELECTRIC POWER	6,378.60	A/P	OUT-STD	09/21/2020
	10126106SEPT20	TS-XINGLIGHTS-KING STREET	26.86			
	17935200SEPT20	TS-KING/UNIONST-TRAFFIC LIGHT	38.93			
	18169205SEPT20	RC-POOL-MILL LANE	2,773.36			
	18988703SEPT20	TS/PS-199UNIONST-ELECTRICITY	1,129.75			
	19055406SEPT20	RC-ARENA-ELECTRICITY	333.07			
	50660140SEPT20	RC-PARKS-ROTARY CHANGING RO	26.86			
	54187672SEPT20	TS-KING/QUEENST-TRAFFIC LIGHTS	37.85			
	54653258SEPT20	TS-KING/SUPERSTORE-TRAFFIC LI	76.51			
	55160607SEPT20	RC-COTTONMILL-LIGHTS	52.85			
	55917471SEPT20	TS-STs-WATERFRONT LIGHTS	37.39			
	57955782SEPT20	RC-PARKS-BANDSTAND IN CHOCOL	28.72			
	65083030SEPT20	RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207SEPT20	PS-RCMP-ELECTRICITY	905.26			
	72924306SEPT20	RC-PARKS-BANDSTAND	42.33			
	73006038SEPT20	RC-LIBRARY-ELECTRICITY	690.99			
	82122207sept20	RC-PARKS-BASKETBALL COURT	26.86			
	83278804SEPT20	TS-STs-PARKS SHED	34.60			
	84960501SEPT20	RC-PARKS-RIVERSIDE DR LIGHTS	76.98			
026371	09/21/2020	ORR ELECTRIC & ALARM LTD.	6,253.85	A/P	OUT-STD	09/21/2020
	4628	TS-TRAFFIC LIGHTS-REPAIR	713.21			
	4660	TS-TRAFFIC LIGHTS-CHANGED TRA	211.23			
	4695	GG-WATERFRONT-HOOKING UP PO	3,885.21			
	4709	TS-PARKING LOT LIGHTS-REPLACE	1,444.20			
026372	09/21/2020	SAINT JOHN SPRING WORKS LTD	3,559.35	A/P	OUT-STD	09/21/2020
	115302	TS-#6-FRONT SPRINGS, HANGERS,	3,559.35			
026373	09/21/2020	SOURCE ATLANTIC	853.88	A/P	OUT-STD	09/21/2020
	3663623	TS-STs-METAL DETECTOR	853.88			
026374	09/21/2020	SOUTHWEST CONCRETE & CONS LTD	1,794.00	A/P	OUT-STD	09/21/2020
	IN000009904	TS-STs-Ex210 W/MULCHER	1,794.00			
026375	09/21/2020	TIM TOZER (Professional Development)	661.25	A/P	OUT-STD	09/21/2020
	OCT-NOV COURSE	GG-TREASURER-PROFESSIONAL D	661.25			
026377	09/21/2020	WURTH CANADA LIMITED	215.43	A/P	OUT-STD	09/21/2020
	24003952	TS-SHOP-WELDING GLOVES, PROT	172.10			
	24011382	TS-SHOP-ERGOLIGHT POWER BOO	-103.49			
	24011487	TS-SHOP-DBS GRINDER 23MM COA	146.82			
026378	09/21/2020	YELLOW PAGES GROUP	40.60	A/P	OUT-STD	09/21/2020
	INV01100765	PS-FIRE-DIGITAL & MEDIA LISTING-	40.60			
026379	09/29/2020	ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	09/29/2020
	664142	CC-POOL-ALARM SYSTEM MONITO	96.60			
026380	09/29/2020	ATLANTIC ASPHALT RESTORATION CORP.	2,875.00	A/P	OUT-STD	09/29/2020
	0376	TS-AIRPORT-CRACK SEALING RUN	2,875.00			
026381	09/29/2020	BAYVIEW TRUCKS AND EQUIPMENT LTD.	213.76	A/P	OUT-STD	09/29/2020
	02P47642	RC-PARKS-MOWER WHEEL ASSEMI	213.76			
026382	09/29/2020	BELL MOBILITY INC.	1,085.01	A/P	OUT-STD	09/29/2020

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Number	Issued		Amount	SC	Status	Status Date
	523889487SEP20CC	CC-ADMIN-CELL PHONE CHARGES	157.62			
	523889487SEP20GG	GG/TS/PS/RC-CELL PHONE CHARGE	927.39			
026383	09/29/2020	CANADIAN TIRE	1,295.43	A/P	OUT-STD	09/29/2020
	N17129221	CC-ARENA-PLIERS	57.49			
	N17129388	TS-SHOP-CAR CHARGES	68.94			
	N17433960	TS-#18-MOTOMASTER MOT4	342.68			
	N17774206	PS-FIRE-DRYER SHEETS	27.58			
	N17774214	TS-#13-RUBBER FOAM	12.64			
	N17774216	TS-SHOP-FUEL FILTER, SPARK PLU	17.80			
	N17774219	CC-ZAMBONI-PROPANE	66.92			
	N17774225	TS-SHOP-SLIP HOOKS	19.53			
	N17774232	TS-SHOP-CONNECTORS	22.39			
	N17774233	CC-ZAMBONI-PROPANE	23.28			
	N17774266	CC-POOL-VELCRO	14.94			
	N17774268	TS-SHOP-PASTE WAX	33.33			
	N17774270	PS-FIRE-DISINFECTANT	36.18			
	N17774278	PS-FIRE-PROPANE	49.46			
	N17774281	RC-PARKS-SUBSTITUTE, RECYCLIN	51.12			
	N17774283	RC-ABBOTTTOTLOT-RIVETER, RIVE	73.57			
	N17774295	TS-SHOP-WATER	63.90			
	N17774296	RC-PARKS-KEYS	9.18			
	N17774298	CC-POOL-TOTES, BATTERIES	148.44			
	N17774316	CC-ARENA-NM 6'7" BLH CRD, BATTE	33.33			
	N17774330	RC-PARKS-PAINT ROLLERS, BRUSH	22.75			
	N17774334	PS-FIRE-2-CYCLE OIL	19.53			
	N17774347	TS-SHOP-PAINT, PAINT BRUSHES, S	80.45			
026384	09/29/2020	CANADIAN SPRINGS	357.22	A/P	OUT-STD	09/29/2020
	19100841090120SEPML	RC-MILLPOOL-WATER	4.55			
	19100841090120SEPPS	PS-RCMP-WATER	121.86			
	19100841090120STS	TS-SHOP-WATER	230.81			
026385	09/29/2020	CARMICHAEL ENGINEERING LTD.	3,293.21	A/P	OUT-STD	09/29/2020
	FR-1698635	CC-ARENA-DEHUMIDIFIER UNIT MA	1,052.25			
	FR-1699739	CC-ARENA-REPAIR KUBE #6	2,240.96			
026386	09/29/2020	CARQUEST	390.14	A/P	OUT-STD	09/29/2020
	14838-135325	TS-#11-HOSE	12.56			
	14838-135339	TS-#11-HOSE	12.56			
	14838-135851	TS-SHOP-DLX.F/SHLD	40.46			
	14838-136063	TS-SHOP-MIG WIRE, WELDING GLO	89.18			
	14838-136785	TS-SHOP-FLUID FILM	68.66			
	14838-137142	TS-#24-WIRE FLAT HARNESS, WIRE	9.18			
	14838-137514	RC-#307-BATTERY	157.54			
026387	09/29/2020	CHARLOTTE COUNTY JANITORIAL	1,339.75	A/P	OUT-STD	09/29/2020
	4696	PS-FIRE-JANITORIAL SERVICES-AU	201.25			
	4697	TS-SHOP-JANITORIAL SERVICES-AL	115.00			
	4699	PS-RCMP-JANITORIAL SERVICES-AI	1,023.50			
026388	09/29/2020	DAIGLE EXCAVATION & GRAVEL	5,441.80	A/P	OUT-STD	09/29/2020
	981167	TS-TRANS&DIST-SEWER REPLACEM	5,441.80			
026389	09/29/2020	DYNAMIC ONLINE MARKETING CORP.	598.00	A/P	OUT-STD	09/29/2020
	128272	PS-FIRE-MEDICAL SUPPLIES, SAFE	598.00			

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026390	09/29/2020 FILTRATION PLUS 5442633 CC-ARENA-16X20X1 PERFECT PLEA	268.46 268.46	A/P	OUT-STD	09/29/2020
026391	09/29/2020 FLEET READY LTD. 14576 PS-FIRE-FOLDING LADDER 14581 PS-FIRE-RELIEF VALE, PRESSURE C	1,143.35 706.76 436.59	A/P	OUT-STD	09/29/2020
026392	09/29/2020 HICKS MORLEY HAMILTON STEWART STORIE LLP 537095 GG-LEGAL-GENERAL	1,115.88 1,115.88	A/P	OUT-STD	09/29/2020
026393	09/29/2020 JEREMY MCSHANE RECREATIONNB2020 CC-OPERATIONSMANAGER-RECRE SUPPLY PICKUP CC-BUILDING-LARGE SANITIZING SI	172.72 114.40 58.32	A/P	OUT-STD	09/29/2020
026394	09/29/2020 KENT BUILDING SUPPLIES 1801691 TS-SHOP-MASON/FLUTED 400 G 1805364 PS-FIRE-PAINT 1805967 TS-SHOP-POLY/LIGHT 1807638 TS-SHOP-VALVE BALL 1807988 TS-SHOP-WASHERS, NUTS, BOLTS 1808613 RC-PARKS-PAINT, ROPE, TAPE 1809354 PS-FIRE-WATER 1809723 TS-SHOP-WASHERS, BOLTS, NUTS 1810129 CC-ARENA-SCREWDRIVER BIT SET 1812481 GG-EVENTS-WINDOW&DOOR CLEA 1812484 TS-SHOP-PLYWOOD 1812905 TS-SHOP-DOUBLE HASPS, HINGES 1813501 CC-ARENA-W-CONNECTORS, POLY 1813663 TS-SHOP-PAINT BRUSH SET, SQUAI	611.48 7.80 10.15 26.73 12.93 42.22 133.65 18.56 25.79 18.39 59.63 152.93 14.96 20.40 67.34	A/P	OUT-STD	09/29/2020
026395	09/29/2020 LAWSON PRODUCTS, INC. (ONTARIO_ 9307824352 TS-SHOP-LOCK NUTS, WASHERS, C	267.59 267.59	A/P	OUT-STD	09/29/2020
026396	09/29/2020 LIBERTY UTILITIES 20200911801008-1016227- CC-BUILDING-NATURAL GAS 00	1,454.91 1,454.91	A/P	OUT-STD	09/29/2020
026397	09/29/2020 LIFESAVING SOCIETY - NB Branch 3247 CC-POOL-FIRST AID MANUAL, LIFES 7374A CC-POOL-BRONZE MEDALLIONS	936.35 852.60 83.75	A/P	OUT-STD	09/29/2020
026398	09/29/2020 LIFESAVING SOCIETY M140485 CC-POOL-BRONZE MEDALS AWARD	87.15 87.15	A/P	OUT-STD	09/29/2020
026399	09/29/2020 MARITIME COFFEE SERVICE RC00083033 CC-BUILDING-WATER COOLER REN RC00085259 CC-BUILDING-WATER COOLER REN RC00086352 CC-BUILDING-WATER COOLER REN	241.50 80.50 80.50 80.50	A/P	OUT-STD	09/29/2020
026400	09/29/2020 MICHELLE VEST STATUEREVEAL GG-EVENTS-GANONG STATUE REV	194.93 194.93	A/P	OUT-STD	09/29/2020
026401	09/29/2020 MICMAC FIRE & SAFETY SOURCE LTD. NS-00876076 PS-FIRE-GOLIATH PUMP	704.38 704.38	A/P	OUT-STD	09/29/2020
026402	09/29/2020 MILLTOWN MACHINE & FABRICATION LTD. 21520 TS-#10-COLD ROLLED ROUND BAR, 21552 CC-ARENA-FABRICATE 316 STAINLE	905.90 43.40 862.50	A/P	OUT-STD	09/29/2020
026403	09/29/2020 MINISTER OF FINANCE WEEK392020 EMPLOYEE DEDUCTIONS-SEPT 27 -	209.30 209.30	A/P	OUT-STD	09/29/2020
026404	09/29/2020 N.B.A.F.C. GUIDE	400.00	A/P	OUT-STD	09/29/2020

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	FIRESAFETYJOURNAL PS-FIRE-CHILDRENS'S FIRE SAFET	400.00			
026405	09/29/2020 N. B. ELECTRIC POWER	34,673.74	A/P	OUT-STD	09/29/2020
	216000030308SEP20 TS-ST5-AREA LIGHTS	12,044.11			
	54253127SEP20 CC-BUILDING-ELECTRICITY	22,629.63			
026406	09/29/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	09/29/2020
	470157 PM-RCMP-FLOOR MATS	46.74			
026407	09/29/2020 ORKIN CANADA CORPORATION	244.96	A/P	OUT-STD	09/29/2020
	C-2127342 CC-BUILDING-MONTHLY PEST CON	83.38			
	C-2127357 PS-FIRE-PEST CONTROL	161.58			
026408	09/29/2020 PARTS FOR TRUCKS INC.	483.33	A/P	OUT-STD	09/29/2020
	34311727-00 TS-#5-REAR HING W/NITRATED BUS	474.89			
	34312035-00 TS-#24-PEC ATTACH KIT	-951.74			
	34316380-00 TS-#205-LUBE SPIN-ON, FUEL FILTE	153.16			
	34318346-00 TS-#5-FILLER STRAINER BREATHEF	65.94			
	34320738-00 TS-SHOP-WING CUT EDGE KIT, CUT	741.08			
026409	09/29/2020 PAYROLL TRANSFER	74,598.00	A/P	OUT-STD	09/29/2020
	WEEK39020 GG-TRANSFER-SEPTEMBER 11 - 24.	74,598.00			
026410	09/29/2020 PETTY CASH	12.45	A/P	OUT-STD	09/29/2020
	JULY2020 PS-BYLAW-REGISTERED LETTER	12.45			
026411	09/29/2020 RECEATION NEW BRUNSWICK	435.85	A/P	OUT-STD	09/29/2020
	2021-044 RC-MEMBERSHIP-YEAR 2020-21	435.85			
026412	09/29/2020 RECEIVER GENERAL FOR CANADA	35,159.41	A/P	OUT-STD	09/29/2020
	WEEK392020 GG-REMITTANCE-SEPTEMBER 11 -	35,159.41			
026413	09/29/2020 RICHWIL TRUCK CENTRE LTD.	902.32	A/P	OUT-STD	09/29/2020
	135852 TS-#7-FILTERS	275.91			
	135883 TS-#5-CROSS ROD, FILTERS	837.37			
	135914 TS-#5-STEER LINK	194.36			
	CM135883 TS-#5-CROSS ROD	-405.32			
026414	09/29/2020 SHANE MCGREGOR	8,618.02	A/P	OUT-STD	09/29/2020
	20200607-A GG-29PLEASANTSTREET-DEMOLITI	8,618.02			
026415	09/29/2020 SHARPE'S LAWN CARE	1,150.00	A/P	OUT-STD	09/29/2020
	822 GG-INDUSTRIAL PARK-MOWING	1,150.00			
026416	09/29/2020 SOURCE ONE SUPPLIES	163.76	A/P	OUT-STD	09/29/2020
	25757 PS-FIRE-PAPER TOWELS, LAUNDRY	99.62			
	25791 TS-SHOP-URINAL SCREENS WITH B	44.03			
	25797 PS-FIRE-URINAL BLOCKS	20.11			
026417	09/29/2020 SPEEDY GLASS	201.25	A/P	OUT-STD	09/29/2020
	8768-360281 CC-ARENA-DOOR CLOSURE	201.25			
026418	09/29/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	243.96	A/P	OUT-STD	09/29/2020
	31335 GG-TOWN HALL-GENERAL OPERAT	243.96			
026419	09/29/2020 TIM WILLIAMSON	386.28	A/P	OUT-STD	09/29/2020
	0016 CC-POOL-TRAINER FOR SWIM INST	386.28			
026420	09/29/2020 UAP INC.	614.72	A/P	OUT-STD	09/29/2020
	961-507250 PS-FIRE-KLEEN-FLO (CONV)	155.58			
	961-507351 TS-SHOP-MAGNET	34.49			
	961-507579 TS-SHOP-HOSES	58.88			
	961-507960 TS-SHOP-DESICCANT SNAKES	118.38			
	961-507969 TS-#22-DEXRON III MERCON	155.09			

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	961-508172 TS-#302-MINI BULB	2.33			
	961-508291 TS-SHOP-BATTERIES	19.30			
	961-508545 TS-#1-TPMS SENSOR CLONE	70.67			
026421	09/29/2020 UNIFIRST CANADA LTD.	54.11	A/P	OUT-STD	09/29/2020
	7100220111 CC-FRONTLOBBY-FLOOR MATS	54.11			
026422	09/29/2020 WURTH CANADA LIMITED	103.49	A/P	OUT-STD	09/29/2020
	24028621 TS-SHOP-CORDLESS COB LIGHT	103.49			
026423	09/29/2020 YELLOW PAGES GROUP	85.57	A/P	OUT-STD	09/29/2020
	INV01157014 GG-TOWN HALL-YELLOW PAGES MI	85.57			
Cheque Totals Issued:		562,070.28			
Void:		0.00			
Total Cheques Generated:		562,070.28			
Total # of Cheques Listed:		155			

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Number	Issued	Amount	SC	Status	Status Date
008623	09/02/2020 CANADIAN SPRINGS 19001832080120 WS-TRANS&DIST-WATER	55.98 55.98	A/P	OUT-STD	09/02/2020
008624	09/02/2020 CARQUEST 14838-134063 WS-TRANS&DIST-ABSORBENT	24.56 24.56	A/P	OUT-STD	09/02/2020
008625	09/02/2020 EAGLE XPRESS COURIER SERVICE 681539 WS-SOURCE-TO RESEARCH AND PI 688221 WS-SOURCE-TO RESEARCH & PRO 749657 WS-SOURCE-TO RPC 749693 WS-SOURCE-TO RESEARCH AND PI	138.00 34.50 34.50 34.50 34.50	A/P	OUT-STD	09/02/2020
008626	09/02/2020 EMCO CORPORATION 12514678-00 SCD-DISPOSAL-RANGE WATERMAII 12514678-01 SCD-DISPOSAL-RANGE WATERMAII 12514678-02 SCD-DISPOSAL-300X100MM PVC SC 12514701-00 WS-TRANS&DIST-6' POST DYD ST JI 12514702-00 WS-TRANS&DIST-HYDRANTS 12514761-00 SCD-DISPOSAL-300MM PVC SDR 45 12514761-01 SCD-DISPOSAL-300MM PVC SDR 22	18,701.49 4,179.24 101.80 862.50 2,106.34 10,305.15 393.74 752.72	A/P	OUT-STD	09/02/2020
008627	09/02/2020 FREDERICTON TOYOTA SF34784 SCD-DISPOSAL-OIL&FILTER SERVIC	650.11 650.11	A/P	OUT-STD	09/02/2020
008628	09/02/2020 JAMER MATERIALS LTD. 4101 SCD-DISPOSAL-SEWER GRAVEL	701.03 701.03	A/P	OUT-STD	09/02/2020
008629	09/02/2020 KEITH'S BUILDING SUPPLIES 198096 WS-TRANS&DIST-BOOTS	275.99 275.99	A/P	OUT-STD	09/02/2020
008630	09/02/2020 KENT BUILDING SUPPLIES 1790897 WS-TRANS&DIST-COIL/DRAINAGE L 1793702 WS-TRANS&DIST-4X4 POST, ELECT 1795073 WS-TRANS&DIST-MINI AIR MOVER 1795815 SCD-DISPOSAL-GREAT STUFF 1797393 SCD-DISPOSAL-GREAT STUFF, STR	310.64 26.94 28.49 202.11 16.02 37.08	A/P	OUT-STD	09/02/2020
008631	09/02/2020 MINISTER OF FINANCE AND TREASURY BOARD 1042841* WS-ANNUAL-BPV REGISTRATION FI	75.00 75.00	A/P	OUT-STD	09/02/2020
008632	09/02/2020 N. B. ELECTRIC POWER 52557428AUG20 SCD-218OLDBAYRD-WASTEWATER	14,690.28 14,690.28	A/P	OUT-STD	09/02/2020
008633	09/02/2020 RESEARCH & PRODUCTIVITY COUNCIL 293515 WS-SOURCE-DRINKING WATER LAE 294006 WS-SOURCE-DRINKING WATER LAE 294329 WS-SOURCE-DRINKING WATER LAE	1,051.97 300.56 450.85 300.56	A/P	OUT-STD	09/02/2020
008634	09/02/2020 SAINT JOHN LABORATORY SERVICES LTD. 707-20 SCD-DISPOSAL-TREATMENT PLANT 708-20 WS-HAPPYVALLEY-WATER SAMPLE	1,314.07 1,217.33 96.74	A/P	OUT-STD	09/02/2020
008635	09/02/2020 SOURCE ATLANTIC 3647715 WS-TRANS&DIST-CLOTHING ALLOW	436.98 436.98	A/P	OUT-STD	09/02/2020
008636	09/02/2020 SOUTHWEST CONCRETE & CONS LTD IN000009802 WS-TRANS&DIST-EQUIPMENT RENT	2,261.62 2,261.62	A/P	OUT-STD	09/02/2020
008637	09/02/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 31256 WS/SCD-TOWNHALL-INVOICE FOLD	41.98 41.98	A/P	OUT-STD	09/02/2020
008638	09/02/2020 THE PANEL SHOP	1,044.78	A/P	OUT-STD	09/02/2020

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Number	Issued		Amount	SC	Status	Status Date
	ITPS003213	WS-SOURCE-INSTALL SOFTSTARTE	1,044.78			
008639	09/02/2020 UAP INC.		173.68	A/P	OUT-STD	09/02/2020
	961-505035	WS-#102-GROMMET KIT FOR 4581	4.16			
	961-506750	SCD-#4-BATTERY	192.52			
	961-506751	SCD-#4-CORE CREDIT	-23.00			
008640	09/02/2020 VIKING FIRE PROTECTION INC		203.55	A/P	OUT-STD	09/02/2020
	686663	WS-SOURCE-ANNUAL SPRINKLER S	203.55			
008641	09/02/2020 WOLSELEY CANADA INC.		13,538.75	A/P	OUT-STD	09/02/2020
	145236	WS-TRANS&DIST-SERVICE LINE TUI	-140.30			
	145237	WS-TRANS&DIST-TINTED SAFETY C	-193.06			
	9519651	WS-TRANS&DIST-PLASTIC BOLLARI	517.50			
	9519652	WS-TRANS&DIST-SERVICE LINE TU	2,537.78			
	9519653	WS-TRANS&DIST-PLASTIC BOLLARI	172.50			
	9519654	WS-TRANS&DIST-HARD HAT C/W R/	25.98			
	9519655	WS-TRANS&DIST-SERVICE LINE TUI	280.60			
	9530596	WS-TRAN&DIST-ELBOWS	618.24			
	9530597	WS-TRANS&DIST-PYTHON CABLE	424.35			
	9530598	WS-TRANS&DIST-RESTRIANER C/W	825.70			
	9530599	WS-TRANS&DIST-SERVICE LINE TUI	140.30			
	9530600	WS-TRANS&DIST-COUPLINGS, ADAI	2,106.71			
	9558351	WS-TRANS&DIST-COMPACT TAPE M	34.49			
	9580811	WS-TRANS&DIST-SHUT OFF KEY	102.35			
	9580812	WS-TRANS&DIST-3/4 ANGLE METEF	96.33			
	9580813	WS-TRANS&DIST-TUFF GRIP RESTF	825.70			
	9580814	WS-TRANS&DIST-AGLE MTR CPLG	176.64			
	9580815	WS-TRANS&DIST-WIRE ROPE CABL	430.13			
	9583527	WS-TRANS&DIST-CABLE PULLING C	655.50			
	9588869	WS-TRANS&DIST-2" X 100 GP;D 901'	324.30			
	9602559	WS-TRANS&DIST-LED TOWER LIGH'	563.50			
	9602560	WS-TRANS&DIST-IMPACT DRIVER K	401.35			
	9614162	WS-TRANS&DIST-DECHLORINATION	384.79			
	9614163	WS-TRANS&DIST-LOWER PART BO)	1,792.97			
	9614164	WS-TRANS&DIST-COUPLINGS, INSE	434.40			
008642	09/02/2020 TOWN OF ST. STEPHEN		64,177.14	A/P	OUT-STD	09/02/2020
	64177.14	WS-FUNDTRANSFER-TO GENERAL	64,177.14			
008643	09/08/2020 BELL ALIANT		322.58	A/P	OUT-STD	09/08/2020
	11366812AUG20	WS-SOURCE-PUMP STATION	136.38			
	19002807AUG20	SCD-DISPOSAL-OLD BAY WASTERM	186.20			
008644	09/08/2020 CANADIAN TIRE		1,109.93	A/P	OUT-STD	09/08/2020
	N17129244	WS-SOURCE-GAS CAN, PLIERS, SCI	86.22			
	N17129303	WS-TRANS&DIST-MOBILE OUTLET	109.23			
	N17129348	WS-SOURCE-HOSE, HOSE HOOK, O	107.46			
	N17129351	WS-SOURCE-EXTENSION CORDS	310.47			
	N17129469	WS-TRANS&DIST-TURTLE WAX, ONI	29.88			
	N17129472	SCD-DISPOSAL-UTILITY PUMP, WIR	142.57			
	N17433958	SCD-DISPOSAL-WIRE	22.99			
	N17433966	WS-SOURCE-BATTERIES	280.44			
	N17433967	SCD-DISPOSAL-HOSE, ROPE	20.67			
008645	09/08/2020 CLONEY CONSTRUCTION INC.		345.00	A/P	OUT-STD	09/08/2020

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	00955 WS-TRANS&DIST-TOPSOIL	345.00			
008646	09/08/2020 PITNEY WORKS AUGUST132020* WS/SCD-POSTAGE METER REFILL	1,783.62 1,783.62	A/P	OUT-STD	09/08/2020
008647	09/08/2020 THE PANEL SHOP ITPS003228 WS-SOURCE-ELECROLYTE FOR DE	181.70 181.70	A/P	OUT-STD	09/08/2020
008648	09/08/2020 SCOVIL, ALFRED (<i>Payment Made In Error</i>) 2020455592 PREP - 00710018.00	112.70 112.70	A/R	OUT-STD	09/08/2020
008649	09/08/2020 BELL MOBILITY INC. 523889487AUG20UTI WS/SCD-CELL PHONE CHARGES	857.15 857.15	A/P	OUT-STD	09/08/2020
008650	09/15/2020 N. B. ELECTRIC POWER 36869807SEPT20 WS-3-119MAXWELLCROSSING-BUIL 50228902SEPT20 WS-MAXWELLCROSSING-PUMPS 53473043SEPT20 WS-SOURCE-CHLORINE RESIDUAL 61230004SEPT20 WS-MAXWELLCROSSING-PUMP 82291006SEPT20 WS-SOURCE-RESERVOIR	3,668.72 764.61 155.65 29.34 2,548.40 170.72	A/P	OUT-STD	09/15/2020
008651	09/15/2020 RECEIVER GENERAL FOR CANADA 20200050476 WS-SOURCE-RADIO LICENSE	69.50 69.50	A/P	OUT-STD	09/15/2020
008652	09/15/2020 RESEARCH & PRODUCTIVITY COUNCIL 295174 WS-SOURCE-DRINKING WATER LAE	300.56 300.56	A/P	OUT-STD	09/15/2020
008653	09/15/2020 STATIONERY PLUS 67880* WS/SCD-TOWNHALL-ANALYSIS PAC 68548 WS/SCD-TOWN HALL-ENVELOPES 68747 WS/SCD-TOWN HALL-ENVELOPES 69113* WS/SCD-TOWN HALL-BINDING CASI	164.00 17.23 46.91 46.91 52.95	A/P	OUT-STD	09/15/2020
008654	09/15/2020 XPLOARNET INV33068384 WS-MAXWELLCROSSING-WIFI FOR	195.48 195.48	A/P	OUT-STD	09/15/2020
008655	09/15/2020 PETERS, KRISTA LEE (<i>Payment Made In Error</i>) 2020455690 PREP - 00880020.02	1,094.20 1,094.20	A/R	OUT-STD	09/15/2020
008656	09/17/2020 TOWN OF ST. STEPHEN 12231.27 WS-FUNDTRANSFER-HST TRANSFE	12,231.27 12,231.27	A/P	OUT-STD	09/17/2020
008657	09/17/2020 TOWN OF ST. STEPHEN 4636.39 WS-FUNDTRANSFER-HST TRANSFE	4,636.39 4,636.39	A/P	OUT-STD	09/17/2020
008658	09/21/2020 A ONE PUMPING SERVICE LTD. 6936 SCD-DISPOSAL-FLUSH LINES 7045 WS-TRANS&DIST-HYDRO VAC TRUC	1,721.55 1,035.00 686.55	A/P	OUT-STD	09/21/2020
008659	09/21/2020 BRENNTAG CANADA INC. 46230694 WS-SOURCE-CHLORINE	6,810.25 6,810.25	A/P	OUT-STD	09/21/2020
008660	09/21/2020 BRUNNET INC. IN45241* WS/SCD-SERVERROOM-VENTED R/	398.47 398.47	A/P	OUT-STD	09/21/2020
008661	09/21/2020 N. B. ELECTRIC POWER 53123617SEPT20 SCD-ST5-DECHLORINATION CHAME 53158875SEPT20 SCD-ST5-BUDD AVE LIFT STATION 54807440SEPT20 SCD-ST5-159A MILLTOWN BLVD. LI 56356048SEPT20 SCD-ST5-18 RIVERSIDE DR LIFT S 61204006SEPT20 SCD-2-216KINGSTREET-LIFT STATI 61224002SEPT20 SCD-ST5-358A MILLTOWN BLVD LIF 76139807SEPT20 SCD-ST5-5-4 RIVERSIDE DR LIFT 84934906SEPT20 SCD-ST5-6-58A RIVERSIDE DR LIF	3,919.30 113.70 2,465.60 36.14 33.05 268.09 807.73 48.52 87.19	A/P	OUT-STD	09/21/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008742 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:47:06PM 10/20/2020

Number	Issued	Amount	SC	Status	Status Date
	84943406SEPT20 WS-ST5-TODD HILL RESERVOIR	59.28			
008662	09/21/2020 PARTS FOR TRUCKS INC. 34317212-00 WS-#20-40" CHROME POGO STICK	133.29 133.29	A/P	OUT-STD	09/21/2020
008663	09/21/2020 SOURCE ATLANTIC 3663623* SCD-DISPOSAL-METAL DETECTOR	853.87 853.87	A/P	OUT-STD	09/21/2020
008664	09/21/2020 THE PANEL SHOP ITPS003221 WS-SOURCE-FRESHWATER INSTR	2,043.55 2,043.55	A/P	OUT-STD	09/21/2020
008665	09/21/2020 TOWN OF ST. STEPHEN 62114.33 WS-FUNDTRANSFER-TO GENERAL	62,114.33 62,114.33	A/P	OUT-STD	09/21/2020
008666	09/29/2020 A ONE PUMPING SERVICE LTD. 3561 SCD-DISPOSAL-VACUUM CATCH BA 3563 SCD-DISPOSAL-CLEAN CATCH BASI	1,718.10 338.10 1,380.00	A/P	OUT-STD	09/29/2020
008667	09/29/2020 ATLANTIC PURIFICATION SYSTEMS LTD. 212145 SCD-DISPOSAL-DPD TOTAL CL RGT	316.25 316.25	A/P	OUT-STD	09/29/2020
008668	09/29/2020 BELL MOBILITY INC. 523889487SEP20UTI WS/SCD-CELL PHONE CHARGES	900.11 900.11	A/P	OUT-STD	09/29/2020
008669	09/29/2020 BRIGGS PLUMBING INC. 1572532 WS-TRANS&DIST-AFTER HOURS W/ 1572533 WS-TRANS&DIST-AFTER HOURS W/ 1572566 WS-TRANS&DIST-INSTALL FILTER S	428.99 135.07 127.13 166.79	A/P	OUT-STD	09/29/2020
008670	09/29/2020 CANADIAN TIRE N17433986 WS-SOURE-SUPPLIES N17774202 WS-SOURCE-BATTERIES N17774203 WS-SOURCE-POWER BAR N17774226 WS-#102-HOOKS N17774277 SCD-DISPOSAL-TIES, PELLETS, BOL N17774311 WS-SOURCE-KEYS N17774331 SCD-DISPOSAL-ROD, TWINE N17774335 WS-TRANS&DIST-5 GALLON BUCKE N17774353 WS-TRANS&DIST-CLOTHS, MOUSE N17774355 WS-SOURCE- MOUSE TRAPS, ZIPLC	397.11 10.91 195.05 22.95 6.85 25.04 18.35 26.77 5.74 16.53 68.92	A/P	OUT-STD	09/29/2020
008671	09/29/2020 CANADIAN SPRINGS 19001832090120 WS-TRANS&DIST-WATER	64.50 64.50	A/P	OUT-STD	09/29/2020
008672	09/29/2020 CARQUEST 14838-135892 WS-#102-GLASS ABRASIVE 14838-136153 WS-#102-LIMCO SUPREME, GRAY S 14838-136203 WS-#102-SLOW HARDENER, TACK C 14838-136457 WS-#102-SUP PL BC LVOC MIX A, LC 14838-136489 WS-#102-18 POLYCOATED, MASKIN 14838-136838 WS-#102-PROTECTION FILM, 5/8 HIT	877.85 19.53 371.45 84.08 139.25 45.06 218.48	A/P	OUT-STD	09/29/2020
008673	09/29/2020 CHLORATECH INC. 103964 WS-SOURCE-LABOR FOR CHLORINI	1,269.12 1,269.12	A/P	OUT-STD	09/29/2020
008674	09/29/2020 COX ELECTRONICS & COMMUNICATIONS 1-041887 WS-SOURCE-PORTABLE SPEAKER	115.81 115.81	A/P	OUT-STD	09/29/2020
008675	09/29/2020 EMCO CORPORATION 12514880-00 WS-TRANS&DIST-SHUTOFF SERVIC	109.25 109.25	A/P	OUT-STD	09/29/2020
008676	09/29/2020 KEITH'S BUILDING SUPPLIES 198762 WS-TRANS&DIST-SHOVELS, ROBEF	178.90 75.16	A/P	OUT-STD	09/29/2020

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Town of St. Stephen
 BNK2 - Utility Bank Account
 Cheques from 000001 to 008742 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:47:06PM 10/20/2020

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Number	Issued		Amount	SC	Status	Status Date
	199484	SCD-DISPOSAL-LUMBER	43.11			
	199485	WS-TRANS&DIST-THREADED ROD	3.44			
	199708	SCD-DISPOSAL-TREATED-COPPER	57.19			
008677	09/29/2020	KENT BUILDING SUPPLIES	133.65	A/P	OUT-STD	09/29/2020
	1804066	SCD-DISPOSAL-21" BLADE	31.04			
	1805636	WS-TRANS&DIST-GREATSTUFF, FIS	49.17			
	1812765	WS-TRANS&DIST-PAINT, PAINT TAP	53.44			
008678	09/29/2020	MARK'S COMMERCIAL	337.36	A/P	OUT-STD	09/29/2020
	20219	WS-SOURCE-CLOTHING ALLOWANC	337.36			
008679	09/29/2020	MAYFIELD GARDENS INC.	229.99	A/P	OUT-STD	09/29/2020
	191	WS-TRANS&DIST-GRASS SEED	229.99			
008680	09/29/2020	N. B. ELECTRIC POWER	11,470.18	A/P	OUT-STD	09/29/2020
	52557428SEP20	SCD-218OLDBAYROAD-WWTP	11,470.18			
008681	09/29/2020	RESEARCH & PRODUCTIVITY COUNCIL	901.70	A/P	OUT-STD	09/29/2020
	295623	WS-SOURCE-DRINKING WATER LAE	450.85			
	296652	WS-SOURCE-DRINKING WATER LAE	450.85			
008682	09/29/2020	RICHWIL TRUCK CENTRE LTD.	225.65	A/P	OUT-STD	09/29/2020
	136016	WS-#20-ELBOWS, REDUCER	133.66			
	136017	WS-#20-ELBOW	70.16			
	136044	WS-#20-HARNESS	21.83			
008683	09/29/2020	SAINT JOHN LABORATORY SERVICES LTD.	1,560.32	A/P	OUT-STD	09/29/2020
	764-20	SCD-DISPOSAL-TREATMENT PLANT	1,560.32			
008684	09/29/2020	SCOTIA TECH FLUID SERVICES	649.87	A/P	OUT-STD	09/29/2020
	15201	WS-TRANS&DIST-1" SENSUS IPERL	649.87			
008685	09/29/2020	SCP DISTRIBUTORS INC CANADA	2,823.71	A/P	OUT-STD	09/29/2020
	FF018717	WS-SOURCE-HYPOCHLORITE SOLL	1,420.48			
	FF019358	WS-SOURCE-HYPOCHLORITE SOLL	1,403.23			
008686	09/29/2020	SOURCE ONE SUPPLIES	109.91	A/P	OUT-STD	09/29/2020
	25799	WS-MAXWELLCROSSING-GARBAGE	109.91			
008687	09/29/2020	THE PANEL SHOP	1,583.55	A/P	OUT-STD	09/29/2020
	ITPS003235	WS-CHLORINE VACUUM-TROUBLEE	1,359.30			
	ITPS003238	SCD-DISPOSAL-ANTIVIRUS UPGRAI	224.25			
008688	09/29/2020	UAP INC.	710.89	A/P	OUT-STD	09/29/2020
	961-507743	WS-#102-MASKING TAPE, BUILD PR	87.09			
	961-507777	WS-#102-MINIATURE LAMPS, NATUF	36.87			
	961-507843	SCD-DISPOSAL-AGRICULTURE BEL'	569.73			
	961-508454	WS-#102-SCOTCH-BRITE PADS, MA'	17.20			
008689	09/29/2020	WOLSELEY CANADA INC.	3,285.55	A/P	OUT-STD	09/29/2020
	9624153	WS-TRANS&DIST-METER HORN	286.35			
	9624154	WS-TRANS&DIST-REDLITHIUM HIGH	297.85			
	9639729	WS-TRANS&DIST-9" VALVE BOXES	841.11			
	9652623	WS-TRANS&DIST-POLY ROLL	132.25			
	9665198	WS-TRANS&DIST-84" SHUT OFF KE\	102.35			
	9665199	WS-TRANS&DIST-3/4" BALL CURB S'	1,338.00			
	9694416	WS-TRANS&DIST-3/4" POLY ROLL	161.00			
	9702627	WS-TRANS&DIST-COUPLING NO ST	126.64			

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Town of St. Stephen
BNK2 - Utility Bank Account
Cheques from 000001 to 008742 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:47:06PM 10/20/2020

Page 6 of 6

Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued	255,333.33			
	Void	0.00			
	Total Cheques Generated	255,333.33			
	Total # of Cheques Listed	67			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000160 to 000183 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:47:50PM 10/20/2020

Number	Issued	Amount	SC	Status	Status Date
000160	09/05/2020 AMAZON MARKETPLACE-VISA	2,237.07	A/P	CLEARED	09/07/2020
	AUGUST072020 CC-MEETINGROOMS-COCKTAIL STI	124.33			
	AUGUST082020 CC-MEETINGROOMS-TABLE COVER	68.96			
	AUGUST082020* CC-MEETINGROOMS-TABLECLOTHS	68.96			
	AUGUST082020** CC-EQUIPMENT-COMMERCIAL TOTI	33.99			
	AUGUST082020*** CC-MEETINGROOMS-TABLECLOTHS	55.17			
	AUGUST102020 CC-ARENA-3-SHELF UTILITY PLASTI	107.70			
	AUGUST112020 CC-MEETINGROOMS-FOLDING TABI	1,483.50			
	AUGUST122020 CC-ARENA-PACK N ROLL SERVICE I	149.49			
	AUGUST42020 CC-POOL-PRIME MEMBERSHIP FEE	9.19			
	JULY232020 CC-ARENA-HOCKEY STICK DISPLAY	59.80			
	JULY272020 RC-POOLS-SAFETY FACE SHIELDS	75.98			
000161	09/05/2020 AOSOM CANADA INC. - VISA	781.95	A/P	CLEARED	09/07/2020
	JULY312020 GG-EVENTS-GAZEBOS, PARTY TEN	781.95			
000162	09/05/2020 ARFC WEBINAR SERIES - VISA	115.00	A/P	CLEARED	09/07/2020
	JULY152020 CC-OPSMANAGER-WEBINAR SERIE	115.00			
000163	09/05/2020 DOLLARAMA-VISA	142.49	A/P	CLEARED	09/07/2020
	AUGUST112020 CC-POOL-PORTFOLIO	4.60			
	AUGUST122020 CC-POOL-ADHESIVE HOOKS, KEY N	23.00			
	AUGUST132020 CC-POOL-ADHESIVE SEW ON	17.31			
	AUGUST132020* CC-POOL-PLASTIC BAGS, ADHESIVI	20.18			
	JULY152020 CC-MCA-CLIPS, PENS, TABLECLOTH	44.62			
	JULY202020 CC-MISCSUPPLIES-SMALL HOOKS,	32.78			
000164	09/05/2020 SERVICE NEW BRUNSWICK-VISA	65.00	A/P	CLEARED	09/07/2020
	JULY312020 CC-EVENTS-LIQUOR LICENSE	65.00			
000165	09/05/2020 ST. STEPHEN GUARDIAN - VISA	175.94	A/P	CLEARED	09/07/2020
	JULY312020 CC-POOL-FIRST AID SUPPLIES	175.94			
000166	09/05/2020 STAPLES-VISA	505.97	A/P	CLEARED	09/07/2020
	JULY172020 CC-ADMIN-FILE CABINET	229.99			
	JULY312020* CC-FRONTOFFICE-LOCKING DRAWI	275.98			
000168	10/08/2020 ATLANTIC SUPERSTORE-VISA	150.98	A/P	OUT-STD	10/08/2020
	AUGUST252020 GG-RETIREMENTPARTY-SUPPLIES	134.00			
	AUGUST262020 CC-ADMIN-SUPPLIES	16.98			
000169	10/08/2020 DOLLARAMA-VISA	209.24	A/P	OUT-STD	10/08/2020
	AUGUST142020 CC-POOL-CANADA NYLON KEYS	5.75			
	AUGUST262020 GG-RETIREMENT-PARTY SUPPLIES	64.69			
	SEPTEMBER042020 CC-POOL-LAUNDRY BASKETS	30.76			
	SEPTEMBER092020 CC-EVENTS-PLASTIC BAGS, ROPE,	24.78			
	SEPTEMBER102020 CC-POOL-PENS, NOTEBOOKS, DESI	83.26			
000170	10/08/2020 MILLTOWN MARKET-VISA	3.44	A/P	OUT-STD	10/08/2020
	AUGUST242020 CC-POOL-FOAM CUPS	3.44			
000171	10/08/2020 PIZZA DELIGHT-VISA	154.57	A/P	OUT-STD	10/08/2020
	AUGUST242020 CC-POOL-PIZZA MEAL	73.86			
	AUGUST262020 CC-STAFF-END OF SUMMER MEAL	80.71			
000172	10/08/2020 ST. STEPHEN GOLF COURSE-VISA	290.00	A/P	OUT-STD	10/08/2020
	AUGUST252020 GG-RETIREMENT-GIFT	290.00			
000173	10/08/2020 TEAMVIEWER-VISA	696.00	A/P	OUT-STD	10/08/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK9 - Credit Card Clearing (Bank)
 Cheques from 000160 to 000183 dated between 09-01-2020 and 09-30-2020

CHEQUE REGISTER

Printed: 2:47:51PM 10/20/2020

Number	Issued	Amount	SC	Status	Status Date
	SEPTEMBER082020 CC-ARENA-1 YEAR SUBSCRIPTION	696.00			
000174	10/08/2020 THE WRISTBAND MAN	956.43	A/P	OUT-STD	10/08/2020
	AUGUST272020 CC-GYM/POOL-WRIST BANDS	956.43			
000175	10/08/2020 ADOBE INC.-VISA	23.23	A/P	OUT-STD	10/08/2020
	SEPTEMBER052020* CC-POOL-ACROBAT PRO-ONE YEAF	23.23			
000176	10/08/2020 AMAZON MARKETPLACE-VISA	21.18	A/P	OUT-STD	10/08/2020
	SEPTEMBER042020* CC-POOL-AMAZON PRIME MEMBER	9.19			
	SEPTEMBER052020* CC-ADMIN-FAST CHARGING CORD	11.99			
000177	10/08/2020 AMAZON MARKETPLACE-VISA	579.39	A/P	OUT-STD	10/08/2020
	AUGUST242020 CC-ARENA-BADGE ID CARD HOLDE	46.09			
	AUGUST242020* CC-ADMIN-USB CABLES	12.99			
	AUGUST252020 CC-ADMIN-WEEKLY & MONTHLY PL	45.96			
	AUGUST262020* CC-POOL-DIGITAL SCALE	43.59			
	AUGUST272020 CC-POOL-LITERATURE ORGANIZER	155.53			
	AUGUST282020 CC-POOL-WALKIE TALKIES	179.99			
	AUGUST292020 CC-POOL-MESH LAUNDRY BAG	11.99			
	SEPTEMBER022020 CC-ARENA-LANYARDS	56.26			
	SEPTEMBER102020 CC-POOL-VISOR FACE SHIELDS	26.99			
000178	10/08/2020 CANADIAN TIRE-VISA	29.88	A/P	OUT-STD	10/08/2020
	SEPTEMBER112020 GG-CHAMBERGOLFTOURNAMENT-(29.88			
000179	10/08/2020 MCDONALD'S-VISA	15.05	A/P	OUT-STD	10/08/2020
	AUGUST192020 GG-CAO-FUTURE ST. STEPHEN WO	15.05			
000180	10/08/2020 ST. STEPHEN GOLF COURSE-VISA	60.00	A/P	OUT-STD	10/08/2020
	SEPTEMBER112020 GG-CHAMBERGOLFTOURNAMENT-(60.00			
000181	10/08/2020 THE GREAT COURSES PLUS-VISA	34.50	A/P	OUT-STD	10/08/2020
	AUGUST282020 GG-CAO-PROFESSIONAL DEVELOP	34.50			
000182	10/08/2020 WAL-MART-VISA	12.62	A/P	OUT-STD	10/08/2020
	AUGUST262020 GG-ADMIN-OFFICE SUPPLIES	12.62			
000183	10/08/2020 ZOOM-VISA	23.00	A/P	OUT-STD	10/08/2020
	AUGUST272020 GG-ADMIN-VIRTUAL MEETNG SOFT	23.00			
	Cheque Totals Issued:	7,282.93			
	Void:	0.00			
	Total Cheques Generated:	7,282.93			
	Total # of Cheques Listed:	23			

* - Partial payment was made on Invoice

** - Name on Check was modified



18 Thompson Ave
St Stephen, N. B.
E3L 2M1
506-321-1679

October 13, 2020

Dear Friends,

May we take this opportunity to wish you an early Merry Christmas.

We are very pleased to announce that the 50th annual Santa's Helpers 2020 telethon will be taking place on November 29, 2020 from the CHCO TV studio.

Santa's Helpers mission is;

- Provide a Christmas for many children less fortunate in our area
- Enables the citizens of Western Charlotte to assist the more needy in our area by providing the opportunity to make a financial contribution to this program.
- Enables youth of the community to entertain us by performing their favorite Christmas carols

CHCO TV will be videoing Charlotte County children performing Christmas songs and will be airing them during the telethon on November 29th from 2-5. All pledges received will be read during the telethon.

Your donation to this great cause would be greatly appreciated. You can either call it in on the day of the show or drop it off at the locations listed below. Tax receipts can be issued if requested when you make your pledge. Your company will benefit by reaping the rewards of helping someone in need at Christmas and with advertising the day of the performance.

As a bonus any businesses that donate by October 31st will be eligible for the following
\$250 or more – mini interview & check presentation live during the broadcast
\$100 - \$250 – 2 mentions live during the broadcast

Thank you in advance for helping us help others in need have a wonderful Christmas and all the best at this time of year.

Regards

A handwritten signature in black ink, appearing to read "Andrew Giddens".

Andrew Giddens
President
Santa's Helpers (2020)

COMMITTEES MEETING
WEDNESDAY, OCTOBER 14, 2020 @ 5:00 P.M.
GARCELON CIVIC CENTER
22 BUDD AVENUE, ST. STEPHEN, NB

Public Attendance via Town's Facebook Page

OPEN COMMITTEES MEETING

1. **RECORDING OF ATTENDANCE**

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

2. **APPROVAL OF AGENDA**

It was **MOVED** by Councillor Harding and **SECONDED** by Deputy Mayor Carr that the agenda be approved with two (2) additions: Report of the By-Laws Office added as (ii) under the Police and Fire Committee; and Report of the Building Inspection Office added as (i) under the Property, By-Laws and Environment Committee. **CARRIED**

3. **CONFLICT OF INTEREST**

There were no conflicts of interest.

4. **ITEMS**

POLICE AND FIRE - Chaired by Councillor Harding

- (i) **Report of the Fire Department** – Information Report: FD 19-20 from the Fire Chief was received and reviewed for informational purposes.
- (ii) **Report of the By-Laws Office** – The report of the By-Law Enforcement Officer for September 2020 was received and reviewed.

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

- (i) **Report of the Building Inspection Office** – The report of the Building Inspection Office for September 2020 was received and reviewed.
- (ii) **Town Planning & Development Services** – The Planning and Development report, dated October 7th, 2020, supplied by the Southwest New

Brunswick Service Commission, was received and reviewed for informational purposes.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 33-20 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – Information Report: TR 17-20 from the Treasurer was received and reviewed for informational purposes.
- (iii) Donation to Charlotte County Hospital Foundation – Request for Decision Report: CAO 34-20 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 26, 2020 that a Community Grant in the amount of \$1,500.00 (one thousand five hundred dollars) be awarded to the Charlotte County Hospital Foundation.
- (iv) Business Improvement Area Levy – The BIA's Proposed 2021 Operating Budget was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October 26, 2020 for first reading of Bylaw A-7.15

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 15-20 from the Director of Community Services was received and reviewed for informational purposes.
- (ii) Canada First Basketball Inc. Experience Centre – Request for Funding – The letter from Robert Otto, Board President, was received and reviewed, and direction given to administration to schedule a presentation at an upcoming meeting.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

- (i) Events and Community Relations – Information Report: EDC 10-20 from the Events Development Coordinator was received and reviewed for informational purposes.
- (ii) Downtown St. Stephen – Request for Permission of Holiday Lamppost Decorating Contest - The letter from Downtown St. Stephen, dated October 8, 2020, was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, October

26, 2020 to grant permission to hold the Holiday Lamppost Decorating Contest.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 11-20 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Request for Crosswalk – The letter from Debra Smith, dated September 4, 2020, was received and reviewed, and direction provided to administration to review the request and provide a recommended action at an upcoming meeting.

5. **NEW BUSINESS**

No new business.

6. **CLOSED SESSION**

Committee revert to a closed session pursuant to the Local Governance Act, as the subject matter being considered relates to section 68(1):

b) personal information as defined in the Right to Information and Protection of Privacy Act and;

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

It was **MOVED** by Councillor Harding and **SECONDED** by Councillor Hyslop that the above item be moved into closed session as per section 68(1)(b) of the New Brunswick Local Governance Act. **CARRIED**

7. **RECONVENE TO REGULAR MEETING**

8. **ADJOURNMENT**

Jeff Renaud
Acting Town Clerk

Dated

BY - LAW NO. A-18

**A BY-LAW OF THE TOWN OF ST STEPHEN
REGULATING THE PROCEEDINGS OF COUNCIL**

The Council of the Town of St. Stephen, under authority vested in it by the *Local Governance Act of New Brunswick*, enacts as follows:

1. TITLE

- A. This by-law may be cited as the Procedural By-law.

2. DEFINITIONS

- A. In this by-law:

- i. "Act" shall refer to the *Local Governance Act, SNB 2017, C18*, and any amendments thereto;
- ii. "Ad hoc Committee" means a Committee established by Council, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist;
- iii. "Clerk" means the Clerk appointed by the Council of the Town of St. Stephen;
- iv. "Committee of Council" means a Committee appointed by Council whose sole reporting responsibility is to Council. It does not include Regional Commissions or Regional Committees.
- v. "Council" means the Council of the Town of St. Stephen, and includes all Councillors and the Mayor;
- vi. "Councillor" means a Member of the Council other than the Mayor;
- vii. "Deputy Mayor" means the Councillor so elected pursuant to this by-law;

- xv. “Regional Commission” means a commission, Committee or board whose members include other municipalities and/or organizations, which the Town is mandated to belong to or has entered into a formal agreement to create, and whose mandate is to provide a regional service;
- xvi. “Regional Committee” means a Committee or board whose members include other municipalities, organizations or businesses which the Town has voluntarily joined;
- xvii. “Standing Committee” means a Committee established by Council to perform a continuing function and remains in existence until dissolved by a majority vote of Council.
- xviii. “Tie Vote” means an equal number of “yea” and “nay” votes of those Members present;
- xix. “Two-thirds Majority Vote of the Whole Council” means a two-thirds affirmative vote of all the Members of Council, including the Mayor, who are not disqualified from voting.

3. FUNDAMENTAL PRINCIPLES

- A. The fundamental principles of this by-law are as follows:
 - i. Focus on the matter under consideration;
 - ii. The majority rules;
 - iii. The minority has a right to be heard subject to the four fundamentals of parliamentary law:
 - a. To facilitate action, not to obstruct it;
 - b. To enable the Council to express its will;
 - c. To give every Member a fair hearing;
 - d. To maintain order.
- B. Members should follow the decorum of normal debate by being brief, confining remarks to the question before them, avoiding personal attacks, always being courteous and not speaking until recognized by the Presiding Officer.

- iv. shall call upon the Clerk to allot a seat within the Council chambers to each Councillor who shall occupy that seat at all Council meetings.
- B. Unless otherwise determined on a majority vote, the Council shall hold regular meetings at the Garcelon Civic Center at 5:00 p.m. on the final Wednesday of each month.
- C. When the day for a regular meeting of Council is a statutory holiday, the Council shall, unless otherwise determined by a resolution of Council, meet at the same hour on the next following business day which is not a statutory holiday.
- D. Unless authorized by the Act to be closed, all regular meetings are open to the public and no member of the public shall be excluded therefrom except for improper conduct.
- E. Public notice of regular meetings of Council shall be given by posting such notice on the Town of St. Stephen's official website.
- F. No item of business may be dealt with at a Council meeting after eight (8:00) p.m. unless a time extension is approved by a majority vote.

7. SPECIAL MEETINGS

- A. The Mayor may at any time summon a special meeting on twenty-four (24) hour notice to the Members, or, upon receipt by the Clerk of the petition of the majority of the Members, the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition;
 - i. The Clerk shall cause to be delivered to the residence or place of business of each Member, or in such manner or location as may be agreed to by each individual Member, not later than twenty-four (24) hours before the time fixed for the special meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted thereat;
 - ii. Written notice is deemed to have been delivered if:
 - a. It is delivered to the residence or place of business of the Member; or

- E) A member of Council who participates in a meeting closed to the public in the manner referred to in subsection (A) shall, at the beginning of the meeting, confirm that he or she is alone.
- F) A member of Council who participates in a meeting in the manner referred to in subsection (A) shall be deemed to be present at the meeting.
- G) If a Council meeting or a Committee of Council meeting is open to the public, use of an electronic means of communication is permitted only if a notice of the meeting is given to the public that includes the following information:
 - (i) a statement that an electronic means of communication will be used at the meeting; and
 - (ii) the location where the public may see or hear the meeting.
- H) Notice to the public shall be in accordance with the provisions of Section 70 of the Act.

9. QUORUM

- A. Four (4) Members must be present at any Regular or Special meeting of Council to constitute a quorum.
- B. If a quorum is present at the time fixed for the holding of the Council meeting, the Presiding Officer shall take the chair and call the meeting to order.
- C. If no quorum is present fifteen (15) minutes after the time appointed for the Council meeting, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.
- D. If a Member knows in advance that he/she will be unable to attend a meeting, the Clerk should be so advised; and if this notice is given to the Clerk at least Forty Eight (48) hours in advance of the scheduled meeting and it is determined by the Clerk that as a result of the non-attendance there will be no quorum, the Clerk is authorized to conduct an email poll or telephone poll of Council as to whether the meeting should be cancelled. If it is determined that the meeting should be cancelled, the Clerk is authorized to advertise the postponement of the meeting to the date of the next regular meeting. The advertising may be in a newspaper or on the Town's website and posted on the Town Hall door.

- xii. Question Period
 - xiii. Closed Session
 - xiv. Adjournment
- B. No matter shall be placed on the Agenda for consideration at any regular Council meeting unless the request for consideration of the matter is received by the Clerk, in writing, before the close of business on the Monday of the week preceding the day on which the meeting is to be held;
- i. Every communication, including a petition, application or tender designed to be presented to the Council, shall be legibly written, printed or typed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and include their name and address and be filed with the Clerk prior to the close of business of the Monday of the week preceding the day on which the meeting is to be held. If this criterion is not met, the Clerk shall not place the communication on the agenda. Notwithstanding the foregoing, if the Clerk can verify the name and address of the sender, and in the case of an email, the identity of the sender, then the communication may be placed on the agenda.
- C. Notwithstanding Subsection 11(B.), any business may be introduced and dealt with at a regular meeting with the approval of a majority vote.
- D. The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by majority vote.
- E. The items listed under Unfinished Business shall be in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council, and for which there is new information. The date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by majority vote.
- F. The Clerk shall cause to be delivered to each Member, not later than forty-eight (48) hours before the time fixed for each regular meeting, a written notice of meeting setting out the time of the meeting and the business to be transacted there at, including minutes to be approved and other documents pertaining to the meeting.

- c. Appeal the Decision of the Presiding Officer - Questions the Presiding Officer's ruling on a specific issue and asks Council to decide. It is not amendable nor debatable;
 - d. Division of Council - Call for a vote to be retaken by a show of hands if a Member disagrees with the Presiding Officer's statement of results. This motion does not require a seconder, is not amendable nor debatable;
 - e. Division of a Question - Dividing of a question into parts so that each may be considered individually. Parts must be such that they can stand alone. It is not amendable nor debatable;
- ii. Fix the Time to Which to Adjourn - This motion is used to extend the time of adjournment past eight (8) p.m.;
 - iii. Adjourn - Motion to close the meeting immediately. It is not amendable nor debatable;
 - iv. Recess - Motion to take a short break, after which business resumes from where it was left off. It is amendable, but not debatable;
 - v. Raise a Question of Privilege - Can be privilege of the Council or of an individual Member. Motion does not require a seconder, is not amendable nor debatable, and is decided by the Presiding Officer;
 - vi. Table - Used to delay further consideration of a motion to a time, after an event, or until more information is obtained, and a reason for tabling must always be stated in the motion. It is not amendable nor debatable. The item may be placed back on the Agenda by the Clerk once the reason for the motion has been satisfied;

13. BY-LAWS

- A. The provision for enactment of all by-laws shall be as set out in Section 10 of the Act, and/or other applicable legislation of the Province of New Brunswick.
- B. Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act or Regulation of the Province of New Brunswick and shall be complete with the exception of the number and date thereof.

14. LIMITS OF DEBATE

- A. A Member at any time during a debate, but not so as to interrupt a Member when speaking, may request that the motion under discussion be read by the Clerk.
- B. No Member, without permission of Council, shall speak to the same motion or in reply for a longer period than fifteen (15) minutes.
- C. When the Presiding Officer wishes to participate in the debate at a Council meeting, he/she shall call on the Deputy Mayor if present or, if not present, a Councillor to preside until he/she is finished speaking.

15. ORDER AND PRIVILEGE

- A. No Member shall:
 - i. speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor-General or person administering the Government of Canada or of the Lieutenant- Governor or of a person administering the government of the Province of New Brunswick;
 - ii. use offensive words against the Council, any Member thereof, or any staff member or advisor;
 - iii. speak beside the question or motion in debate;

- i. Persons being heard by Council shall be limited in speaking to not more than ten (10) minutes except that when two (2) or more persons appear on the same subject they shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.
- B. Council, by majority vote, may allow or deny anyone to address the Council for whatever time period stipulated in the motion.
- C. When, in the opinion of the Presiding Officer, a member of the public is guilty of improper conduct at a Council meeting, the Presiding Officer may require that person to leave the meeting forthwith.
- D. Except by unanimous consent of the Whole of Council, Council shall not render a decision on any matter brought forth by public presentation until the following meeting of Council in order to allow staff to prepare an appropriate report on the subject matter.

17. PUBLIC HEARINGS

- A. If a Member did not attend a public hearing where statutory procedures for the adoption of such motion and/or bylaw required a public hearing, the Member is precluded from taking part in the debate and must vacate his/her seat during debate on the motion.
- B. Generally, unless provided for in other legislation, the procedure to be followed in Public Hearings is:
 - i. Presentation by the Proponent;
 - ii. Those wishing to speak for/against the proposal shall be given the opportunity to be heard;
 - iii. Proponent makes final summation;
 - iv. Council Members may ask questions;
 - v. A motion may be heard and voted upon.

- B. The Clerk shall record in the minutes:
 - i. the place, date and time of meeting;
 - ii. the names of the Presiding Officer or officers and record of the attendance of the Members, staff and advisors;
 - iii. the reading, if requested, correction and adoption of the minutes of prior meetings;
 - iv. all other proceedings of the meeting without note or comment.
- C. Minutes of the preceding regular or special meetings shall be approved by majority vote, or amended and approved, at the next regular meeting.
- D. Minutes shall not be read at the meeting unless a Member so requests, in which case the Clerk shall read the minutes before the Council deals with the business before it.

21. COMMITTEES

- A. Council may establish standing and/or ad hoc Committees as it deems necessary, and for the purposes as the constituting resolution states. Ad hoc Committees exist until they have reported finally to the Council, at which time they shall be functus officio.
- B. In the appointment of Committee members, including members of regional Committees and regional commissions, the Mayor, Deputy Mayor and one other Councillor shall form a nominating Committee of three (3) and shall recommend to Council prospective Committee members for approval by Council.
- C. All Committee and commission members shall be appointed to serve for a specific term as determined by Council, or in the case of regional commissions or regional Committees, for a term as specified in the regional agreement or legislation;
 - i. Notwithstanding the forgoing, members of Committees of Council, Regional Commissions and Committees, serve at the pleasure of Council and may be removed at any time by a majority vote.

- iv. to present to Council, on or before the last regular Council meeting in each and every year, for the information of Council and of the citizens generally as well as for the guidance of the Committees of the following year, a general report of the state of the various matters referred to them or under their control during the year, the work or business done through or by each Committee, and the expenditures made under their authority or supervision, stating the number of meetings held by each Committee during the year, the number of meetings at which a quorum was present and the number of times each Member was absent, and containing suggestions regarding future action of the succeeding Committees;

22. BY-LAW REPEALED

- A. By-law Number A-2 “A By-law Respecting Procedures of the Town Council and Town Administration”, and amendments thereto are hereby repealed.

23. EFFECTIVE DATE

- A. This by-law comes into effect on the date of final enactment thereof.

READ A FIRST TIME THIS _____ DAY OF _____, 2020;

READ A SECOND TIME THIS _____ DAY OF _____, 2020;

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____, 2020.

Jeff Renaud
CAO/Clerk

Allan MacEachern
Mayor

Town of St. Stephen

Municipal Plan

April 2020

By-Law No. M-2



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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 unserved 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

- 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 m² (45,000 ft²) 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 m² (10,765.9 ft²); 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 unserved industrial uses in the Town. Council may consider an unserved 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.

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.
- 7) Council will consider crematoria through appropriate provisions in the Zoning By-law

8. FUTURE DEVELOPMENT AREAS

8.1 Preamble

There are a number of unserved 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 unserved 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.

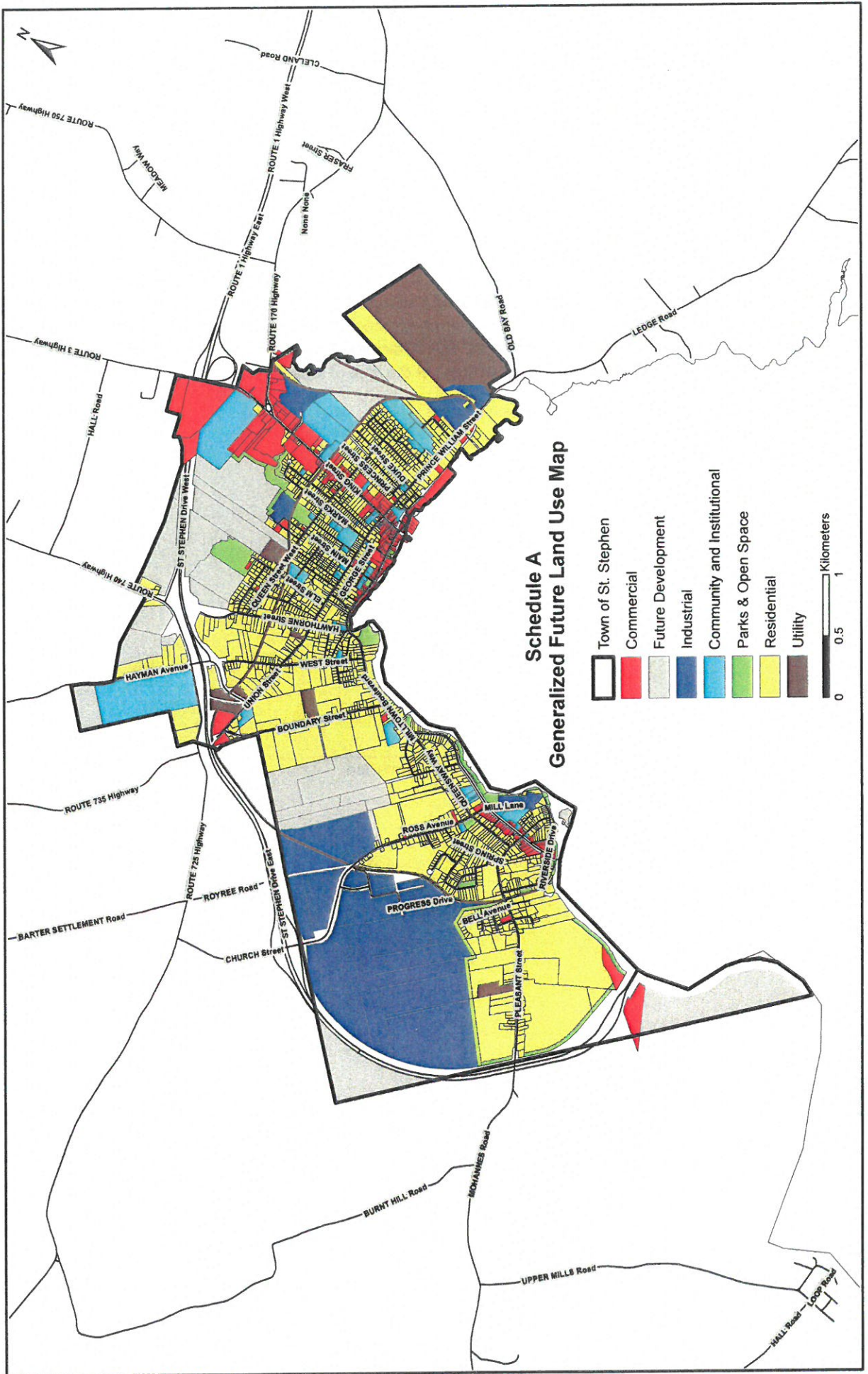
READ FIRST TIME:

READ SECOND TIME:

READ THIRD TIME AND ENACTED:

Mayor

Town Clerk



TOWN OF ST. STEPHEN

BY-LAW NO. A-17

A BYLAW RESPECTING THE REMUNERATION OF MEMBERS OF TOWN COUNCIL

BE IT ENACTED by the Council of the Town of St. Stephen, under the authority vested in it by the Local Governance Act, SNB 2017, C-18 as follows:

1. Title

- a. This bylaw shall be known and cited as the "Council Remuneration Bylaw."

2. Application

- a. This bylaw applies to all duly elected members of the municipal Council for the Town of St. Stephen.

3. Definitions

"Act" shall reference the Local Governance Act, SNB 2017, C-18, and any amendments thereto.

"Chief Administrative Officer" shall refer to the administrative head of the Town of St. Stephen as appointed by Council.

"Compensation" means a form of monetary payment for the performance of some work or service.

"Council" shall reference the Mayor and Councillors as a collective body.

"Councillor" shall refer to a member of Council other than the Mayor.

"Remuneration" means both monetary and non-monetary payment for the performance of some work or service.

4. Remuneration of Council Members

- a. The Mayor shall be paid remuneration for discharge of the duties of the office in accordance with Schedule A, attached to and forming part of this bylaw.
- b. The Deputy Mayor shall be paid remuneration for discharge of duties of the office in accordance with Schedule A.
- c. Each Councillor shall be paid remuneration for discharge of duties of the office in accordance with Schedule A.

- d. Where any member of Council does not serve a full 12-month term, remuneration shall be pro-rated on for the time served based upon the day of departure.
- e. Remuneration shall be issued to members of Council in two installments as follows:
 - i. The first installment shall be issued in the month of May for services rendered between during the preceding months of December through May.
 - ii. The second installment shall be issued in the month of November for services rendered between the preceding months of June through November.

5. Travel Expenses

- a. Members of Council shall be entitled to reimbursement of legitimate expenses incurred as a result of their duties as office holders of the municipality in accordance with Schedule A.

6. Revisions to this Bylaw

- a. A review of Council salaries shall be completed by Council one year prior to a municipal election to ensure Council salaries are in line with other comparable communities. Council may approve a salary adjustment that can only take effect at the beginning of the new Council term.

READ A FIRST TIME THIS ____ DAY OF _____, 2020

READ A SECOND TIME THIS ____ DAY OF _____, 2020

READ A THIRD AND FINAL TIME THIS ____ DAY OF _____, 2020

JEFF RENAUD
CAO/CLERK

ALLAN MACEACHERN
MAYOR

SCHEDULE A

RATES OF REMUNERATION

Mayor	\$ 16,718 per annum
Deputy Mayor	\$ 9,888 per annum
Councillor	\$ 8,359 per annum

ANNUAL COST OF LIVING ADJUSTMENT

Annually, the rates of remuneration shall be adjusted for changes in the cost of living by applying the percentage change in the Consumer Price Index for January of the previous year compared to January of the current year, for the Province of New Brunswick as prepared by Statistics Canada. Such adjustment shall be calculated by the Treasurer and reviewed by the Chief Administrative Officer prior to application. New rates shall be rounded to the nearest dollar.

In the event that Consumer Price Index should fall below zero, remuneration rates shall remain at the previous level.

TRAVEL EXPENSES

Mileage: Eligible mileage shall be reimbursed at the rates established by policy from time to time.

- Meals: Members of Council shall be eligible to claim meal allowances in accordance with the terms for such reimbursement as set by policy from time to time
- Incidentals: Member of Council shall be eligible for reimbursement of incidental costs associated with travel while on approved Town business. Such expenses may be approved by policy as established, or by resolution of Council.

BY-LAW NO. A-7.15

A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY FOR 2021"

Pursuant to Section 5(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY the Town Council of the Town of St. Stephen as follows:

THAT a Business Improvement Levy be imposed on all non-residential property within the Business Improvement Area of the local government that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$25,374 at the rate of \$0.20 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government, or other such Minister as may be appropriate, to Levy the said amount pursuant to the provisions of the *Business Improvement Area Act*.

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:

Mayor

Town Clerk

St. Stephen Business Improvement Area Inc.

Proposed 2021 Operating Budget

SOURCES OF FUNDS

BIA Tax Levy.....	\$25,000.00
BIA Outstanding Tax Levy.....	\$ 600.00
Interest.....	\$ 150.00
Student Employment Funding.....	\$ 7,322.00
GIC Withdrawal	<u>\$ 3,000.00</u>
.....	\$36,072.00

USES OF FUNDS

Advertising.....	\$ 500.00
Donations.....	\$ 500.00
Bank Charges.....	\$ 10.00
BIA Annual Dues.....	\$ 300.00
Rent.....	\$ 2,900.00
Insurance.....	\$ 1,100.00
Office and Miscellaneous.....	\$ 450.00

PROMOTIONAL PROGRAMS AND PROJECTS

Mural Program.....	\$ 1,000.00
Student Employment.....	\$ 7,322.00
Payroll.....	<u>\$21,990.00</u>
.....	\$36,072.00

EXCESS/DEFICIENCY..... \$ 0.00

This proposed budget is based on a levy of twenty cents for each one hundred dollars of assessed value.

DATE September 4/20

St. Stephen Town Bylaw

To Whom It May Concern;

I am writing to request a crosswalk
be in place at the corner of Union
and Elm Streets in St. Stephen.

Delva Smith



SHOP, DINE, PLAY and experience Downtown St. Stephen

93 Milltown Blvd., 3rd Floor, Suite 203, P.O. Box 384, St. Stephen, New Brunswick, E3L 2X3
Phone: (506) 466-7407 • Email: bia@chocolatetown.ca

October 8, 2020

Mr. Jeff Renaud, CAO
55 Budd Avenue
St. Stephen, NB, E3L 1E9

Dear Jeff:

Downtown St. Stephen is requesting permission to hold the following:

- **Holiday Lamppost Decorating Contest:** Help give Downtown St. Stephen a hometown Christmas feel..... The contest will be open to all local businesses, non-profits, service clubs, and sports teams. Lamppost must be decorated between 11/18/2020 – 11/20/2020 and removed between 12/28/2020 & 01/01/2021. NO EXCEPTIONS. King Street and Milltown Blvd. merchants/businesses have first right of refusal to use the lamppost in front of their store/business. Judging of the lampposts will take place 11/20/2020 (Midnight Madness).

I am available at your convenience should you require further information regarding the community event listed above.

Sincerely,

Heather Donahue