



St. Stephen Town Council to be held on Wednesday, June 30th, at 5:00pm in the Moosehead Room at the Garcelon Civic Center.

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

COUNCIL AGENDA

A. CALL TO ORDER

B. MOMENT OF REFLECTION

C. ADDITION OF LATE ITEMS

D. ADOPTION OF AGENDA

Proposed Resolution:

That the Agenda for the Council Meeting of June 30th, 2021, be approved.

E. MAYOR'S COMMENTS/PROCLAMATIONS

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

- a. Statutory Public Hearing of Objections—Z-2-01 and M-2-01
- b. Project update Best Western Plus –Tom MacFarlane (via Zoom)
- c. Canada 1st Basketball Project Update—Richard Fulton

H. ADOPTION OF MINUTES

- a. Minutes of May 26th, 2021

That the Minutes of the Council Meeting held on May 26, 2021 be approved as presented.

- b. Minutes of June 15th, 2021

That the Minutes of the Council Meeting held on June 15th, 2021 be approved as presented.

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

J. CORRESPONDENCE

K. BYLAWS, PERMITS, AND POLICIES

- a. Municipal Plan Amendment—M-2-01

That bylaw M-2-01 be given Third and Final Reading

- b. Zoning Bylaw Amendment Z-2-01

That bylaw Z-2-01 be given Third and Final Reading

L. NEW BUSINESS

Departmental Reports:

Departmental Information Reports

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

Proposed Resolution:

That the Departmental Information Reports be acknowledged and received

REQUESTS FOR DECISIONS:

- a. DTI Five-Year Plan

Proposed Resolution:

That Council approves the Designated Highways Five-Year Priorities as presented.

b. Tender Summary—Riverside Drive WWPS#4

Proposed Resolution:

That Council awards the construction contract to the low tenderer, Fairville Construction Ltd. For their Tender Price of \$557,300.00 HST included.

c. Authorization of Signing Officers and Banking—RBC

THAT the Council of the Town of St. Stephen resolves:

1. ***That Royal Bank of Canada (“Royal Bank”) is appointed banker for the Town of St. Stephen.***
2. ***That any one of the Mayor, Deputy Mayor or CAO together with Treasurer or Assistant Treasurer for amounts of \$5,000 or less or either the Mayor or Deputy Mayor together with Treasurer or Assistant Treasurer for amounts greater than \$5,000 are authorized on behalf of the Town of St. Stephen from time to time:***
 - (a) ***to withdraw or order transfers of funds from the Town of St. Stephen’s accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;***
 - (b) ***to sign any agreements or other documents or instruments with or in favour of the Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Town of St. Stephen; and***
 - (c) ***to do, or to authorize any person or persons to do, any one or more of the following:***
 - (i) ***to receive from the Royal Bank any cash or any securities, instruments or other property of the Town of St. Stephen held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;***
 - (ii) ***to deposit with or negotiate or transfer to Royal Bank, for the credit of the Town of St. Stephen, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Town of St. Stephen, or any other name under which the Town of St. Stephen carries on business, on any security or instrument;***
 - (iii) ***to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Town of St. Stephen; and***
 - (iv) ***to receive statements, instruments and other items (including paid cheques) and documents relating to the Town of St. Stephen’s***

accounts with or any service of the Royal Bank, and to settle and certify the Town of St. Stephen's accounts with Royal Bank.

3. *That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Town of St. Stephen, and Royal Bank is hereby authorized to act on them and give effect to them.*
4. *That Royal Bank be furnished with:*
 - (a) *a copy of this Resolution; and*
 - (b) *a list of the names of the persons authorized by this Resolution to act on behalf of the Town of St. Stephen, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the (1) Mayor and (2) Treasurer of the Town of St. Stephen; and*
 - (c) *in writing, any authorization made under paragraph 2(c) of this Resolution.*
5. *That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Town of St. Stephen until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Town of St. Stephen has its account.*

d. Authorization of Signing Officers and Banking—BNS

THAT the Council of the Town of St. Stephen resolves that:

1. *We appoint The Bank of Nova Scotia as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.*
2. *Any two of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you: Mayor or Deputy Mayor, along with the Treasurer or Assistant Treasurer.*
3. *The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any two of the officers set out below. The most recent certificate given to you will be the current certificate in effect: Over \$5,000 - Mayor or Deputy Mayor, along with Treasurer or Assistant Treasurer \$5,000 and under – Mayor or Deputy Mayor or CAO, along with Treasurer or Assistant Treasurer.*

4. *All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.*
5. *This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.*

e. Field Use Agreement—ASD-S

Administration seeks Direction

f. Award of Contract—Tourism Consultant

That Council awards the contract for consultant services to undertake a Destination Tourism Assessment to Harvey Sawler, in the amount of \$25,272.58 including HST

g. Community Grant Requests

- i) “The Stage” Proposal (held over from previous meeting)
- ii) St. Croix Catholic Parish (held over from previous meeting)

Administration seeks Direction

M. QUESTION PERIOD

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

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

1. **Council Reports**

O. NOTICE OF CLOSED MEETING

That Council revert to a Closed Session pursuant to the Local Governance Act, as the subject matter(s) being discussed relates to section 68(1):

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

g) litigation or potential litigation affecting the local government or any corporation

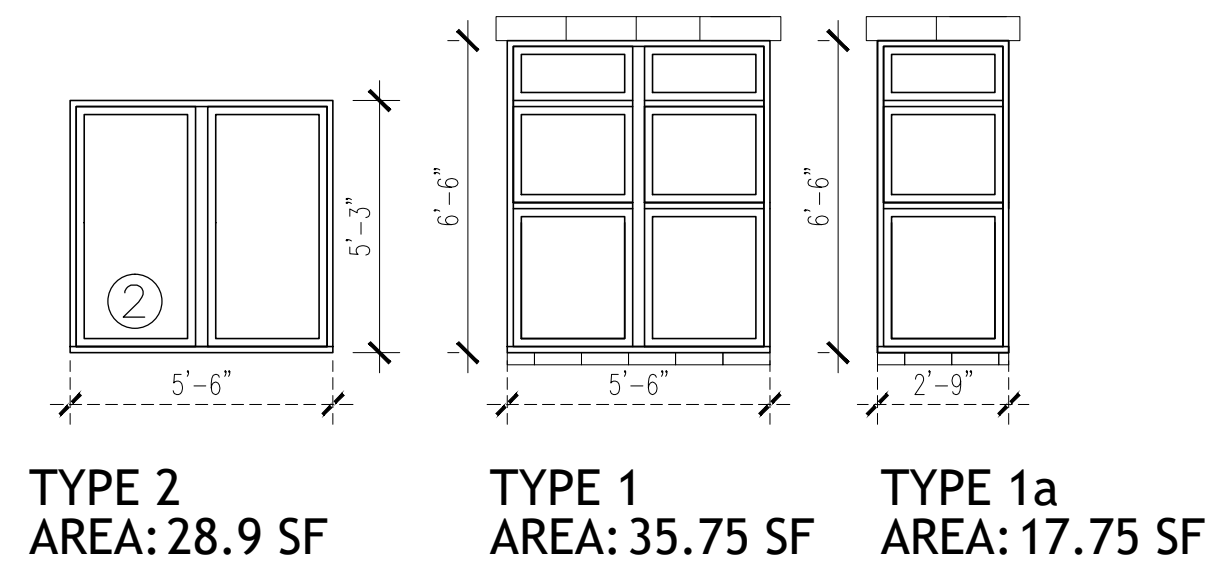
j) labour and employment matters, including negotiation of collective agreements.

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

That the meeting be adjourned at ____ pm.

WINDOWS: SEE DETAILS DWG A5
 FACTORY PAINTED VINYL WINDOWS
 FIXED UNLESS INDICATED
 MODULAR CONSTRUCTION, RE-INFORCED
 CW HEAVY DUTY PERFORMANCE CLASS
 MIN PERFORMANCE GRADE 35
 MIN DESIGN PRESSURE: 1680 PA
 MIN WATER PENETRATION TEST PRESSURE: 400PA
 MIN CANADIAN INFILTRATION/EXFILTRATION: A2
 GLASS: 1 IN INSULATING GLASS UNITS , 2 LITES
 6MM PPG SOLARBAN60 LOW-E SHGC .39



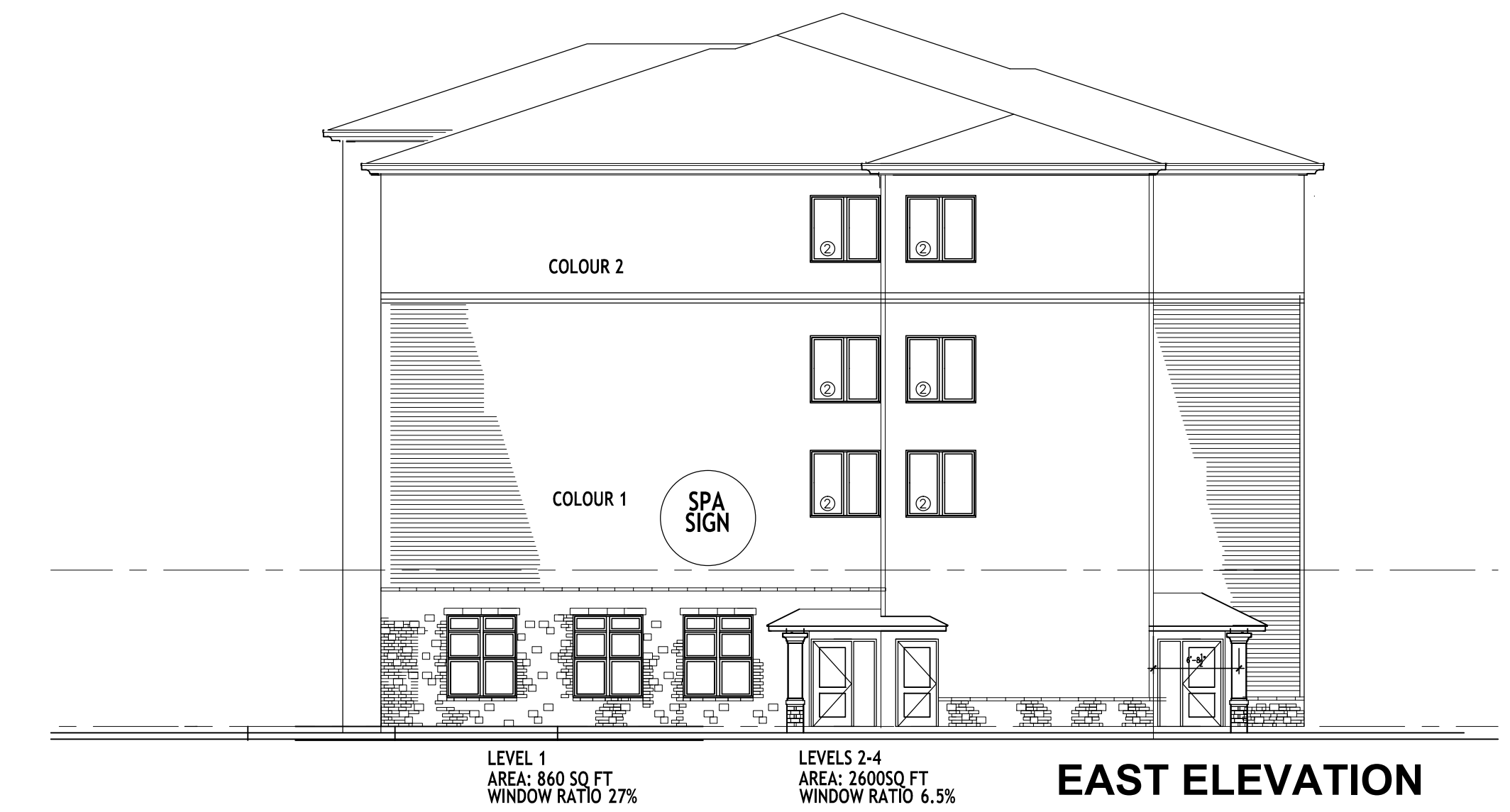
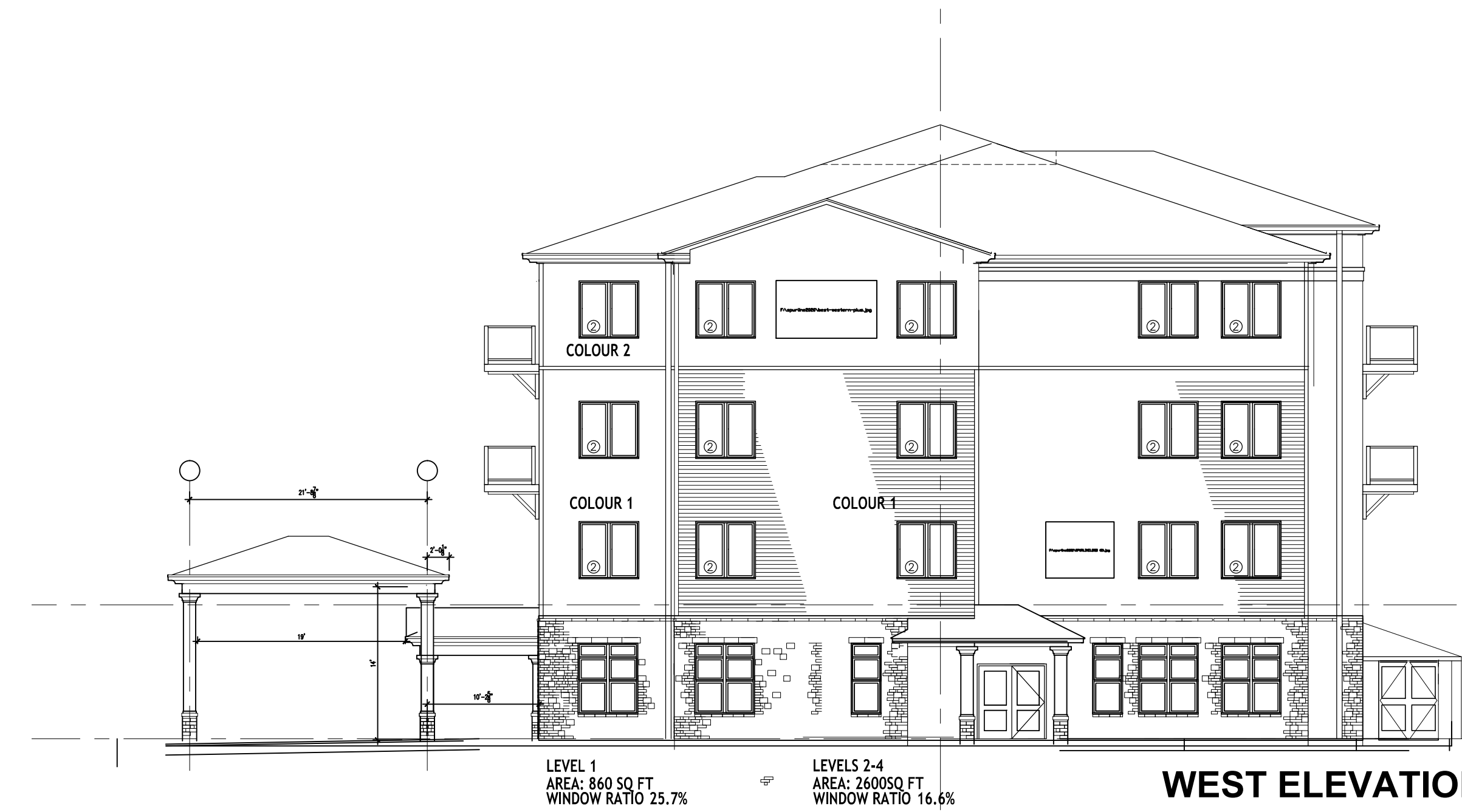
EXTERIOR MATERIALS:
 ROOFING: ASPHALT SHINGLES

SIDING: ENGINEERED WOOD SIDING
 5" CLAPBOARD & ASSOCIATED TRIM
 FACTORY FINISH:
 LP SMARTSIDE OR EQUAL

MASONRY: THIN-STONE (CAST) VENEER
 SILVERWOOD STONE, MECHANICALLY FASTENED

DRAINAGE LAYER:
 AIR/MOISTURE BARRIER: DELTA MAX SELF ADHERED MEMBRANE

PROJECT:
 ROBERT L. BOYCE, ARCHITECT
 77 GERMAN
 SAINT JOHN'S, N.B.
 CELL: 506-638-5283
 ROBERT@BOYCEBROGERS.COM
 WWW.RLB.COM



No.	Revisions	Date	Ck.

NOTES:
 THE DRAWINGS ARE NOT TO BE SCALED.
 THE CONTRACTOR MUST CHECK AND VERIFY ALL
 DETAILS AND DIMENSIONS OF THE JOB AND BE
 RESPONSIBLE FOR REPORTING ANY
 DISCREPANCIES TO THE
 PROJECT MANAGER BEFORE COMMENCING WORK.

secl

THESE DOCUMENTS ARE THE PROPERTY
 OF BRD DESIGN-BUILD CONSTRUCTION INC
 UNAUTHORIZED USE BY ANY OTHER PARTY
 WILL INVOLVE A FEE FOR PROFESSIONAL SERVICES

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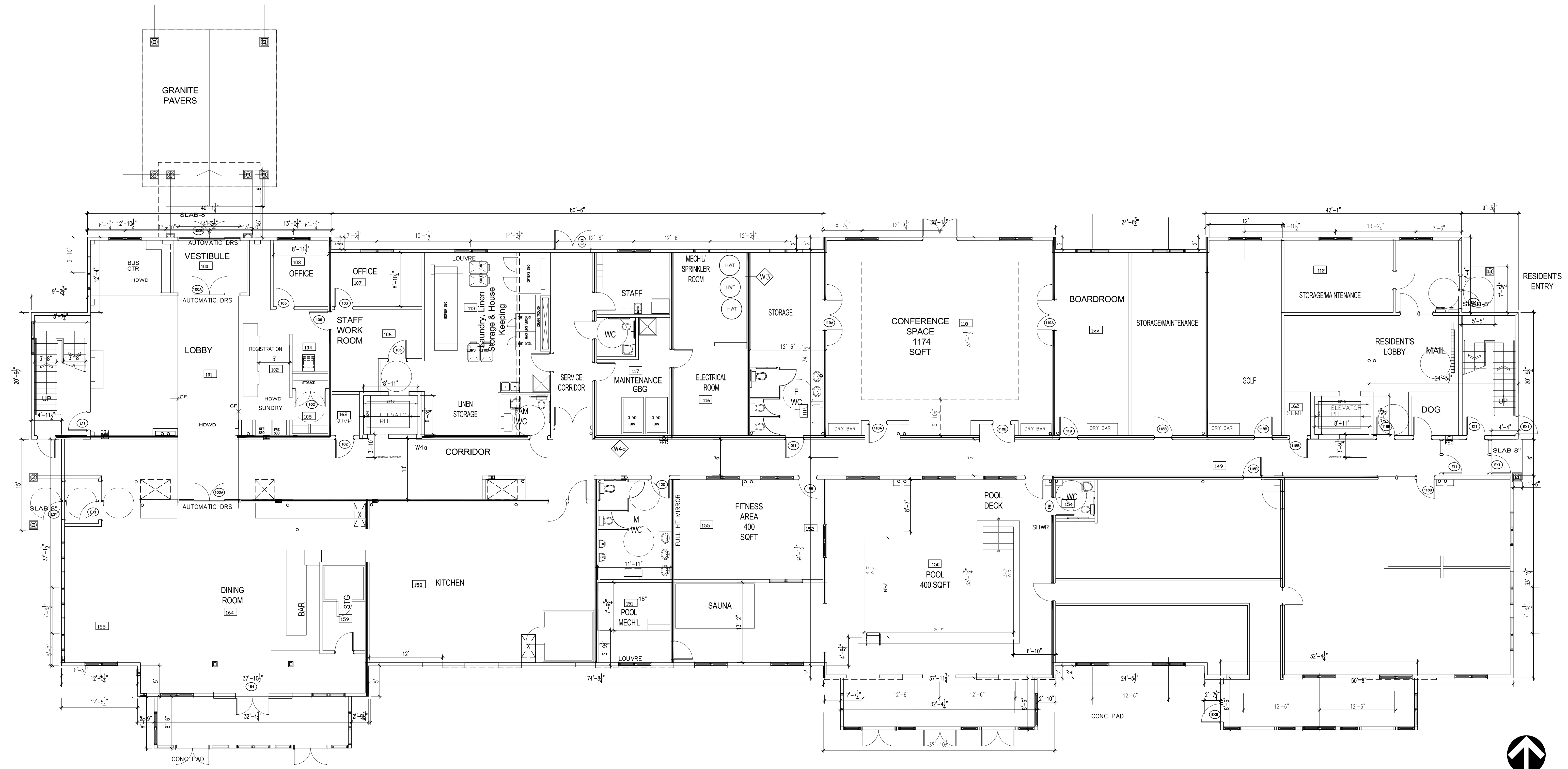
BUDD AVENUE
 ST STEPHEN N.B.

SPUR LINE
 PROPERTIES INC

drawing title
ELEVATIONS

date: MAY 28, 2021 drawing no.
 scale: 3/32"=1'-0" **A3.0**
 rev. no. 1
 drawn by:
 checked by:
 filename:
 last edit date: MARCH 9, 2020

GUEST ROOMS					TOTAL
	1ST	2ND	3RD	4TH	
KING	5				5
KING adj			5	5	10
KING SUITE	9				9
KING 14	3				3
ACCBL KING	1				1
KING w JACUZZI					
DBL QUEEN	8				8
DBL QUEEN adj	9				9
ACCBL DBL QUEEN	1				1
TOTAL	36	5	5		46
LONGSTAY SUITES		14	14		28
	36	19	19		64



GFA 17,656sq ft GROUND FLOOR

GROUND FLOOR AREA: HOTEL BUILDING: 17,656 SQ FT, (1641 SQ METRES)

OCCUPANCIES:
 CONFERENCE: GROUP A2
 RESTAURANT: GROUP A2
 SWIMMING POOL: GROUP A3
 SPA: GROUP D



No.	Revisions	Date	Ck.

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BUDD AVENUE
 ST STEPHEN N.B.

SPUR LINE
 PROPERTIES INC

drawing title
 GROUND FL. PLAN

date: JUNE 14, 2021	drawing no.
scale: 1/8"=1'-0"	A2.0
rev. no. 8	
drawn by:	
checked by:	
filename:	
last edit date:	

TOWN OF ST. STEPHEN
REGULAR COUNCIL
WEDNESDAY, MAY 26, 2021 @ 5:00 P.M.

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

A. CALL TO ORDER

Mayor MacEachern called the meeting to order.

B. MOMENT OF REFLECTION

Mayor MacEachern requested a moment of reflection.

C. ADDITION OF LATE ITEMS

There were none.

D. ADOPTION OF AGENDA

AGENDA

Moved by Councillor Harding

Seconded by Councillor Hyslop

58/21

THAT the Agenda for the Regular Council Meeting of May 26th, 2021, be approved.

CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

There were none.

F. DISCLOSURE OF INTEREST

There were none.

G. PUBLIC AND/OR STATUTORY HEARINGS

There were none.

H. ADOPTION OF MINUTES

i. SPECIAL COUNCIL MEETING

Moved by Councillor Parker

- 59/21 Seconded by Councillor Wheaton
THAT the Minutes of the Special Council Meeting held on April 12th,2021
be approved as presented. **CARRIED**

i. REGULAR COUNCIL MEETING

- Moved by Councillor Hyslop
Seconded by Councillor Chisholm
60/21 **THAT** the Minutes of the Regular Council Meeting held on April 28th,2021
be approved as presented. **CARRIED**

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

N/A

J. CORRESPONDENCE

i) St. Stephen Rural Cemetery – Board of Directors

ii) Saint John Regional Hospital Foundation

- Moved by Councillor Harding
Seconded by Councillor Chisholm
61/21 **THAT** the Council for the Town of St. Stephen receives the Correspondence for
review. **CARRIED**

K. BYLAWS, PERMITS, AND POLICIES

There were none.

L. NEW BUSINESS

Departmental Information Reports

1. CAO Informational Report (CAO 07-21)
 2. Planning and Development Report – dated May 20th, 2021
 3. Treasurer Informational Report (TR 07-21)
 4. Protective Services Departmental Report (PS 08-21)
 5. Community Services Departmental Report (CMS 09-21)
 6. Public Works Departmental Report (PW 05-21)
- Moved by Councillor Wheaton
Seconded by Councillor Harding
62/21 **THAT** the Departmental Information Reports be acknowledged and received.
CARRIED

REQUEST FOR DECISIONS:

**i) Tender Results – Combined Sewer Separation & Water Main Renewal –
Union Street (West to Boundary)**

- Moved by Councillor Harding
Seconded by Councillor Chisholm
- 63/21 **THAT** the construction contract be awarded to the low tenderer, Fairville Construction Ltd. for their Tender Price of \$1,673,227.00 (one million six hundred seventy-three thousand two hundred twenty-seven dollars) HST included. **CARRIED**

ii) Purchase of a new Dump Truck Body for Unit #6

- Moved by Councillor Hyslop
Seconded by Councillor Wheaton
- 64/21 **THAT** Council approve the recommendation and direct the spending of \$60,000.00 (sixty thousand dollars) for the purchase of a new Dump Truck Body. **CARRIED**

M. QUESTION PERIOD

Concerns with poor audio of Town Council meetings.

N. MAYOR AND COUNCILLOR ITEMS

1. Councillor Reports

Councillor Harding

- Calls from residents with concern of drug problem in St. Stephen.
- Met with NB Power representatives about the Milltown Dam.
- Attended all meetings of Council.

Councillor Parker

- Attended all meetings of Council.
- Calls from residents about potholes and spring pickup.

Councillor Hyslop

- Attended Charlotte County Museum meeting – looking for new board member.
- Work with Canada 1st Basketball
- Attended St. Stephen 150 activities and acknowledged Darren McCabe for his knowledge and assistance.
- Attended all meetings of Council.

Councillor Wheaton

- Focused on planning and implementing St. Stephen 150 Celebrations.

Councillor Chisholm

- Attended a meeting with ASD-S about sports fields.
- Met with dog park committee.
- Attended Wall of Fame Committee meeting.

Mayor McEachern

- Attended St. Stephen 150 event and thanked committee members and staff for their hard work.
- Commended Geoff Slater's work on the new mural.
- Attended meeting with ASD-S about the sports fields.
- Pleased with success of vaccination clinics at GCC.
- Thanked residents for their support in the Municipal Election.

O. NOTICE OF CLOSED MEETING

There was none.

P. RECONVENE TO REGULAR MEETING

N/A

Q. ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Chisholm

65/21

THAT the meeting be adjourned at 6:01 p.m. **CARRIED**

Mayor

Town Clerk

TOWN OF ST. STEPHEN
SPECIAL COUNCIL
WEDNESDAY, JUNE 15, 2021 @ 5:00 P.M.

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

A. CALL TO ORDER

Mayor MacEachern called the meeting to order.

B. MOMENT OF REFLECTION

Mayor MacEachern requested a moment of reflection.

C. ADDITION OF LATE ITEMS

There were none.

D. ADOPTION OF AGENDA

AGENDA

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

66/21

THAT the Agenda for the Special Council Meeting of June 15th, 2021, be approved.

CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

- i. Mayor's Start of Term Statement – Mayor MacEachern thanked the outgoing Town Council for their work over the last 5 years. He welcomed Councillor Thiessen and expressed his gratitude to the new Council for their interest and commitment to the Town of St. Stephen. He looks forward to continuing to move the Town forward over the next 4 years.

F. DISCLOSURE OF INTEREST

There were none.

G. PUBLIC AND/OR STATUTORY HEARINGS

There were none.

H. ADOPTION OF MINUTES

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

N/A

J. CORRESPONDENCE

K. BYLAWS, PERMITS, AND POLICIES

There were none.

L. NEW BUSINESS

REQUEST FOR DECISIONS:

Internal Council Appointments:

1. Selection of Deputy Mayor

Moved by Councillor Chisholm

Seconded by Councillor Hyslop

THAT Council, pursuant to the Town's Procedural Bylaw, declares Ghislaine Wheaton to be the Deputy Mayor of the Town of St. Stephen. **CARRIED**

67/21

2. Innovation and Technology Committee
 - a. Councillor Thiessen – Chair
 - b. Councillor Hyslop - Member
3. Border Arena Review Committee
 - a. Councillor Chisholm – Chair
 - b. Councillor Parker - Member
4. Selection of Strategic Priority Champions
 - a. Multi-Cultural Awareness – Deputy Mayor Wheaton
 - b. Poverty Reduction – Councillor Thiessen
 - c. Housing – Councillor Chisholm
 - d. Tourism – Councillor Hyslop
 - e. Economic Development – Councillor Parker
 - f. Drug Reduction – Councillor Harding

External Council Appointments:

1. Business Improvement Area (Downtown St. Stephen) – Councillor Parker
2. Wall of Fame Committee – Councillor Chisholm
3. Charlotte County Museum – Councillor Hyslop
4. Chamber of Commerce – Councillor Harding
5. Canada 1st Basketball – Councillor Hyslop

6. Chocolate Fest Inc. – Deputy Mayor Wheaton

Moved by Councillor Harding
Seconded by Councillor Chisholm

68/21 **THAT** Council approves the Council appointments list. **CARRIED**

At Large Appointments:

1. St. Croix Public Library Board
 - a. Request to reappointment of Ms. Mary Hill.

Moved by Councillor Parker
Seconded by Councillor Hyslop

69/21 **THAT** Council, upon the recommendation of the Library Director, renews the appointment of Ms. Mary Hill for a two-year term ending May 2023.
CARRIED.

2. Charlotte County Hospital Foundation Inc.
 - a. Request to reappointment of Jodi Donahue.

Moved by Deputy Mayor Wheaton
Seconded by Councillor Chisholm

70/21 **THAT** Council renews the appointment of Ms. Joni Donahue to the Charlotte County Hospital Foundation for a three-year term ending April 2024.
CARRIED.

Deputy Mayor Wheaton voting in favour of the motion.
Councillor Hyslop voting in favour of the motion.
Councillor Chisholm voting in favour of the motion.
Councillor Parker voting in favour of the motion.
Councillor Thiessen voting in favour of the motion.
Councillor Harding voting against the motion.

- b. Request to reappointment of Richard Purcell.

Moved by Councillor Parker
Seconded by Councillor Harding

71/21 **THAT** Council renews the appointment of Mr. Richard Purcell to the Charlotte County Hospital Foundation for a three-year term ending April 2024.
CARRIED.

There were none.

N. MAYOR AND COUNCILLOR ITEMS

N/A

O. NOTICE OF CLOSED MEETING

N/A

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Thiessen

72/21

THAT the meeting be adjourned at 5:30 p.m. **CARRIED**

Mayor

Town Clerk

BY-LAW NO. M-2-01

**A BY-LAW TO AMEND BY-LAW NO. M-2, BEING MUNICIPAL PLAN
BY-LAW FOR THE TOWN OF ST. STEPHEN**

BE IT ENACTED by the Council of the Town of St. Stephen as follows:

1. By-law No. M-2, the Municipal Plan By-law for the Town of St. Stephen, is amended by changing the designation as shown on the Generalized Future Land Use Map attached to the said By-law as Schedule “A-1” thereof for the portion of lands shown on Schedule “1” attached hereto and forming part hereof, from Industrial designation to Residential designation.

Read the first time this day of

Read the second time this day of

Read the third time this day of

Allan MacEachern, Mayor

Jeff Renaud, Clerk

I, **Jeff Renaud**, of the Town of St. Stephen, in the County of Charlotte and Province of New Brunswick, Town Clerk, DO SOLEMNLY DECLARE:

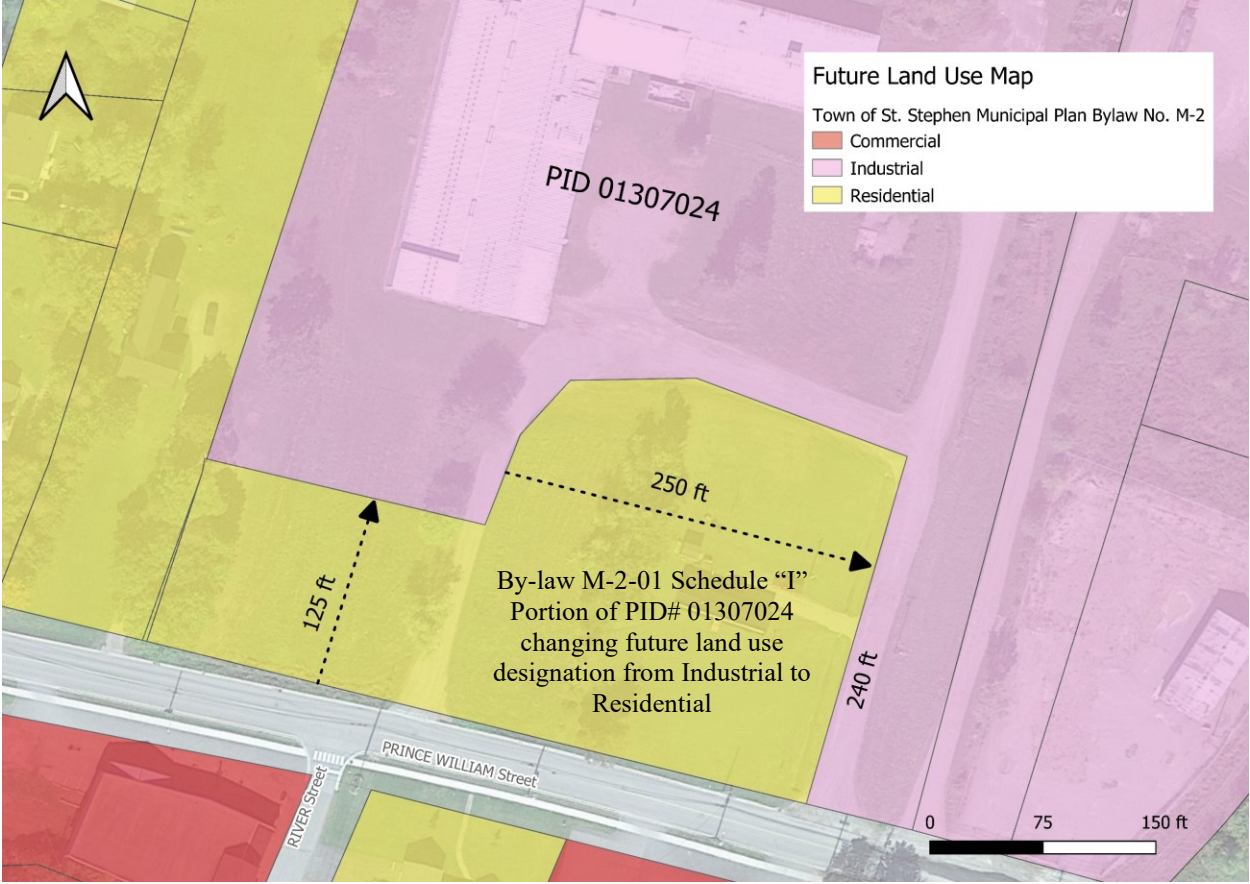
1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 25, 110 of 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. M-2-01, A By-law to amend By-law No. M-2, Being the Municipal Plan By-law for the Town of St. Stephen.
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

DECLARED before me at the Town
of St. Stephen, in the County of
Charlotte and Province of New
Brunswick, this day of

COMMISSIONER OF OATHS

Jeff Renaud, Clerk

BY-LAW NO. M-2-01
Schedule "A-1"



BY-LAW NO. Z-2-01

A BY-LAW TO AMEND BY-LAW NO. Z-2, BEING ZONING BY-LAW FOR THE TOWN OF ST. STEPHEN

BE IT ENACTED by the Council of the Town of St. Stephen as follows:

1. By-law No. Z-2, the Zoning By-Law for the Town of St. Stephen, is amended by changing the zone as shown on the Zoning Map attached to the said By-law as Schedule “A” thereof for a portion of those lands shown on Schedule “1” attached hereto and forming part hereof, from I-2 (Light Industrial) Zone to R-3 (Multiple Unit Residential) Zone.

Read the first time this day of

Read the second time this day of

Read the third time this day of

Allan MacEachern, Mayor

Jeff Renaud, Clerk

I, **Jeff Renaud**, of the Town of St. Stephen, in the County of Charlotte and Province of New Brunswick, Town Clerk, DO SOLEMNLY DECLARE:

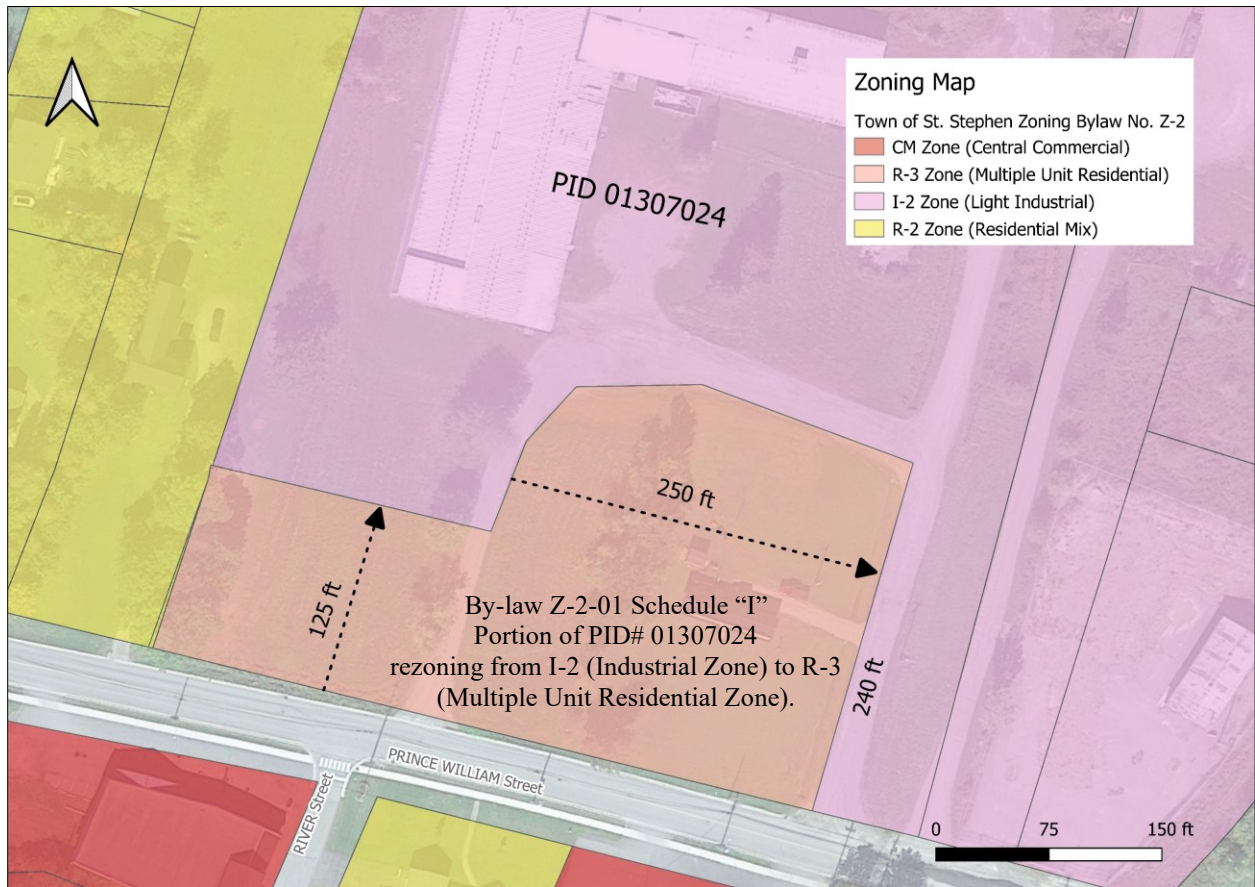
1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 59, 110 and 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. Z-2-01, A By-law to amend Bylaw No. Z-2, Being the Zoning By-law for the Town of St. Stephen.
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

DECLARED before me at the Town
of St. Stephen, in the County of
Charlotte and Province of New
Brunswick, this day of

COMMISSIONER OF OATHS

Jeff Renaud, Clerk

Schedule "A"



PROVINCE OF NEW BRUNSWICK
COUNTY OF CHARLOTTE

I, JEFF RENAUD, of the Town of St. Stephen in the County of Charlotte and the Province of New Brunswick, DO HEREBY CERTIFY:

1. That I am the Clerk of the said Town of St. Stephen and as such have the custody of the minutes and records of the Council of the said Town of St. Stephen and of the Seal of the said Town.
2. That hereto attached and marked "A" are copies of the resolution adopted pursuant to Section 59 of the Community Planning Act (Chapter C-19, R.S.N.B. 2017) at a meeting of the Council of the Town of St. Stephen held on the 30th day of June, A.D. 2021.
3. That the resolution identified in the immediately preceding paragraph apply to land identified by PID Number 01307024 and which land is apparently owned by: 624914 N.B. Inc.
4. That I have carefully compared the said resolutions with the originals and same are true copies thereof.

DATED at the Town of St. Stephen on

IN TESTIMONY WHEREOF, I, the
said Clerk of the Town of St.
Stephen have hereunto affixed the
Seal of the said Town the and year
first hereinbefore written.

Jeff Renaud,
Clerk

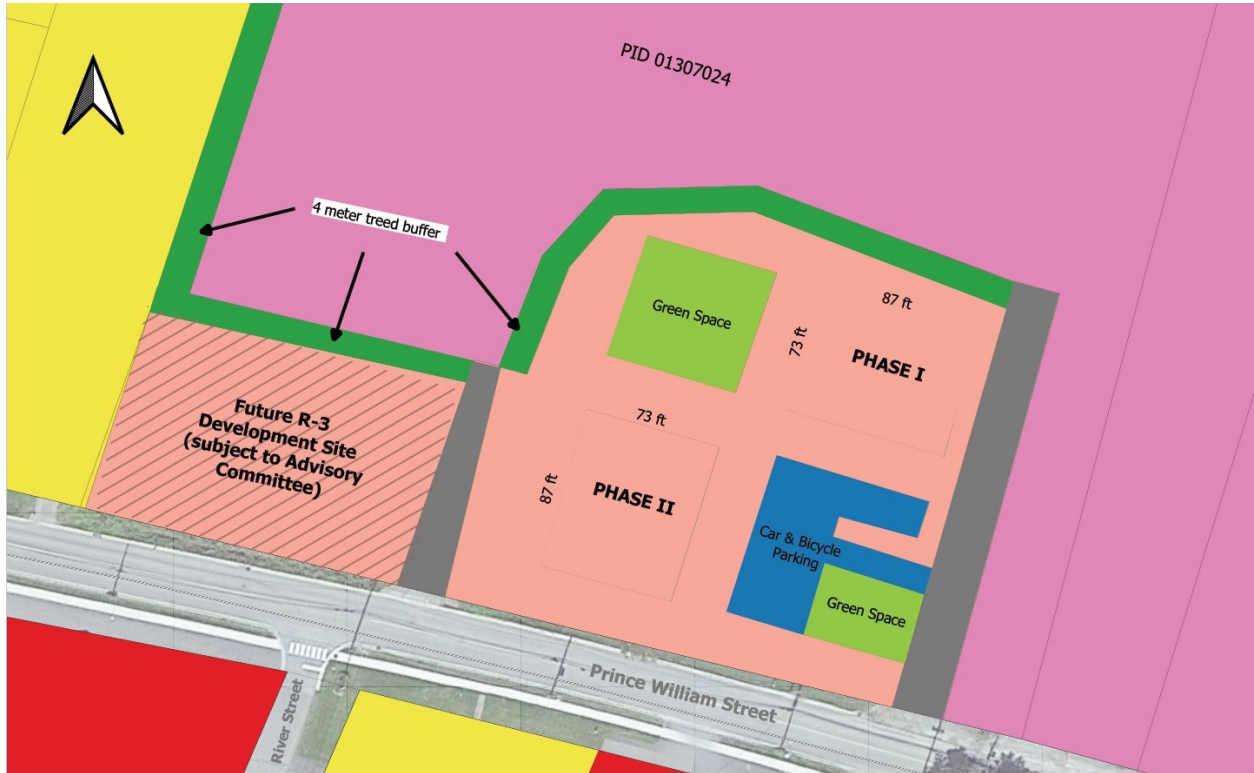
“A”

“RESOLVED that pursuant to the provisions of Section 59 of the *Community Planning Act*, that the rezoning of PID 01307024 from Light Industrial “I-2” Zone to Multiple Unit Residential “R-3” Zone, be subject to the following conditions:

1. That a minimum four-meter-wide (4 m) buffer be established with conifer tree saplings, to the satisfaction of the Development Officer, so as to visually screen the uses on the I-2 (Light Industrial) zoned portion of the property in accordance with the site plan Schedule “B-1,” prior to September 1st 2022;
2. That the eastern access point and driveway connecting to Prince William Street be paved with asphalt, or other dust-proof material to the satisfaction of the Development Officer, in accordance with the site plan Schedule “B-1,” prior to September 1st 2022;
3. That the western access point and driveway connecting to Prince William Street be paved with asphalt, or other dust-proof material to the satisfaction of the Development Officer, in accordance with the site plan Schedule “B-1,” prior to September 1st 2026;
4. That the overall development be carried out in substantial conformity to the site plan ‘Schedule “B-1”’;
5. That one (1) twelve (12) unit apartment building and any required outdoor amenities or parking facilities be complete, or be substantially complete, to the satisfaction of the Building Inspector, by September 1st 2022;
6. That one (1) twelve (12) unit apartment building and any required outdoor amenities or parking facilities be complete, or be substantially complete, to the satisfaction of the Building Inspector, by September 1st 2026; and,
7. That the exterior design and cladding for both apartment buildings shall be carried out in substantial conformity with the architectural renderings Schedule “B-2,” to the satisfaction of the Development Officer.

Further that upon rezoning the subject area, the land and any building or structure thereon must be developed and used in conformity with the conditions identified herein.”

Schedule "B-1"

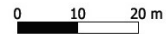


Zone

- R-3 Zone (Multiple Unit Residential)
- CM Zone (Central Commercial)
- R-2 Zone (Residential Mix)
- I-2 Zone (Light Industrial)

84 Prince William - Site Plan

- Paved driveway
- Green space per 5.1.2(1)(b) of the Town of St. Stephen Zoning Bylaw
- Car & bicycle parking per 3.14 of the Town of St. Stephen Zoning Bylaw



Schedule "B-2"

3 Story 12 Unit Apartment Building



13,997
Heated S.F.



12
Units



87' 4"
Width



73' 4"
Depth



Southwest New Brunswick Service Commission

As of June 21st, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- By-law amendments M-2-01 and Z-2-01 for a proposed apartment development have been on hold;
- SNBSC reviewed with the Town and Dillon Consulting early draft development scheme by-law site plans for encouraging/orchestrating development on Town-owned land;
- SNBSC completed drafted a development incentive policy, in alignment with the Municipal Plan, for consideration by the Council;
- SNBSC reviewed a proposed functional plan draft for the industrial park with Future St. Stephen;
- SNBSC participated in June's strategic planning sessions for the municipality and has deliverable.

Development Update

- Sixty-four (64) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$1,766,023.29, total permit revenue for Town: \$ 9,088.70);
- Three (3) change of use development permit issued to date;
- One (1) new subdivision plan approved to date in 2021 – no change in reporting period;
- Nine (9) sign permits issued to date in 2021 – no change in reporting period.

Respectfully submitted by,

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

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

Southwest New Brunswick Service Commission
Zoning Reviews

Month: ALL 2021
Town of St. Stephen

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

APRIL						
Jan. 04/21	59 Hawthorne Ave, St. Stephen	Concrete slab & Addition	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Mar. 30/21	43 Riverside Drive, St. Stephen	Balcony	\$ 2,600.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 1/21	3 Abbot St., St. Stephen	Heat Pump	\$ 4,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 1/21	78 Prince William St., St. Stephen	Deck and garage	\$ 22,300.00	\$ 111.50	Review complete, sent to Manzer	
Apr. 7/21	139 Pleasant St., St. Stephen	Addition	\$ 8,000.00	\$ 40.00	Review complete, sent to Manzer	
Apr. 9/21	141 King St., St. Stephen	Alteration/repair to commercial structure	\$ 300,000.00	\$ 1,250.00	Review complete, sent to Manzer	
Apr. 9/21	56 Duke St., St. Stephen	Heat Pump	\$ 4,800.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 12/21	124 King St., St. Stephen	Deck	\$ 3,500.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 12/21	9 Murchie Ave., St. Stephen	Demolition of a single family dwelling	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 13/21	49 Hill St., St. Stephen	garage	\$ 35,000.00	\$ 175.00	Review complete, sent to Manzer	
Apr. 14/21	95 Marks St., St. Stephen	garage	\$ 12,000.00	\$ 60.00	Review complete, sent to Manzer	
Apr. 14/21	31 Church St, St. Stephen	baby barn	\$ 2,500.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 15/21	18 Cove St., St. Stephen	Deck	\$ 4,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 9/21	41 King St., St. Stephen	Roof replacement	\$ 235,000.00	\$ 1,087.50	Review complete, sent to Manzer	
Apr. 22/21	46 Hawthorne St, St. Stephen	Deck	\$ 1,000.00	\$ 25.00	Review complete, sent to Maner	
Apr. 23/21	47 Queen St. E., St. Stephen	Deck	\$ 2,500.00	\$ 25.00	Review complete, sent to Maner	
MAY						
Apr. 23/21	2 Princess St., St. Stephen	Siding	\$ 1,000.00	\$ 25.00	Review complete, sent to Maner	
Apr. 26/21	11 Dow St., St. Stephen	Heat Pump	\$ 11,000.00	\$ 55.00	Review complete, sent to Maner	
May 3/21	11 School St., St. Stephen	Picnic Shelter	\$ 10,000.00	\$ 50.00	Review complete, sent to Maner	
Apr. 12/21	35 Main St., St. Stephen	Window replacement	\$ 2,000.00	\$ 25.00	Review complete, sent to Maner	
Apr. 30/21	18 Marks St., St. Stephen	Foundation repair	\$ 10,000.00	\$ 50.00	Review complete, sent to Maner	
May 4/21	19 St. Croix St., St. Stephen	Deck	\$ 4,500.00	\$ 25.00	Review complete, sent to Maner	
May 4/21	10 River St., St. Stephen	Heat Pump	\$ 5,000.00	\$ 25.00	Review complete, sent to Maner	
May 6/21	8 King St., St. Stephen	Roof	\$ 20,000.00	\$ 100.00	Review complete, sent to Maner	
May 6/21	29 Parkwood Drive, St. Stephen	siding	\$ 4,500.00	\$ 25.00	Review complete, sent to Maner	
May 11/21	113 Queen St. W, St. Stephen	Single family dwelling	\$ 110,000.00	\$ 775.00	Review complete, sent to Maner	
Apr. 9/21	78 Prince William St., St. Stephen	Demo & addition	\$ 28,147.00	\$ 140.00	Review complete, sent to Maner	
May 14/21	4 Oaks Way, St. Stephen	deck	\$ 3,000.00	\$ 25.00	Review complete, sent to Maner	



**Town of St. Stephen
Information Report to Council
Report: TR 08-21**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, CPA, CMA, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: June 30, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) May 2021 cheque register listing
C) April 2021 Statements of Revenue and Expenditure

Recommendation: That this report be received for informational purposes.

A) Staff Activity since last report:

1) Monthly accounting procedures:

- a) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing, and collection for both the Utility and General Fund).
 - Accounts Receivable closed to April 30, 2021.
 - Utility collection procedures involving analysis and possible connection shutoffs. - Ongoing.
 - Property sale turnover procedures-Ongoing.
 - Review for update of Collection Policy-In progress.
 - Utility billings for April-June 2021-In progress.

- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to April 30, 2021.
 - Review of procedures for electronic payments-In progress.
 - Review for update of Purchasing Policy-In progress.
 - Implement new software and hardware for electronic paper cheque deposits-In progress.

- c) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
-Bi-weekly 77 employees, Monthly 29 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 114 employees.
- d) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
-Finalized Month end completed to August 31, 2020.
-Department Head and Council Statements to April 30, 2021

2) Meetings:

- a) Accounting Department staff meetings.
- b) Senior Managers staff meetings.
- c) Tender Closing-Combined Sewer Separation & Water Main Renewal Union Street (West to Boundary)-May 20, 2021
- d) Council meeting-May 26, 2021.
- e) CPA Professional Development Training-June 1 and 9, 2021.
- f) Strategic Planning Sessions-June 1, 3 and 8, 2021.
- g) Implementation of Townsuite Customer Portal and Recreation Software Services-Ongoing meetings.

3) Projects:

- a) Capital Projects-Analysis, MCBB application and projection, tendering, approval, and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 2) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 3) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 4) Designated Highway-Milltown Blvd (Boundry Street to Hill Street).
 - 5) Waterfront Revitalization.
 - 6) Waterfront Enhancements (GTF).
 - 7) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 8) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 9) West Street Utility Renewal (GTF).
 - 10) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 11) Waterfront Trail.
 - 12) W.F. Ganong Commemorative Statue.
 - 13) Single Axel Aerial Platform Fire Truck.
 - 14) Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary).

- b) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to April 30, 2021.
- c) Staff cross training-Ongoing.
- d) Accounting office planning to minimize paper use-Ongoing.
- e) Multiple HST remittances-Ongoing.
- f) Various insurance issues-Ongoing.
- g) Administering the Charles F Todd Trust Fund-Ongoing.
- h) Billy Weston NDMP project-In progress.
- i) 2020 audit procedures-In progress
- j) Actuarial review for 2020 audit-In progress.
- k) Renewal of RBC and Scotiabank banking agreements-In progress.
- l) Transition to Townsuite Customer Portal and Recreation Software Services-In progress.

B) May 2021 Cheque Register Listing

MEMORANDUM

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

Please find the May, 2021, Cheque Register Listing with Paid Bills in the amount of \$1,443,868.98 (One Million, Four Hundred Forty-three Thousand, Eight Hundred Sixty-eight Dollars and Ninety-eight Cents).

Regards,

Kimberly Ste Marie

Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 000001 to 027662 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 8:25:03AM 06/21/2021

Page 1 of 10

Number	Issued	Amount	SC	Status	Status Date
026464	05/30/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION SERIESBHINT2021 GG-SERIES "BH"-INTEREST	3,469.75 3,469.75	A/P	CLEARED	05/31/2021
026466	05/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION SERIESBKINT2021 GG-SERIES "BK"-INTEREST	2,427.25 2,427.25	A/P	CLEARED	05/31/2021
026474	05/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION SERIESBVINT2021 GG-SERIES "BV"-INTEREST	10,580.50 10,580.50	A/P	CLEARED	05/31/2021
026477	05/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION SERIESBKPRI2021 GG-SERIES "BK"-PRINCIPAL	36,000.00 36,000.00	A/P	CLEARED	05/31/2021
026481	05/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATION SERIEVBVPR2021 GG-SERIES "BV"-PRINCIPAL	69,000.00 69,000.00	A/P	CLEARED	05/31/2021
027447	05/04/2021 ACCT #903240047015 APRIL2021DUES VOLUNTEER FIRE MEMBERSHIP DL	240.00 240.00	A/P	OUT-STD	05/04/2021
027448	05/04/2021 ACCT 8025-280 APRIL2021 LOCAL 770 UNION DUES - APRIL 2021	1,407.53 1,407.53	A/P	CLEARED	05/31/2021
027449	05/04/2021 AJW MECHANICAL LTD. 35882 RC-5KING'S-FIXING ROOF VENT IS 39209 PS-RCMP-HVAC SYSTEM MAINTENANCE	2,867.50 1,497.41 1,370.09	A/P	CLEARED	05/31/2021
027450	05/04/2021 BELL MOBILITY INC. 523889487APR21 CC-ADMIN-CELL PHONE CHARGES 523889487GEN21 GG/RC/TS/PS-CELL PHONE CHARGES	1,253.16 158.64 1,094.52	A/P	CLEARED	05/31/2021
027451	05/04/2021 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. IG12917 TS-#12-ROD IG13313 TS-#12-MODULE, VALVE	851.95 55.75 796.20	A/P	CLEARED	05/31/2021
027452	05/04/2021 CINTAS CANADA LIMITED 5057982324 TS/PS-ST/S/FIRE-FIRST AID SUPPLIES	179.55 179.55	A/P	CLEARED	05/31/2021
027453	05/04/2021 ERIN THOMPSON BATHINGSUIT CC-POOL-BATHING SUIT	85.10 85.10	A/P	OUT-STD	05/04/2021
027454	05/04/2021 FEDERATION OF CANADIAN MUNICIPALITIES INV-26318-B2C6M4* GG-CIVIC-2021-2022 MEMBERSHIP I	1,242.74 1,242.74	A/P	OUT-STD	05/04/2021
027455	05/04/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 539872 TS-ST/S-DIESEL 639242 TS-ST/S-GAS	9,147.65 2,687.92 6,459.73	A/P	CLEARED	05/31/2021
027456	05/04/2021 JEFF RENAUD APRIL2021 GG-CAO-MONTHLY VEHICLE ALLOWANCE	250.00 250.00	A/P	CLEARED	05/31/2021
027457	05/04/2021 JIM BROWN 775277 GG-EVENTS-SAWING LOGS	322.00 322.00	A/P	CLEARED	05/31/2021
027458	05/04/2021 L.E.WHITTAKER CO., LTD. 43707 PS-FIRE-HYDROSTATIC TESTING	34.50 34.50	A/P	CLEARED	05/31/2021
027459	05/04/2021 LAWSON PRODUCTS, INC. (ONTARIO) 9308361098 TS-SHOP-M10-1.25 X 85 MM HHCS 9	36.66 36.66	A/P	CLEARED	05/31/2021
027460	05/04/2021 LIBERTY UTILITIES 2021042202008-1016227-00 CC-BUILDING-NATURAL GAS	2,127.93 2,127.93	A/P	CLEARED	05/31/2021
027461	05/04/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENTATION 15700 PS-BY-LAW-APRIL 19 - 30/21 FEE	1,610.00 1,610.00	A/P	CLEARED	05/31/2021
027462	05/04/2021 MINISTER OF FINANCE AND TREASURY BOARD 40041956 PS-FIRE-RADIO COMMUNICATIONS	305.79 305.79	A/P	CLEARED	05/31/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 027662 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 8:25:03AM 06/21/2021

Number	Issued	Amount	SC	Status	Status Date
027463	05/04/2021 MOFFITT DODGE CHRYSLER LTD. IM24780 PS-#200-FILTERS IM24782 PS-#200-OIL	227.20 20.64 206.56	A/P	CLEARED	05/31/2021
027464	05/04/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 485438 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	05/31/2021
027465	05/04/2021 OAKBAY RENTALS OBR100891 TS-SHOP-CORE DRILL COMBO, COF	137.66 137.66	A/P	CLEARED	05/31/2021
027466	05/04/2021 ORR ELECTRIC & ALARM LTD. 5055 TS-TRAFFICLIGHT-GREEN LIGHT NC	2,399.64 2,399.64	A/P	CLEARED	05/31/2021
027467	05/04/2021 RECREATION LOISIRS NB 2022-002 CC-POOL-POOL LOG BOOKS	87.12 87.12	A/P	CLEARED	05/31/2021
027468	05/04/2021 SAUNDERS EQUIPMENT LTD. 84060 TS-#22-INLINE FILTER	75.27 75.27	A/P	CLEARED	05/31/2021
027469	05/04/2021 SERVICE NEW BRUNSWICK <i>(work safe NB)</i> 2328432021SUBCON GG-SUB-CONTRACTORS-YEARLY E	6,619.93 6,619.93	A/P	CLEARED	05/31/2021
027470	05/04/2021 ST. STEPHEN UTILITY DEPT. APRIL2021 EMPLOYEE DEDUCTIONS-APRIL 2021	40.00 40.00	A/P	CLEARED	05/31/2021
027471	05/04/2021 WATER & ICE NORTH AMERICA INC. 51986 CC-POOL-POOL CHEMICALS 52045* RC-MILLPOOL-15HP MOTOR	1,630.65 411.65 1,219.00	A/P	CLEARED	05/31/2021
027472	05/04/2021 YELLOW PAGES GROUP INV01880917 GG-ADMIN-911 LISTING	10.47 10.47	A/P	CLEARED	05/31/2021
027473	05/04/2021 ACCT #903240047015 APRIL2021DIS VOLUNTEER FIRE DISABILITY DEDU	193.84 193.84	A/P	OUT-STD	05/04/2021
027474	05/04/2021 FUNDY BUILDING INSPECTION 21-80 PS-BUILDINGINSPECTOR-APR 18 - M	2,484.00 2,484.00	A/P	CLEARED	05/31/2021
027475	05/04/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 APRIL2021 GG-PENSIONPLANCONTRIBUTIONS	31,281.60 31,281.60	A/P	CLEARED	05/31/2021
027476	05/06/2021 PAYROLL TRANSFER PAY092021 GG-TRANSFER-APRIL 23 - MAY 06/2	77,636.00 77,636.00	A/P	CLEARED	05/31/2021
027477	05/06/2021 RECEIVER GENERAL FOR CANADA PAY092021 GG-REMITTANCE-APRIL 23 - MAY 06/2	39,208.53 39,208.53	A/P	CLEARED	05/31/2021
027478	05/11/2021 AGRI-MECHANICAL LTD. 61690 TS-#37-TOP LINK	37.57 37.57	A/P	CLEARED	05/31/2021
027479	05/11/2021 A PLUS UPHOLSTERY & DETAILING 202295 GG-150THBANNER-BANNER REPAIR	57.50 57.50	A/P	OUT-STD	05/11/2021
027480	05/11/2021 BDI A DIVISION OF BELL MOBILITY INC. 19845733 TS-STC-CELL PHONE UPDATE	97.73 97.73	A/P	CLEARED	05/31/2021
027481	05/11/2021 BELL ALIANT 11378668APR21 TS/PS-199UNIONST-LANDLINE PHO 15772965APR21 RC-REC/POOLS-TELEPHONES 47424130APR21 CC-ADMIN-LANDLINE PHONES	898.25 370.38 250.92 276.95	A/P	CLEARED	05/31/2021
027482	05/11/2021 CALDWELL LESLIE BADLIMBONTREE TS-STC-CUT DOWN BAD LIMB ON TR	150.00 150.00	A/P	CLEARED	05/31/2021
027483	05/11/2021 HOLLAND FUELS LTD. 29454 TS/PS-199UNIONSTREET-HEATING I 29653 TS/PS-199UNIONST-HEATING FUEL 29695 TS/PS-199UNIONST-HEATING FUEL	2,090.48 597.46 606.38 886.64	A/P	CLEARED	05/31/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 027662 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 8:25:03AM 06/21/2021

Number	Issued	Amount	SC	Status	Status Date
027484	05/11/2021 JEREMY MCSHANE LAPTOPBAG CC-OPSMANAGER-LAPTOP BAG	80.49 80.49	A/P	CLEARED	05/31/2021
027485	05/11/2021 LSW WEAR PARTS LTD. 20864 TS-STREETSWEeper-BRUSHES 61741 TS-STREETSWEeper-BRUSHES 61803 TS-STREETSWEeper-BRUSHES	2,337.96 753.83 948.75 635.38	A/P	CLEARED	05/31/2021
027486	05/11/2021 MILLTOWN MACHINE & FABRICATION LTD. 21945 RC-PARKS-MACHINE 4 SPRINKLER	925.98 925.98	A/P	OUT-STD	05/11/2021
027487	05/11/2021 MINISTER OF FINANCE MAY062021 EMPLOYEE DEDUCTIONS-APRIL 23	288.00 288.00	A/P	CLEARED	05/31/2021
027490	05/11/2021 SMET MONUMENTS 2001-40407 GG-EVENTS-150TH TIME CAPSULE I	1,207.50 1,207.50	A/P	CLEARED	05/31/2021
027491	05/11/2021 SOURCE ONE SUPPLIES 27145 RC-PARKS-GARBAGE BAGS 27166 CC-BUILDING-FOAM SOAP, ELECTR 27221 PS-FIRE-LAUNDRY DETERGENT 27239 TS-SHOP-PAPER TOWELS	606.74 34.36 374.64 78.15 119.59	A/P	CLEARED	05/31/2021
027492	05/11/2021 SOURCE ATLANTIC 3880526 PS-FIRE-CLOTHING ALLOWANCE	217.35 217.35	A/P	CLEARED	05/31/2021
027493	05/11/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 32042 CC-ADMIN-BUSINESS CARDS	59.80 59.80	A/P	CLEARED	05/31/2021
027494	05/11/2021 SERVICE NEW BRUNSWICK (Property Tax) PID0123609021 ED-GRAVEL PIT-MAXWELL CROSSI PID0125291521 ED-VACANT LAND BY TRACKS-CHU PID0125744321 EHS-VACANT LAND-UPPER MILLS R PID0125821921 TS-AIRPORT FACILITIES PID0126102321 EHS-MILLTOWN DUMP SITE PID0126265821 ED-GRAVEL PIT, LAND-BURNT HILLI PID0127476021 ED-RIGHT OF WAY (CORE CONST PID0127725021 TS-VACANT LAND-VALLEY RD PID0128337321 RC-LANDONLY,BOATLANDING-RIVE PID0129705021 RC-PARK/WALKING TRAIL-ELM STRI PID0129930421 RC-PARK LAND-183 MILLTOWN BLV PID0129948621 RC-PARK LAND-MILLTOWN BLVD PID0130013621 RC-PARK LAND&GARDENS-268 MILL PID0130150621 CC-NARROWCOMMERCIALLOT-46 K PID0130156321 ED-VACANTCOMMERCIALLOT-42 KI PID0130171221 ED-VACANTCOMMERCIALLOT-48 & PID0130173821 ED-PARKING LOT-UNION STREET PID0130195121 ED-VACNON/RESLOT-38 KING ST PID0130418721 ED-BEHIND SPCA BLDG-PRINCE WII PID0130560621 RC-GAZEBO & PARK PID0130561421 ED-ENTRY TO PARKING AREA-MILL PID0130581221 ED-RETAIL,APARTMENT&LOT-128-1 PID0130594521 ED-VACANTCOMMERCIALLOT-138 M PID0130598621 ED-VACANT PARK LAND-MILLTOWN PID0130626521 PS-RCMP OFFICE & LOT PID0130678621 ED-VACANTCOMMERCIALLOT-134 M PID0130734721 RC-VACANT LAND-PRINCE WILLIAM	68,008.00 447.92 50.33 268.61 2,441.22 981.10 782.55 6.19 100.43 23.50 171.90 75.44 68.02 375.96 283.84 413.73 481.08 948.32 481.08 538.11 428.14 220.54 866.90 182.81 42.25 6,545.63 273.47 213.95	A/P	CLEARED	05/31/2021

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Town of St. Stephen

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

Cheques from 000001 to 027662 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	PID0130837821	ED-FORMERLYFARMLAND-BOUNDA	116.25			
	PID0130937621	RC-MONUMENT&LOT-450 MILLTOWI	204.05			
	PID0131069721	RC-LOT RIVERSIDE/PLEASANT	54.41			
	PID0131149721	ED-VACANTLOT-PLEASANT ST	116.25			
	PID01311976	ED-VACANTLOT-RIVERSIDE DR	13.60			
	PID0131273521	ED-VACANTLAND-CHURCH ST	135.20			
	PID0131301421	RC-MILLTOWNPARK/TENNISCRT-QL	443.29			
	PID0133329321	ED-PLAYGROUNDLOTS#53&54-ABB	47.00			
	PID0133693221	RC-ELMPARK"PARK"-ELM PARK	89.05			
	PID0133713821	TS-MUNICIPALBLDG&LAND-199 UNI	12,468.06			
	PID1500193621	ED-RESTAURANT & LOT	6,689.42			
	PID1500196921	RC-ROTARY FIELD	32.15			
	PID1500198521	RC-SMALL PARK AT COVE	80.38			
	PID1500271021	ED-TIMBERLAND-ROYREE RD	43.35			
	PID1501233921	ED-VACANTLOT-PRINCESS ST	210.24			
	PID1502190021	ED-WATER LOT-UPRIVER OF BRIDG	66.16			
	PID1502191821	ED-COMMERCIAL WATER LOT-SOU	2,769.99			
	PID1502521621	RC-BLDG,POOL & LOT	2,721.48			
	PID1504131221	ED-VACANTLOT-41 BUDD AVE	68.37			
	PID1505360621	ED-BIA PARKING AREA-MILLTOWN I	4,121.89			
	PID1505362221	ED-BIA PARKING DEWOLFE	266.86			
	PID1508856021	ED-FUTURE STREET	12.36			
	PID1509381821	ED-PARKING & VACANT COMM LND	1,828.27			
	PID1510479721	RC-PARK LAND-177 MILLTOWN BLV	118.72			
	PID15107543	ED-GREEN AREA ALONG R/R	28.67			
	PID1514573321	ED-REMNANT LAND 99-4-PROGRES	169.29			
	PID1514574121	ED-VACANT LAND-PROGRESS DRIV	228.77			
	PID1515175621	ED-GREEN AREA-PROGRESS DR	24.26			
	PID1515304221	ED(GREEN SPACE)-REAR BELL AVE	104.22			
	PID1516268821	ED-VACANT LAND-OFF OF BREWER	622.49			
	PID1516307421	ED-BEAVER POND-MCDOUGALL BR	19.84			
	PID1516800821	ED-VACANT SHORE LOT-TODD ST	192.93			
	PID1517085521	ED-VACANT STRIP @ ROAD-PROGF	123.53			
	PID1517361021	ED-LANDFORPUBLICPURPOSES-M/	209.00			
	PID1517590421	RC-SALMON FALLS LOT 06-1	119.96			
	PID1517810621	ED-VACANTLOT-CHURCH ST	40.81			
	PID1517811421	RC-VACANTLOT/SMALL-CHURCH S1	4.41			
	PID1517813021	ED-VACANTLOT07-5-WAS 122 CHUF	319.78			
	PID1517814821	ED-VACANTLOT07-6-WAS 124 CHUF	297.73			
	PID1517815521	ED-VACANTLOT07-4-CHURCH ST	211.72			
	PID1518500221	ED-VACANTLOT-MILLTOWN BLVD	102.65			
	PID1518765121	CC-POOL&OFFICESPACE-22 BUDD ,	10,666.54			
	PID1519371721	ED-VACANTCOMMLAND9HAYMAN)-	317.57			
	PID1520665921	RC-STOPPEDUPPUBLICSTREET-BU	1,519.03			
	PID1520774921	ED-50MILLTOWNBOULEVARD-PARK	2,120.27			
	PID1520779821	GG-MILLTOWNBLVD-LOT 2020-1	134.71			
027495	05/11/2021	RECREATION LOISIRS NB	669.02	A/P	CLEARED	05/31/2021
	2022-006	RC-PARKS-PLAYGROUND LOG BOC	60.67			
	2022-227	CC-POOL-CERTFIED POOL OPERAT	608.35			

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Number	Issued	Amount	SC	Status	Status Date
027496	05/13/2021 MIKE SMITH GROUNDREELCABLE TS-AIRPORT-GROUND REEL 50' CAI	539.58 539.58	A/P	CLEARED	05/31/2021
027497	05/19/2021 BRETT ESTEY 150THBIRTHDAY GG-150TH-ENTERTAINMENT	350.00 350.00	A/P	CLEARED	05/31/2021
027498	05/19/2021 DAVE HUMPHREYS 150THBIRTHDAY GG-150TH-PERFORMANCE FEE	300.00 300.00	A/P	CLEARED	05/31/2021
027499	05/19/2021 DIANNE MORRISON BATHINGSUIT CC-POOL-BATHING SUIT	52.57 52.57	A/P	CLEARED	05/31/2021
027500	05/19/2021 DOW JENNIFER 408.25 RC-HORT-SOIL	408.25 408.25	A/P	CLEARED	05/31/2021
027501	05/19/2021 FUNDY BUILDING INSPECTION 21-95 PS-BUILDINSPECTOR-MAY 02 -15/21	2,484.00 2,484.00	A/P	CLEARED	05/31/2021
027502	05/19/2021 HAYDEN WIEBE 1164 GG-150TH-ENTERTAINMENT ON MA	300.00 300.00	A/P	OUT-STD	05/19/2021
027503	05/19/2021 HELGA REISS-BRUMMITT MAY172021 GG-150TH-ENTERTAINMENT FOR M	300.00 300.00	A/P	CLEARED	05/31/2021
027504	05/19/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 419094 CC-BUILDING-NATURAL GAS	1,817.36 1,817.36	A/P	CLEARED	05/31/2021
027505	05/19/2021 JACOB ROSE 20211 GG-150TH-ENTERTAINMENT FOR M	300.00 300.00	A/P	OUT-STD	05/19/2021
027506	05/19/2021 JOAN MERRILL LIBRARYCLEANING RC-LIBRARY-APRIL 12 - MAY 03/21 J	364.00 364.00	A/P	CLEARED	05/31/2021
027507	05/19/2021 JULIET ROSE BARTLETT 1058 CC-150THANNIVERSARY-VIDEOGR/	1,600.00 1,600.00	A/P	CLEARED	05/31/2021
027508	05/19/2021 KONICA MINOLTA BUSINESS 8013908 GG-ADMIN-COPIER LEASE FOR JUN	267.43 267.43	A/P	OUT-STD	05/19/2021
027509	05/19/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15710 PS-BYLAW-MAY 03 - 15/21 FEE	1,610.00 1,610.00	A/P	CLEARED	05/31/2021
027510	05/19/2021 MARK DOWNEY 30303 GG-150TH-DJ SYSTEM WITH MUSIC 30304 GG-EVENTS-MEGA INDOOR YARD S	600.00 300.00 300.00	A/P	CLEARED	05/31/2021
027511	05/19/2021 MICHELLE VEST 150THSUPPLIES GG-150TH-EVENT SUPPLIES	130.80 130.80	A/P	CLEARED	05/31/2021
027512	05/19/2021 N. B. ELECTRIC POWER 18988703MAY21 PS/TS-199UNIONSTREET-ELECTRIC 19051703MAY21 TS-AIRPORT-ELECTRICITY 19051801MAY21 TS-AIRPORT-ELECTRICITY 216000030308MAY21 TS-STs-AREA LIGHTS 65083030MAY21 RC-PARKS-MILLTOWN BOAT LAUNC 71315207MAY21 PS-RCMP-ELECTRICITY 83278804MAY21 TS-STs-PARKS SHED	14,940.80 1,158.08 249.26 52.74 12,236.59 40.15 935.12 268.86	A/P	CLEARED	05/31/2021
027513	05/19/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 486377 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	05/31/2021
027514	05/19/2021 PETTY CASH APRIL092021 GG-ROYALCANADIANLEGION-IN ME APRIL092021* PS-BUILDINGINSPECTOR-REGISTEI APRIL202021 PS-BUILDINGINSPECTOR-REGISTEI APRIL2021 GG-EVENTS-2021 RECIPE CONTES1	145.80 25.00 24.90 12.45 50.00	A/P	CLEARED	05/31/2021

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	APRIL272021	PS-BUILDINGINSPECTOR-REGISTE	12.45			
	APRIL292021	PS-FIRE-BUBBLE MAIL	3.45			
	APRIL302021	PS-FIRE-MAIL BINDER	17.55			
027515	05/19/2021	PRODUCTIVITY PLUS ACCOUNT	279.80	A/P	CLEARED	05/31/2021
	FEBRUARYINT21	TS-ST5-FEBRUARY 2021 INTEREST	45.59			
	IN98220	TS-#16-CORE RETURN	-1,678.43			
	IN98237	TS-#16-SWITCHS	163.77			
	IN98249	TS-#11-RELAY	36.23			
	IN98249A	TS-#16-RELAYS	181.13			
	IN98267	TS-#16-O-RINGS, STUDS, WASHERS	-1,123.55			
	IN98286	TS-#16-TUBES, FLEXI HOSES, RUBB	883.79			
	IN98487	TS-#11-RUBB STRIPS	162.36			
	IN98640	TS-#18-ASSORTED FILTERS	1,464.99			
	IN98687	TS-#18-10W40	143.92			
027516	05/19/2021	RONALD BRISLEY	300.00	A/P	CLEARED	05/31/2021
	MAY152021	GG-150TH-ENTERTAINMENT ON MA	300.00			
027517	05/19/2021	SHANNON MICHAEL	1,616.45	A/P	CLEARED	05/31/2021
	APRIL2021	PS-ANIMALCONTROL-MONTHLY VEI	1,616.45			
027518	05/19/2021	SOURCE ONE SUPPLIES	104.52	A/P	CLEARED	05/31/2021
	25528	CC-BUILDING-HAND SANITIZER	70.15			
	25552	RC-PARKS-GARBAGE BAGS	34.37			
027519	05/19/2021	STURGEON GARY	300.00	A/P	CLEARED	05/31/2021
	MAY092021	GG-150TH-ENTERTAINMENT ON MA	300.00			
027520	05/19/2021	YELLOW PAGES GROUP	83.04	A/P	CLEARED	05/31/2021
	INV01907579	GG-ADMIN-MEDIA AD FOR APRIL 20	83.04			
027521	05/19/2021	IRVING ENERGY DISTRIBUTION AND MARKETING	2,577.60	A/P	CLEARED	05/31/2021
	921381	TS-ST5-DIESEL	2,577.60			
027522	05/26/2021	ACCESS	55.18	A/P	OUT-STD	05/26/2021
	NBS0626314	CC-ADMIN-PAPER SHREDDING SER	55.18			
027523	05/26/2021	AJW MECHANICAL LTD.	2,702.50	A/P	OUT-STD	05/26/2021
	39216	PS-RCMP-HRV REPLACEMENT	2,702.50			
027524	05/26/2021	A PLUS UPHOLSTERY & DETAILING	172.50	A/P	OUT-STD	05/26/2021
	202311	RC-PARKS-MAKE BARRIER	74.75			
	202315	RC-PARKS-VINYL BARRIER	97.75			
027525	05/26/2021	ATHLETICA SPORTS SYSTEMS INC.	1,923.95	A/P	OUT-STD	05/26/2021
	317307	CC-ARENA-NYLON NETS, NET PRO1	1,923.95			
027526	05/26/2021	BAYVIEW TRUCKS AND EQUIPMENT LTD.	347.41	A/P	CLEARED	05/31/2021
	01P60727	TS-SHOP-RAGS	20.41			
	01P60752	TS-#16,#11-ROTELLA T4	271.86			
	01P61657	TS-SHOP-SHOP RAGS, VALVE CAP	55.14			
027527	05/26/2021	BELL ALIANT	2,091.08	A/P	CLEARED	05/31/2021
	06336721APR21	TS-AIRPORT-LANDLINE PHONE	169.87			
	11368891APR21	GG-TOWNHALL-LANDLINES	1,007.17			
	11395944APR21	PS-FIRE-LANDLINE PHONES	914.04			
027528	05/26/2021	BRUNET INC.	972.36	A/P	OUT-STD	05/26/2021
	49678	GG-ADMIN-WATCHGUARD FIREBOX	698.51			
	49680	GG-ADMIN-MOBILE BPN CONNECTE	68.29			
	49681	CC/TS-ADMIN-NEW USER SETUP	178.25			

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	49838	GG-ADMIN-CUSTOMER BACKUP INV	27.31			
027529	05/26/2021	CANADIAN TIRE	2,472.66	A/P	OUT-STD	05/26/2021
	N17682419	TS-SHOP-WATER	31.95			
	N17682427	RC-HORT-GARDENING SUPPLIES	283.87			
	N17682428	GG-EVENTS-FOLDING TABLES	444.83			
	N17682447	RC-PARKS-PAINT	141.88			
	N17682488	PS-FIRE-OUTBOARD OIL	11.49			
	N17682494	RC-PARKS-CUTWHEEL	21.79			
	N17682499	PS-FIRE-KLEENEX, DISH SOAP	16.39			
	N17682520	TS-SHOP-PAINT BRUSHES	30.45			
	N17682559	RC-#304-TIRES	905.45			
	N17682589	TS-SHOP-RATCHET STRAPS	51.69			
	N17682592	CC-POOL-CLEANING PRODUCTS	12.40			
	N17682669	CC-ARENA-BATTERIES	52.66			
	N17683264	PS-FIRE-PLIERS	22.98			
	N17683406	RC-#438-TIRE WARRANTY, REPLAC	49.28			
	N17752201	RC-PARKS-GLOVES	21.83			
	N17752216	PS-FIRE-DW 20V BL HDRL	229.99			
	N17752238	CC-POOL-TOWER FAN	91.99			
	N17752239	RC-PARKS- RUST PAINT	51.74			
027530	05/26/2021	CARMICHAEL ENGINEERING LTD.	5,137.75	A/P	OUT-STD	05/26/2021
	FR-1729647	CC-ARENA-SERVICE AND REPAIR K	2,011.27			
	FR-1730104	CC-ARENA-INSTALL REPLACEMENT	811.90			
	FR-1730105	CC-ARENA-INSTALL BELTS FOR TO	534.75			
	FR-1730106	CC-ARENA-DISCHARGE PRESSURE	851.09			
	FR-1730107	CC-ARENA-INSTALL REPLACEMENT	928.74			
027531	05/26/2021	CARQUEST	897.25	A/P	OUT-STD	05/26/2021
	14838-153367	RC-#307-HUB ASSEMBLIES	1,097.81			
	14838-153454	RC-#307-EXTENSION PIPE, CLAMPS	351.07			
	14838-153684	RC-#307-HUB ASSEMBLIES, SEMI LC	-806.58			
	14838-153869	PS-#201-HOLD ATO-A-CIRC16AWG	14.25			
	14838-154354	TS-#12-BLACK RUST PREVENTATIVI	52.53			
	14838-154490	TS-BIGTRAILER-BOAT TRAILER KIT	56.82			
	14838-154583	TS-#11-XBO TUINCYN H3 LEDS	78.82			
	14838-154991	TS-SHOP-RUST PREVENTATIVE	52.53			
027532	05/26/2021	CERTIFIED TRACKING SOLUTIONS, INC.	1,430.72	A/P	OUT-STD	05/26/2021
	319619	GG-VEHICLES-TITAN PRO AIRTIME	1,430.72			
027533	05/26/2021	CHARLOTTE COUNTY JANITORIAL	1,439.50	A/P	OUT-STD	05/26/2021
	4916	P-FIRE-JANITORIAL SERVICES FOR	161.00			
	4917	TS-SHOP-JANITORIAL SERVICES FC	92.00			
	4919	PS-RCMP-JANITORIAL SERVICES FC	1,186.50			
027534	05/26/2021	DEMPSEY'S PLUMBING & HEATING	244.03	A/P	OUT-STD	05/26/2021
	6094	CC-ARENA-1.6 CLST REP KIT	244.03			
027536	05/26/2021	EAGLE XPRESS COURIER SERVICE	299.00	A/P	OUT-STD	05/26/2021
	550119	TS-STREETSWEEPER-FROM LSW	46.00			
	550132	TS-#37-FROM AGRI MECHANICAL	28.75			
	550151	TS-STREETSWEEPER-FROM LSW	46.00			
	550179	TS-STREETSSWEEPER-FROM LSW	46.00			
	550180	TS-#11-FROM MARITIME CASE	28.75			

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	550421	TS-SHOP-FROM LSW	69.00			
	554215	TS-#16-FROM MARITIME CASE	34.50			
027537	05/26/2021	FLEET READY LTD.	78.90	A/P	OUT-STD	05/26/2021
	15629	PS-FIRE-SLAM LATCH	78.90			
027538	05/26/2021	HICKS MORLEY HAMILTON STEWART STORIE LLP	518.65	A/P	OUT-STD	05/26/2021
	568828	GG-LEGAL-PROFESSIONAL SERVIC	518.65			
027539	05/26/2021	IAN CURRAN	250.00	A/P	CLEARED	05/31/2021
	150THCELEBRATION	GG-150-ENTERTAINMENT	250.00			
027540	05/26/2021	JOLLY FARMER	596.26	A/P	OUT-STD	05/26/2021
	N1199756	RC-HORT-FLOWERS	596.26			
027541	05/26/2021	KEITH'S BUILDING SUPPLIES	3,303.95	A/P	OUT-STD	05/26/2021
	205784	TS-ST5-TRAFFIC WHITE, YELLOW A	3,303.95			
027542	05/26/2021	KENT BUILDING SUPPLIES	2,491.37	A/P	CLEARED	05/31/2021
	1000938074	CC-ARENA-FULL PORT BALL VALVE	51.31			
	1000949577	TS-SHOP-QUICK LINKS, CARRIAGE I	60.17			
	1000968751	CC-ARENA-PLYWOOD, LUMBER	457.22			
	1001020388	RC-PARKS-EXTERIOR STAIN & SEAL	69.29			
	1001020689	RC-PARKS-STUD KILN DRIED	8.66			
	1001048599	CC-ARENA-KEY CUT	4.27			
	1001135801	RC-HORT-MIRACLE GRO, FLOWERS	214.27			
	1001174171	RC-HORT-HAND TROWELS	48.25			
	1001176461	RC-PARKS-SUNPROOF PAINT	28.87			
	1001179287	PS-FIRE-WATER	19.96			
	1001330975	RC-PARKS-PAINT	56.67			
	1001352049	TS-SHOP-WATER	104.70			
	1001356334	CC-ARENA-PVC GUTTER END CAP,	90.76			
	1001359486	CC-ARENA-PVC GUTTER, PVC DOW	38.26			
	1001359515	CC-ARENA-SCAFFOLD FRAME, ANT	1,238.71			
027543	05/26/2021	KONICA MINOLTA BUSINESS SOLUTIONS	249.82	A/P	OUT-STD	05/26/2021
	273112392	GG-ADMIN-COPIER MAINTENANCE I	249.82			
027544	05/26/2021	L.E. WHITTAKER CO., LTD.	132.83	A/P	CLEARED	05/31/2021
	43746	PS-FIRE-ABC F/X HYDROSTATIC TE	132.83			
027545	05/26/2021	LAWSON PRODUCTS, INC. (ONTARIO_	101.90	A/P	OUT-STD	05/26/2021
	9308380402	TS-SHOP-ADD-A-CIRCUT, HEX CAP	101.90			
027546	05/26/2021	LSW WEAR PARTS LTD.	1,581.26	A/P	OUT-STD	05/26/2021
	61524	TS-STREETSWEEPER-GUTTER BRC	310.50			
	61839	TS-STREETSWEEPER-BRUSHES	635.38			
	61888	TS-STREETSWEEPER-BRUSHES	635.38			
027547	05/26/2021	MEGA-LAB MANUFACTURING CO. LTD.	184.00	A/P	OUT-STD	05/26/2021
	160388	PS-FIRE-CRYSTAL (A)	184.00			
027548	05/26/2021	MICMAC FIRE & SAFETY SOURCE LTD.	60.95	A/P	CLEARED	05/31/2021
	NS-00880510	PS-FIRE-TURNOUT GEAR LAUNDRY	60.95			
027549	05/26/2021	MILLTOWN MACHINE & FABRICATION LTD.	170.02	A/P	OUT-STD	05/26/2021
	21977	TS-SHOP-ANGLE IRON	170.02			
027550	05/26/2021	MINISTER OF FINANCE	288.00	A/P	CLEARED	05/31/2021
	MAY07-202021	GG-EMPLOYEEEDUCTIONS-MAY 0	288.00			
027551	05/26/2021	N. B. ELECTRIC POWER	28,146.21	A/P	CLEARED	05/31/2021
	10126106MAY21	TS-XINGLIGHTS-KING STREET	27.36			

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Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]
 Cheques from 000001 to 027662 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 8:25:03AM 06/21/2021

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Number	Issued		Amount	SC	Status	Status Date
	17935200MAY21	TS-KING/UNIONST-TRAFFIC LIGHTS	42.63			
	18169205MAY21	RC-POOL-MILL LANE	100.66			
	19055406MAY21	RC-ARENA-ELECTRICITY	490.33			
	50660140MAY21	RC-PARKS-ROTARY CHANGING RO	27.36			
	54187672MAY21	TS-KING/QUEENST-TRAFFIC LIGHTS	46.89			
	54253127MAY21	CC-BUILDING-ELECTRICITY	25,617.92			
	54653258MAY21	TS-KING/SUPERSTORE-TRAFFIC LIC	85.46			
	55160607MAY21	RC-COTTONMILL-LIGHTS	57.11			
	55917471MAY21	TS-STW-WATERFRONT LIGHTS	63.25			
	57955782MAY21	RC-PARKS-BANDSTAND IN CHOCOL	29.57			
	72924306MAY21	RC-PARKS-BANDSTAND	67.67			
	73006038MAY21	RC-LIBRARY-ELECTRICITY	1,379.86			
	82122207MAY21	RC-PARKS-BASKETBALL COURT	27.36			
	84960501MAY21	RC-PARKS-RIVERSIDE DR LIGHTS	82.78			
027552	05/26/2021	ORKIN CANADA CORPORATION	89.70	A/P	OUT-STD	05/26/2021
	C-2542601	CC-BUILDING-PEST CONTRL	89.70			
027553	05/26/2021	ORR ELECTRIC & ALARM LTD.	391.94	A/P	OUT-STD	05/26/2021
	5108	TS-STW-TONED OUT WIRES FOR TR	86.25			
	5109	RC-LIBRARY-REPLACED BULBS IN F	86.25			
	5111	PS-FIRE-GARAGE DOOR SAFETY SV	219.44			
027554	05/26/2021	PAYROLL TRANSFER	108,298.00	A/P	CLEARED	05/31/2021
	PAY102021	GG-TRANSFER-MAY 07 - 20/21	108,298.00			
027555	05/26/2021	PROMO HEROES	1,002.25	A/P	OUT-STD	05/26/2021
	21277	RC-PARKS-UNIFORMS	1,002.25			
027556	05/26/2021	RECEIVER GENERAL FOR CANADA	47,060.24	A/P	CLEARED	05/31/2021
	PAY102021	GG-REMITTANCE-MAY 07 - 20/21	47,060.24			
027557	05/26/2021	SAKO INDUSTRIAL SUPPLY	412.85	A/P	CLEARED	05/31/2021
	8008	TS-SHOP-RUST DEFENSE	412.85			
027558	05/26/2021	SOURCE ONE SUPPLIES	172.11	A/P	OUT-STD	05/26/2021
	27257	CC-ARENA-FOAM SOAP	172.11			
027559	05/26/2021	SOUTHERN SANITATION LTD.	15,721.94	A/P	OUT-STD	05/26/2021
	186809	GG-TOWN-GARBAGE COLLECTION	15,721.94			
027560	05/26/2021	SOUTH WEST COURIER	59.51	A/P	OUT-STD	05/26/2021
	20066	CC-ZAMBONI-ZAMBONI BLADES	59.51			
027561	05/26/2021	SPEEDY GLASS	86.25	A/P	OUT-STD	05/26/2021
	8768-383431	PS-RCMP-ADJUSTED BUILDING DO	86.25			
027562	05/26/2021	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	14.49	A/P	OUT-STD	05/26/2021
	31538	CC-POSTERS-COVID SCREENING	14.49			
027563	05/26/2021	THE ESTEY GROUP	334.89	A/P	CLEARED	05/31/2021
	142094	CC-ARENA-CLOTHING ALLOWANCE	334.89			
027564	05/26/2021	THE MINISTER OF FINANCE AND TREASURY BOAR	299,792.75	A/P	OUT-STD	05/26/2021
	35263	PS-RCMP-JAN 1 - MAR 31/21 CONTR	299,792.75			
027565	05/26/2021	ULTRA ALARM SERVICES	465.75	A/P	CLEARED	05/31/2021
	VFP152993	CC-BUILDING-FIRE ALARM 24 HOUF	465.75			
027566	05/26/2021	UNIFIRST CANADA LTD.	772.10	A/P	OUT-STD	05/26/2021
	7100244248	GG-FRONTLOBBY-FLOOR MATS	154.42			
	7100245046	CC-FRONTLOBBY-FLOOR MATS	154.42			
	7100245856	CC-FRONTLOBBY-FLOOR MATS	154.42			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 027662 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	7100246646	CC-FRONTLOBBY-FLOOR MATS	154.42			
	7100247445	CC-LOBBY-FLOOR MATS	154.42			
027567	05/26/2021	ORKIN CANADA CORPORATION	171.35	A/P	OUT-STD	05/26/2021
	C-2542612	PS-FIRE-MONTHLY PEST CONTROL	171.35			
		Cheque Totals Issued:	948,255.45			
		Void:	0.00			
		Total Cheques Generated:	948,255.45			
		Total # of Cheques Listed:	123			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 009138 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008706	05/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT2021** WS-SERIES "BK"-INTEREST	1,575.27 1,575.27	A/P	CLEARED	05/31/2021
008708	05/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT2021**** WS-SERIES "BV"-INTEREST	12,855.16 12,855.16	A/P	CLEARED	05/31/2021
008710	05/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKPRI2021* WS-SERIES "BK"-PRINCIPAL	23,580.00 23,580.00	A/P	CLEARED	05/31/2021
008711	05/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVPRI2021 WS-SERIES "BV"-PRINCIPAL	106,950.00 106,950.00	A/P	CLEARED	05/31/2021
008714	05/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT2021***** SCD-SERIES "BK"-INTEREST	7,176.23 7,176.23	A/P	CLEARED	05/31/2021
008722	05/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT2021** SCD-SERIES "BV"-INTEREST	967.59 967.59	A/P	CLEARED	05/31/2021
008729	05/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVPRI2021* SCD-SERIES "BV"-PRINCIPAL	8,050.00 8,050.00	A/P	CLEARED	05/31/2021
008730	05/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKPRI2021*** SCD-SERIES "BK"-PRINCIPAL	107,420.00 107,420.00	A/P	CLEARED	05/31/2021
009071	05/04/2021 A PLUS UPHOLSTERY & DETAILING 202291 WS-#305-MAKE & INSTALL CLEAR V	149.50 149.50	A/P	CLEARED	05/31/2021
009072	05/04/2021 BELL MOBILITY INC. 523889487UTI21 WS/SCD-ADMIN-CELL PHONE CHAR	930.84 930.84	A/P	CLEARED	05/31/2021
009073	05/04/2021 CINTAS CANADA LIMITED 5057982324* WS-TRANS&DIST-FIRST AID SUPPLI	79.82 79.82	A/P	CLEARED	05/31/2021
009074	05/04/2021 RICHWIL TRUCK CENTRE LTD. 138931 WS-#20-SEALSETS 138939 WS-#20-OIL SEAL 138988 WS-#20-VALVE SOLE 139006 WS-#20-SWITCHES 139101 WS-#20-BUZZER WAR	720.44 181.44 56.67 258.15 143.75 80.43	A/P	CLEARED	05/31/2021
009075	05/04/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17570 WS-SOURCE-REPLACED LIGHT FIX	927.56 927.56	A/P	CLEARED	05/31/2021
009076	05/11/2021 ALL GAS TANKS 108419 WS-SOURCE-MAXI BLADE, CHAIN O	162.30 162.30	A/P	CLEARED	05/31/2021
009077	05/11/2021 BELL ALIANT 11366812APR21 WS-SOURCE-PUMP STATION 19002807APR21 SCD-DISPOSAL-OLD BAY WASTEW/	324.07 136.87 187.20	A/P	CLEARED	05/31/2021
009078	05/11/2021 HARRIS INDUSTRIAL TESTING SERVICES LTD. 8093 SCD-DISPOSAL-EFFLUENT TEST	287.50 287.50	A/P	OUT-STD	05/11/2021
009079	05/11/2021 MILLTOWN MACHINE & FABRICATION LTD. 21933 WS-#103-MACHINE 8 SLEEVES 21942 WS-TRANS&DIST-FABRICATE WATE	953.84 338.45 615.39	A/P	OUT-STD	05/11/2021
009080	05/11/2021 RESEARCH & PRODUCTIVITY COUNCIL 316238 WS-SOURCE-DRINKING WATER LAE 316783 WS-SOURCE-DRINKING WATER LAE	789.36 473.62 315.74	A/P	CLEARED	05/31/2021
009081	05/11/2021 SOURCE ONE SUPPLIES 27225 WS-TRANS&DIST-PAPER TOWELS	55.48 55.48	A/P	CLEARED	05/31/2021
009082	05/11/2021 SOURCE ATLANTIC 3874650 SCD-DISPOSAL-CLOTHING ALLOWA	893.55 232.30	A/P	CLEARED	05/31/2021

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Town of St. Stephen

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

Cheques from 000001 to 009138 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	3889610 WS-TRANS&DIST-SPEED BUMP	661.25			
009083	05/11/2021 THE PANEL SHOP ITPS003468 SCD-DISPOSAL-LEVEL REGULATOR	1,335.49	A/P	CLEARED	05/31/2021
009084	05/11/2021 WURTH CANADA LIMITED 24313960 SCD-DISPOSAL-GLOVES, COPPER F	587.43	A/P	CLEARED	05/31/2021
009085	05/11/2021 SERVICE NEW BRUNSWICK <i>(Property Tax)</i> PID0125814421 SCD-SEWAGETREATMENT&WOODL PID0126103121 WS-HOUSE,BLDGS&WOODLAND-M/ PID0126119721 SCD-RIGHT-OF-WAY-OLD BAY RD PID0126130421 WS-LAND&PUMPHOUSE-MAXWELL PID0127041221 WS-RESERVOIRSITE&BLDG-ST DAV PID0127734221 WS-LITTLELAKEDAM-RTE 3 PID0130812121 WS-WATERRESERVOIRLOT-PLEAS/ PID0130934321 SCD-VACANTLOT-MILLTOWN BLVD PID0131195021 SCD-FORMERPOSSITE-334 MILLTO PID1502875621 SCD-SEWERAGESITEINFILL-BUDD/ PID1516357921 SCD-VACANTLOT-MILLTOWN BLVD PID1517570621 SCD-LOT&R/RRW-BUDD AVE	16,411.86	A/P	CLEARED	05/31/2021
009086	05/19/2021 JOHNSON LEE CLOTHING2021 WS-OPSMANAGER-CLOTHING ALLC	180.42	A/P	CLEARED	05/31/2021
009087	05/19/2021 N. B. ELECTRIC POWER 36869807MAY21 WS-3-119MAXWELLCROSSING-BUIL 50228902MAY21 WS-MAXWELLCROSSING-PUMP 53473043MAY21 WS-SOURCE-CHLORINE RESIDUAL 61230004MAY21 WS-MAXWELLCROSSING-PUMP 82291006MAY21 WS-SOURCE-RESERVOIR	5,537.74	A/P	CLEARED	05/31/2021
009088	05/19/2021 TOWN OF ST. STEPHEN 48180.10 WS-FUNDTRANSFER-TO GENERAL	48,180.10	A/P	CLEARED	05/31/2021
009089	05/26/2021 A ONE PUMPING SERVICE LTD. 4058 SCD-DISPOSAL-JET RODDER AND C	3,186.08	A/P	OUT-STD	05/26/2021
009090	05/26/2021 BRUNET INC. 49678* WS/SCD-ADMINWATCHGUARD FIRE 49679 SCD-DISPOSAL-DESKTOP SET UP 49680* WS/SCD-ADMIN-MOBILE BPN CONN 49837 SCD-DISPOSAL-TROUBLESHOOT V 49838* WS/SCD-ADMIN-CUSTOMER BACKU	1,136.23	A/P	OUT-STD	05/26/2021
009091	05/26/2021 CANADIAN TIRE N17682426 WS-TRANS&DIST-WALTER FILTER, (I N17682430 WS-TRANS&DIST-RUST PAINT N17682490 SCD-DISPOSAL-20 AMP CONNECTO N17682515 SCD-DISPOSAL-FLEX SCRAPER, 75 N17682584 WS-SOURCE-SCRAPER, SCREW, PL N17752220 WS-TRANS&DIST-SOCKETS N17752225 WS-TRANS&DIST-MC BOX LEVEL	417.01	A/P	OUT-STD	05/26/2021
009092	05/26/2021 CARVER MATERIALS CANADA LTD 1035 WS-TRANS&DIST-ARMOUR STONE :	1,094.80	A/P	OUT-STD	05/26/2021
009093	05/26/2021 COLE-PARMER CANADA COMPANY 00676023 WS-TRANS&DIST-CHLOROSENSE S	1,380.99	A/P	OUT-STD	05/26/2021

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Town of St. Stephen

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

Cheques from 000001 to 009138 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
009094	05/26/2021 EAGLE XPRESS COURIER SERVICE	166.75	A/P	OUT-STD	05/26/2021
	550103 WS-SOURCE-TO RESEARCH & PRO	34.50			
	550163 WS-SOURCE-TO RESEARCH & PRO	34.50			
	550407 WS-SOURCE-TO RESEARCH & PRO	34.50			
	554208 WS-SOURCE-TO RESEARCH & PRO	34.50			
	554224 WS-#103-FROM MARITIME CASE	28.75			
009095	05/26/2021 JOSEPH CLEGHORN	3,450.00	A/P	CLEARED	05/31/2021
	429841 WS-ST5-USED DODGE DAKOTA BO	3,450.00			
009096	05/26/2021 KEITH'S BUILDING SUPPLIES	1,098.12	A/P	OUT-STD	05/26/2021
	205576 WS-SOURCE-SPRUCE, LUMBER, SC	241.26			
	205718 WS-TRANS&DIST-EXPANDING ADHE	26.45			
	205738 WS-SOURCE-LUMBER, SPRUCE, PA	333.30			
	205926 WS-SOURCE-SPADE BITS, WOOD FI	138.31			
	205941 WS-TRANS&DIST-WATER FILTERS	312.75			
	205960 WS-TRANS&DIST-POLY NYLON ANC	46.05			
009097	05/26/2021 KENT BUILDING SUPPLIES	123.11	A/P	CLEARED	05/31/2021
	1000940925 WS-TRANS&DIST-TAPPER CONCRE	37.35			
	1000971037 WS-TRANS&DIST-CLEAR VINYL TUE	0.84			
	1001209352 WS-TRANS&DIST-CONCRETE SCRE	23.06			
	1001311573 WS-TRANS&DIST-PAINT, RUST PRIM	41.56			
	1001321124 WS-TRANS&DIST-RUST SPRAY PAI	20.30			
009098	05/26/2021 MEGA-LAB MANUFACTURING CO. LTD.	1,859.78	A/P	OUT-STD	05/26/2021
	160517 SCD-DISPOSAL-CAPTIVE 8	1,859.78			
009099	05/26/2021 N. B. ELECTRIC POWER	16,098.08	A/P	CLEARED	05/31/2021
	52557428MAY21 SCD-218OLDBAYROAD-WASTEWAT	8,259.07			
	53123617MAY21 SCD-ST5-DECHLORINATION CHAME	153.71			
	53158875MAY21 SCD-ST5-BUDD AVE LIFT STATION	4,834.16			
	54807440MAY1 SCD-ST5-159A MILLTOWN BLVD. LIF	36.80			
	56356048MAY21 SCD-ST5-18 RIVERSIDE DR LIFT ST,	32.09			
	61204006MAY21 SCD-2-216KINGSTREET-LIFT STATI	278.05			
	61224002MAY21 SCD-ST5-358A MILLTOWN BLVD LIF	1,504.99			
	61236008MAY21 SCD-ST5-BUDD AVE LIFT STATION	622.48			
	76139807MAY21 SCD-ST5-5-4 RIVERSIDE DR LIFT ST	93.48			
	84934906MAY21 SCD-ST5-6-58A RIVERSIDE DR LIFT	123.40			
	84943406MAY21 WS-ST5-TODD HILL RESERVOIR	159.85			
009100	05/26/2021 ORR ELECTRIC & ALARM LTD.	69.00	A/P	OUT-STD	05/26/2021
	5112 WS-BUDDAVE-OUTSIDE LIGHT WAS	69.00			
009101	05/26/2021 PUROLATOR COURIER LTD.	170.85	A/P	CLEARED	05/31/2021
	447366540 SCD-DISPOSAL-TO HARRIS INDUST	170.85			
009102	05/26/2021 RESEARCH & PRODUCTIVITY COUNCIL	789.36	A/P	CLEARED	05/31/2021
	318000 WS-SOURCE-DRINKING WATER LAE	315.74			
	318002 WS-SOURCE-DRINKING WATER LAE	473.62			
009103	05/26/2021 SAINT JOHN LABORATORY SERVICES LTD.	2,057.29	A/P	OUT-STD	05/26/2021
	510-21 SCD-DISPOSAL-TREATMENT PLANT	2,057.29			
009104	05/26/2021 SEAMONE DISTRIBUTORS INC.	62.00	A/P	OUT-STD	05/26/2021
	8018 WS-TRANS&DIST-WATER	62.00			
009105	05/26/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	44.85	A/P	OUT-STD	05/26/2021
	32131 WS/SCD-ADMIN-FOLDING UTILITY B	44.85			

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Town of St. Stephen

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

Cheques from 000001 to 009138 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
009106	05/26/2021 TOWN OF ST. STEPHEN 52334.18 WS-FUNDTRANSFER-TO GENERAL	52,334.18 52,334.18	A/P	CLEARED	05/31/2021
009107	05/26/2021 WOLSELEY CANADA INC. 596313 WS-TRANS&DIST-CONTRACTOR BA 635094 WS-TRANS&DIST-HYMAX COUPLINC 635095 WS-TRANS&DIST-BIONAX PIPE CAP 646011 WS-TRANS&DIST-WALL TOUCH PAC	5,545.87 206.33 4,378.63 602.85 358.06	A/P	OUT-STD	05/26/2021
009108	05/26/2021 XPLORNET INV37176218 WS-MAXWELLCROSSING-SATELLIT	195.48 195.48	A/P	OUT-STD	05/26/2021
Cheque Totals Issued:		438,361.38			
Void:		0.00			
Total Cheques Generated:		438,361.38			
Total # of Cheques Listed:		46			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 000067 dated between 05-01-2021 and 05-31-2021

CHEQUE REGISTER

Printed: 8:26:41AM 06/21/2021

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Number	Issued	Amount	SC	Status	Status Date
000065	05/11/2021 TOWN OF ST. STEPHEN 29000.00**	29,000.00 29,000.00	A/P	OUT-STD	05/11/2021
	Cheque Totals Issued:	29,000.00			
	Void:	0.00			
	Total Cheques Generated:	29,000.00			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]
 Cheques from 000292 to 000311 dated between 06-01-2021 and 06-18-2021

CHEQUE REGISTER

Printed: 2:52:31PM 06/18/2021

Number	Issued	Amount	SC	Status	Status Date
000292	05/06/2021 4IMPRINT CANADA-VISA	131.68	A/P	CLEARED	06/02/2021
	MARCH192021* GG-EVENTS-BIC NON-ADHESIVE NC	131.68			
000293	05/06/2021 ADOBE INC.-VISA	1,213.85	A/P	CLEARED	06/02/2021
	APRIL142021* GG-ADMIN-ACROBAT PRO DC PROC	1,213.85			
000294	05/06/2021 AMAZON MARKETPLACE-VISA	3,951.76	A/P	CLEARED	06/02/2021
	APRIL012021 GG-ADMIN-MULTIPOINT DESKTOP H	183.99			
	APRIL052021 GG-150TH-LOW TOP HAT	43.69			
	APRIL052021* GG-150TH-VINTAGE POCKET WATC	15.99			
	APRIL062021 GG-150TH-SKINNY SCARF NECKTIE	21.78			
	APRIL062021* GG-150TH-SUEDE SPATS	40.00			
	APRIL072021** GG-150TH-OVERSIZED BONNET	20.25			
	APRIL102021 GG-150TH-ASCOT	17.97			
	APRIL102021* GG-150TH-CORSET BELT	17.99			
	APRIL122021 GG-150TH-VICTORIAN DRESS IMPO	-38.26			
	APRIL142021 CC-CONFERENCEROOM-STEEL PO:	49.29			
	APRIL142021* CC-CONFERENCEROOM-STEEL PO:	49.29			
	MARCH172021 GG-ADMIN-ROLLER MOUSE PADS	685.74			
	MARCH202021 CC-POOL-DISPOSABLE FACE MASK	39.27			
	MARCH22021 GG-150TH-TABLE TOP GAME SPINN	85.79			
	MARCH232021 GG-STAFF-PLEXIGLASS PROTECTIV	143.74			
	MARCH232021* RC-CONFERENCEROOM-MAGNETIC	59.49			
	MARCH232021** CC-CONFERENCEROOM-MAGNETIC	59.49			
	MARCH242021 CC-CONFERENCEROOM-MOBILE W	195.99			
	MARCH242021* CC-CONFERENCE-SMALL ERASE W	26.99			
	MARCH242021** CC-POOL-TWO WAY RADIOS	117.29			
	MARCH262021 GG-150TH-HIGH WAIST TROUSERS	53.70			
	MARCH262021* GG-EVENTS-VICTORIAN VINTAGE TA	76.86			
	MARCH262021** CC-CONFERENCEROOM-STEEL PO:	49.29			
	MARCH262021*** CC-CONFERENCEROOM-STEEL STA	828.00			
	MARCH262021**** CC-CONFERENCEROOM-STEEL PO:	49.29			
	MARCH262021***** CC-CONFERENCEROOM-STEEL PO:	49.29			
	MARCH272021 GG-150TH-MEN'S SATIN TOP HAT	35.40			
	MARCH272021* GG-150TH-SATIN TOP HATS	35.40			
	MARCH272021** GG-150TH-DERBY BOWLER HATS	27.89			
	MARCH272021*** GG-150TH-SATIN TOP HATS	35.40			
	MARCH272021**** CC-CONFERENCEROOM-WALL MOL	214.95			
	MARCH272021***** GG-EVENTS-PAINTER'S TAPE	21.01			
	MARCH272021***** CC-ARENA-PADFOLIO BINDER ORG.	86.25			
	MARCH282021 GG-150TH-FINGERLESS LONG GLO	10.99			
	MARCH282021* GG-150TH-RENAISSANCE PUFF SLE	44.58			
	MARCH282021** GG-CONFERENCEROOM-YELLOW C	13.98			
	MARCH282021*** GG-150TH-VICTORIAN ROCOCO DR	277.46			
	MARCH292021 GG-150TH-VICTORIAN HIGH LOW SH	33.79			
	MARCH292021* GG-150TH-VICTORIAN ROCOCO DR	116.65			
	MARCH302021 GG-150TH-VICTORIAN WALKING STI	55.81			
000295	05/06/2021 ATLANTIC SUPERSTORE-VISA	9.80	A/P	CLEARED	06/02/2021
	MARCH172021* GG-COUNCIL-WATER FOR MEETING	9.80			
000296	05/06/2021 CANVA PTY LTD - VISA	149.99	A/P	CLEARED	06/02/2021

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Town of St. Stephen

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]
 Cheques from 000292 to 000311 dated between 06-01-2021 and 06-18-2021

CHEQUE REGISTER

Printed: 2:52:32PM 06/18/2021

Number	Issued	Amount	SC	Status	Status Date
	MARCH282021****	GG-EVENTS-CANVA PRO GRAPHIC			
000297	05/06/2021 DOLLARAMA-VISA	149.99			
	APRIL082021	85.45	A/P	CLEARED	06/02/2021
	APRIL092021	80.56			
	APRIL092021	4.89			
000298	05/06/2021 FACEBOOK - VISA	153.34	A/P	CLEARED	06/02/2021
	APRIL072021	45.15			
	APRIL082021	6.09			
	MARCH152021	5.27			
	MARCH202021	32.15			
	MARCH242021	32.32			
	MARCH292021**	32.36			
000299	05/06/2021 GIANT TIGER-VISA	96.46	A/P	CLEARED	06/02/2021
	MARCH222021*	96.46			
000300	05/06/2021 GODADDY	40.80	A/P	CLEARED	06/02/2021
	MARCH302021*	40.80			
000301	05/06/2021 IRVING - VISA	87.98	A/P	CLEARED	06/02/2021
	APRIL092021*	43.99			
	MARCH152021	43.99			
000302	05/06/2021 LIGHT IN THE BOX - VISA	593.83	A/P	CLEARED	06/02/2021
	APRIL042021	110.68			
	MARCH252021	272.93			
	MARCH262021	210.22			
000303	05/06/2021 LOOMIS EXPRESS - VISA	22.32	A/P	CLEARED	06/02/2021
	APRIL072021*	22.32			
000304	05/06/2021 PITA PIT-VISA	285.12	A/P	CLEARED	06/02/2021
	MARCH312021	285.12			
000305	05/06/2021 SALVATION ARMY - VISA	45.95	A/P	CLEARED	06/02/2021
	MARCH272021*****	45.95			
000306	05/06/2021 SERVICE NEW BRUNSWICK-VISA	1,000.00	A/P	CLEARED	06/02/2021
	MARCH192021	1,000.00			
000307	05/06/2021 STAPLES-VISA	553.14	A/P	CLEARED	06/02/2021
	MARCH202021***	553.14			
000308	05/06/2021 WAL-MART-VISA	19.48	A/P	CLEARED	06/02/2021
	MARCH302021*	19.48			
000309	06/05/2021 CPANB-VISA	330.63	A/P	CLEARED	06/06/2021
	APRIL142021	330.63			
000310	06/05/2021 ELEMENT EXPRESS-VISA	32.19	A/P	CLEARED	06/06/2021
	APRIL142021	32.19			
000311	06/05/2021 THE MARITIME EDIT-VISA	40.25	A/P	CLEARED	06/17/2021
	MAY032021	40.25			
	Cheque Totals Issued:	8,844.02			
	Void:	0.00			
	Total Cheques Generated:	8,844.02			
	Total # of Cheques Listed:	20			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

May, 2021

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,183.99
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,439.02
Total	<u>\$ 18,623.01</u>

SERVICE NEWBRUNSWICK:

April, 2021

Invoice #1438452 (Utility Payment Acceptance Fees)	194.99
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May, 2021

Invoice #1451153 (Utility Payment Acceptance Fees)	590.13
	<u>\$ 785.12</u>

Grand Total	<u><u>\$ 19,408.13</u></u>
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C) April 2021-Statements of Revenue and Expenditure

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

	Actual To Date For the Four Months Ending April 30, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Taxes	1,841,280	5,523,832	\$3,682,552	33%
Services Provided to Other Governments	40,878	236,293	195,415	17%
Sale of Services	106,537	400,400	293,863	27%
Other Revenue From Own Sources	55,240	197,455	142,215	28%
Unconditional Grants	810,487	1,466,987	656,500	55%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	518,732	1,641,623	1,122,891	32%
Total Revenue	3,373,154	9,470,790	6,097,636	36%
Expenditure				
General Government Services	369,018	1,168,315	799,297	32%
Protective Services	652,673	2,388,671	1,735,998	27%
Transportation Services	656,309	2,269,423	1,613,114	29%
Environmental Health Services	83,366	305,723	222,357	27%
Environmental Development Services	157,063	421,806	264,743	37%
Recreational and Cultural Services	614,380	2,169,859	1,555,479	28%
Fiscal Services	367,116	738,993	371,877	50%
Other	2,267	8,000	5,733	28%
Total Expenditures	2,902,192	9,470,790	6,568,598	31%
Surplus (Deficit)	\$470,962	\$0		

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

	Actual To Date For the Four Months Ending April 30, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Sale of Service	\$605,647	\$2,182,200	\$1,576,553	28%
Other Revenue From Own Source	\$64,903	\$207,600	142,697	31%
Total Revenue	670,550	2,389,800	1,719,250	28%
Expenditures				
Water Supply	\$323,604	\$1,182,674	859,070	27%
Sewerage Collection and Disposal	\$185,728	\$744,702	558,974	25%
Fiscal Services	\$33,194	\$462,424	429,230	7%
Total Expenditures	542,526	2,389,800	1,847,274	23%
Surplus (Deficit)	\$128,024	\$0		



Town of St. Stephen Information Report to Council Report: Protective Services 09-21



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Director of Protective Services
Resource Staff: Bylaw Officer, Building Inspector and Animal Control Officer
Date of Meeting: Wednesday, June 30, 2021
Subject: Protective Services Report

Recommendation: That this report be received for informational purposes.

Fire Chief Report

1. Alarms were:	Town Alarms	12
	Out of Town Alarms	6
	Total	18

Alarms	# Calls	# FF	# Hours
1. MVA	2	22	44
2. ANB Assist	1	6	6
3. Structure Fire	1	20	40
4. Alarm (no fire)	5	36	36
5. Smoke in Building	2	27	27
6. RCMP/ANB Assist	1	12	24
7. Chip Pile Fire (LUP)	1	13	48
8. Unattended Fire	1	1	1
9. CO Alarm	1	1	1
10. Rescue (lawnmower rollover)	1	15	15
11. Nuisance Fire	1	7	7
12. Public Assist (dog rescue)	1	4	4

Total			
SSFD	18		
Other FD	32		
St Stephen PW	0		
St Andrews PW	1		
Total calls dispatched	51	(May 19 - June 21)	

2. Fire Department Activities

1. Monthly meeting
2. Fire extinguisher program
3. Tour of Milltown Dam facilities.
4. Fundraiser Committee Meeting
5. New Firefighter Orientation

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Semi-annual volunteer payout.
4. Senior Management Team meetings.
5. NBCC Association Training Representative duties.
6. Director of Protective Services duties. (Building and By-law)
7. Milltown Dam Community Liaison Committee.
8. Office of Fire Marshal Zoom meeting.
9. JHSC meetings and related work.
10. GNB Press Conferences.
11. Dalhousie College of Continuing Education Municipal Finance online course.
12. Volunteer firefighter applications and recommendations.
13. Volunteer sleep schedule adjustments.
14. 2021 FD equipment purchasing review.
15. Strategic planning sessions with Dr. Gord McIntosh, mayor, council, and staff.

4. Personnel

This month we were able to fill our volunteer sleep schedule vacancies for the first time in my tenure as chief. Unfortunately, it will be short lived as Firefighter Jessica Eagan has decided to return to working out west and will create a vacancy. Jessica has served SSFD well in her time here and we will miss her in her absence.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

Please find enclosed the report for By-Law –Enforcement. We handled 69 occurrences.

Assist other Dept. (5)

Received a call from Kev Sumner regarding a person encroaching onto Town property.

Patrolled the area and along with the Street Dept. and placed large rocks along the set back of the property line to rectify the problem.

Received a call from a gentleman about the issue of garbage at a residence on Pleasant St.

Along with the building inspector it was cleaned up by a local contractor.

Received a call about a hedge obstructing view on Wall and Prince William.

Patrol to the area and found that it is not an issue.

Received a call from a gentleman with regards to building/fixing a fence.

Passed onto the development office.

Parks and Rec contacted this office about a local business complaining about the placement of town flower pots.

Advised them to place where they always have and have the business owner call this office if he has an issue.

Assist general public (56)

Received a call from a gentleman with regards to refuse on Town property.

Spoke to Dave Beech and it was removed.

Received a complaint from a lady about her neighbor mowing their lawn on Sunday.

Informed her that there is no bylaw prohibiting this.

Received a call from a lady with regards to having a fire pit.

The information was passed onto her.

Received a call with regards to the noise bylaw.

Information was passed onto them.

Received a call from a gentleman about his neighbor encroaching onto his property.

Myself along with the building inspector met with the person to discuss the matter.

Received a call from a lady with regards to the spring cleanup notice.

Spoke with her and she is not happy.

Received a call about from the CAO of St George about our enforcement.

Had a conversation with him and hopefully it helped.

Received a call from a lady about her neighbor's hedge.

Contacted the neighbor and he will look after same shortly.

Received a call from a person regarding a yard sale.

Information was passed on.

Received a call from a person about their neighbor having a satanic garden next door.

Patrol made and found a monument and a few whirly gigs on the lawn.

Lady called regarding installing a pool.

Bylaw pertaining to pools was sent to her.

Forty-five notices regarding the spring clean up were distributed throughout the Town.

Parking (7)

Seven warnings given for parking.

Dog Complaints (1)

Received a call from a lady who informed this office that she was entering a local pet store with her dog after the owner told her it was ok and upon entering her dog was attacked by the store owner's dog, causing some injuries. She was wondering what to do.

Informed her that unfortunately that this would be a civil matter between her and the store owner.

Regards,
Brent MacDougall
By Law Enforcement

Report of the animal control officer

I patrolled the town daily, I responded to all calls and complaints. The post office called and complained about a dog on Veazey St. The dog was very aggressive and not tied that well. I spoke to the owner and the problem is better. I spoke to a couple of dog owners about keeping their dogs on a leash. I responded to a couple of calls from the RCMP on dogs running loose, one at the Superstore but was unable to locate.

Regards,
Mike Shannon
Animal Control Officer

Building Inspection Report

The month of May brought in a total of 24 (twenty-four) permits which represents \$616,905.29 (Six Hundred and Sixteen Thousand, Nine Hundred and Five & 29 cents) in building costs. The total for the year is 59 (Fifty-Nine) permits at a total amount of \$1,550,673.29 (One Million Five Hundred and Fifty Thousand, Six Hundred and Seventy-Three & 29 cents).

One (1) Stop Work Order was issued in the month May. This office has 7 (seven) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 29 (twenty-nine) Inspection reports.

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

All required reports were filed with the appropriate government agencies.

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

Respectively Submitted

Manzer Young

Manzer Young
Building Inspector
Town of St. Stephen



Town of St. Stephen Information Report to Council Report: CMS 11-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Aaron Muzzatti, Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: June 30th, 2021
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. Work towards resolving the issue of maintenance, access and scheduling of the school fields continues.
- b. St. Stephen 150 –The Bateau renovation work is complete as is the Don Lyons Memorial Bench, a second bench was added by Rotary at the Beacon apartments. Topsoil has been added and landscaping completed to finish the project.
- c. The Border Arena Review Committee – the committee had a presentation from Kendall Kadatz from Future St. Stephen on June 7th, he discussed potential uses for the location.
- d. Town Scheduling Software – We will be going live with the new software on July 19th.
- e. Tourism initiative – **please see Request for decision item.** The tourism workshop for the community began on June 24th, over 20 stakeholders joined the town staff and Future St. Stephen to work towards developing a strategy for us.
- f. The dock for the wharf requires additional safety work, the dock is accessible but the gate must remain closed at all times.
- g. We are developing the old skatepark as a potential pickleball court to start in early June.
- h. I have been participating in a municipal finance course through Dalhousie University, along with Fire Chief Morton.
- i. I have coordinated the JD Campbell Scholarship in conjunction with SSHS and the Mayor.

2. Meetings & other activities:

- a. Community Service departmental meetings every other Tuesday at 10am.
- b. Senior Management Team meetings every Tuesday morning at 9am.
- c. Monthly Joint Health & Safety Meetings at 199 Union St, first Weds of month.
- d. Fundy Recreation Professionals Assoc. (FRPA) zoom meeting every month to discuss COVID19 and other issues relating to municipalities.
- e. Monthly Town Council meeting
- f. Various Strategic Planning meetings in June.

Administration & Accounting

1. Monthly Projects (May 2021):

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.

- c. Processed the Revenue reports & various special projects for Corporate Services.
- d. Data Entry for Accounts Payable (Corporate Services).
- e. Deposits, banking, and reconciled shifts.
- f. Planning and building the new Recreation system (Summer).
- g. Various administrative and accounting.

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

- a. The Walking Track had approx. 520 users check-in.
- b. The Arena had approx. 22 users participate in Public skate times. The floor was put down over the ice on May 5th, 2021.
- c. The Fitness Center had approx. 1382 member's check-in.
- d. The Pool had approx. 1212 member's check-in.
- e. Membership Sales (approx.):
 - i. Monthly = 91 sold. Semi/Annual = 4 sold, Punch Cards = 33 sold

Aquatics & Programming

Past Month's Events:

- a. The W.T. Booth Centennial Aquatic Facility opened on June 28th.
- b. The Garcelon Civic Center Aquatic Facility is scheduled to close on July 5th for one month for maintenance.

Update on Aquatic Programming:

- a. The Free courses concluded with 6 making it to the level of National Lifeguard Service successfully, and one still working on physicals to meet the requirement. These candidates will start their work term as of June 25th.
- b. The Lifesaving Instructor/Examiner course is scheduled to start on July 23rd and has gone live for public and staff registration.
- c. Swimming Lessons at the W.T. Booth Aquatic Facility started on June 28th.

Operations and Maintenance

Property management report - Garcelon civic center

1. Ongoing preventative maintenance in building.
2. BAS is working well.
3. Preparing for path to green.
4. Floor covering is having a bit of an issue with the humidity, this will be the longest its been installed over the ice, we are learning lots.
5. Ice plants set into maintenance, happy to report that an average day, there is usually only 1 ice plant running to maintain cold buffer tank at setpoints.
6. Vaccine clinics are on going.
7. Attended RecNB board meeting.
8. Middle of June, 2 maint. employees are scheduled to go to the east coast arena training course held in Fredericton. It's a 3 day course held at the Willy O'Ree arena. I will be attending this course as well.
9. Attended GCC management meetings.

5 Kings building

1. Insulation work was completed in the attic area, she is already noticing the A/C seems to be keeping up better, the test will be in the winter however
2. Fixed a bird hole under the soffit area on the east end of the building.
3. Large plant growth around the outside heat pump bullpen to be cleaned out. To allow for proper air flow into the unit.
4. High heat drains to be installed for the commercial dishwasher.

Library

1. Installed new paper towel dispensers in the outside public bathroom as well as the public user bathroom in the library.
2. Had orkin pest control go over and a spray around building to control ants.
3. Large plant growth around the outside heat pump bullpen to be cleaned out. To allow for proper air flow into the unit.

RCMP building.

1. Moved the floor plug and repaired where the old plug was located.
2. Will be closing off the holes in the soffit.

Request to remove ramp and step on the rear of the building has been made, we will look into removing and replacing with smaller deck/step area. This will allow more room for snow removal and driving around the building.

Events Development

- f. Chocolate Recipe Contest – Began in February and runs monthly, with 1 winner per month plus a grand prize winner in December (for 12 recipes total). We will retain the rights to all submitted recipes and can compile a cookbook in the future. Joint venture between the Town and the Chocolatier.
- g. Walking Lap Challenge – March to May 17th. Winner announced online and on 98.1.
- h. May 8th – Town Wide Yard Sale – indoor yard sale on the arena surface at the GCC.
- i. May 14th @ 6pm – Rotary 150 Scavenger Hunt live on Zoom – 150 Committee donated 2 prize packages
- j. **“Celebrate St. Stephen”** May 15th to 17th – Open to the Public – at the Garcelon Civic Center – local vendors, museum exhibits, musicians on the arena surface. Art display from SSMS. Art display from caplet entrants. Saturday/Sunday 10-4; Monday 11-7. Attendance was 487 people.
 - i. Costume Contest May 16th – 2pm – 2 winners – Adult and Child – 2 x \$150 Downtown Dollars prize. Hosted by Mark Downey ***Cancelled due to a lack of participants***
- k. May 17th – 150th Anniversary (1871-2021)

By invite only due to current Covid restrictions - 49 in attendance.

- 11am - Chocolate Park – representatives from each group placed their caplet in the time capsule. Capsule put in ground – speeches. MP John Williamson in attendance; Minister Scott-Wallace and MLA Kathy Bockus sent their regrets but were in self-isolation due to Covid exposure notifications.
- Mural – on the library – DSS took the lead.

- Time and Universe statue – Plaque revealed.
- Bateau – unveiling ***has been postponed as it was not completed in time***

3. Future Events (Rack cards with events for the year available at GCC desk and around town):

- a. Garden Contest – May 17th to New Brunswick Day. Winners for 4 categories will be announced on New Brunswick Day. Categories announced May 17th and criteria for the categories is available on the website and at the front desk of the GCC
- b. Swimming Lap Challenge – May 17th to New Brunswick Day. Every 150 laps earns a ballot in the draw. Winner receives 150 membership to the GCC.
- c. Summer Concert Series – Every Thursday evening 6:30 – 8:30pm July and August. Banners will arrive June 16th and will be placed in both parks. July will be Memorial Park and August will be Chocolate Park.

July 1st – Canada Day – event details pending GNB regulations but the Town is partnering with IWK for a mini Kids Carnival on the arena surface; market participation pending; Concert in the park from 6:30-8:30 (GCC rain location).

July 31st - 150 Strongest Man/Woman Challenge – arena surface. Time TBC. 10 men and 10 women will be competing for the strongest in their division.

August 2nd – New Brunswick Day - event details pending – waterfront and GCC. The town will be partnering with Chocolate Fest this year and will hold on event on the arena surface.

August 4th – 8th – International Festival – **pending Path to Green Recovery**. Americans confirmed they will be doing fireworks on Saturday evening this year; Full Circle will be playing for free for the town at the kiosk location. More events TBC as we are able to line them up.

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

4. Additional Information:

- a. Covid clinics have begun on the arena surface and will run May-July (currently weekly for May and June and biweekly for July)
- b. Grand March will be held at the GCC June 27th. Operational Plan has no more than 77 people in attendance on the arena surface (200ftx85ft) at any time.
- c. Floor surface went down May 5th and will be lifted August 4th or 5th in time for hockey camp and clinics to start. Multiple bookings on the floor surface. Only revenue loss to putting down the floor for the 3 months is pickup hockey 2 times per week (no other bookings) but floor surface rental revenue more than covers it.
- d. TownSuite meetings began May 12th between them, Nikki and I and will continue 3 times per week until migration is complete. Anticipated for mid-July.
- e. First Landing plaque will be created and placed along the waterfront by the 150 Committee with assistance from Darren McCabe.
- f. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- g. The Town Information Kiosk is scheduled to open July 1st, and pending student employment, will operate 7 days a week weather permitting, hours TBC.

Respectfully submitted,
Kev Sumner - Director of Community Services



**Town of St. Stephen
Information Report to Council
Report: PW 07-21**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: June 30, 2021
Subject: June Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 3 new Meters.
- b) Installed 2 new Hydrant.
- c) Repaired 2 Water Mains.
- d) Repaired 2 Gate valves.

2: Streets:

- a) Swept streets and sidewalks.
- b) Cold patched pot holes.
- c) Repaired street signs.
- d) Ground work for Bateau.
- e) Put up High School Banners.

3: Waste Water:

- a) Videoed 1 Sewer Main.
- b) Videoed 1 Sewer Lateral.
- c) Cleaned Catch Basins
- d) Flushed 4 Storm Sewer Mains.
- e) Repaired 1 Force Main.

Project Updates – Town of St. Stephen

June 14, 2021

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

The tender has been awarded. Currently waiting for a scheduled start date from the Contractor.

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

Contractor is scheduled to return to site the week of June 14th to address deficiencies.

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

The work is complete with final payments being processed.

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

This project is out to tender. Tenders scheduled to close on June 25 and be considered for award at the June 30, 2021 council meeting. Dillon is coordinating with NB Power for written agreement to proceed with construction while easements are being reviewed.

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

Work is complete with final payments being processed.

[Intersection Upgrades at DQ / King Street – Project No. 21-1713](#)

Preliminary design of upgrades completed the week of June 7 and issued to the Town for review. Design will be finalized following review and sent to contractor for pricing.



Town of St. Stephen
REQUEST FOR DECISION
Report: PW 08-21



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Rory Pickard, Consultant, David Beach, Streets Supervisor
Subject: Designated Highway Five Year Priorities

Recommendation: Council approve the attached “Designated Highways Five Year Priorities” as presented.

Background:

Annually, the Town of St. Stephen is required to submit a list to the Department of Transportation and Infrastructure detailing the infrastructure priorities of the town under the Designated Highways Program for a five year period.

Attached Council will find a proposed plan prepared in conjunction with Dillon Engineering and reviewed by the Director of Operations.

Option 1 – Approve the Recommendation: Approve the recommendation as presented.

Option 2 – Approve the Recommendation: Approve the recommendation with specific amendments identified by Council.

Option 3 – Reject the Request: Council may determine to reject the request entirely. This option is highly discouraged as it would result in no funding for projects in the coming year(s).

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2022

DTI Portion:

- Milltown Boulevard – Boundary Street to Milltown Customs (approx. 1950 metres)
 - Mill (pad/level where required) and seal full width.
 - Adjust manhole/valves to finished grade

Total DTI Portion: \$537,000

Year 2023 & 2024

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$973,000

Year 2025 & 2026

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit – Phase I & II (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (1510 metres)

Total DTI Portion: \$1,915,000



June 25, 2021

Town of St. Stephen
22 Budd Ave.
St. Stephen, NB
E3L 1E9

Attention: Mr. Jeff Renaud
Chief Administrative Officer

Tender Results – Riverside Drive WWPS #4 Replacement – St. Stephen, NB - Project No: 19-9953

Tenders for the above noted project were opened publically at the Town Office at 11:00 AM, local time, June 25, 2021.

Two (2) tenders were received in response to a Public Tender Call with the results shown below and summarized on the accompanying Bid Summary.

<u>TENDERER</u>	<u>TENDER PRICE</u> <u>(incl. 15% HST)</u>
Fairville Construction Ltd.	\$ 557,300.00
Fundy Contractors Limited	\$ 874,000.00
Engineer's Estimate	\$ 420,000.00

All accepted Tenders submitted have been checked by this office and found to conform to the requirements of the Tender Documents.

The low tender price exceeds the construction budget provided for in the Gas Tax plan which was \$371,500 including HST. This budget initially reflected 2019 construction and did not account for the high fluctuation in building projects that have been experienced during the COVID pandemic due to material shortages and price increases.

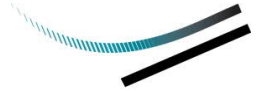
Upon review of the overall Gas Tax program with the Town Treasurer, this project increase can be accommodated in the program with some adjustments to projects scheduled for later years. We understand through our discussions with Public Works that the existing pumping station structure is in poor condition, requires regular repair and therefore replacement should not be delayed significantly.

1149 Smythe Street
Suite 200
Fredericton
New Brunswick
Canada
E3B 3H4
Telephone
506.444.8820
Fax
506.444.8821

Town of St. Stephen

Page 2

June 25, 2021



Should council choose to proceed, it would be in order to award the construction contract to the low tenderer, Fairville Construction Ltd. for their Tender Price of \$ 557,300.00 HST included.

Following award, we propose to do a thorough review of the project with the contractor prior to initiation to seek cost saving measures through review of alternative products or construction methods. A summary will be provided to the Town for discussion.

Should you have any questions or require additional information, please contact this office at your earliest convenience.

Yours truly,

DILLON CONSULTING LIMITED

Rory Pickard, P.Eng.
Project Manager

Attachment

cc: Tim Tozer – Town of St. Stephen
Lee Johnson – Town of St. Stephen

Our file: 19-9953

BID SUMMARY 06/25/2021

.3 SCHEDULE OF PRICES

Riverside Drive WWPS #4 Replacement

St. Stephen, NB

Project No. 19-9953

	Item	Quantity	Unit	Fairville Construction Ltd.		Fundy Contractors Limited		ENGINEER'S ESTIMATE	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
M6	EXTRA WORK (Municipal)				20000.000		20000.000		20000.00
P1	RIVERSIDE DRIVE WWPS #4								
	.1 Riverside Drive WWPS #4		each	0.00	537300.00	0.00	854000.00	0.00	400000.00
			Total		557300.00		874000.00		420000.00
			% Above Low Bid				56.83%		-24.64%



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 09-21



To: Jeff Renaud, Chief Administrative Officer
From: Frank Godsoe, Assistant Treasurer
Resource Staff: Treasurer
Date of Meeting: June 30, 2021
Subject: Royal Bank of Canada Signing Authorities

Recommendation For Resolution:

ROYAL BANK OF CANADA SIGNING AUTHORITIES

THAT the Council of the Town of St. Stephen resolves:

1. That Royal Bank of Canada ("Royal Bank") is appointed banker for the Town of St. Stephen.
2. That any one of the Mayor, Deputy Mayor or CAO together with Treasurer or Assistant Treasurer for amounts of \$5,000 or less or either the Mayor or Deputy Mayor together with Treasurer or Assistant Treasurer for amounts greater than \$5,000 are authorized on behalf of the Town of St. Stephen from time to time:
 - (a) to withdraw or order transfers of funds from the Town of St. Stephen's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
 - (b) to sign any agreements or other documents or instruments with or in favour of the Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Town of St. Stephen; and
 - (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from the Royal Bank any cash or any securities, instruments or other property of the Town of St. Stephen held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Town of St. Stephen, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Town of St. Stephen, or any other name under which the Town of St. Stephen carries on business, on any security or instrument;

- (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Town of St. Stephen; and
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Town of St. Stephen's accounts with or any service of the Royal Bank, and to settle and certify the Town of St. Stephen's accounts with Royal Bank.
- 3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Town of St. Stephen, and Royal Bank is hereby authorized to act on them and give effect to them.
- 4. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Town of St. Stephen, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;
each certified by the (1) Mayor and (2) Treasurer of the Town of St. Stephen; and
 - (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
- 5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Town of St. Stephen until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Town of St. Stephen has its account.

BACKGROUND

Royal Bank of Canada is an appointed banker for the Town of St. Stephen and accepts payments and payment instructions for our Water and Sewerage Fund bank accounts as well as a Trust Account. The bank also provides interim funding for capital projects as approved by the Municipal Capital Borrowing Board including bank accounts related to these projects.

The request for the resolution to be updated is a result of the new/revised appointment of the Mayor and Deputy Mayor, who are both signing officers on the account. The resolution also approves the signing limits and authorizations required for payments based on payment thresholds.

OPTIONS

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

Option 2-Revise Authorizations and payment thresholds: Council may determine that it is appropriate to approve the bank and adjust the terms of the resolution regarding authorization for instructions and agreements with the bank, including payment thresholds.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 10-21



To: Jeff Renaud, Chief Administrative Officer
From: Frank Godsoe, Assistant Treasurer
Resource Staff: Treasurer
Date of Meeting: June 30, 2021
Subject: The Bank of Nova Scotia Signing Authorities

Recommendation For Resolution:

THE BANK OF NOVA SCOTIA SIGNING AUTHORITIES

THAT the Council of the Town of St. Stephen resolves that:

1. We appoint The Bank of Nova Scotia as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.
2. Any two of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you: Mayor or Deputy Mayor, along with the Treasurer or Assistant Treasurer.
3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any two of the officers set out below. The most recent certificate given to you will be the current certificate in effect: Over \$5,000 - Mayor or Deputy Mayor, along with Treasurer or Assistant Treasurer \$5,000 and under – Mayor or Deputy Mayor or CAO, along with Treasurer or Assistant Treasurer.
4. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
5. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

BACKGROUND

The Bank of Nova Scotia is an appointed banker for the Town of St. Stephen and accepts payments and payment instructions for our General Fund bank accounts. The bank also manages accounts relating to accounts such as payroll and reserve accounts.

The request for the resolution to be updated is a result of the new/revised appointment of the Mayor and Deputy Mayor, who are both signing officers on the account. The resolution also

approves the signing limits and authorizations required for payments based on payment thresholds.

OPTIONS

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

Option 2-Revise Authorizations and payment thresholds: Council may determine that it is appropriate to approve the bank and adjust the terms of the resolution regarding authorization for instructions and agreements with the bank, including payment thresholds.



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 12-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff:
Date of Meeting: Wednesday, June 30th, 2021
Subject: Decision Item – School Fields Maintenance

Recommendation: That Town Council provides direction to administration on the agreement with Anglophone District School – South (ASD-S) regarding maintenance of the school athletic fields.

BACKGROUND

After meeting representatives from ASD-S on May 10th, the Town staff received the first draft of an agreement on June 4th, negotiations have been on-going but in the spirit of allowing community user groups to play we have started assisting with lining and dragging selected fields once a week from June 24th. The most recent draft we received was sent on June 23rd and is attached.

The issues that have arisen...

1. None of the community groups are using the only Town owned field (Rotary Field).
2. The administration would prefer section 8 be a mutual indemnification clause.
3. The scheduling for games this year has been carried out by ASD-S's website and is a resource utilized by other communities around the district.
4. Major capital improvements, who will pay for these as this is not Town property.

OPTIONS

Option 1—approve the agreement: That Town Council approves the agreement as presented from ASD-S on June 23rd.

Option 2—reject the agreement: That Town Council rejects the agreement.

Option 3 – Recommend staff re-negotiate the agreement: Town Council identify issues to be addressed and directs staff to prepare a counter proposal accordingly.

THIS AGREEMENT made in triplicate this 1st day of June 2021.

BETWEEN:

DISTRICT EDUCATION COUNCIL OF Anglophone School District - South (ASD-S), a body corporate, under and by virtue of Section 19 of the Schools Act, R.S.N.B. 1973, cS-5, (hereinafter called the "School District")

OF THE FIRST PART

AND:

THE TOWN OF ST. STEPHEN, (hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the School District is possessed of certain school property, known as the Rod Wilson field and the St. Stephen Elementary School ballfield both located at St. Stephen Elementary; Fan #1 field and front and back soccer fields located at St. Stephen High School and the Milltown ballfield located at Milltown Elementary (hereinafter called the "sport fields"), located in the Town of St. Stephen in the Province of New Brunswick.

AND WHEREAS the Town is desirous of scheduling community use on the aforementioned school fields,

AND WHEREAS the School District is agreeable to community use of said school fields.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of Ten Dollars (\$10.00) of lawful money of Canada paid by each of the parties hereto to the other of them respectively, the receipt whereof by each of them is hereby respectively acknowledged, and in consideration of the mutual promises and undertakings of the parties hereinafter set forth, the parties hereto do hereby respectively covenant and agree each with the other as follows:

1. The full title and all proprietary interest in the land or location, approved as aforesaid, shall at all times be and remain vested in the Minister.
2. The School District, on the conditions set forth herein, hereby grant to the Town during the term hereinafter provided, a license to use the approved location only for community recreational purposes.
3. This Agreement and the license hereby conferred shall be for a term not to exceed two (2) years from the date of execution hereof as inscribed above, and shall be automatically renewed thereafter for consecutive terms of two (2) years, upon the same terms and conditions as are herein contained unless notice of intention to terminate this

Agreement is given by any of the parties to the others at least sixty (60) calendar days prior to the end of either the initial term hereof or of any renewal of such term.

4. The Town shall be responsible for all minor maintenance and repair of the sport fields from May 1st to October 31st and all parts thereof, including, without limitation to the foregoing, all fencing, grading, surfacing, lighting and markings.
5. The Town shall be responsible for the booking of the sport fields from May 1st to October 31st for community and can impose a user fee and maintain the proceeds to offset any incremental costs due to required field maintenance.
6. The Town shall be responsible for ensuring the sport fields are closed and bookings are cancelled as required for community use during inclement weather (i.e. heavy rain) or the fields have standing water from the last rain event.
7. If major repairs are required for any of the fields covered in this agreement, the Town will discuss with the School District outside of this agreement.
8. The Town shall indemnify the Minister during the time of community use of the sport fields, against all liability, claims, actions, suits, damages, costs or expenses due to or arising out of any act or neglect by the Town, its servants, employees, agents, invitees or licensees in or about the sports field or arising out of any breach, violation, or non-performance by the Town of any provision of this Agreement on the liability for injury to the person or property of the servants, employees, agents, invitees or licensees of the Town, the School District, and the Minister respectively.
9. The School District shall be responsible for mowing and dragging the sport fields once a week during the season from May 1st to October 31st. Any additional mowing or dragging during this time period, will be the responsibility of the Town. The School District will collaborate with the Town regarding the initial lining of the fields.
10. Students under the supervision of the School District shall have priority with respect to the use of the sports fields during school hours and when school teams are operating during the school year, during the months of May to June and September to October. At all other times, the Town will have priority with respect to the usage of the sports fields and may establish rules, regulations and schedules governing the use, occupation, operation, and security, provided that these are not inconsistent with this Agreement.
11. This Agreement may be amended at any time, provided that the parties hereto consent to such amendment in writing.

THIS AGREEMENT shall ensure to the benefit of and be binding upon each of the parties hereto, their successors and assigns, PROVIDED, however, that the Town shall not assign all or any of its rights hereunder without the prior written consent of the School District.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed by the proper officers of the Town of Hampton and the Anglophone School District – South (ASD-S).

SIGNED, SEALED AND DELIVERED in the presence of:

Witness

DISTRICT EDUCATION COUNCIL
OF ANGLOPHONE SCHOOL DISTRICT
– SOUTH (ASD-S)

CHAIRMAN

SUPERINTENDENT

TOWN OF ST. STEPHEN

MAYOR

CLERK



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 10-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Kendall Kadetz, Future St. Stephen & Community Services staff
Date of Meeting: Tuesday, June 30th, 2021
Subject: Decision Item – Tourism Consultant Request for Proposal

Recommendation For Resolution

That the contract for a destination tourism assessment be awarded to Harvey Sawler in the amount of \$25,272.58 including HST.

BACKGROUND

The Town of St. Stephen embarked on a tourism initiative in January 2020, we have approved financial assistance from Atlantic Canada Opportunities Agency (ACOA) for \$11,000, from the Province of New Brunswick for \$17,000 and the Town has \$5,000 budgeted for the project which comes to \$33,000.

PROPOSAL	SCORE	FEE
1. Harvey Sawler	90/110	\$25,272.98
2. Bill & Mary Kendrick	87/110	\$25,852.63
3. Paul McGraw	81/110	\$25,260.00
4. Gail Bremner	87.5/110	\$25,990.00
5. Bev Hughes	81/110	\$25,999.00
6. Camille Aubut	82/110	\$26,000.00

OPTIONS

Option 1—approve the recommendation: That Council approves the Recommendation that Harvey Sawler is contracted to assist the Town of St. Stephen in carrying out a destination tourism assessment.

Option 2—consider other alternatives: That another certified consultant be hired.

Option 3—reject the recommendation: That the project does not proceed at this time.

THE STAGE

ST. STEPHEN, NEW BRUNSWICK



WWW.THESTAGEDOC.COM

The Stage

Proposal Document

Juliet Bartlett

March 22nd, 2021

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

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

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

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

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

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

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

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

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

Best,



Juliet Rose Bartlett

Statement of Need

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

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

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

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

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

Goals and Objectives

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

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

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

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

Methods and Strategies

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

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

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



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

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

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

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

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

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

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

Plan of Evaluation

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

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

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

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

Budget

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

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

February 15, 2021

To Whom It May Concern;

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

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

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

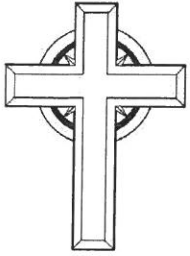
There was only one problem. Juliet was running out of time. She was scheduled to leave to go to Montreal to Concordia for further certification (Bachelor of Fine Arts) and had a growing videography freelance career on the side. What we got to see for the premiere was a beautiful start of what the movie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

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

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

Sincerely,

Mrs. Emily Somers



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



March 8, 2021

Dear Mayor & Council,

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

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

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

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

Father Suresh Savariraj, HGN

Pastor of St. Croix Parish