



St. Stephen Town Council
AGENDA

Wednesday, July 28, 2021, 5:00 p.m.
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.

Pages

-
- A. CALL TO ORDER
 - B. MOMENT OF REFLECTION
 - C. ADDITION OF LATE ITEMS
There are no late items presented for consideration.
 - D. ADOPTION OF AGENDA
Proposed Resolution:
That the Agenda for the Regular Council Meeting of July 28th, 2021, be approved
 - E. MAYOR'S COMMENTS/PROCLAMATIONS
 - F. DISCLOSURE OF INTEREST
 - G. PUBLIC AND/OR STATUTORY HEARINGS
 - H. ADOPTION OF MINUTES
 - 1. Regular Council Meeting 4
Proposed Resolution:
That the minutes of the Regular Council meeting held on June 30th, 2021 be approved as presented.
 - I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS
 - 1. Community Grants Requests
Amount remaining in the Community Grants Fund: \$6,690.00
 - a. The Stage--Proposal 13
 - b. St. Croix Catholic Parish 21
 - J. CORRESPONDENCE
 - K. BYLAWS, PERMITS, AND POLICIES
 - 1. Proposed Re-Zoning of Border Arena Property
 - a. Report from Planning officer 22

b.	Municipal Plan Amendment	25
	<u>Proposed Resolution:</u>	
	That Municipal Plan Amendment M2-02 be given first reading.	
c.	Zoning Bylaw Amendment	28
	<u>Proposed Resolution:</u>	
	That Zoning Bylaw Amendment Z-2-02 be given first reading.	
2.	<u>Proposed Re-Zoning of 18 St. Croix</u>	
a.	Planning Officer's Report	31
b.	Municipal Plan Amendment	42
	<u>Proposed Resolution:</u>	
	That Municipal Plan Amendment M-2-03 be given first reading	
c.	Zoning Bylaw Amendment	45
	<u>Proposed Resolution:</u>	
	That Zoning Bylaw Amendment Z-2-03 be given first reading	
3.	<u>Development Incentive Bylaw --1st Reading</u>	48
	<u>Proposed Resolution:</u>	
	That Development Incentive Bylaw, DI-1, be given first reading	

L. NEW BUSINESS

1.	<u>Departmental Reports</u>	
	<u>Proposed Resolution:</u>	
	That the Departmental information reports be acknowledged and received.	
a.	CAO Report	57
b.	Planning Report	59
c.	Community Services Report	64
d.	Protective Services Report	68
e.	Treasurer's Report	73
f.	Public Works Report	105
g.	Future St. Stephen Report	107
2.	<u>Requests for Decisions</u>	
a.	Award of Tender TOSS21-01	108
	<u>Proposed Resolution:</u>	
	That Town Council authorizes the awarding of Tender TOSS21-01 for a 2021 Model All Season Dump Body for the tendered price of \$64,250.00 plus HST from Parts for Trucks, Inc.	

- b. Renewal of Appointment to the Library Board--Mary Gilmore 109
Proposed Resolution:
That Mary Gilmore be reappointed to the St. Croix Library Board for a 3 year term.
- c. Renewal of Appointment to Library Board--Jane Lindsay 110
Proposed Resolution:
That Jane Lindsay be reappointed to the St. Croix Library Board for a one (1) year term

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. Councillor Theissen
2. Councillor Parker
3. Councillor Harding
4. Councillor Chisholm
5. Deputy Mayor Wheaton
6. Councillor Hyslop
7. Mayor MacEachern

O. NOTICE OF CLOSED MEETING

Proposed Resolution:

That pursuant to section 68(1) of the Local Governance Act, Council move to a closed session for the purpose of discussing:

1. Personnel Related Matter
2. Potential Land Disposition
3. Potential Land Disposition

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Proposed Resolution:

That the meeting be adjourned at ____ pm

TOWN OF ST. STEPHEN
REGULAR COUNCIL
WEDNESDAY, JUNE 30, 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 Hyslop

Seconded by Deputy Mayor Wheaton

73/21

THAT the Agenda for the Council Meeting of June 30th, 2021, be approved as amended. **CARRIED**

E. MAYOR'S COMMENTS/PROCLAMATIONS

There were none.

F. DISCLOSURE OF INTEREST

There were none.

G. PUBLIC AND/OR STATUTORY HEARINGS

- a. Statutory Public Hearing of Objections – Z-2-01 and M-2-01- presentation by Vivian Peng for Alex Henderson, Southwest New Brunswick Service Commission
- b. Project Update Best Western Plus – presentation by Tom McFarlane (via Zoom) – target opening date July 1, 2022
- c. Canada 1st Basketball Project Update – Richard Fulton and David Ganong

H. ADOPTION OF MINUTES

a. Minutes of May 26th, 2021

Moved by Councillor Harding
Seconded by Councillor Chisholm

74/21 **THAT** the Minutes of the Council Meeting held on May 26, 2021, be approved as presented. **CARRIED**

b. Minutes of June 15th, 2021

Moved by Councillor Thiessen
Seconded by Deputy Mayor Wheaton

75/21 **THAT** the Minutes of the Council Meeting held on June 15, 2021, be approved as presented. **CARRIED**

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

N/A

J. CORRESPONDENCE

There was none.

K. BYLAWS, PERMITS, AND POLICIES

a. Municipal Plan Amendment – M-2-01

Moved by Councillor Parker
Seconded by Councillor Harding

76/21 **THAT** bylaw M-2-01 be given Second reading. **CARRIED**

b. Municipal Plan Amendment – M-2-01

Moved by Councillor Hyslop
Seconded by Deputy Mayor Wheaton

77/21 **THAT** bylaw M-2-01 be given Third and Final reading. **CARRIED**

c. Zoning Bylaw Amendment – Z-2-01

Moved by Councillor Harding
Seconded by Councillor Chisholm

78/21 **THAT** bylaw Z-2-01, with those conditions as recommended by the Town and Planning staff, be given Second reading. **CARRIED**

d. Zoning Bylaw Amendment – Z-2-01

Moved by Councillor Parker
Seconded by Councillor Thiessen

79/21 **THAT** bylaw Z-2-01, with those conditions as recommended by the Town and Planning staff, be given Third and Final reading. **CARRIED**

L. NEW BUSINESS

Departmental Information Reports

1. CAO Informational Report (CAO 07-21)
2. Planning and Development Report – dated June 21st, 2021
3. Treasurer Informational Report (TR 08-21)
4. Protective Services Departmental Report (PS 09-21)
5. Community Services Departmental Report (CMS 11-21)
6. Public Works Departmental Report (PW 07-21)

Moved by Councillor Harding

Seconded by Councillor Hyslop

80/21 **THAT** the Departmental Informational Reports be acknowledged and received.
CARRIED

REQUEST FOR DECISIONS:

a. DTI Five-Year Plan

Moved by Deputy Mayor Wheaton

Seconded by Councillor Chisholm

81/21 **THAT** Council approves the Designated Highways Five-Year Priorities as presented.
CARRIED

b. Tender Summary – Riverside Drive WWPS#4

Moved by Councillor Thiessen

Seconded by Deputy Mayor Wheaton

82/21 **THAT** Council awards the construction contract to the low tenderer, Fairville Construction Ltd. for their Tender Price of \$557,300.00 (five hundred fifty-seven thousand three hundred dollars) HST included. **CARRIED**

c. Authorization of Signing Officers and Banking - RBC

Moved by Councillor Parker

Seconded by Councillor Hyslop

83/21 **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 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 person; 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 the Royal Bank where the Town of St. Stephen has its account.

d. Authorization of Signing Officers and Banking - BNS

Moved by Councillor Harding

Seconded by Councillor Chisholm

84/21

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

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 this notice.

e. Field Use Agreement – ASD-S

Council directs Town Administration to continue negotiations with Anglophone School District – South in an effort to find mutually agreeable terms for the ongoing maintenance of the athletic fields to the benefit of community user groups.

f. **Award of Contract – Tourism Consultant**

Moved by Deputy Mayor Wheaton
Seconded by Councillor Hyslop

85/21

THAT Council awards the contract for consultant services to undertake a Destination Tourism Assessment to imagine, in the amount of \$25,272.58 (twenty-five thousand two hundred seventy-two dollars and fifty-eight cents) including HST. **CARRIED**

g. **Community Grant Requests**

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

Both items deferred to July 2021 Council Meeting.

M. QUESTION PERIOD

There were none.

N. MAYOR AND COUNCILLOR ITEMS

1. Councillor Reports

Councillor Hyslop

- Attended Canada 1st Basketball meeting
- Attended Charlotte County Museum meeting
- Attended 1 of 3 Strategic Planning meetings
- Attended June 15 Town Council meeting
- Congratulated the Graduating Class of 2021
- Recognized 2021 graduate, Tommy Tinker

Deputy Mayor Wheaton

- Attended Council Orientation (Strategic Planning) Sessions
- Attended June 15 Town Council meeting
- Attended opening of Dairy Queen
- Attended the Regional Service Commission Orientation for new Directors
- Attended Tourism workshop at the Garcelon Civic Center
- Received positive feedback about St. Stephen 150, specifically the booklet
- Received 2nd COVID-19 vaccination
- Received and responded to calls from residents
- Learned more about the history of the Indigenous people through downiewenjack.ca
- Complimented the Bateau on the waterfront trail

Councillor Chisholm

- Discussed the history of the 'Bateau' with many residents
- Attended all Town Council meetings and thanked the CAO for the recent Strategic Planning Sessions

Councillor Harding

- Praised Premier Higgs and team for their work throughout the pandemic and for the COVID-19 vaccine rollout
- Meeting with Sgt. Stubbs next week to arrange a public presentation of RCMP services prior to the 2021/2022 school year

Councillor Parker

- Attended 2 of 3 Strategic Planning Sessions
- Attended Town Council Swearing in Ceremony
- Attended all Town Council meetings
- Received calls from residents about the traffic lights at Dairy Queen, ball fields and Canada Day celebrations

Councillor Thiessen

- Attended all Town Council meetings and thanked the CAO for the recent Strategic Planning Sessions
- Attended the opening of Dairy Queen
- Received and responded to calls from residents

Mayor MacEachern

- Attended the Strategic Planning Sessions and thanked the CAO for his work on the meetings
- Attended the first Regional Service Commission meeting
- Attended Town Council Swearing in Ceremony
- Thanked Deputy Mayor Wheaton and Councillor Thiessen for attending the Dairy Queen opening
- Attended Local Governance Reform meeting
- Attended scholarship meeting at SSHS and congratulated all 2021 Graduates and scholarship recipients
- Received and responded to calls from residents
- Attended former Town employee Had Tapley's 90th birthday
- Praised all involved in moving Canada Day activities to another day and spoke of the need to learn more of the history of the Indigenous people

O. NOTICE OF CLOSED MEETING

Closed Session

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

86/21 **THAT** Council revert to a Closed Session pursuant to the Local Governance Act, as the subject matter(s) being discussed related 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.

CARRIED

P. RECONVENE TO REGULAR MEETING

Upgrade of Culvert Structures at Billy Weston Brook Agreement

Moved by Councillor Theissen

Seconded by Councillor Hyslop

87/21 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Upgrade of Culvert Structures at Billy Weston Brook Agreement with Crombie Development Limited in the form presented to Council at its closed session on June 30, 2021, as per Section 68(1)(c) of the NB Local Governance Act.

AND THAT the Council of the Town of St. Stephen authorizes the payment of \$314,690.00 (three hundred and fourteen thousand six hundred and ninety dollars and zero cents) as settlement of the funding agreement and subject to verification that all conditions of the agreement have been met. **CARRIED**

Q. ADJOURNMENT

Moved by Councillor Chisholm
Seconded by Councillor Parker

88/21 **THAT** the meeting be adjourned at 8:00 p.m. **CARRIED**

Mayor

Town Clerk

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.

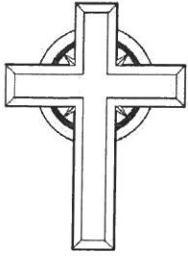
There was only one problem. Juliet was running out of time. She was scheduled to leave to go to Montreal to Concordia for further certification (Bachelor of Fine Arts) and had a growing videography freelance career on the side. What we got to see for the premiere was a beautiful start of what the movie 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

Town of St. Stephen

Planning Report to Council

To: Town of St. Stephen, Council

From: Alex Henderson, MCIP, RPP (NB)
Southwest New Brunswick Service Commission (SNBSC)

Date: July 8th, 2021

Property: PID 01307024, 163 King Street

Owners: Town of St. Stephen

Applicant: Town of St. Stephen Administration

Zoning By-law: Z-2 – Institutional (INST)

Municipal Plan By-law: M-2- Community and Institutional

Summary: The Town of St. Stephen Administration is requesting a rezoning of Town-owned property from the INST (Institutional) Zone to the CM (Commercial Mix) Zone – By-law Z-2. This rezoning also requires changing the properties designation on the Municipal Plan Generalized Future Land Use Map from Community and Institutional to Commercial – By-law M-2.

Background:

163 King Street is currently used as a skatepark and hosts the Town’s former ice-skating rink, the Border Arena. In an effort to give this property an Atlantic Canada Certified Sites Designation, the Town Administration is asking Council to pre-zone this underutilized Town-owned property to attract investment and facilitate economic development. This concept was introduced by Future St. Stephen (FSS). The Town’s Community Services Department has also initiated a community feedback forum to generate additional ideas for the possible redevelopment of the former Border Arena.

As the site contains the Town’s only functional skatepark, this north west corner the property should remain INST (Institutional) zoned, at least or until an alternative site can be found for the skatepark. If the Town decides to keep this as a skatepark, then a subdivision should take place to create a lot of 36 meters wide X 50 meters deep with a right of way over the remnant lot (PID# 01307024) for shared driveway access to King Street.

Planning Comments:

Below are the existing policies in the St. Stephen Municipal Plan that are relevant and in support of the future land use map amendment and rezoning request.

Municipal Plan:

Policy CD-4

“Council shall provide areas for future commercial growth and capitalize on opportunities to provide space for commercial development that serves regional, provincial, national and international markets.”

Proposals

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

External Consultation:

The CAO of the Town was consulted and believes a redevelopment of 163 King Street within the range of the permitted main uses of the Commercial Mix zone would be desirable development for the Town. FSS has recommended to the Administration to pursue the concept of Atlantic Canada Certified Sites Designation.

Discussion:

This is a less-common type of rezoning request in that there is no specific development proposal before Council to consider for this property. Instead, as an economic development initiative, Council would be making a development-ready site and clearing the regulatory hurdles for an unknown future developer. This is the concept behind the Atlantic Canada Certified Sites Designation program. Council’s power in this case is to decide what zone this property should have or whether it wishes to rezone at all.

Various zones were considered for this site by Town Administration, FSS, and planners at the SNBSC. Given the municipal plan’s policies, it was felt that rezoning to a CM (Commercial Mix) zone would both be the most appropriate for location as well as offer the greatest development options for a future investor. Section 6.4.1(1) of the Town of St. Stephen Zoning By-law, lists the following as permitted main uses in its CM Zone:

“One or more of the following *main uses*:

- (i) *neighbourhood commercial use*;

(ii) *large format commercial use*, subject to terms and conditions as may be applied by the *Advisory Committee*;

(iii) *medium density residential use*, subject to *building* and site requirements of sections 5.3.2 (a) & (b)."

The term '*medium density residential use*' here means this zone allows for a variety of multi-unit residential options in a single building. The term '*large format commercial use*' here means this zone allows for a variety of large-scale commercial activities, including warehouse and distribution uses. In addition to these uses, according to section 3.9 of the Town of St. Stephen Zoning By-law which allows for *small-scale secondary uses*, the *Advisory Committee* (PRAC) may allow up to 25% of the gross floor area to be dedicated to alternative uses such as a *light industrial use*. These potentially higher-impact uses, where land use conflicts with neighbouring properties are possible, would still be required to go to PRAC to have terms and conditions applied to minimize impact.

A proposed rezoning of this nature is desirable for St. Stephen as it meets the Town's plan policy of capitalizing on opportunities to provide space for commercial development that serves international markets. In order for Council to approve this development, it must have regard for the conditions that it applies to the rezoning in accordance with Proposal 1) under policy CD-4. Even without knowing what future development may be attracted to the site, Council may be assured that these criteria can be met in the following ways: 1) Council's knowledge of the location, its infrastructure, and its limitations; 2) the fact that potential higher-impact uses in the CM Zone would still require terms and conditions applied by PRAC; and 3) other municipal, provincial, or federal laws which address concerns such as impacts to the environment or guaranteeing access for people with disabilities.

Recommendation:

The Southwest New Brunswick Service Commission staff recommends that Council set a date for a public presentation of this municipal plan amendment and to request the views of PRAC on the amending By-laws M-2-02 and Z-2-02.



Alex Henderson, MCIP, RPP (NB), Planning Director, Southwest New Brunswick Service Commission

BY-LAW NO. M-2-02

**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 Community and Institutional to Commercial 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-2-02, 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*.

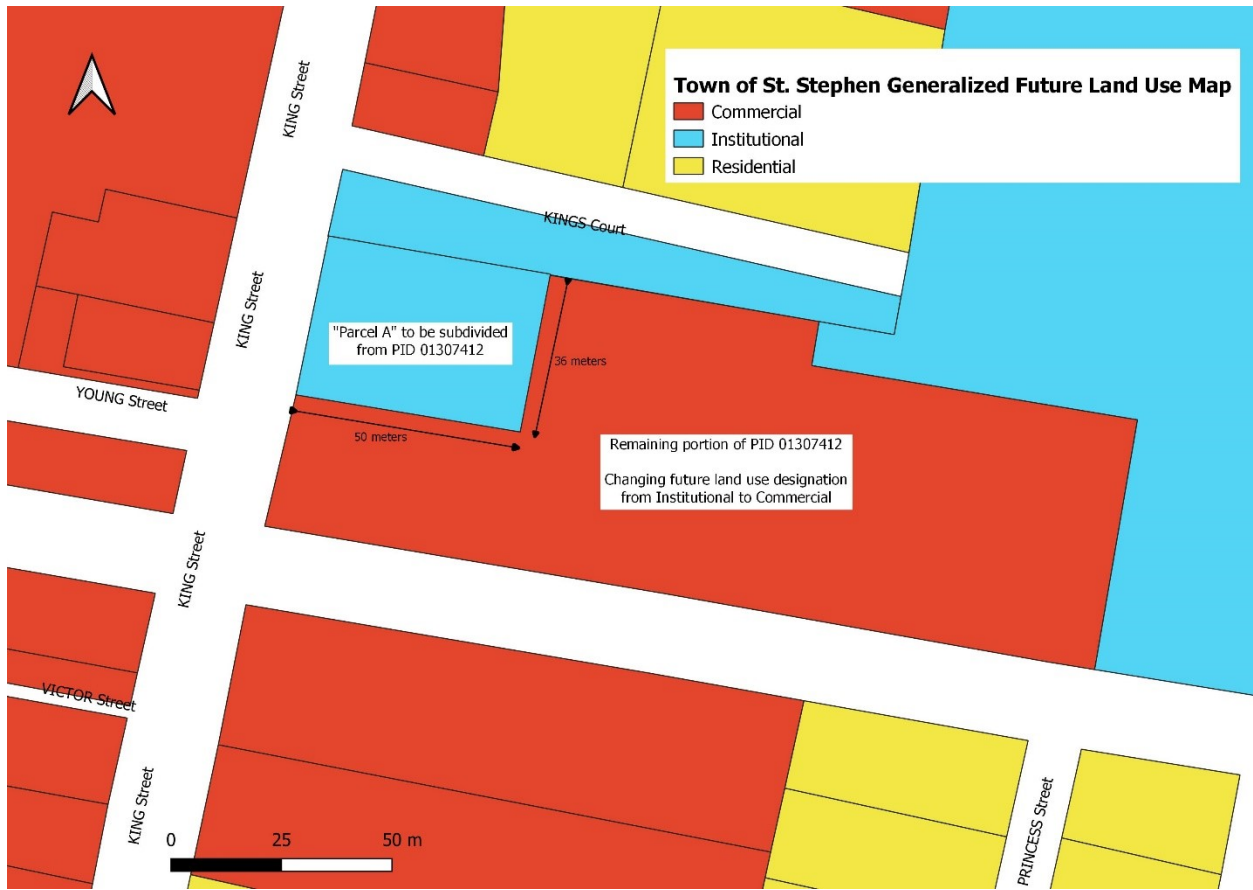
DECLARED before me at the Town
of St. Stephen, in the County of
Charlotte and Province of New
Brunswick, this day of

COMMISSIONER OF OATHS

Jeff Renaud, Clerk

BY-LAW NO. M-2-02

Schedule "A-1"



BY-LAW NO. Z-2-02

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 INST (Institutional) Zone to CM (Commercial Mix) 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-2-02, 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"



Town of St. Stephen

Planning Report

To:	St. Stephen Council
From:	Xander Gopen, MCIP, RPP (NB) Southwest New Brunswick Service Commission
Date:	July 20 th , 2021
Property:	Portion of PID 01297977, 18 St. Croix St.
Owners:	St.Stephen's Association For Christian Education Inc. (St. Stephen's University)
Applicant:	Same
Zoning By-law:	Z-2 – INST (Institutional) Zone
Municipal Plan By-law:	M-2 – Institutional
Summary:	The applicant is seeking to rezone a portion of PID 01297977 from the INST (Institutional) Zone to the R-2 (Residential Mix) Zone. This rezoning also requires an amendment to the Municipal Plan Future Land Use Map.

Background:

18 St. Croix St. currently consists of a single-family residence and a parking lot. While the residence was used as dormitory residences for St. Stephen's University (SSU) at one time, SSU is in the process of selling this portion of the PID (after a boundary adjustment) and any expected future use is residential. SSU will retain the portion with the parking area which will remain in the INST (Institutional) Zone and will be added to the neighbouring PID where the main use is a daycare.

Planning Comments:

Below are the existing policies in the St. Stephen Municipal Plan that are relevant and in support of the rezoning request.

Municipal Plan:

3.3 Policy LU-4 – Proposal 5)

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

Planners note: This proposal will ensure a property is appropriately designated and zoned.

4.3 Policy LU-4 – Proposal 1)

It will be the intention of Council to encourage the provision for a variety of housing types, forms and compact development and through establishing the Residential Designation as shown on the Generalized Future Land Use Map, Schedule A. The intent of this designation will be to provide a variety of housing options in appropriate locations to meet the needs of the population while preserving existing neighbourhoods.

Planners note: This proposal is in an established residential neighbourhood and will not impact the established character.

4.3 Policy LU-4 – Proposal 10)

Council will provide for the stabilization of residential neighbourhoods by:

- a. Encouraging the maintenance and rehabilitation of the existing housing stock;

Planners note: This proposal will allow building permits to be issued for needed renovations on a historic structure.

External Consultation:

The CAO of the Town is supportive.

Discussion:

A use that does not conform to allowed uses for that property's zone cannot be extended as per *Community Planning Act* Section 60. Practically, this means that building permits cannot be issued for issued for a single-family dwelling use. Given that the institutional user (SSU) is selling the property, almost certainly to an individual who will use the structure as a single-family dwelling, the property should be rezoned. Because the property is designated as Institutional in the Municipal Plan's Future Land Use Map, the Municipal Plan By-law must also be amended.

Uses allowed in the R-2 (Residential Mix) Zone will have similar or lesser impact than those allowed in the INST (Institutional) Zone. Given this, staff has no concerns about impacts to neighbours and does not recommend any conditions.

Recommendation:

The Southwest New Brunswick Service Commission staff recommends that Council give first reading to the proposed By-laws M-2-02 and Z-2-02, request views of PRAC, set a date for the Public Presentation of M-2-02 as per Community Planning Act Section 25, and set a date for Public Hearings of Objection as per Community Planning Act Section 111.

See Attachment 5 for the process that must be followed as per the Community Planning Act with recommended motions, scheduling, and necessary public consultation.



Xander Gopen, MCIP, RPP (NB)
Senior Planner

Attachment 1: Application

Attachment 2: SNB Aerial Imagery

Attachment 3: Street View

Attachment 4: Zoning Map

Attachment 5: Municipal Plan Future Land Use Map

Attachment 6: Process



1. Identification

OWNER <i>St. Stephen's Association for Christian Education Inc.</i>			
ADDRESS <i>18 St. Croix St.</i>			
PHONE NUMBERS	Home #	Work #	Cell # <i>506-647-2809</i>
If different from owner	APPLICANT NAME <i>Margaret Anne Smith (President)</i>		
	APPLICANT ADDRESS <i>masmith@ssu.ca</i>		

2. Property Information

LOCATION <i>St. Stephen</i>		PID #	
LOT DIMENSIONS <i>60m x 33m +/-</i>		AREA <i>2054 sqm</i>	
SETBACKS	FRONT <i>3m</i>	SIDE <i>1.5m</i>	REAR <i>3m</i>
EXISTING LAND USE <i>Institutional (dorms, university offices, classrooms, kitchen, meeting spaces)</i>			

3. Amendment(s) Being Requested

A. What type of amendment is being requested? Please check all the apply.

<input checked="" type="checkbox"/>	Zoning By-Law	<i>from INS to R-2 Zone</i>
<input checked="" type="checkbox"/>	Municipal By-Law	<i>from "Community + Institutional" to "Residential"</i>
<input type="checkbox"/>	Rural Plan	
<input type="checkbox"/>	Other	

If applicable, please complete a site plan, showing location of proposed building measurements to property lines.
Architectural renderings and other information may be required by SNBSC staff.

B. Reason for Amendment Request *University has deemed property to be surplus and is selling it to individuals who wish to convert it to a single family dwelling.*

4. Signatures

By signing this application, the owner/applicant hereby gives consent for SNBSC staff to visit on-site.

Signature of Applicant <i>M. Smith</i>	Date <i>July 14, 2021</i>
Signature of Owner (if different from applicant)	

OFFICE USE ONLY:

Fee: \$ <i>400.00</i>	<input type="checkbox"/> DEBIT <input checked="" type="checkbox"/> VISA <input type="checkbox"/> M/C	Received by:	Date Received:	Receipt #:
	<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE # _____	<i>CC</i>	<i>July 14/21</i>	<i>21-206-ZS.</i>

Reviewed by:	Date Reviewed:
Comments:	

July 14, 2021

Dear Council,

St. Stephen's University is in the process of selling 18 St. Croix Street to residents who wish to reconvert this building back into a single-family dwelling. While the property has become surplus for our current needs, it has been used for institutional purposes by the University for over two decades. 18 St. Croix Street has housed university offices and classrooms, and has served as a student or faculty residence. We ask Council to consider this rezoning toward residential (R-2 zone). We feel it would be a natural and obvious repurposing of this stately building to become a fully residential use once more.

As this requirement was not anticipated by the buyers nor sellers in the real estate transaction process, we ask the Council, the Town's Building Inspector, and the Southwest New Brunswick Service Commission (SNBSC), to expedite this request as reasonably as possible. The buyers have nowhere else to go for the time being. The buyer's building permit application, which we have authorized them to apply for, has not been accepted by SNBSC due to the property's current zone. If Council is prepared to consider a rezoning request, we ask that the building permit and the parcel adjustment application (also necessary for this real estate transaction) both be reviewed by the Town's Building Inspector and SNBSC ahead of the rezoning being completed. We hope that once Council is able or willing to give final approval to this rezoning, we could immediately or very shortly-thereafter allow our buyer to obtain their building permit and get the necessary parcel adjustment approved.

Thank you for considering this very urgent and critically important request for us.

Yours sincerely,

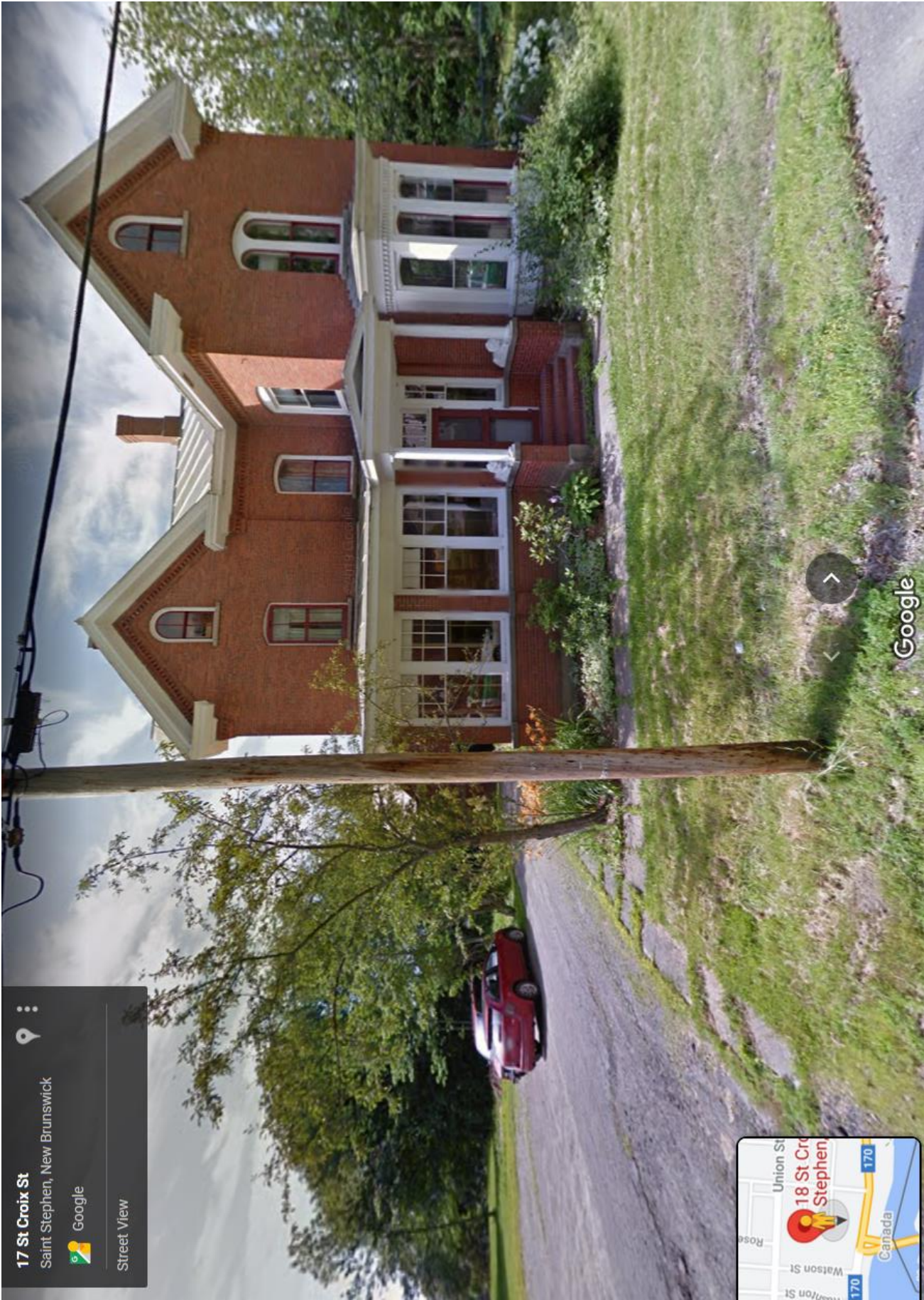


Margaret Anne Smith

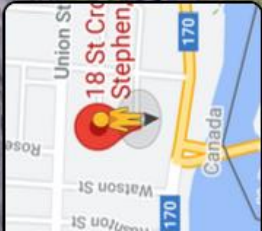
President

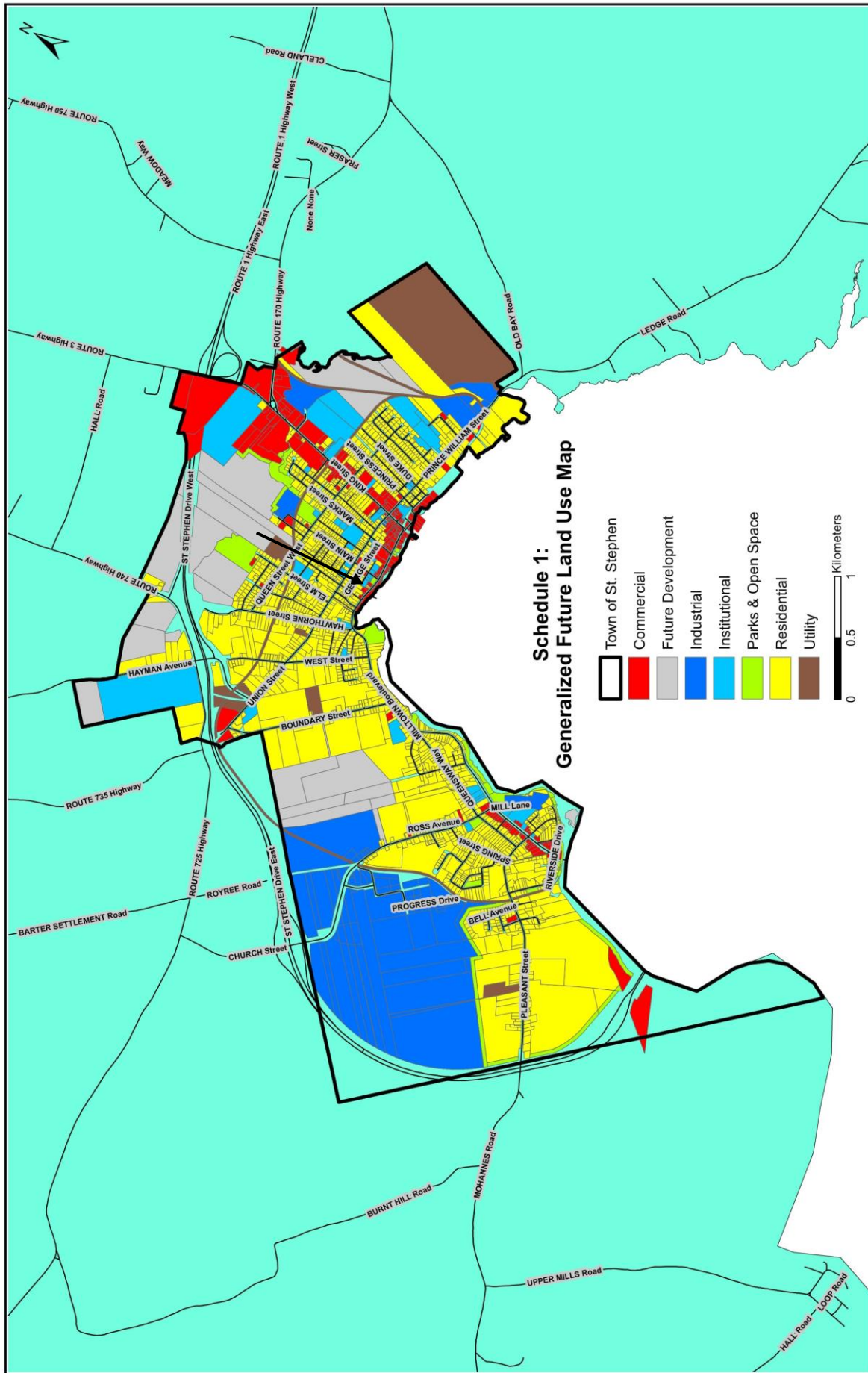
St. Stephen's University

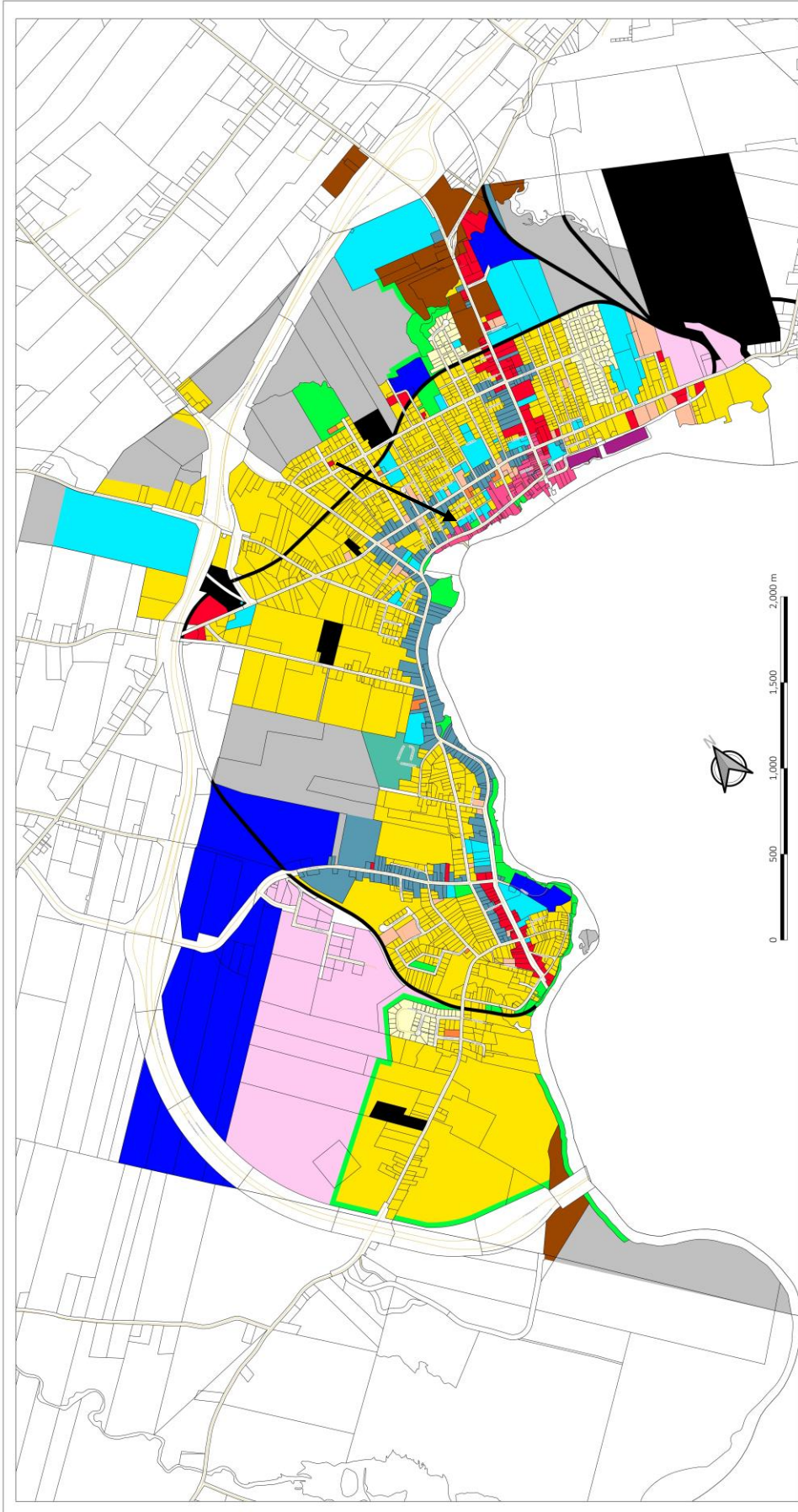




17 St Croix St
Saint Stephen, New Brunswick
Google
Street View







Schedule A: Town of St. Stephen Zoning Map

- Residential Zones**
- R-1 (One and Two Unit Residential) Zone
 - R-2 (Residential Mix) Zone
 - R2-B (Medium Density Residential) Zone
 - R-3 (Multiple Unit Residential) Zone
 - RLL (Rural Land Lease) Zone

- Commercial Zones**
- DT (Downtown) Zone
 - WF (Waterfront) Zone
 - LFC (Large Format Commercial) Zone
 - CM (Commercial Mix) Zone
 - NC (Neighbourhood Commercial) Zone
 - DMU (Downtown Mixed Use) Overlay Zone

- Industrial Zones**
- I-1 (Heavy Industrial) Zone
 - I-2 (Light Industrial) Zone

- Institutional Zone**
- INST (Institutional) Zone

- Special Zones**
- OS (Park & Open Space) Zone
 - UT (Utility) Zone
 - FD (Future Development) Zone

Map Author: Xander Gopen, Planner
January, 2021

Process for Municipal Plan Map amendment and rezoning – 18 St. Croix, St. Stephen

1. 1st. Reading of **M-2-02** *July 28*
2. Set date for Public Presentation of **M-2-02** as per CPA 25(1) [10-14 days before Presentation] *July 28*
3. Request views of PRAC/PAC for **M-2-02** *July 28*
4. Set date for Public Hearing for **M-2-02** as per CPA 111 [21 days before Hearing] *July 28*
5. 1st. Reading of **Z-2-02** *July 28*
6. Request views of PRAC/PAC for ZBI **Z-2-02** *July 28*
7. Public Presentation **M-2-02** *August 6*
8. Public Hearings for **BOTH** *August 6*
9. Views of PRAC on **BOTH** *August 19*
10. 2nd reading of **M-2-02** *September 6*
11. 2nd reading of **Z-2-02** *September 6*
12. 3rd reading of **M-2-02** [30 days after Presentation] *September 6*
13. 3rd reading of **Z-2-02** *September 6*
14. Ministerial Approval of **M-2-02**
15. Registration of **BOTH**

Process for Municipal Plan Map amendment and rezoning – 18 St. Croix, St. Stephen

1. 1st. Reading of **M-2-02** *July 28*
2. Set date for Public Presentation of **M-2-02** as per CPA 25(1) [10-14 days before Presentation] *July 28*
3. Request views of PRAC/PAC for **M-2-02** *July 28*
4. Set date for Public Hearing for **M-2-02** as per CPA 111 [21 days before Hearing] *July 28*
5. 1st. Reading of **Z-2-02** *July 28*
6. Request views of PRAC/PAC for ZBI **Z-2-02** *July 28*
7. Public Presentation **M-2-02** *August 6*
8. Public Hearings for **BOTH** *August 6*
9. Views of PRAC on **BOTH** *August 19*
10. 2nd reading of **M-2-02** *September 6*
11. 2nd reading of **Z-2-02** *September 6*
12. 3rd reading of **M-2-02** [30 days after Presentation] *September 6*
13. 3rd reading of **Z-2-02** *September 6*
14. Ministerial Approval of **M-2-02**
15. Registration of **BOTH**

BY-LAW NO. M-2-03

**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” thereof for the lands shown on Schedule “1” attached hereto and forming part hereof from Institutional 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:

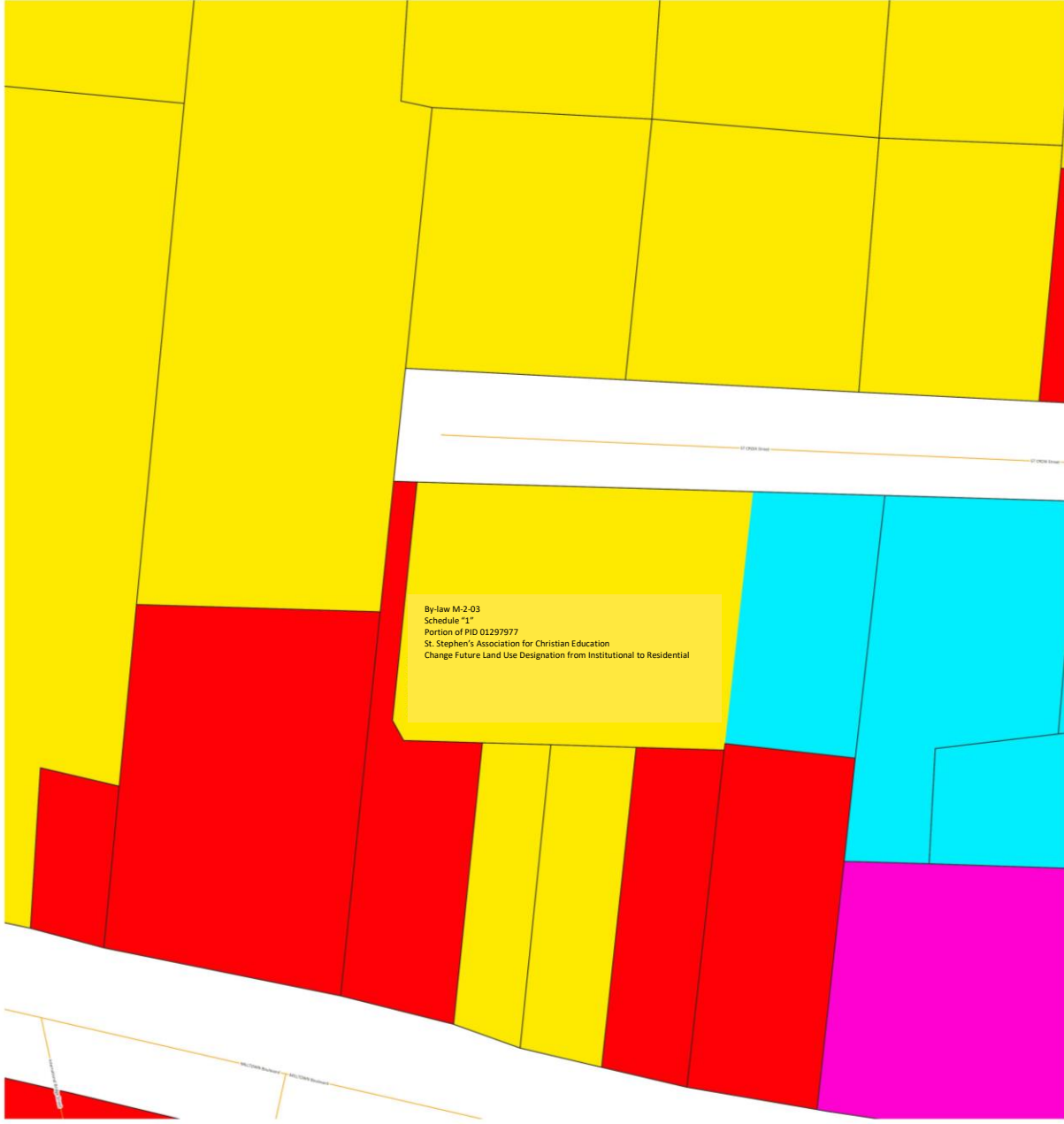
1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 110, 111, and 117 of the *Community Planning Act* have been complied with in respect to Bylaw No. M-2-03, A By-law to amend By-law 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

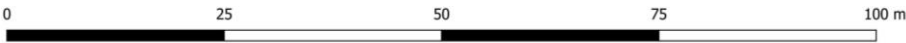
COMMISSIONER OF OATHS

Jeff Renaud, Clerk

BY-LAW NO. M-2-03 Schedule "A"



- St. Stephen Municipal Plan By-law M-2
- Residential
 - Commercial
 - Industrial
 - Institutional
 - Special



BY-LAW NO. Z-2-03

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 the lands shown on Schedule “1” attached hereto and forming part hereof from INST (Institutional) Zone to R-2 (Residential Mix) 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-2-03, 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

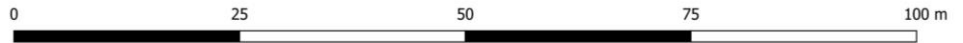
COMMISSIONER OF OATHS

Jeff Renaud, Clerk

BY-LAW NO. Z-2-03 Schedule "A"



- St. Stephen Zoning By-law Z-2
- I-1 (Heavy Industrial) Zone
 - I-2 (Light Industrial) Zone
 - U (Utility) Zone
 - FD (Future Development) Zone
 - LFC (Large Format Commercial) Zone
 - OS (Park & Open Space) Zone
 - INST (Institutional) Zone
 - RLL (Rural Land Lease) Zone
 - DT (Downtown) Zone
 - CM (Commercial Mix) Zone
 - NC (Neighbourhood Commercial) Zone
 - R-3 (Multiple Unit Residential) Zone
 - R-2 (Residential Mix) Zone
 - R-1 (One and Two Unit Residential) Zone
 - R2-B (Medium Density Residential) Zone
 - W (Waterfront) Zone



BY-LAW NO. DI-1

A BY-LAW RESPECTING DEVELOPMENT INCENTIVES IN THE TOWN OF ST. STEPHEN

BE IT ENACTED by the Council of the Town of St. Stephen, under the authority vested in it by the Local Governance Act, and amendments thereto, hereby makes and enacts this By-Law as follows:

1. INTRODUCTION

1.1 This By-Law may be cited as the "Development Incentives By-Law."

2. CONTENTS

2.1 The requirements of this By-Law apply to any municipal incentives provided to developers for developments within the geographical limits of the Town of St. Stephen.

2.2 This By-Law is hereto compromised of the following schedules:

2.2.1 Schedule "A": Town of St. Stephen Development Incentive Policy;

2.2.2 Schedule "B": Development Incentive Application; and,

2.2.3 Schedule "C": Development Incentive Agreement Guidelines.

Read the First Time this ____ day of _____, 2021

Read the Second Time this ____ day of _____, 2021

Read the Third Time this day of _____, 2021

Allan MacEachern, Mayor

Jeff Renaud, Clerk

SCHEDULE "A":

TOWN OF ST. STEPHEN DEVELOPMENT INCENTIVE POLICY

Section 1 - Administration

The Town of St. Stephen Development Incentive Policy (herein referred to as "incentive policy") consists of three (3) streams with unique criteria and conditions for each stream. Developments may be eligible for only one of the three streams. The streams are:

- Stream A - Rental housing development
- Stream B - Commercial development
- Stream C- Industrial development

The Town of St. Stephen will review applications from developers in the form as attached to **Appendix A**. Applications will only be reviewed where a developer's project meets the criteria of this incentive policy. Where an applicant is successful in their application to the Town of St. Stephen under this incentive policy an agreement between the Town and developer may be entered into under **Appendix B**. Grants will only be made payable to the developer subject to the terms of that agreement. The Town of St. Stephen reserves the right to not apply any incentive policy to any particular development if the Town cannot or elects not to enter into a legal agreement with a developer for any reason.

Notwithstanding anything contained in this policy, the Town of St. Stephen Council may offer other incentives such as contributions of land, infrastructure, reduced permit fees, or other grants. Subject to Council approval, these other incentives will be accounted as an offset-of against the total value of the financial incentives to which the project would be otherwise entitled.

For the purposes of this policy, 'development' shall also be understood as including a renovation or re-purposing of an existing building.

Section 2 - General Criteria

These general criteria are applicable to all three (3) grant criteria streams. This means that the incentive policy may only be applied by the Town where the proposed development meets the following general criteria:

- (i) Development is adequately serviced, is appropriately zoned location at the time of application, and is not located in an area that requires the municipality to provide, at its cost, significant new municipal infrastructure;
- (ii) Development is located in an area that would be contiguous to, or infilling between, existing built-up areas;

- (iii) Development is so located that it protects environmentally sensitive and avoids physically unsuitable areas; and,
- (iv) Development has an approved building permit with a reasonable construction cost estimate, no outstanding stop work orders, and no other Building By-law violations.

Section 3 - Stream A

Rental Housing Development

These criteria are applicable to the rental housing incentive policy stream. This means that the incentive policy may only be applied by the Town where the proposed development meets the following criteria:

- (i) Development of market rental housing with a construction value of over \$750,000.00 – (the minimum construction cost on the building permit application must be \$750,000.00); OR,
- (ii) Development of affordable rental housing with a construction value of over \$500,000.00 – (the minimum construction cost on the building permit application must be \$500,000.00) includes mixed-income buildings that offers a mix of affordable and market rental with at least 30% of the total dwelling units are available for rent at 80% of the median market rent.*
- (iii) Developments in Stream A must include at least one of the following:
 - A) Development is in a location with convenient access to schools, recreation facilities, commercial uses and/or employment opportunities (200 m radius);
 - B) Development includes a minimum of six (6) new rental dwelling units, not including renovations of existing dwelling units.

* Median market rent for St. Stephen may be determined with a valid data source accepted by the Town of St. Stephen.

Section 4 – Stream B

Commercial Development

These criteria are applicable to the commercial development incentive policy stream. This means that the incentive policy may only be applied by the Town where the proposed development meets the following criteria:

- (i) Development in Downtown Zone along Milltown Boulevard or King Street, or the Commercial Mix Zone on Milltown Boulevard, with a construction value of over \$300,000.00 – (the minimum construction cost on the building permit application must be \$300,000.00); OR,

- (ii) Development in any other commercial zone with a construction value of over \$1,000,000.00 – (the minimum construction cost on the building permit application must be \$1,000,000.00);
- (iii) Developments in Stream B must include at least one of the following:
 - A) Development is a mixed-use development which incorporates both multiple classes of land uses, such as both commercial and residential uses;
 - B) Development in any commercial zone contributes to the enhancement of the streetscape by including a combination of outdoor seating areas, public art, outdoor patios, and landscaping, or similar amenities or aesthetic features.

Section 5 – Stream C

Industrial Development

These criteria are applicable to the industrial development incentive policy stream. This means that the incentive policy may only be applied by the Town where the proposed development meets the following criteria:

- (i) Development with a construction value of over \$750,000.00 – the minimum construction cost on the building permit application must be \$750,000.00;
- (ii) Developments in Stream C must meet at least one (1) of the following:
 - A) Development takes advantage of an existing district energy system or provides opportunities for synergies, reuse of by-products, or co-generation with any adjacent businesses;
 - B) Development maximizes energy efficiency through site design, building design, or building rehabilitation.

Section 6 – Bonus Incentive Points

Bonus incentive points may be awarded on a one (1) point per criteria-met basis. The incentive points for the bonus criteria may be awarded where it can be demonstrated sufficiently to the Town of St. Stephen, by the developer, that they are meeting these criteria in their new development. In addition to the list below, one (1) point may be awarded if the development met both of the ‘either/or requirement’ options from their respective Streams:

Stream A	Stream B	Stream C
Net zero emissions	Net zero emissions	LEED certified
Age-friendly design features	Age-friendly design features	Business exports to region/intl.
Utilizes renewable energy	River-oriented design features	Business manufactures products
Building designed by architect	Business exports to region/intl.	Business maximizes recycling
Preserves heritage features	Preserves heritage features	Produces renewable energy
Renovation of existing building	Building designed by architect	Business includes laboratory
Rain water gardens	Business is an FSS priority	Rain water gardens or wetlands
Development in infill location	Development in infill location	Development in infill location

Other*	Other*	Other*
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*A maximum of one (1) point may be awarded for a different innovation or public good not listed, subject to approval from the Town of St. Stephen.

Section 7: Grant Formula

The Town of St. Stephen will apply a formula to give grants to developers over five (5) years for developments eligible under this policy and where an agreement is entered into by both parties (**Appendix B**). The development incentive grant formula is as follows:

- Incremental property value increase (see Chart 3) at one (1) year after completion: **V**
- Base Town of St. Stephen economic development incentive rate (0.010%): **D**
- Bonus incentive points (1 point = 0.001%, to a maximum of 0.005%): **P**
- Year of the grant rate (see 'Chart 1' for rates): **Y**
- **INCENTIVE FORMULA:** $V \times (D+P) \times Y =$ annual payable grant to developer
- See example in 'Chart 2' for a project with a \$1,000,000.00 incremental property value

Chart 1: Year of the Grant Rate	
Year 1	95%
Year 2	85%
Year 3	75%
Year 4	65%
Year 5	60%
Year 6	55%
Year 7	50%
Year 8	40%
Year 9	40%
Year 10	40%

Chart 2: Payable Grant (e.g. \$1,000,000 Incremental Property Value Increase with +5 Bonus Points)	
Year 1	\$ 14,250.00
Year 2	\$ 12,750.00
Year 3	\$ 11,250.00
Year 4	\$ 9,750.00
Year 5	\$ 9,000.00
Year 6	\$ 8,250.00
Year 7	\$ 7,500.00
Year 8	\$ 6,000.00
Year 9	\$ 6,000.00
Year 10	\$ 6,000.00

Chart 3: Incremental Property Value Example (Service New Brunswick's Listed Assessed Value)	
Property X in Year 2025 ('Year 0')	= 220,000 (vacant land)
Property X in Year 2026 ('Year 1')	= 1,220,000 (20-unit apartment building)

Incremental property value appreciation (V) at 1 yr:	= 1,000,000
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**SCHEDULE "B":
DEVELOPMENT INCENTIVE APPLICATION**

Registered owner of property: _____ PAN #: _____

Address: _____

Contact: _____

Description of development: _____

Letter attached indicating how development meets Town's incentive policy? YES NO

Construction cost of development: _____

REGISTERED OWNER SIGNATURE: _____ Date: _____

PUBLIC WORKS:

Does the development require significant new municipal infrastructure (i.e. excluding standard curb-cuts or stub-into existing services) ? YES NO

Comments: _____

SIGNATURE: _____ Date: _____

PROTECTIVE SERVICES:

Has a building permit with no outstanding stop work orders violations? YES NO

Applicant has reasonable construction value estimate on permit application? YES NO

Comments: _____

SIGNATURE: _____ Date: _____

SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION (SNBSC):

Does the applicant's project qualify under Section 2? YES NO N/A

Does the applicant's project qualify under Section 3? YES NO N/A

Does the applicant's project qualify under Section 4? YES NO N/A

Does the applicant's project qualify under Section 5? YES NO N/A

Comments: _____

SIGNATURE: _____ Date: _____

TOWN OF ST. STEPHEN (CAO):

Do any other incentives (eg. land, infrastructure) apply? YES NO Est. (\$): _____

Number of incentive bonus points awarded per Section 6? (#): _____

Annual Payable Grant to Developer	
Year 1	=
Year 2	=
Year 3	=
Year 4	=
Year 5	=

Comments: _____

Town CAO signed development incentive agreement with the developer? YES NO

SIGNATURE: _____
 Date: _____

SCHEDULE "C":

DEVELOPMENT INCENTIVE AGREEMENT GUIDELINES

A developer who is eligible for grants under the Town of St. Stephen Development Incentive Policy is also required to enter into a legal agreement with the Town of St. Stephen, as overseen by the Town of St. Stephen CAO. A development incentive agreement will need to outline the terms of the grant that are acceptable to both parties, prior to the disbursement of any payment under this program. Despite an otherwise successful application under the Town of St. Stephen Development Incentive Policy, failure to successfully enter into a legal agreement between the Town and the Developer will nullify any grant.

Suggested Terms of a Development Incentive Agreement

1. Successful applicants are required to provide a progress report when the project is 80% complete.
2. The successful applicant must allow the Town of St. Stephen access to the site upon completion of the project to conduct a final inspection prior to the disbursement of funds.
3. Incentive grants under this program will only begin to be payable one (1) year after 100% completion of the project, including any applicable deficiencies, as determined by the Town of St. Stephen.
4. Annual payments will be disbursed in a form of payment determined by the Town of St. Stephen.
5. All payments disbursed under this program will be payable to the owner of the property as indicated by the Service N.B. property account number (PAN) at the time of the completion date of the project.
6. The disbursement of funds can be transferred to a new legal owner of the project subject to the conditions of the original agreement, and further, the signing of a new agreement with the new project property owner and the Town of St. Stephen.

Suggested Audit Procedures for a Development Incentive Agreement

1. Where a development incentive is granted on the basis that a minimum of 30% of the rental dwelling units will be affordable (*) a separate promissory note shall be signed to that effect.
2. Affordable rental dwelling units must remain as outlined in the original application for a minimum of fifteen (15) years after the completion of the project as outlined in the promissory note and shall not be eligible for conversion to other types of units during this time period.
3. The successful developer for this program must allow the Town of St. Stephen to perform any other audit related to conditions of approval or related to affordability criteria.
4. Prior to providing the Year 1 grant payment to a Developer, the Town must have evidence of a successful final building inspection conducted by the Town's building inspector.



Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 10-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: July 28, 2021
Subject: CAO REPORT

Recommendation: That Council accept this report for informational purposes.

The activities of the Office of the Chief Administrative Officer for the reporting period included the following:

- 1) As previously reported the CAO was on scheduled vacation leave for the majority of this reporting period. Many thanks to the Director of Protective Services for serving as the Acting CAO in my absence.
- 2) The Town received notice from the Government of New Brunswick that pursuant to the terms of a previous funding agreement, they are demanding the repayment of a portion of funds provided to the Town of St. Stephen. This relates to the extension of utility services to the St. Stephen Landing development. The Town CAO and legal Counsel have initiated the steps necessary to mitigate the impact to the municipality related to this situation.
- 3) Initial drafting of the Development Incentive Bylaw has been completed and has been included on this agenda for 1st reading consideration.

DEVELOPMENT INCENTIVE BYLAW:

Initial draft of bylaw was completed. However, upon testing the criteria some concerns were raised that have caused staff to re-evaluate some of the calculations. Presentation of the draft will occur in July 2021.

CAO SUMMER LEAVE

CAO will be taking some scheduled vacation leave during the month of July. Leave will consist of the following dates: Friday July 2nd; July 9 to July 23rd inclusive. During this time Senior Staff will be placed into an "acting role". Senior staff will be provided contact information should it be required.



Southwest New Brunswick Service Commission

As of July 21st, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- Provided Council with a rezoning by-law M-2-02 and Z-2-02 for the Border Arena property – Institutional to Commercial Mix zoning – as part of a Town/FSS-led economic development initiative (see planning report);
- By-law amendments M-2-01 and Z-2-01 for Prince William Street Apartments are now adopted – by-laws need to be signed and registered to take effect;
- SNBSC continued working on modifications to a development incentive policy, in alignment with the Municipal Plan, for consideration by the Council;
- PRAC approved a height variance related to a chain-link fence at 5 Pagan Street at its July 15th meeting;

Development Update

- Eighty-five (85) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$1,977,153.29, total permit revenue for Town: \$ 10,338.70);
- Three (3) development permits issued to date in 2021 – no change in reporting period;
- Two (2) new subdivision plans approved to date in 2021;
- Ten (10) 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	

May 17/21	3 Ross Ave., St. Stephen	Foundation repair	\$ 4,500.00	\$ 25.00	Review complete, sent to Maner	
May 12/21	274 Milltown Blvd., St. Stephen	Heat Pump	\$ 22,000.00	\$ 110.00	Review complete, sent to Maner	
May 13/21	235 Milltown Blvd., St. Stephen	steps	\$ 800.00	\$ 25.00	Review complete, sent to Maner	
May 10/21	33 Riverside Dr., St. Stephen	deck	\$ 3,500.00	\$ 25.00	Review complete, sent to Maner	
May 6/21	7 Deacon Lane, St. Stephen	pool and enclosure	\$ 6,838.83	\$ 34.19	Review complete, sent to Maner	
May 12/21	90 Union St., St. Stephen	Deck replacement	\$ 6,200.00	\$ 31.00	Review complete, sent to Maner	
May 7/21	36 Milltown Blvd., St. Stephen	Alteration/repair	\$ 35,000.00	\$ 175.00	Review complete, sent to Maner	
May 12/21	15 George St., St. Stephen	Deck	\$ 2,500.00	\$ 25.00	Review complete, sent to Maner	
May 19/21	54 Queen St. W., St. Stephen	shed	\$ 500.00	\$ 25.00	Review complete, sent to Maner	
May 14/21	42 Thompson Ave., St. Stephen	Pool replacement	\$ 6,000.00	\$ 30.00	Review complete, sent to Maner	
May 17/21	7 St. Croix St., St. Stephen	Ornamental Structure attached to fence	\$ 700.00	\$ 25.00	Review complete, sent to Maner	
May 25/21	11 School St., St. Stephen	Window replacement	\$ 309,719.46	\$ 1,274.30	Review complete, sent to Maner	
May 17/21	6 Groom St., St. Stephen	pool and enclosure	\$ 15,000.00	\$ 75.00	Review complete, sent to Maner	
May 27/21	18 St. Croix St., St. Stephen	Demolition	N/A	\$ 25.00	Review complete, sent to Maner	
JUNE						
May 27/21	74 Union St., St. Stephen	pool	\$ 7,500.00	\$ 37.50	Review complete, sent to Maner	VARIANCE
May 28/21	7 Elm St., St. Stephen	Replace front porch	\$ 9,000.00	\$ 45.00	Review complete, sent to Maner	
May 31/21	56 West St., St. Stephen	Alteration/repair	\$ 65,000.00	\$ 325.00	Review complete, sent to Maner	
June 2/21	6 Oaksway, St. Stephen	Heat pump	\$ 6,000.00	\$ 30.00	Review complete, sent to Maner	
June 4/21	61 Marks St., St. Stephen	Deck extension	\$ 3,000.00	\$ 25.00	Review complete, sent to Maner	
June 8/21	312 Milltown Blvd., St. Stephen	pool and deck	\$ 6,000.00	\$ 30.00	Review complete, sent to Maner	
June 9/21	282 King St., St. Stephen	roof	\$ 98,250.00	\$ 491.25	Review complete, sent to Maner	
June 14/21	29 Queen St. W, St. Stephen	Steps	\$ 2,500.00	\$ 25.00	review complete, sent to Maner	
June 15/21	26 Queen St. E., St. Stephen	Heat pump	\$ 5,000.00	\$ 25.00	Review complete, sent to Maner	
June 17/21	457 Milltown Blvd, St. Stephen	Fire Alarm Upgrade	\$ 7,800.00	\$ 39.00	Review complete, sent to Maner	
June 21/21	17 Milltown Blvd., St. Stephen	Shed	\$ 1,250.00	\$ 25.00	Review complete, sent to Maner	
June 14/21	23 Rose St., St. Stephen	Pool with enclosure and fence	\$ 7,000.00	\$ 35.00	Review complete, sent to Maner	
June 23/21	41 Church St., St. Stephen	Windows, siding and soffits	\$ 15,000.00	\$ 75.00	Review complete, sent to Maner	
June 29/21	45 Parkwood Drive, St. Stephen	Single family dwelling	\$ 140,000.00	\$ 850.00	Review complete, sent to Maner	
June 30/21	143 Queen St. W, St. Stephen	Demo	Unknown	\$ 25.00	Review complete, sent to Maner	
JULY						
June 25/21	183 Union St., St. Stephen	Fence with roof - dog kennel	\$ 2,000.00	\$ 25.00	Review complete, sent to Maner	

July 2/21	12 Park Wood Dr., St. Stephen	pool with enclosure	\$ 8,000.00	\$ 40.00	Review complete, sent to Manzer	
July 5/21	32 Abbott St., St. Stephen	pool with enclosure	\$ 8,000.00	\$ 40.00	Review complete, sent to Manzer	
July 6/21	56 Hill St., St. Stephen	pool with enclosure	\$ 4,400.00	\$ 25.00	Review complete, sent to Manzer	
July 7/21	8 George St., St. Stephen	demo of porch and redo siding	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	
July 8/21	30 School Street, St. Stephen	detached deck	\$ 2,500.00	\$ 25.00	Review complete, sent to Manzer	
June 4/21	5 Pagan St., St. Stephen	Fence	\$ 13,980.00	\$ 70.00	Review complete, sent to Manzer	
July 20/21	352 Milltown Blvd., St. Stephen	Fence	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	



Town of St. Stephen Information Report to Council Report: CMS 13-21



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: July 28th, 2021
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

Past Month's Tasks:

- a. Working towards resolving the issue of maintenance, access and scheduling of the school fields continues. In the spirit of letting the community groups play we are dragging and lining the fields once a week.
- b. The Border Arena Review Committee – the committee had a presentation from Cherie Stewart from SWNB Regional Services Commission on July 20th, to discuss regionalization in recreation and how this would impact the Border Arena location.
- c. Town Scheduling Software – the Townsuite system went live on July 26th.
- d. Tourism initiative – The process continues with emails and meetings with imagine as they prepare the market readiness research, the next in person workshop will be August 11th.
- e. The dock for the wharf now has warning signs to keep the gate closed but not locked, plus there are no jumping signs in place after teenagers were caught diving from the top. The quotes for additional safety work are yet to be received.
- f. New wayfinding signage is being added to the Waterfront Trail in the next few weeks, signs will be in English, French and Passamaquoddy language. A WAWA permit has been applied for so brush will be cut on the trail near the Beacon appts and behind Somethings Brewing to help users see the river.
- g. 2 new bike racks will be added to the trail at Chocolate Park and the wharf plus a recycled bike rack will be added to the Milltown Pool.
- h. Asphaltting the old skatepark for a potential pickleball court has been delayed because the local plant is closed, asphalt now is supplied from St. John.
- i. I successfully completed the municipal finance course through Dalhousie University.

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

Administration & Accounting

Monthly Projects (June 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 (Anticipating a Summer Launch).
- g. Various administrative and accounting.

Statistics (June 2021):

- h. The Walking Track had approx. 332 users check-in.
- i. The Arena will remain closed until August.
- j. The Fitness Center had approx. 1349 member's check-in.
- k. The Pool had approx. 829 member's check-in.
- l. Membership Sales (approx.):
 - i. Monthly = 86 sold
 - Semi/Annual = 2 sold
 - Punch Cards = 39 sold

Aquatics & Programming

Past Month's Events:

- a. The GCC Aquatic Facility closed on July 5th as planned, and facility cleaning was completed.
- b. Core samples of the pool deck were taken to determine the quality of the sand base under the tiles, with results pending.

Update on Aquatic Programming:

- a. The new staff members started with approval from GNB over the last week of the month.
- b. The Lifesaving Instructor (LSI)/Examiner's course concluded with 4 staff members enrolled.
- c. Two sessions of swimming lessons at the W.T. Booth Aquatic Facility have concluded with somewhat low registration. This is however anticipated to increase when COVID related precautions are lifted.

Operations and Maintenance

1. Ongoing preventative maintenance in GCC facility.
2. Regular preventive maintenance completed on all heat pumps throughout building.
3. Floor covering is still installed over the ice surface, will be removed end of July. Humidity issues resolved by renting large air moving equipment. Will be returned after floor is removed.
4. Ice plant #5 has spilt a large low pressure copper line, it is offline, repairs are scheduled.
5. Vaccine clinics are on going.
6. Two maintenance employees completed the East Coast Arena 3-day training course.
7. Aquatics area shutdown for annual cleaning and maintenance, will be filling pools back up the end of July to reopen August 2Nd.

8. Aquatics lobby area heat pump required some major repairs, this will be completed during the Aquatics shutdown time.
9. Restocked out supplies back to normal counts in preparation of going back to a normal building schedule.

5 Kings building

1. Works Dept trimmed large tree on the south side of the building.
2. Large plant growth around the outside heat pump bullpen has been cleaned from the fence.
3. Dealt with some unpaid invoices.

Library

1. Dealt with invoices for cleaning as well as paper products and cleaning products for building.
2. Large plant growth around the outside heat pump bullpen has been cut and removed.

RCMP building.

1. Investigated the smell of sewer in the building, had works dept. look but couldn't find anything wrong.
2. Soffit work was carried out to cover holes in the soffit.
3. Looking into removing the older wooden structure on the rear of the building. To be replaced next year.
4. Driveway elevation work still to be carried out on the south side of the building.

Events Development

Past Events:

- a. Chocolate Recipe Contest – Began in February and runs monthly, with 1 winner per month plus a grand prize winner in December (for 12 recipes total). We will retain the rights to all submitted recipes and can compile a cookbook in the future. Joint venture between the Town and the Chocolatier.
- b. Swearing in Ceremony at Chocolate Park
- c. Grand March at GCC – sponsored by the Town
- d. July 1st – Canada Day – CANCELLED
- e. July 3rd – Path to Green Summer Kick-Off
 - i. IWK Carnival on arena surface – 374 attendees
 - ii. Concert in the Park – 92 attendees

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

- f. 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
- g. 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.
- h. Summer Concert Series – Every Thursday evening 6:30 – 8:30pm July and August. Banners have been placed in both locations.

- i. July 31st – 12-4pm - 150 Strongest Man/Woman Challenge – arena surface and Budd Ave for truck pull (closure from 2-4pm on Budd Ave along waterfront). 10 men and 10 women will be competing for the strongest in their division.
- j. August 2nd – New Brunswick Day – 11am-2pm - Chocolate Park. Cake, activities, music, games. The town will be partnering with Chocolate Fest for activities in the park. Farmer’s Market on the waterfront 9-2.
- k. August 5th-7th – International Festival – **pending Path to Green Recovery – Hands Across the Border. Parade officially cancelled.** Americans confirmed they will be doing fireworks on Saturday evening this year – town gave our share of the cost as previously agreed to by the committees; Full Circle will be playing for free for the town at the kiosk location. Events are online (Facebook and Town Website). Budd Ave will be closed beginning at 7pm night of the fireworks for safety and to allow more social distancing.
- l. August 13-15th – RibFest at the GCC (sponsored by GSAR). 11-8 Friday/Saturday, 11-6 Sunday. Waiting on confirmation if it will be drive thru or walk-up (pending GNB Guidelines).
- m. August 28th – 1-4pm – GCC – Trekk.It TV show filming season 3 finale in town. They will arrive at Red Rooster on their ATVs and will be escorted in to the GCC by our fire trucks “parade style”. RCMP has been notified. Trucks will escort the ATVs out of town again at 4pm. DJ, Car show, ATV show and shine, prizes, market vendors will all be onsite. Budd Ave will be closed along the waterfront. Local ATV club will join the TV show riders for the ride in and out of town.

Additional Information:

- n. Covid clinics move back upstairs in August
- o. Hockey Camp August 9th-13th
- p. Community Christmas Tree plaque put in place
- q. First Landing plaque will be created and placed along the waterfront by the 150 Committee with assistance from Darren McCabe.
- r. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- s. The Town Information Kiosk opened July 1st, and 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: Protective Services 10-21



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, July 28, 2021
Subject: Protective Services Report

Recommendation: That this report be received for informational purposes.

Fire Chief Report

1. Alarms were:	Town Alarms	7
	Out of Town Alarms	4
	Total	11

Alarms	# Calls	# FF	# Hours
1. MVA	3	42	105
2. Structure Fire	2	25	61
3. Alarm (no fire)	2	21	21
4. Smoke in Building	1	14	14
5. Vehicle Fire	1	11	11
6. Nuisance Fire	2	2	2

Total

SSFD	11		
Other FD	28		
St Stephen PW	2		
St Andrews PW	1		
Total calls dispatched	42		(June 22 – July 20)

2. Fire Department Activities

1. Monthly meeting
2. Fire extinguisher program
3. Training with RCMP Protective Services
4. Maintenance work on antiques

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Senior Management Team meetings.
4. NBCC Association Training Representative duties.
5. Director of Protective Services duties. (Building and By-law)
6. Office of Fire Marshal Zoom meeting.
7. JHSC meetings and related work.
8. GNB Press Conferences.
9. Completed Dalhousie College of Continuing Education Municipal Finance online course.
10. 2021 FD equipment purchasing review.
11. FFA (Fire Service Communications Working Group) virtual meeting.
12. Fire Underwriters Survey document submission.
13. Covid Policy – Going to Green
14. VFIS Insurance Renewal
15. Acting CAO July 9 – 25

4. Equipment

The remote rescue trailer was rewired to facilitate the connection of a generator to provide on-scene power to use the trailer as a rehab/command location on longer term incidents. This rewiring also took care of some lighting troubles that had been plaguing the unit.

SCBA units have gone through annual inspection and repairs.

Three firefighters were sized for replacement bunker gear.

Breathing air compressor went through semi-annual certification and maintenance.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

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

Assist other Dept. (3)

Received a message from Michelle Vest with regards to an extension of the noise variance

Informed her that this would have to go to Council.

Received a call from Michelle Vest regarding the market.

Passed on the appropriate info to her.

Received a call from the SPCA asking for help removing a 100 lb. pot belly pig from a residence in Town.

Patrol made and along with the Provincial Vet. The pig was removed.

Assist General Public (15)

- (1) Received a call from a lady with regards to a rodent issue on Porter St.

Spoke to the homeowner and they will rectify the issue.

- (2) Received a complaint from a lady about her neighbor's hedge being too high.

The neighbor has since cut the hedge down to an appropriate height.

- (3) Received a call from a lady with regards to having a fire pit.

The information was passed on to her.

- (4) Received a call with regards to extended parking in Town

Information was passed on to them.

- (5) Received a call from a lady about a rodent problem at her apt. building.

Directed her to the proper people to look after this for her.

- (6) Received a call from a lady with regards to a tire swing at her neighbor's house being a suicide hazard.

Patrol to the area and the swing is approx. a foot off the ground and not a hazard.

- (7) Received a call about from a lady with regards to people speeding on School St.

Informed her to call the RCM Police as this is a Motor Vehicle Act issue.

- (8) Received a call from a lady about four wheelers tearing up and down School St.

Informed her to call the RCM Police as this is an All-Terrain Vehicle Act issue.

- (9) Received a call from a person regarding a yard sale.

Information was passed on.

- (10) Received a call from a gentleman about his neighbor's garbage not being picked up.

Patrol made and found it had been picked up.

- (11) Lady called regarding installing a pool.

By law pertaining to pools was sent to her.

- (12) Received a call from a local business owner inquiring if we have a paper bag by law in effect.

Informed her that we do not.

- (13) Received a call from a gentleman looking for info on putting in a retaining wall.

Building inspector to relay proper info on to him.

- (14) Received a call about a residence on Pleasant St with their garbage over-flowing.

Letter was sent to the homeowner explain the garage by law.

- (15) Received a comp. from a citizen group complaining about a certain property in Town.

Directed him to Call Chief Morton.

Parking (10)

- (1) Nine warnings given for parking violations.

- (2) Received a call from a citizen complaining of parking on Milltown Blvd.

Informed him that we are stepping up enforcement in the area.

Brent MacDougall, By Law Enforcement

Report of the animal control officer

I patrolled the town daily, I responded to all calls and complaints. Two calls from the post office about dogs being tied out and dangerous. One on Veazey St. and they are moving the dog. Warning given. The mail man was bitten by a pit bull on Sprucewood Court. I checked for up to date needles and am moving the dog to a safer location. Also, a dog fighting with another dog on Hill St. Warnings given. I spoke to a couple of dog owners about keeping their dogs on a leash.

Regards,

Mike Shannon

Animal Control Officer

Building Inspection Report

The month of June brought in a total of fourteen (14) permits which represents \$2,223,199.50 (Two Million, Two Hundred and Twenty-Three Thousand, One Hundred Ninety Dollars and Nine & 50 cents) in building costs. The total for the year is seventy-three (73) permits at a total amount of \$3,773,872.79 (Three Million, Seven Hundred and Seventy-Three Thousand, Eight Hundred and Seventy-Two & 79 cents).

One (1) Stop Work Orders were issued in the month June. This office has two (2) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed eighteen (18) 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.

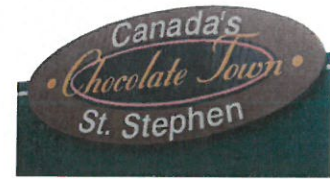
Respectively Submitted

Manzer Young

Manzer Young
Building Inspector
Town of St. Stephen



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



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: July 28, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) June 2021 cheque register listing
C) May 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 May 31, 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 June 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 81 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 115 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 September 30, 2020.
-Department Head and Council Statements to May 31, 2021

2) Meetings:

- a) Accounting Department staff meetings.
- b) Senior Managers staff meetings.
- c) Tender Closing-Riverside Drive WWPS #4 replacement-June 25, 2021
- d) Council meeting-June 30, 2021.
- e) Accounting Software Webinar-July 8, 2021.
- f) Tender Closing-All Season Dump Body-July 9, 2021.
- g) Implementation of Customer Portal and Recreation Services software-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 (Boundary 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).
 - 15) All Season Dump Body.

- b) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to May 31, 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 Customer Portal and Recreation Services software-In progress.
- m) eScribe and Access E11 software training-In progress.

B) June 2021 Cheque Register Listing

MEMORANDUM

TO: TIM TOZER, TREASURER
FROM: KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER
SUBJECT: JUNE 2021 CHEQUE REGISTER LISTING
DATE: JULY 20, 2021

Please find the June, 2021, Cheque Register Listing with Paid Bills in the amount of \$1,165,428.12 (One Million, One Hundred Sixty-five Thousand, Four Hundred Twenty-eight Dollars and Twelve Cents).

Regards,


Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 0000000001 to 0000027812 dated between 06-01-2021 and 06-30-2021

CHEQUE REGISTER

Printed 8:25:00AM 07/21/2021

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Number	Issued	Amount	SC	Status	Status Date
026468	06/07/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBPINT2021 GG-SERIES "BP"-INTEREST	51,343.50 51,343.50	A/P	CLEARED	06/30/2021
026470	06/01/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBQINT2021 GG-SERIES "BQ"-INTEREST	612.50 612.50	A/P	CLEARED	06/30/2021
026472	06/12/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBRINT2021 GG-SERIES "BR"-INTEREST	1,877.50 1,877.50	A/P	CLEARED	06/30/2021
026479	06/01/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBQPRI2021 GG-SERIES "BQ"-PRINCIPAL	35,000.00 35,000.00	A/P	CLEARED	06/30/2021
027568	06/01/2021 BELL MOBILITY INC. 523889487MAY21GG GG/PC/PS/TS-ADMIN-CELL PHONE C 523889487MAYCC CC-ADMIN-CELL PHONE CHARGES	1,230.72 1,072.08 158.64	A/P	CLEARED	06/30/2021
027569	06/01/2021 CALDWELL LESLIE MAY112021 TS-STC-CUTTING DOWN BAD TREE	200.00 200.00	A/P	CLEARED	06/30/2021
027570	06/01/2021 CANADIAN SPRINGS 19100841050121PS PS-RCMP-WATER 19100841050121TS TS-SHOP-WATER	162.91 130.03 32.88	A/P	CLEARED	06/30/2021
027571	06/01/2021 CERTIFIED TRACKING SOLUTIONS, INC. 299890 TS-FLEET-PRO AIRTIME, ROUTING / 303367 TS-FLEET-PRO AIRTIME, ROUTING / 309575 TS-FLEET-PRO AIRTIME, ROUTING / INV309165 TS-FLEET-CELLURAL ACTIVATION F	4,855.20 770.38 770.38 1,430.72 1,883.72	A/P	CLEARED	06/30/2021
027572	06/01/2021 CHARLOTTE COUNTY ALTERNATIVE TRANSPORTA GRANT2021 GG-GRANT-2021 GRANT	3,000.00 3,000.00	A/P	CLEARED	06/30/2021
027573	06/01/2021 CINTAS CANADA LIMITED 9130425676 TS-SHOP-SUNSCREEN, ALBERTA SI	664.74 664.74	A/P	CLEARED	06/30/2021
027574	06/01/2021 DILLON CONSULTING LIMITED 236240 GG-PHASE I ESA-FORMER BORDER	1,759.50 1,759.50	A/P	CLEARED	06/30/2021
027575	06/01/2021 GUY R. DAY & SON LTD. 4886 TS-AIRPORT-2021 AIRPORT LIABILITY	957.00 957.00	A/P	CLEARED	06/30/2021
027576	06/01/2021 IRENE WATTS RUBBERBOOTS21 PS-CROSSWALKGUARD-RUBBER B	56.05 56.05	A/P	CLEARED	06/30/2021
027577	06/01/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 344708 TS-STC-DIESEL	1,261.02 1,261.02	A/P	CLEARED	06/30/2021
027578	06/01/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308403562 TS-SHOP-SCREW PINS, TY-RAPS	496.30 496.30	A/P	CLEARED	06/30/2021
027579	06/01/2021 LEROY RICHARDSON 42 CC-GYM-YEARLY MAINTENANCE OF	546.25 546.25	A/P	CLEARED	06/30/2021
027580	06/01/2021 LIBERTY UTILITIES 2021052102008-1016227-0 CC-BUILDING-NATURAL GAS CHARC 00	1,503.54 1,503.54	A/P	CLEARED	06/30/2021
027581	06/01/2021 MARITIME COFFEE SERVICE RC00098248 CC-BUILDING-WATER COOLER REN	80.50 80.50	A/P	CLEARED	06/30/2021
027582	06/01/2021 MARK'S 67227 TS-STC-CLOTHING ALLOWANCE	671.93 671.93	A/P	CLEARED	06/30/2021
027583	06/01/2021 MAXINE THOMAS CANCELLATIONREFUND CC-WEDDINGCANCELLATION-DUE T	250.00 250.00	A/P	OUT-STD	06/01/2021
027584	06/01/2021 N.B.A.F.C. GUIDE	400.00	A/P	CLEARED	06/30/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000027812 dated between 06-01-2021 and 06-30-2021

CHEQUE REGISTER

Printed: 8.25:01AM 07/21/2021

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Number	Issued	Amount	SC	Status	Status Date
	FIRESAFETY21 PS-FIRE-CHILDREN'S FIRE SAFETY	400.00			
027585	06/01/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 487285 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	06/30/2021
027586	06/01/2021 OK TIRE & AUTO SERVICE IN057401 TS-#303-FIR PIL DIA.	2,297.70 2,297.70	A/P	CLEARED	06/30/2021
027587	06/01/2021 PITNEY WORKS MAY132021CC* CC-ADMIN-POSTAGE METER REFILI MAY132021GG/PS GG/PS-ADMIN-POSTAGE METER RE	53.10 0.90 52.20	A/P	CLEARED	06/30/2021
027588	06/01/2021 PRO-TECH SANITATION LTD. 309067 CC-ARENA-HAND FOAM SANITIZER	591.69 591.69	A/P	CLEARED	06/30/2021
027589	06/01/2021 PRODUCTIVITY PLUS ACCOUNT IN98728 TS-#37-TOPLINKS, PINS W/RINGS, B	724.49 724.49	A/P	CLEARED	06/30/2021
027590	06/01/2021 SOURCE ONE SUPPLIES 27252 CC-ARENA-PORCELAIN CLEANER, L 27312 RC-TRANS CANADA TRAIL GRANT-C 27392 CC-POOL-SODIUM HYPOCHLORITE	8,742.81 2,665.40 97.41 5,980.00	A/P	CLEARED	06/30/2021
027591	06/01/2021 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1928030 CC-ELEVATOR-MAINTENANCE	1,267.39 1,267.39	A/P	CLEARED	06/30/2021
027592	06/01/2021 UAP INC. 961-524045 RC-#307-REDI-SENSOR 961-524257 TS-SHOP-ETCH PRIMER 961-524362 TS-SHOP-JACK OIL 961-524383 TS-#11-40 AMP RELAYS 961-524629 TS-SHOP-RIVETS 961-524690 TS-#12-OXYGEN SENSOR 961-525048 TS-#12-BLEEDER SCREWS 961-525060 TS-#12-BRAKE CALIPER, CORE DEP 961-525078 TS-SHOP-BRAKE FLUID 961-525101 TS-#12-CORE DEPOSIT 961-525189 TS-#24-CLIPS FASTENERS 961-525287 TS-#22-FUEL HOSES 961-525320 TS-#28-AIR FILTER 961-525370 TS-#22-U-JOINT, MARKER LAMPS	579.59 84.64 72.04 9.69 73.37 7.28 95.66 8.92 178.70 34.80 -72.66 7.28 9.32 38.17 32.38	A/P	CLEARED	06/30/2021
027593	06/01/2021 ULINE CANADA CORPORATION 8386575 CC-ARENA-JANITOR CARTS, BAGS I	781.45 781.45	A/P	CLEARED	06/30/2021
027594	06/01/2021 WURTH CANADA LIMITED 24315162 TS-SHOP-WIRELESS CHARGER 24316630 TS-SHOP-WRELESS CHARGER 24338647 TS-SHOP-SAFETY GLASSES 24344713 TS-SHOP-SAFETY GLASSES	143.21 -149.48 132.18 58.18 102.33	A/P	CLEARED	06/30/2021
027595	06/01/2021 YELLOW PAGES GROUP INV01927368 PS-FIRE-DIGITAL & MEDIA LISTING I	40.60 40.60	A/P	CLEARED	06/30/2021
027596	06/01/2021 DILLON CONSULTING LIMITED 236429 GG-INDUSTRIALPARK-FUNCTIONAL	7,332.40 7,332.40	A/P	CLEARED	06/30/2021
027597	06/01/2021 DOW JENNIFER SOIL2021 RC-HORT-SOIL	543.38 543.38	A/P	CLEARED	06/30/2021
027598	06/01/2021 DYNAMIC ONLINE MARKETING CORP. 129716 PS-FIRE-TRAINING INCENTIVES	299.00 299.00	A/P	CLEARED	06/30/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
027599	06/01/2021 FERRO PORTABLE WELDING & FABRICATION 09493 RC-PARKS-WORK ON SPLASH PAD,	1,180.05 1,180.05	A/P	CLEARED	06/30/2021
027600	06/01/2021 JEFF RENAUD MAY2021 GG-CAO-MONTHLY VEHICLE ALLOV	250.00 250.00	A/P	CLEARED	06/30/2021
027601	06/02/2021 FUNDY BUILDING INSPECTION 21-111 PS-BUILDINGINSPECTOR-MAY 16-25	2,484.00 2,484.00	A/P	CLEARED	06/30/2021
027602	06/02/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15715 PS-BYLAWMAY 17-28/21 FEE	1,610.00 1,610.00	A/P	CLEARED	06/30/2021
027603	06/08/2021 ACCT #903240047015 MAY2021 VOLUNTEER FIRE MEMBERSHIP DL	240.00 240.00	A/P	OUT-STD	06/08/2021
027604	06/08/2021 ACCT 8025-280 MAY2021 LOCAL 770 UNION DUES - MAY 2021	1,387.74 1,387.74	A/P	CLEARED	06/30/2021
027605	06/08/2021 AQUAM 336634 CC-POOL-FOAM DICE, FLOATING PL 338417 CC-POOL-ANKLE TRAINING WEIGHT	663.66 469.07 194.59	A/P	CLEARED	06/30/2021
027606	06/08/2021 ATLANTIC WINDOOR LTD. 0000081900 TS-STSCCHAIN HOST SERVICE ALL	1,383.45 1,383.45	A/P	CLEARED	06/30/2021
027607	06/08/2021 BELL ALIANT 11368891MAY21 GG-TOWNHALL-LANDLINE PHONES 11395944MAY21 PS-FIRE-LANDLINE PHONES	1,921.49 1,007.73 913.76	A/P	CLEARED	06/30/2021
027608	06/08/2021 CHAR CO CHEVROLET PONTIAC BUICK GMC LTD. RG33772 TS-#12-PROGRAM EBCM	298.78 298.78	A/P	CLEARED	06/30/2021
027609	06/08/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 MAY2021 GG-PENSIONPLANCONTRIBUTIONS	31,347.90 31,347.90	A/P	CLEARED	06/30/2021
027610	06/08/2021 CONTROLS & EQUIPMENT LTD. 59094 CC-ARENA-ROUTER/SOFTWARE UP	3,494.85 3,494.85	A/P	CLEARED	06/30/2021
027611	06/08/2021 DOWNEY FORD SALES LTD. 32686 TS-#24-SCREWS	56.35 56.35	A/P	CLEARED	06/30/2021
027612	06/08/2021 HOLLAND FUELS LTD 29812 TS/PS-199UNIONST-HEATING FUEL	839.40 839.40	A/P	CLEARED	06/30/2021
027613	06/08/2021 JASON RICHARDSON PROPANE PS-FIRE-PROPANE	27.15 27.15	A/P	CLEARED	06/30/2021
027614	06/08/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308430181 TS-SHOP-ANCHOR SHACKLE SCREI 9308433584 TS-SHOP-HOSE CLAMPS, SEAL CLA	321.96 21.19 300.77	A/P	CLEARED	06/30/2021
027615	06/08/2021 LIFESAVING SOCIETY - NB Branch 3476 CC-POOL-LEADERSHIP RECERTIFIC 3483 CC-POOL-FIRST AID INSTRUCTOR A 7536A CC-POOL-WORKPLACE STANDARD	296.82 30.00 61.32 205.50	A/P	OUT-STD	06/08/2021
027616	06/08/2021 LSW WEAR PARTS LTD. 62013 TS-STREETSWEeper-BRUSHES 62014 TS-STREETSWEeper-BRUSHES	1,270.76 635.38 635.38	A/P	CLEARED	06/30/2021
027617	06/08/2021 MINISTER OF FINANCE JUNE032021 EMPLOYEE DEDUCTIONS-MAY 21 -	288.00 288.00	A/P	CLEARED	06/30/2021
027618	06/08/2021 ORKIN CANADA CORPORATION C-2562348 PS-FIRE-PEST CONTROL FOR MAY	171.35 171.35	A/P	CLEARED	06/30/2021
027619	06/08/2021 PAYROLL TRANSFER PAY112021 GG-TRANSFER-MAY 21 - JUNE 03/21	86,500.00 86,500.00	A/P	CLEARED	06/30/2021

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027620	06/08/2021 PRODUCTIVITY PLUS ACCOUNT IN98728A TS-#11-DUST CAPS	217.58 217.58	A/P	CLEARED	06/30/2021
027621	06/08/2021 RECEIVER GENERAL FOR CANADA PAY2011 GG-REMITTANCE-MAY 21 - JUNE 03	46,836.13 46,836.13	A/P	CLEARED	06/30/2021
027622	06/08/2021 RICHWIL TRUCK CENTRE LTD. 137261 TS-#5-CORE, PUMPS 137729 TS-ST5-PUMP 138083 TS-#5-CHAMBER-BR 138103 TS-#7-CYLINDER 138104 TS-#7-IGN SWITCH 139835 TS-#7-PUMP ASSEMBLY 139998 TS-#7-HOSE RAD 140043 TS-#7-COOLER KIT, GASKET OIL, O CM137002 TS-#5-CORE RETURN CM137002A TS-#5-INVOICE NEEDED TO CORRE	941.70 -3,617.76 -2,338.34 398.20 303.82 110.45 324.60 322.48 1,761.58 -698.63 4,375.30	A/P	CLEARED	06/30/2021
027623	06/08/2021 SAINT JOHN SPRING WORKS LTD 116954 TS-#7-FRONT SPRINGS, U-BOLTS, S	1,720.40 1,720.40	A/P	CLEARED	06/30/2021
027624	06/08/2021 SERVICE NEW BRUNSWICK LAB1392021 TS-ST5-1984 INTERNATIONAL 2554 LAK8262021 TS-ST5-2000 INTERNATIONAL F-267 LAZ8762021 PS-FIRE-2005 GMC C7C042 LAZ87720212* PS-FIRE-1987 WHITE VOLVO WX LAZ8782021* PS-FIRE-2007 FREIGHTLINER M2 10 LAZ8792021* PS-FIRE-2000 FREIGHTLINER FL80 LCE4962021 PS-FIRE-2019 DODGE RAM 2500 LCE4972021 TS-ST5-2012 FREIGHTLINER 114SD LCM1612021 TS-ST5-2008 INTERNATIONAL 7500 LCM1622021 TS-ST5-2003 INTERNATIONAL 7400	190.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00 19.00	A/P	CLEARED	06/30/2021
027625	06/08/2021 SOURCE ONE SUPPLIES 27365 RC-TRANSCANADAGRANT-GARBAG 27447 CC-POOL-HYDROCHLORIC ACID	1,204.95 64.29 1,140.66	A/P	CLEARED	06/30/2021
027626	06/08/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 31919 GG-EVENTS-150 COMMEMORATIVE	9,580.65 9,580.65	A/P	CLEARED	06/30/2021
027627	06/08/2021 ST. STEPHEN UTILITY DEPT. MAY2021 EMPLOYEE DEDUCTIONS-MAY 2021	40.00 40.00	A/P	CLEARED	06/30/2021
027628	06/08/2021 STATIONERY PLUS 81622 TS-SHOP-INKJET CARTRIDGES 81916 PS-FIRE-HOLE PUNCHES, KRAFT E 81942 RC-PARKS-NOTEBOOKS, CORRECT 81956 GG-ADMIN-LASER TONER, PAPER 82066 GG-ADMIN-FILE FOLDERS 82170 RC-PARKS-PERMANENT MARKERS 82189 GG-ADMIN-PUROLATER CHARGE 82205 GG-ADMIN-LASER TONER 82229 GG-ADMIN-PAPER, PEN 82755 GG-ADMIN-PENS, CORRECTION TAI 82896 GG-ADMIN-BINDER, POST-IT NOTES 83005 GG-ADMIN-PENS, CORRECTION TAI	726.74 62.89 14.34 49.02 353.72 16.09 5.14 32.83 114.87 1.09 11.40 11.25 54.10	A/P	CLEARED	06/30/2021
027629	06/08/2021 TROY LIFE & FIRE SAFETY LTD	1,104.00	A/P	CLEARED	06/30/2021

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	1000395457 CC-BUILDING-ANNUAL WET ITM	1,104.00			
027636	06/08/2021 ACCT #903240047015 MAY2021DISABILITY VOLUNTEER FIRE DISABILITY DEDL	186.01 186.01	A/P	OUT-STD	06/08/2021
027637	06/08/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 224762 TS-STG-GAS	5,882.08 5,882.08	A/P	CLEARED	06/30/2021
027638	06/15/2021 BELL ALIANT 06336721MAY21 TS-AIRPORT-LANDLINE PHONE 11378668MAY21 TS/PS-199UNIONST-LANDLINE PHOI 15772965MAY21 RC-REC/POOL-TELEPHONES 47424130MAY21 CC-ADMIN-LANDLINES	1,071.70 169.87 371.05 250.90 279.88	A/P	CLEARED	06/30/2021
027639	06/15/2021 BRODY MCALLEN MEAL GG-STRATEGICPLANNING-MEAL AL	15.00 15.00	A/P	OUT-STD	06/15/2021
027640	06/15/2021 DAVE DINSMORE WEB DESIGN & HOSTING 0825 GG-ADMIN-MARCH - MAY MONTHLY 0826 CC-ADMIN-MARCH - MAY MONTHLY	239.94 119.97 119.97	A/P	CLEARED	06/30/2021
027641	06/15/2021 DEREK MCNIECE PROMOTIONS 3096 PS-FIRE-GEL PENS	313.07 313.07	A/P	CLEARED	06/30/2021
027642	06/15/2021 DOW JENNIFER CLOTHINGALLOW21 RC-HORT-CLOTHING ALLOWANCE SOIL* RC-HORT-SOIL	212.72 155.22 57.50	A/P	CLEARED	06/30/2021
027643	06/15/2021 FUNDY BUILDING INSPECTION 21-121 PS-BUILDINSPECTOR-MAY 30-JUN 1	2,484.00 2,484.00	A/P	CLEARED	06/30/2021
027644	06/15/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 420973 CC-BUILDING-NATURAL GAS 748010 TS-STG-DIESEL	3,339.05 1,191.02 2,148.03	A/P	CLEARED	06/30/2021
027645	06/15/2021 JOAN MERRILL MAY10-JUNE-06/21 RC-LIBRARY-MAY 10 - JUNE 06/21 J/	364.00 364.00	A/P	CLEARED	06/30/2021
027646	06/15/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308467658 TS-SHOP-BALL VALVES, LOCK NUTS	643.39 643.39	A/P	CLEARED	06/30/2021
027647	06/15/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15725 P-FIRE-MAY 31-JUN 11/21 FEE	1,610.00 1,610.00	A/P	CLEARED	06/30/2021
027648	06/15/2021 MARK DOWNEY 030305 GG-EVENTS-MAYOR'S SWEARING II	300.00 300.00	A/P	CLEARED	06/30/2021
027649	06/15/2021 MIKE SMITH FILTERS TS-AIRPORT-FILTERS FOR FUEL PL	448.83 448.83	A/P	CLEARED	06/30/2021
027650	06/15/2021 N. B ELECTRIC POWER 19051703JUN21 TS-AIRPORT-ELECTRICITY 19051801JUN21 TS-AIRPORT-ELECTRICITY 216000030308JUN21 TS-STG-AREA LIGHTS 65083030JUN21 RC-PARKS-MILLTOWN BOAT LAUNC	12,422.17 190.92 46.72 12,144.38 40.15	A/P	CLEARED	06/30/2021
027651	06/15/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 488165 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	06/30/2021
027652	06/15/2021 PETTY CASH MAY052021 GG-CIVIC-"IN MEMORY OF" DONATI MAY062021 CC-POOL-SHARPIE PENS MAY112021 PS-BUILDINGINSPECTOR-REGISTEI MAY312021 GG-EVENTS-2021 RECIPE CONTEST	135.40 25.00 23.05 37.35 50.00	A/P	CLEARED	06/30/2021
027653	06/15/2021 SARI BOUDREAU	100.00	A/P	CLEARED	06/30/2021

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		SWEARING-IN GG-EVENTS-SWEARING IN CEREMO	100.00			
027654	06/15/2021	SMET MONUMENTS	916.55	A/P	CLEARED	06/30/2021
	2001-40428	GG-150EVENTS-BRITS SLOPE MARK	916.55			
027655	06/15/2021	SMITH BROS. MACHINE SHOP LTD.	1,035.00	A/P	OUT-STD	06/15/2021
	MAY142021	PS-FIRE-REPAIR RESCUE TRUCK	1,035.00			
027656	06/15/2021	SOURCE ONE SUPPLIES	109.12	A/P	CLEARED	06/30/2021
	27176	CC-ARENA-OPTIBUFF	60.26			
	27370	PS-FIRE-PAPER TOWELS	48.86			
027657	06/15/2021	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	166.75	A/P	CLEARED	06/30/2021
	32182	CC-ARENA-HOCKEY STICK PLAQUE	166.75			
027658	06/15/2021	STEVEN MCLAUGHLIN SIGNS	120.00	A/P	CLEARED	06/30/2021
	42	TS-ST5-EPANEL CUTOUTS "150" SE	120.00			
027659	06/15/2021	TOWN OF ST. STEPHEN	6,262.15	A/P	CLEARED	06/30/2021
	6262.15	GG-FUNDTRANSFER-HST REBATE I	6,262.15			
027660	06/15/2021	YELLOW PAGES GROUP	10.47	A/P	CLEARED	06/30/2021
	INV01955951	GG-ADMIN-911 LISTING MAY 21	10.47			
027661	06/15/2021	YELLOW PAGES GROUP	83.04	A/P	CLEARED	06/30/2021
	INV01985145	GG-ADMIN-MEDIA FOR MAY 2021	83.04			
027662	06/22/2021	BAYVIEW TRUCKS AND EQUIPMENT LTD.	1,058.57	A/P	CLEARED	06/30/2021
	01P62181	TS-#7,#13-COOLANT, ANTIFREEZE	239.29			
	01P62209	PS-#202,#201-15W40	407.79			
	02P51789	RC-PARKS-TIRE ASSY	335.73			
	02P52108	TS-#309-WIRE, ASSY (THROTTLES)	75.76			
027663	06/22/2021	BRUNET INC.	928.00	A/P	OUT-STD	06/22/2021
	50187	CC-ADMIN-NEW EMAIL ADDRESS	109.25			
	50188	CC-ADMIN-ISSUE WITH A PROGRAM	54.63			
	50190	GG-ADMIN-VIRUS POPUP	13.66			
	50191	GG-ADMIN-FORGOTTEN PASSWOR	13.66			
	50192	CC-ADMIN-EMAIL DELETION, EMAIL	27.31			
	50193	CC-ADMIN-EMAIL ISSUE	27.31			
	50194	GG-ADMIN-WATCHGUARD FIREBOX	682.18			
027664	06/22/2021	BRUNSWICK FYR SYSTEMS DIVISION	123.34	A/P	CLEARED	06/30/2021
	0000073685	CC-KITCHEN-SEMI-ANNUAL INSPEC	123.34			
027665	06/22/2021	CANADIAN TIRE	1,518.92	A/P	CLEARED	06/30/2021
	N17682459	PS-FIRE-FLOODPRO 60"	91.98			
	N17682468	RC-HORT-PEREN PLUS ASST	34.47			
	N17682471	TS-SHOP-RUBBER HOSE	80.49			
	N17682512	RC-HORT-TREE JOBES	18.38			
	N17752240	CC-ARENA-TORCH, BUTTCNCTRE, I	64.26			
	N17752248	RC-HORT-TREE SPIKES	39.05			
	N17752256	TS-SHOP-BAGGAGE LOCKS	50.55			
	N17752350	RC-PARKS-TURF BUILDER	505.75			
	N17752351	PS-FIRE-GAS CAN	80.45			
	N17752353	TS-SHOP-GRASS SEED	22.99			
	N17752356	TS-SHOP-JACKSON 16" SPORT/TIRE	63.23			
	N17752364	CC-ARENA-CRIMPING TOOL	18.34			
	N17752365	RC-HORT-FERTILIZER	27.57			
	N17752370	RC-PARKS-PAINT BRUSHES	44.82			

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	N17752372	RC-PARKS-RATCHET STRAPS	20.64			
	N17752373	TS-SHOP-CAR CLEANING SUPPLIES	73.31			
	N17752392	PS-FIRE-WAX, WATER CASES	70.66			
	N17752394	RC-PARKS-KEYS CUT	91.77			
	N17752397	TS-SHOP-WATER	76.68			
	N17752412	RC-PARKS-CAR CLEANER	25.29			
	N17752414	PS-FIRE-GRAB A RAG	18.24			
027666	06/22/2021	CHARLOTTE COUNTY JANITORIAL	1,404.98	A/P	CLEARED	06/30/2021
	4943	PS-FIRE-JANITORIAL FOR MAY/21	201.25			
	4946	PS-RCMP-JANITORIAL SERVICES F	1,203.73			
027667	06/22/2021	CITY OF MONCTON	50.00	A/P	CLEARED	06/30/2021
	MISC00001716484	GG-CAO-OFF THE CUFF WEBINAR	50.00			
027668	06/22/2021	EAGLE XPRESS COURIER SERVICE	396.75	A/P	OUT-STD	06/22/2021
	545157	TS-#11-FROM MARITIME CASE	28.75			
	545165	TS-SHOP-FROM BAYVIEW TRUCKS	28.75			
	545172	TS-#13-FROM TOROMONT CAT	34.50			
	550238	TS-#7-FROM RICHWELL	28.75			
	550239	TS-#18-FROM MARITIME CASE	34.50			
	550453	TS-#7-FROM RICHWELL	34.50			
	550464	TS-SHOP-FROM BAYVIEW TRUCKS	46.00			
	550467	TS-#18-FROM MARITIME CASE	34.50			
	550472	TS-STREETSWEeper-FROMLSW	46.00			
	550489	TS-STREETSWEeper-FROMLSW	46.00			
	945917	TS-#37-FROM MARITIME CASE	34.50			
027669	06/22/2021	GORDON A. MCINTOSH INC.	8,662.50	A/P	OUT-STD	06/22/2021
	21029	GG-CAO-STRATEGIC PRIORITY SET	8,662.50			
027670	06/22/2021	HICKS MORLEY HAMILTON STEWART STORIE LLP	2,737.00	A/P	CLEARED	06/30/2021
	572108	GG-LEGAL-GENERAL	2,737.00			
027671	06/22/2021	JAMES KENNEY	786.76	A/P	CLEARED	06/30/2021
	SOFTBALLGRANT	GG-GRANT-SOFTBALL GRANT	786.76			
027672	06/22/2021	JEREMY MCSHANE	233.40	A/P	CLEARED	06/30/2021
	ARENATRaining	CC-STAFF-ARENA TRAINING COUR	233.40			
027673	06/22/2021	KEITH'S BUILDING SUPPLIES	1,165.93	A/P	OUT-STD	06/22/2021
	206201	TS-SHOP-PAINT SPRAYER CLEANER	22.99			
	206205	TS-SHOP-PISTON LUBE	29.88			
	206353	RC-SPLASHPAD&FOUNTAIN-POOL F	271.40			
	206404	TS-SHOP-FRAMING BLADES	26.89			
	206457	CC-ARENA-CLOTHING ALLOWANCE	264.49			
	206553	TS-SHOP-CAUTION TAPE	29.88			
	206752	TS-SHOP-TIPS, FILTERS	520.40			
027674	06/22/2021	KENT BUILDING SUPPLIES	3,089.79	A/P	CLEARED	06/30/2021
	1001407125	PS-FIRE-TOILET SEAT	19.31			
	1001427607	RC-HORT-CEDAR, AZALEAS	171.07			
	1001443538	CC-ARENA-FLAT FILES, GLOVES	53.38			
	1001450584	RC-PARKS-DECK SCREWS, LUMBER	430.36			
	1001452116	RC-PARKS-HEX LAG SCREWS	16.51			
	1001463573	CC-ARENA-CONCRETE ANCHORS	43.93			
	1001475140	CC-ARENA-CEDAR MINI SHIMS, PIPI	44.02			
	1001479199	RC-PARKS-PAINT	113.34			

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	1001481360	RC-PARKS-MINI ROLLER TRAY	11.71			
	1001491370	RC-PARKS-PAINT	56.67			
	1001494836	RC-HORT-PERENNIAL ASSORTED	120.83			
	1001549106	RC-TRANSCANADATRAILGRANT-TU	275.86			
	1001596883	PS-RCMP-ROUND VENTS	73.03			
	1001600338	TS-SHOP-WINDOW & DOOR SEALAN	10.15			
	1001602993	RC- HORT- CEDAR MULCH/MINI ROI	56.26			
	1001610372	TS-SHOP-WATER	57.11			
	1001615848	RC-PARKS-ANTI RUST & PLASTIC EI	74.90			
	1001634656	TS-SHOP-MULTI-PURPOSE SEALAN	20.72			
	1001636773	TS-SHOP-UTILITY DOOR PULL, PERI	134.93			
	1001646026	TS-SHOP-WATER	47.59			
	1001650891	CC-ARENA-GRINDER, RUST SPRAY	252.33			
	1001716034	RC-PARKS-ROLLER CAGE FRAME, F	23.49			
	1001722925	RC-PARKS-ROUNDUP	43.69			
	1001786341	CC-ARENA-CARBON STEEL TAPE KI	51.09			
	1001789889	RC-HORT-NEMATODE SPRAYER, CE	310.48			
	1001797647	PS-FIRE-SILVER DUCT SEALING TAI	7.48			
	1001800415	RC-HORT-MINI ROLLER TRAYS, WE	94.43			
	1001823847	TS-SHOP-BOILER DRAIN VALVE, PO	33.56			
	1001834111	CC-ARENA-CHIP BRUSH,FLAP DISC	74.83			
	1001898272	RC-ROTARYCHANGEROOMS-ENTR'	71.65			
	1001925264	RC-PARKS-WATER, BRUSH SET	39.67			
	1001934804	RC-HORT-CEDAR MULCH	48.13			
	1001943143	RC-HORT-ASSORTED ANNUALS, CE	93.51			
	1001954853	CC-ARENA-MICROFIBER ROLLERS,	75.83			
	1101617371	RC-HORT-ROUNDUP/PULL 'N SPRAY	37.94			
027675	06/22/2021	MEGA-LAB MANUFACTURING CO LTD	472.65	A/P	CLEARED	06/30/2021
	160891	RC-PARKS-INSECT KILLER	216.20			
	160892	TS-SHOP-GREEN-X CARTRIDGE SY	256.45			
027676	06/22/2021	MILLTOWN MACHINE & FABRICATION LTD	31.26	A/P	OUT-STD	06/22/2021
	22034	PS-#205-THREADED RODS	31.26			
027677	06/22/2021	MINISTER OF FINANCE	288.00	A/P	CLEARED	06/30/2021
	JUNE04-172021	EMPLOYEE DEDUCTIONS-JUNE 04-	288.00			
027678	06/22/2021	N. B. ELECTRIC POWER	4,328.08	A/P	CLEARED	06/30/2021
	10126106JUN21	TS-XINGLIGHTS-KING STREET	27.36			
	17935200JUN21	TS-KING/UNIONST-TRAFFIC LIGHTS	39.95			
	18169205JUN21	RC-POOL-MILL LANE	152.62			
	18988703JUN21	TS/PS-199UNIONST-ELECTRICITY	1,171.62			
	19055406JUN21	RC-ARENA-ELECTRICITY	376.89			
	50660140JUN21	RC-PARKS-ROTARY CHANGING RO	27.36			
	54187672JUN21	TS-KING/QUEENST-TRAFFIC LIGHTS	40.58			
	54653258JUN21	TS-KING/SUPERSTORE-TRAFFIC LI	83.88			
	54960501JUN21	RC-PARKS-RIVERSIDE DR LIGHTS	81.67			
	55160607JUN21	RC-COTTONMILL-LIGHTS	50.35			
	55917471JUN21	TS-STWATERFRONT LIGHTS	59.16			
	57955782JUN21	RC-PARKS-BANDSTAND IN CHOCOL	29.24			
	71315207JUN21	PS-RCMP-ELECTRICITY	937.11			
	72924306JUN21	RC-PARKS-BANDSTAND	51.76			

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	73006038JUN21	RC-LIBRARY-ELECTRICITY	909.87			
	82122207JUN21	RC-PARKS-BASKETBALL COURT	27.36			
	83278804JUN21	TS-STP-PARKS SHED	261.30			
027679	06/22/2021	NATE ANDERSON	223.40	A/P	CLEARED	06/30/2021
	ARENATRaining	CC-STAFF-ARENA TRAINING COUR	223.40			
027680	06/22/2021	NICK REID	115.00	A/P	CLEARED	06/30/2021
	ARENATRainingCRSE	CC-STAFF-ARENA TRAINING COUR	115.00			
027681	06/22/2021	ORCHARD'S PAINT 2014 LTD.	285.16	A/P	OUT-STD	06/22/2021
	794840	CC-ARENA-PAINT	285.16			
027682	06/22/2021	ORKIN CANADA CORPORATION	89.70	A/P	OUT-STD	06/22/2021
	C-2579531	CC-BUILDING-MONTHLY PEST CON	89.70			
027683	06/22/2021	PARTS FOR TRUCKS INC.	149.80	A/P	CLEARED	06/30/2021
	52TRP900549	PS-#202-CARTRIDGE REMAN KITS,	149.80			
027684	06/22/2021	PAYROLL TRANSFER	93,331.00	A/P	CLEARED	06/30/2021
	PAY122021	GG-TRANSFER-JUNE 04-17/21	93,331.00			
027685	06/22/2021	PUROLATOR COURIER LTD.	49.32	A/P	CLEARED	06/30/2021
	447662817	GG-ADMIN-TO LIBERTY UTILITIES	49.32			
027686	06/22/2021	RECEIVER GENERAL FOR CANADA	39,344.80	A/P	CLEARED	06/30/2021
	PAY122021	GG-REMITTANCE-JUNE 04 - 17/21	39,344.80			
027687	06/22/2021	SAINT JOHN SPRING WORKS LTD	299.00	A/P	CLEARED	06/30/2021
	117691	TS-#15- U BOLTS,TRAILER SPRINGS	299.00			
027688	06/22/2021	SHANNON MICHAEL	1,616.45	A/P	CLEARED	06/30/2021
	MAY2021	PS-ANIMALCONTROL-MONTHLY FEI	1,616.45			
027689	06/22/2021	SHARPE'S LAWN CARE	1,150.00	A/P	CLEARED	06/30/2021
	930	GG-INDUSTRIAL PARK-WHIPPER SM	1,150.00			
027690	06/22/2021	SOURCE ONE SUPPLIES	747.62	A/P	CLEARED	06/30/2021
	27098	TS-SHOP-GARBAGE BAGS	206.24			
	27420	CC-ARENA-BROOMS, BOWL BRUSH	136.51			
	27421	CC-ARENA-DISINFECTANT, GERMAI	404.87			
027691	06/22/2021	SOURCE ATLANTIC	540.27	A/P	CLEARED	06/30/2021
	3911287	TS-SHOP-GLOVES WITH CUFF	62.10			
	3911290	TS-STP-CLOTHING ALLOWANCE	213.90			
	3927423	TS-STP-CLOTHING ALLOWANCE	264.27			
027692	06/22/2021	SOUTHWEST ELECTRIC & SECURITY INC.	1,000.67	A/P	CLEARED	06/30/2021
	17662	TS-AIRPORT-OVERHEAD METER RE	694.78			
	17665	TS-AIRPORT-FIX SERVICE AFTER V	69.00			
	17666	PS-RCMP-RELOCATED FLOOR RECI	236.89			
027693	06/22/2021	TOROMONT CAT (MARITIMES)	784.66	A/P	CLEARED	06/30/2021
	PSAF0219903	TS-#13-COOLANT	48.48			
	PSAF0219904	TS-#13-PUMP, CONNECTION A	736.18			
027694	06/22/2021	UNIFIRST CANADA LTD.	617.68	A/P	CLEARED	06/30/2021
	710 0249030	CC-FRONT LOBBY-FLOOR MATS	154.42			
	710 0249814	CC-LOBBY-FLOOR MATS	154.42			
	7100248233	CC-LOBBY-FLOOR MATS	154.42			
	7100250612	CC-FRONTLOBBY-FLOOR MATS	154.42			
027695	06/22/2021	VALLEY EQUIPMENT LTD	223.70	A/P	CLEARED	06/30/2021
	IY30381	PS-#201-WATER VALVE ASSEMBLY,	223.70			
027697	06/29/2021	ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	06/29/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000027812 dated between 06-01-2021 and 06-30-2021

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Number	Issued	Amount	SC	Status	Status Date
	762851 RC-MILLPOOL-JUL-SEP/21 ALARM S	96.60			
027698	06/29/2021 BELL MOBILITY INC.	1,289.62	A/P	OUT-STD	06/29/2021
	523889487CC CC-ADMIN-CELL PHONE CHARGES	158.64			
	523889487GG GG/RC/PS/TS-ADMIN-CELL PHONE (1,130.98			
027699	06/29/2021 BRIGGS PLUMBING INC.	1,970.26	A/P	OUT-STD	06/29/2021
	1574302 RC-SPLASHPAD-MAINTENANCE	1,970.26			
027700	06/29/2021 CANADIAN RED CROSS	250.00	A/P	OUT-STD	06/29/2021
	CRC-F-073848 CC-POOL-ANNUAL RENEWAL FEE	250.00			
027701	06/29/2021 CANADIAN SPRINGS	109.52	A/P	OUT-STD	06/29/2021
	19100841060121PS PS-RCMP-WATER	76.64			
	19100841060121TS TS-SHOP-WATER	32.88			
027702	06/29/2021 CARMICHAEL	971.75	A/P	OUT-STD	06/29/2021
	FR-1714658 CC-ARENA-CRANKCASE HEATER	218.50			
	FR-1725559 CC-ARENA-HIGH PRESSURE SENS	753.25			
027703	06/29/2021 CERTIFIED TRACKING SOLUTIONS, INC.	1,430.72	A/P	OUT-STD	06/29/2021
	322836 TS-FLEET-TITAN PRO AIRTIME W/RI	1,430.72			
027704	06/29/2021 CHARLOTTE COUNTY JANITORIAL	115.00	A/P	OUT-STD	06/29/2021
	4944 TS-SHOP-JANITORIAL FOR MAY 202	115.00			
027705	06/29/2021 DEMPSEY'S PLUMBING & HEATING	1,422.48	A/P	OUT-STD	06/29/2021
	6298 CC-ARENA-CHANGED OUT 4 RELIEF	1,422.48			
027706	06/29/2021 DILLON CONSULTING LIMITED	8,767.60	A/P	OUT-STD	06/29/2021
	237209 GG-INDUSTRIALPARK-FUNCTIONAL	8,767.60			
027707	06/29/2021 DYNAMIC ONLINE MARKETING CORP.	851.00	A/P	OUT-STD	06/29/2021
	129717 PS-FIRE-BALL CAPS	851.00			
027708	06/29/2021 ESCRIBE SOFTWARE LTD.	28,084.15	A/P	OUT-STD	06/29/2021
	2987 GG-ADMIN-EFFICIENC BUNDLE, WE	28,084.15			
027709	06/29/2021 FUNDY BUILDING INSPECTION	2,484.00	A/P	OUT-STD	06/29/2021
	21-130 PS-BUILDINSPECTOR-JUNE 13 - 26/	2,484.00			
027710	06/29/2021 GREENLAW'S GARAGE LTD.	80.44	A/P	OUT-STD	06/29/2021
	8998 RC-#307-A/C RECHARGE	80.44			
027711	06/29/2021 INTERNATIONAL "HOMECOMING" FESTIVAL	2,000.00	A/P	OUT-STD	06/29/2021
	2021-01 GG-EVENTS-COST SHARE FOR FIRI	2,000.00			
027712	06/29/2021 IRVING ENERGY DISTRIBUTION AND MARKETING	770.83	A/P	OUT-STD	06/29/2021
	150279 TS-STSDIESEL	770.83			
027713	06/29/2021 JOHN O'HALLORAN	4,000.00	A/P	OUT-STD	06/29/2021
	FINALGRANT GG-GRANT-FINAL HOUSING GRANT	4,000.00			
027714	06/29/2021 KONICA MINOLTA BUSINESS	267.43	A/P	OUT-STD	06/29/2021
	8053423 GG-ADMIN-COPIER LEASE FOR JUL	267.43			
027715	06/29/2021 LAWSON PRODUCTS, INC. (ONTARIO_	199.71	A/P	OUT-STD	06/29/2021
	9308497594 TS-SHOP-SPRING CLIPS, PIN SQUA	199.71			
027716	06/29/2021 LIBERTY UTILITIES	1,249.58	A/P	OUT-STD	06/29/2021
	2021062302008-1016227-0 CC-BUILDING-NATURAL GAS	1,249.58			
	00				
027717	06/29/2021 LIFESAVING SOCIETY - NB Branch	236.16	A/P	OUT-STD	06/29/2021
	3504 CC-POOL-EXAMINER AWARD GUIDE	30.66			
	7562A CC-POOL-NATIONAL LIFEGUARD PC	205.50			
027718	06/29/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI	1,610.00	A/P	CLEARED	06/30/2021
	15735 PS-BYLAW-JUNE 14 - 25/21 FEE	1,610.00			

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Town of St. Stephen

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

Cheques from 0000000001 to 0000027812 dated between 06-01-2021 and 06-30-2021

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Number	Issued	Amount	SC	Status	Status Date
027719	06/29/2021 MARITIME COFFEE SERVICE RC00099317 CC-BUILDING-WATER COOLER REN	80.50 80.50	A/P	OUT-STD	06/29/2021
027720	06/29/2021 NATE ANDERSON CLOTHINGALLOW* CC-STAFF-CLOTHING ALLOWANCE	110.34 110.34	A/P	OUT-STD	06/29/2021
027721	06/29/2021 NETFORE SYSTEMS (Citizen Work Order System) 2021_83 GG-SUBSCRIPTION-ACCESSE11 LICE	8,050.00 8,050.00	A/P	OUT-STD	06/29/2021
027722	06/29/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD 489045 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	06/29/2021
027723	06/29/2021 OK TIRE & AUTO SERVICE IN058070 RC-#303-FIRT F/TUVE TR15 CW(4) IN058186 RC-#303-FIRT F/TUBE TR15	105.76 211.51 -105.75	A/P	OUT-STD	06/29/2021
027724	06/29/2021 ORCHARD'S PAINT 2014 LTD 563990 RC-MILLPOOL-PAINT	34.48 34.48	A/P	OUT-STD	06/29/2021
027725	06/29/2021 ORR ELECTRIC & ALARM LTD 5041 TS-SHOP-TROUBLESHOOT SECONI	267.19 267.19	A/P	OUT-STD	06/29/2021
027726	06/29/2021 RECREATION LOISIRS NB 2022-019 RC-ARENA-EAST COAST ARENA TR	986.70 986.70	A/P	OUT-STD	06/29/2021
027727	06/29/2021 SAKO INDUSTRIAL SUPPLY 8050 TS-SHOP-RUST DEFENSE PAIL, TOF	827.54 827.54	A/P	OUT-STD	06/29/2021
027728	06/29/2021 SOURCE ONE SUPPLIES 27474 RC-MILLPOOL-POOL CHEMICALS	11,715.66 11,715.66	A/P	OUT-STD	06/29/2021
027729	06/29/2021 SOUTHERN SANITATION LTD 186912 GG-TOWN-GARBAGE COLLECTION	15,721.94 15,721.94	A/P	OUT-STD	06/29/2021
027730	06/29/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 221589-222208 GG-TOWN-REGIONAL LANDFILL CO	9,810.88 9,810.88	A/P	OUT-STD	06/29/2021
027731	06/29/2021 SPEEDY GLASS 87680360281 CC-ARENA-DOOR CLOSURE	201.25 201.25	A/P	OUT-STD	06/29/2021
027732	06/29/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 32276 GG-ADMIN-NO. 10 PLAIN ENVELOPE 32290 CC-SIGNS-PUBLIC WASHROOM, LIF	126.79 63.13 63.66	A/P	OUT-STD	06/29/2021
027733	06/29/2021 TODD'S CYCLE WORKS 24106 PS-FIRE-BOAT NOT PUMPING WATE	93.11 93.11	A/P	OUT-STD	06/29/2021
Total Issued (163):		\$641,765.64			
Total Voided (0)		\$0.00			
Grand Total		\$641,765.64			
Number of Cheques Listed:		163			

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Town of St. Stephen

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

Cheques from 0000000001 to 0000009187 dated between 06-01-2021 and 06-30-2021

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Number	Issued	Amount	SC	Status	Status Date
008718	06/06/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBOINT2021 SCD-SERIES "BO"-INTEREST	311.50 311.50	A/P	CLEARED	06/30/2021
008720	06/01/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBQINT2021** SCD-SERIES "BQ"-INTEREST	205.50 205.50	A/P	CLEARED	06/30/2021
008724	06/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBIPRI2021 SCD-SERIES "BI"-PRINCIPAL	11,000.00 11,000.00	A/P	CLEARED	06/30/2021
008728	06/01/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBQPRI2021* SCD-SERIES "BQ"-PRINCIPAL	2,000.00 2,000.00	A/P	CLEARED	06/30/2021
008732	06/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBIINT2021*** SCD-SERIES "BI"-INTEREST	525.00 525.00	A/P	CLEARED	06/30/2021
008733	06/06/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBOPRI2021** SCD-SERIES "BO"-PRINCIPAL	4,000.00 4,000.00	A/P	CLEARED	06/30/2021
009109	06/01/2021 BELL MOBILITY INC. 523889487MAY21UTI WS/SCD-ADMIN-CELL PHONE CHAR	794.65 794.65	A/P	CLEARED	06/30/2021
009110	06/01/2021 BRENNTAG CANADA INC. 46350777 WS-SOURCE-CHLORINE 46353571 WS-SOURCE-EMPTY CYLINDER RE	3,360.97 7,040.97 -3,680.00	A/P	CLEARED	06/30/2021
009111	06/01/2021 BRUNET INC. IN49669 SCD-DISPOSAL-DESKTOP COMPUT	924.03 924.03	A/P	CLEARED	06/30/2021
009112	06/01/2021 MARK'S 67227* WS-STREETS-CLOTHING ALLOWAN	202.36 202.36	A/P	CLEARED	06/30/2021
009113	06/01/2021 ORR ELECTRIC & ALARM LTD 5152 WS-TRANS&DIST-TESTED JB ALONC	69.00 69.00	A/P	CLEARED	06/30/2021
009114	06/01/2021 PITNEY WORKS MAY132021WS/SCD WS/SCD-ADMIN-POSTAGE METER F	2,048.76 2,048.76	A/P	CLEARED	06/30/2021
009115	06/01/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17616 WS-SOURCE-INSTALLED GROUND C	60.48 60.48	A/P	CLEARED	06/30/2021
009116	06/01/2021 THE PANEL SHOP ITPS003484 SCD-DISPOSAL-TRANSFORMER, FU	141.63 141.63	A/P	CLEARED	06/30/2021
009117	06/01/2021 UAP INC. 961-524230 WS-#305-REDI-SENSOR 961-524669 WS-TRANS&DIST-T-SHIRT WIPERS 961-524774 WS-#20-HALOGEN SEALED BEAMS 961-525342 WS-#106-GENERATOR FUEL FILTER	168.54 84.64 28.26 36.50 19.14	A/P	CLEARED	06/30/2021
009118	06/01/2021 WOLSELEY CANADA INC. 679139 WS-TRANS&DIST-REPLACEMENT S, 679140 WS-TRANS&DIST-HOSE & ADAPTER 679141 WS-TRANS&DIST-HOSE NOZZLE WF 679142 WS-TRANS&DIST-DECHLORINATION 690764 WS-TRANS&DIST- HOUSING STEM C	3,356.83 70.44 23.87 484.65 373.75 2,404.12	A/P	CLEARED	06/30/2021
009119	06/08/2021 A ONE PUMPING SERVICE LTD. 4082 SCD-LIFTSTATION-JET RODDER AN 4085 SCD-SEWER-JET RODDER AND OPE	1,293.75 603.75 690.00	A/P	OUT-STD	06/08/2021
009120	06/08/2021 COX ELECTRONICS & COMMUNICATIONS 1-49047 WS-TRANS&DIST-HDMI	22.99 22.99	A/P	CLEARED	06/30/2021
009121	06/08/2021 RESEARCH & PRODUCTIVITY COUNCIL 319180 WS-SOURCE-DRINKING WATER LAE	1,105.10 315.74	A/P	CLEARED	06/30/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000009187 dated between 06-01-2021 and 06-30-2021

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Number	Issued		Amount	SC	Status	Status Date
	319215	WS-SOURCE-DRINKING WATER LAE	473.62			
	319959	WS-SOURCE-DRINKING WATER LAE	315.74			
009122	06/08/2021	R WILCOX LTD	920.00	A/P	CLEARED	06/30/2021
	4067	WS-TRANS&DIST-2 LOADS OF TOPS	920.00			
009123	06/08/2021	SERVICE NEW BRUNSWICK	57.00	A/P	CLEARED	06/30/2021
	L621682021	SCD-ST5 1987 INTERNATIONAL 195-	19.00			
	L899922021	WS-ST5-1998 CHEVROLET K2500	19.00			
	LCB4862021	WS-ST5-1987 INTERNATIONAL 2554	19.00			
009124	06/08/2021	STATIONERY PLUS	476.46	A/P	CLEARED	06/30/2021
	81956*	WS/SCD-ADMIN-LASER TONER, PAF	137.77			
	82066*	WS/SCD-ADMIN-FILE FOLDERS	16.10			
	82229*	WS/SCD-ADMIN-PAPER, PEN	40.64			
	82378	WS/SCD-ADMIN-WINDOW ENVELOP	82.09			
	82551	WS/SCD-ADMIN-ENVELOPES FOR U	123.13			
	82755*	WS/SCD-ADMIN-PENS, CORRECTIO	11.39			
	82896*	WS/SCD-ADMIN-BINDER, POST-IT N	11.24			
	83005*	WS/SCD-ADMIN-PENS, CORRECTIO	54.10			
009125	06/08/2021	TOWN OF ST. STEPHEN	123,252.70	A/P	CLEARED	06/30/2021
	123252.70	WS-FUNDTRANSFER-TO GENERAL	123,252.70			
009126	06/08/2021	XPLORNET	195.48	A/P	CLEARED	06/30/2021
	INV37622344	WS-SOURCE-SATELLITE SERVICE F	195.48			
009127	06/08/2021	TIMOTHY & LORIE CRAWFORD <i>(Paid Taxes in Error)</i>	1,932.08	A/R	CLEARED	06/30/2021
	2021469075	PREP - 00510007.00	1,932.08			
009128	06/15/2021	ALL GAS TANKS	831.24	A/P	CLEARED	06/30/2021
	108929	WS-SOURCE-22" RECYCLER RWD S	574.94			
	108930	WS-SOURCE-6 PACK MIX OIL, GLOV	187.03			
	109142	WS-TRAN&DIST-CARBON LINE	33.29			
	109285	WS-TRANS&DIST-AIR FILTER, TUNE	35.98			
009129	06/15/2021	BELL ALIANT	324.07	A/P	CLEARED	06/30/2021
	11366812MAY21	WS-SOURCE-PUMP STATION	136.87			
	19002807MAY21	SCD-DISPOSAL-OLD BAY WWTP	187.20			
009130	06/15/2021	N B ELECTRIC POWER	4,832.98	A/P	CLEARED	06/30/2021
	36869807JUN21	WS-3-119MAXWELLCROSSING-BUIL	995.33			
	50228902JUN21	WS-MAXWELLCROSSING-PUMP	578.71			
	53473043JUN21	WS-SOURCE-CHLORINE RESIDUAL	42.32			
	61230004JUN212	WS-MAXWELLCROSSING-PUMP	3,042.53			
	82291006JUN21	WS-SOURCE-RESERVOI	174.09			
009131	06/15/2021	SCOTIA TECH FLUID SERVICES	971.74	A/P	CLEARED	06/30/2021
	15507	SCD-DISPOSAL-3096+ AUTO GUN	971.74			
009132	06/15/2021	SOURCE ONE SUPPLIES	75.89	A/P	CLEARED	06/30/2021
	27389	WS-TRANS&DIST-PAPER TOWELS	75.89			
009133	06/15/2021	THE PANEL SHOP	1,445.55	A/P	CLEARED	06/30/2021
	ITPS003492	SCD-DISPOSAL-VTSCADA RENEWA	1,445.55			
009134	06/15/2021	THOMAS CONNICK	275.00	A/P	CLEARED	06/30/2021
	129	WS-WATERTOWER-MOWED FRONT	275.00			
009135	06/15/2021	TOWN OF ST. STEPHEN	123,252.70	A/P	CLEARED	06/30/2021
	123252.70*	WS-FUNDTRANSFER-TO GENERAL	123,252.70			
009136	06/15/2021	TOWN OF ST. STEPHEN	1,724.48	A/P	CLEARED	06/30/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000009187 dated between 06-01-2021 and 06-30-2021

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Number	Issued		Amount	SC	Status	Status Date
	1724.48	WS-FUNDTRANSFER-HST REBATE I	1,724.48			
009137	06/15/2021	TOWN OF ST. STEPHEN	1,805.67	A/P	CLEARED	06/30/2021
	1805.67	WS-FUNDTRANSFER-HST REBATE I	1,805.67			
009138	06/22/2021	BRENNTAG CANADA INC.	7,005.85	A/P	CLEARED	06/30/2021
	46363027	WS-SOURCE-CHLORINE	7,005.85			
009139	06/22/2021	BRUNET INC.	709.48	A/P	OUT-STD	06/22/2021
	50190*	WS/SCD-ADMIN-VIRUS POPUP	13.65			
	50191*	WS/SCD-ADMIN-FORGOTTEN PASS	13.65			
	50194*	WS/SCD-ADMIN-WATCHGUARD FIRI	682.18			
009140	06/22/2021	CANADIAN TIRE	839.61	A/P	CLEARED	06/30/2021
	N17682452	WS-SOURCE-GAS CAN	22.99			
	N17682464	WS-SOURCE-OFF SPRAY	18.98			
	N17682504	WS-TRANS&DIST-CONVECTION OVI	57.49			
	N17682510	WS-TRANS&DIST-TORX BIT	28.74			
	N17682511	WS-SOURCE-AIR COMPRESSOR	282.82			
	N17752249	WS-TRANS & DIST - GRASS SEED	48.29			
	N17752354	SCD-DISPOSAL-ADAPTERS, COPPE	37.67			
	N17752382	WS-SOURCE-MUSKOL, GORILLA GL	142.51			
	N17752385	WS-SOURCE-MIRACLE GROW	112.67			
	N17752415	SCD-DISPOSAL-BATTERIES	23.09			
	N17752416	SCD-DISPOSAL-PAINT, PAINT BRUS	56.33			
	N17752434	SCD-DISPOSAL-THREAD ROD, NTS	8.03			
009141	06/22/2021	CLONEY CONSTRUCTION INC.	345.00	A/P	OUT-STD	06/22/2021
	01147	WS-TRANS&DIST-TOPSOIL	345.00			
009142	06/22/2021	EAGLE XPRESS COURIER SERVICE	138.00	A/P	OUT-STD	06/22/2021
	550209	WS-SOURCE-TO RESEARCH & PRO	34.50			
	550456	WS-SOURCE-TO RESEARCH & PRO	34.50			
	550500	WS-SOURCE-TO RESEARCH & PRO	34.50			
	945933	WS-SOURCE-TO RESEARCH & PRO	34.50			
009143	06/22/2021	EMCO CORPORATION	4,610.34	A/P	CLEARED	06/30/2021
	125213000610	WS-TRANS&DIST-HSG JOINT GASKI	746.49			
	125213000662	WS-TRANS&DIST-HYDRANT EXT GA	3,863.85			
009144	06/22/2021	KEITH'S BUILDING SUPPLIES	198.80	A/P	OUT-STD	06/22/2021
	206103	WS-TRANS&DIST-PAINT, TRAD MICI	119.52			
	206250	WS-SOURCE-DECK STAIN, PAINT BF	79.28			
009145	06/22/2021	KENT BUILDING SUPPLIES	141.93	A/P	CLEARED	06/30/2021
	1001614069	WS-TRANS & DIST- WIRE BRUSH/SM	43.26			
	1001625782	WS-TRANS&DIST-THREADED PIPE I	20.30			
	1001943597	WS-TRANS&DIST-HEX LAG SCREW	78.37			
009146	06/22/2021	MARK'S	547.78	A/P	OUT-STD	06/22/2021
	74140	WS-STC-CLOTHING ALLOWANCE	547.78			
	74154	WS-STC-CLOTHING ALLOWANCE	-113.84			
	76017	WS-STC-CLOTHING ALLOWANCE	113.84			
009147	06/22/2021	N. B. ELECTRIC POWER	16,534.98	A/P	CLEARED	06/30/2021
	52557428JUN21	SCD-218OLDBAYRD-WASTEWATER	11,009.85			
	53123617JUN21	SCD-STC-DECHLORINATION CHAME	124.88			
	53158875JUN21	SCD-STC-BUDD AVE LIFT STATION	3,211.65			
	54807440JUN21	SCD-STC-159A MILLTOWN BLVD. LIF	33.66			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000009187 dated between 06-01-2021 and 06-30-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	56356048JUN21	SCD-STS-18 RIVERSIDE DR LIFT ST.			
		33.66			
	6120400JUN21	SCD-2-216KINGSTREET-LIFT STATI			
		268.69			
	61224002JUN21	SCD-STS-358A MILLTOWN BLVD LIF			
		1,047.12			
	61236008JUN21	SCD-STS-BUDD AVE LIFT STATION			
		439.51			
	76139807jun21	SCD-STS-5-4 RIVERSIDE DR LIFT S1			
		73.01			
	84934906JUN21	SCD-STS-6-58A RIVERSIDE DR LIFT			
		128.12			
	84943406JUN21	WS-STS-TODD HILL RESERVOIR			
		164.83			
009148	06/22/2021 PARTS FOR TRUCKS INC.	34.43	A/P	CLEARED	06/30/2021
	52TRP900582	SCD-DISPOSAL-REFLECTIVE TAPE			
		34.43			
009149	06/22/2021 RESEARCH & PRODUCTIVITY COUNCIL	431.60	A/P	CLEARED	06/30/2021
	321074	WS-SOURCE-DRINKING WATER LAE			
		431.60			
009150	06/22/2021 SAINT JOHN LABORATORY SERVICES LTD.	1,566.74	A/P	OUT-STD	06/22/2021
	567-21	SCD-DISPOSAL-TREATMENT PLANT			
		1,502.25			
	568-21	WS-SOURCE-MICROBIOLOGICAL W			
		64.49			
009151	06/22/2021 SAINT JOHN SPRING WORKS LTD	509.45	A/P	CLEARED	06/30/2021
	117743	SCD-#14-TRAILER SPRINGS, U BOL			
		509.45			
009152	06/22/2021 SOURCE ONE SUPPLIES	160.13	A/P	CLEARED	06/30/2021
	27097	WS-TRANS&DIST-BATHROOM TISSU			
		45.14			
	27422	WS-TRANS&DIST-HAND SOAP			
		114.99			
009153	06/22/2021 SOURCE ATLANTIC	478.40	A/P	CLEARED	06/30/2021
	3927428	WS-STS-CLOTHING ALLOWANCE			
		478.40			
009154	06/22/2021 SOUTH WEST COURIER	47.61	A/P	OUT-STD	06/22/2021
	20125	SCD-#14-FROM SPRINGWORKS			
		47.61			
009155	06/22/2021 TOWN OF ST. STEPHEN	64,212.90	A/P	CLEARED	06/30/2021
	64212.90	WS-FUNDTRANSFER-TO GENERAL			
		64,212.90			
009156	06/22/2021 WOLSELEY CANADA INC.	15,242.27	A/P	CLEARED	06/30/2021
	712383	SCD-DISPOSAL-COULPLINGS/PIPE C			
		1,255.52			
	712384	WS-TRANS & DIST-COULPLINGS/SEF			
		4,637.25			
	712385	WS-TRANS & DIST-REST COUPLING			
		1,101.70			
	723572	WS-TRANS&DIST-SERVICE LINE TUI			
		149.50			
	734388	WS-TRANS&DIST-EXTENSION BRIG.			
		1,342.05			
	752256	WS-TRANS&DIST-6" REST COUPLIN			
		550.85			
	757488	WS-TRANS&DIST-STOP COUPLING&			
		2,119.17			
	763616	WS-TRANS&DIST-HOUSING JOINT C			
		1,263.39			
	769715	WS-TRANS&DIST-OPERATING NUT&			
		2,490.90			
	769716	WS-TRANS&DIST-FOOD GRADE GRI			
		22.49			
	781883	WS-TRANS&DIST-BRASS NIPPLES, I			
		309.45			
009157	06/29/2021 BARTLETT RANDY	252.99	A/P	OUT-STD	06/29/2021
	WORKBOOTS	WS-SOURCE-WORK BOOTS			
		252.99			
009158	06/29/2021 BELL MOBILITY INC.	963.65	A/P	OUT-STD	06/29/2021
	523889487UTI	WS/SCD-ADMIN-CELL PHONE CHAR			
		963.65			
009159	06/29/2021 COLE-PARMER CANADA COMPANY	3,394.50	A/P	OUT-STD	06/29/2021
	00678385	WS-SOURCE-CHLOROSENSE SENS			
		3,394.50			
009160	06/29/2021 MEGA-LAB MANUFACTURING CO. LTD.	384.10	A/P	OUT-STD	06/29/2021
	160893	WS-TRANS&DIST-BOX OF ORANGE			
		384.10			
009161	06/29/2021 ORR ELECTRIC & ALARM LTD.	86.25	A/P	OUT-STD	06/29/2021
	5166	WS-TRANS&DIST-TESTED JB ALON&			
		86.25			
009163	06/29/2021 RICHWIL TRUCK CENTRE LTD.	796.85	A/P	OUT-STD	06/29/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

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Number	Issued		Amount	SC	Status	Status Date
	140413	WS-#20-HARNES	547.60			
	140417	WS-#20-BROKERAGE	249.25			
009164	06/29/2021	SCOTIA TECH FLUID SERVICES	7,619.74	A/P	OUT-STD	06/29/2021
	15492	WS-TRANS&DIST-WATER METER	7,619.74			
009165	06/29/2021	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	63.14	A/P	OUT-STD	06/29/2021
	32276*	WS/SCD-ADMIN-NO. 10 PLAIN ENVE	63.14			
Total Issued (62):			\$421,280.65			
Total Voided (0):			\$0.00			
Grand Total:			\$421,280.65			
Number of Cheques Listed:			62			

* - 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 0000000001 to 0000000068 dated between 06-01-2021 and 06-30-2021

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Number	Issued	Amount	SC	Status	Status Date
000066	06/08/2021 TOWN OF ST. STEPHEN	22,000.00	A/P	OUT-STD	06/08/2021
	22000.00 GG-FUNDTRANSFER-TO GENERAL	22,000.00			
	Total Issued (1):	\$22,000.00			
	Total Voided (0)	\$0.00			
	Grand Total:	\$22,000.00			
	Number of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000000108 dated between 06-01-2021 and 06-30-2021

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Number	Issued		Amount	SC	Status	Status Date
000102	06/24/2021	DILLON CONSULTING LIMITED	15,939.00	A/P	OUT-STD	06/24/2021
	236723	Project#203763 Union Street Combiner	15,939.00			
000104	06/25/2021	ACADIAN MARINE & DIVING LTD	28,337.31	A/P	OUT-STD	06/25/2021
	2021045	Project#187081A Waterfront Revitaliation	28,337.31			
		Total Issued (2):	\$44,276.31			
		Total Voided (0)	\$0.00			
		Grand Total	\$44,276.31			
		Number of Cheques Listed:	2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK6 - Interim No.1-UCF [14-000-0001050]

Cheques from 0000000001 to 0000000107 dated between 06-01-2021 and 06-30-2021

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Number	Issued	Amount	SC	Status	Status Date
000103	06/24/2021 DILLON CONSULTING LIMITED	6,831.00	A/P	OUT-STD	06/24/2021
	236723* Project#203763 Union Street Combiner	6,831.00			
	Total Issued (1):	\$6,831.00			
	Total Voided (0)	\$0.00			
	Grand Total:	\$6,831.00			
	Number of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK8 - Interim No 3-UCF [14-000-0001060]

Cheques from 0000000001 to 0000000037 dated between 06-01-2021 and 06-30-2021

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Number	Issued	Amount	SC	Status	Status Date
000036	06/24/2021 DILLON CONSULTING LIMITED 236712 Project#191946 West Street Infrastruct	805.00 805.00	A/P	OUT-STD	06/24/2021
Total Issued (1):		\$805.00			
Total Voided (0)		\$0.00			
Grand Total:		\$805.00			
Number 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 0000000312 to 0000000348 dated between 06-05-2021 and 07-20-2021

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Number	Issued	Amount	SC	Status	Status Date
000312	06/05/2021 4IMPRINT CANADA-VISA	2,572.27	A/P	CLEARED	06/24/2021
	APRIL192021 GG-EVENTS-PENS	492.72			
	APRIL222021 GG-EVENTS-PORTAGE DRAWSTRING SI	746.02			
	APRIL272021* GG-EVENTS-SPORT BOTTLES WITH PU	251.56			
	MAY072021* GG-150-SWEATERS FOR ANNIVERSAR	1,079.97			
000313	06/05/2021 ACADIA BROADCASTING	1,725.00	A/P	CLEARED	06/24/2021
	APRIL232021 GG-150-ADVERTISING	1,725.00			
000314	06/05/2021 ACCESSSTR COM-VISA	289.30	A/P	CLEARED	06/24/2021
	MAY032021 CC-POOL-2 BUTTON LINAK REMOTE (UF	289.30			
000315	06/05/2021 AMAZON MARKETPLACE-VISA	1,975.92	A/P	CLEARED	06/24/2021
	APRIL162021 GG-EVENTS-FIELD EASELS WITH BAGS	91.98			
	APRIL162021* GG-EVENTS-STUDIO LIGHTING KIT	115.88			
	APRIL162021** GG-EVENTS-PHOTO BACKDROPS	109.98			
	APRIL162021*** CC-MEETINGROOMS-FIELD EASEL WITH	91.98			
	APRIL172021 GG-ADMIN-RETRACTABLE BADGE HOLL	31.98			
	APRIL192021 CC-MEETNGROOMS-ROUND TABLES	226.79			
	APRIL192021* CC-MEETNGROOMS-ROUND TABLE	226.79			
	APRIL192021** CC-MEETINGROOMS-ROUND TABLES	226.79			
	APRIL192021**** GG-MEETINGROOMS-ROUND TABLES	226.79			
	APRIL202021 GG-EVENTS-PORTABL ACCORDION EXP	19.99			
	APRIL202021* GG-EVENTS-LETTER TRAY ORGANIZER	64.10			
	APRIL212021 GG-150-COSTUMES	105.37			
	APRIL222021 CC-POOL-LIFEGUARD NOTEBOOKS	20.02			
	APRIL232021 GG-150-COSTUME PIECE	39.75			
	APRIL232021* CC-POOL-CORK BULLETIN BOARD	62.08			
	APRIL232021*** GG-150-COSTUMES	24.79			
	APRIL232021**** GG-150-COSTUMES	122.77			
	APRIL232021A GG-150-VICTORIAN TAILCOAT	39.00			
	APRIL242021A CC-POOL-NAME TAG CARD HOLDERS	9.99			
	APRIL282021 CC-POOL-LIFEGUARD NOTEBOOKS	19.22			
	MAY032021 CC-ARENA-WIRELESS EARBUDS	45.99			
	MAY062021 GG-150-ART DISPLAY POSTER FRAMES	37.90			
	MAY082021 GG-150-S HOOKS FOR ART DISPLAYS	15.99			
000316	06/05/2021 ATLANTIC SUPERSTORE-VISA	9.80	A/P	CLEARED	06/24/2021
	APRIL202021 GG-COUNCILMEETING-WATER	9.80			
000317	06/05/2021 CANADIAN RED CROSS-VISA	300.00	A/P	CLEARED	06/24/2021
	APRIL232021** CC-POOL-E-REG WS INSTRUCTOR	300.00			
000318	06/05/2021 DOLLARAMA-VISA	4.03	A/P	CLEARED	06/24/2021
	APRIL282021** GG-COUNCILLOR-GIFT FOR JASON CAR	4.03			
000319	06/05/2021 DOLLAR TREE-VISA	9.20	A/P	CLEARED	06/24/2021
	APRIL202021 CC-POOL-NOTEBOOKS	9.20			
000320	06/05/2021 FACEBOOK - VISA	6.62	A/P	CLEARED	06/24/2021

* - 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 000000312 to 000000348 dated between 06-05-2021 and 07-20-2021

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Number	Issued		Amount	SC	Status	Status Date
	MAY062021	RC-PARKS-SUMMER EMPLOYMENT ADS	6.62			
000321	06/05/2021	IRVING - VISA	87.98	A/P	CLEARED	06/24/2021
	MAY052021	GG-ADMIN-KITCHEN SUPPLIES	87.98			
000322	06/05/2021	JEAN COUTU - VISA	54.57	A/P	CLEARED	06/24/2021
	MAY042021	CC-150-HAND SANITIZER FOR EVENTS	54.57			
000323	06/05/2021	KENT BUILDING SUPPLIES	100.00	A/P	CLEARED	06/24/2021
	APRIL282021***	GG-COUNCILLOR-GIFT FOR JASON CAR	100.00			
000324	06/05/2021	LOOMIS EXPRESS - VISA	43.03	A/P	CLEARED	06/24/2021
	APRIL152021	GG-150-CUSTOMES DELIVERY	43.03			
000325	06/05/2021	PITA PIT-VISA	134.90	A/P	CLEARED	06/24/2021
	APRIL2021	GG-COUNCIL-MAYOR AND DEPUTY MAY	134.90			
000326	06/05/2021	PIZZA DELIGHT-VISA	73.57	A/P	CLEARED	06/24/2021
	APRIL22021***	GG-STAFF-PIZZA	73.57			
000327	06/05/2021	SCOTIABANK-VISA	75.00	A/P	CLEARED	06/24/2021
	APRIL282021*	GG-CHARGE-ANNUAL BANK FEE	75.00			
000328	06/05/2021	STAPLES-VISA	293.24	A/P	CLEARED	06/24/2021
	MAY052021	CC-ARENA-OFFICE CHAIR	293.24			
000329	06/05/2021	TUXEDO CA-VISA	168.71	A/P	CLEARED	06/24/2021
	APRIL222021**	GG-150-COSTUME PIECES	168.71			
000330	06/05/2021	UPS - VISA	27.92	A/P	CLEARED	06/24/2021
	APRIL222021*	GG-150-COSTUMES BROKERAGE	27.92			
000331	06/05/2021	VISTAPRINT LIMITED-VISA	1,032.90	A/P	CLEARED	06/24/2021
	APRIL292021	GG-EVENTS-POSTCARDS VINYL BANNE	398.99			
	APRIL302021	GG-EVENTS-SIGNICADE A FRAMES ANC	536.17			
	MAY112021	GG-15-TIME CAPSULE PROGRAMS	97.74			
000332	07/06/2021	CPANB-VISA	138.00	A/P	CLEARED	07/22/2021
	JUNE062021	GG-ASSTTREASURER-PROFESSIONAL I	138.00			
000333	07/06/2021	SPLASHTOP-VISA	74.56	A/P	CLEARED	07/22/2021
	MAY302021	GG-ADMIN-REMOTE COMPUTER ACCES	74.56			
000334	07/07/2021	Carman's Diner-Visa	48.30	A/P	CLEARED	07/07/2021
	MAY252021	GG-MAYOR-CAO MEETING	48.30			
000335	07/07/2021	THE 5 KINGS BREW PUB-VISA	64.58	A/P	CLEARED	07/07/2021
	JUNE102021	GG-MAYOR-MAYOR & COUNCIL SWEAR	64.58			
000336	06/05/2021	MCDONALD'S-VISA	17.11	A/P	CLEARED	06/05/2021
	MAY052021	GG-CAO-CAMA FINAL BOARD MEETING	17.11			
000337	06/05/2021	SHAD TREE ANIMAL SHELTER-VISA	25.00	A/P	CLEARED	06/05/2021
	MAY072021	GG-CIVIC-"IN MEMORY OF" DONATION	25.00			
000338	06/05/2021	THE 5 KINGS BREW PUB-VISA	50.21	A/P	CLEARED	06/05/2021
	APRIL152021	GG-CAO-MEETING WITH PATRICK SMYT	50.21			
000339	06/05/2021	ZOOM-VISA	23.00	A/P	CLEARED	06/05/2021
	APRIL272021	GG-ADMIN-COUNCIL BROADCAST SOFT	23.00			
000340	07/06/2021	BURGER KING-VISA	13.79	A/P	CLEARED	07/06/2021
	JUNE102021	GG-CAO-SOFTWARE TRAINING WORKIN	13.79			
000341	07/06/2021	Carman's Diner-Visa	270.51	A/P	CLEARED	07/06/2021
	JUNE012021	GG-COUNCIL-STRATEGIC PLANNING SE	217.93			
	MAY172021	GG-CAO-PLANNING SESSION LUNCH	52.58			
000342	07/06/2021	MCDONALD'S-VISA	34.22	A/P	CLEARED	07/06/2021
	MAY192021	GG-CAO-COUNCIL ORIENTATIONS TRAI	17.11			

* - 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 0000000312 to 0000000346 dated between 06-05-2021 and 07-20-2021

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Number	Issued		Amount	SC	Status	Status Date
	MAY312021	GG-CAO-WORKING DINNER FOR COUN	17.11			
000343	07/06/2021	THE 5 KINGS BREW PUB-VISA	50.21	A/P	CLEARED	07/06/2021
	JUNE022021	GG-CAO-MEETING LUNCH	50.21			
000344	07/06/2021	THE GREAT COURSES PLUS-VISA	34.50	A/P	CLEARED	07/06/2021
	MAY262021	GG-CAO-PROFESSIONAL DEVELOPMEN	34.50			
000345	07/06/2021	TIM HORTONS-VISA	23.98	A/P	CLEARED	07/06/2021
	MAY262021	GG-ADMIN-STAFF APPRECIATION	23.98			
000346	07/06/2021	UPS - VISA	64.42	A/P	CLEARED	07/06/2021
	MAY192021	CC-POOL-BROKERAGE FEES	64.42			
000347	07/06/2021	ZOOM-VISA	23.00	A/P	CLEARED	07/06/2021
	MAY272021	GG-COUNCIL-COUNCIL BROADCAST SC	23.00			
Total Issued (39):			\$9,939.35			
Total Voided (0):						
Grand Total:			\$9,939.35			
Number of Cheques Listed:			36			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

June, 2021

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,183.99
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,196.09
Total	<u>\$ 18,380.08</u>

SERVICE NEWBRUNSWICK:

June, 2021

Invoice #1461982 (Utility Payment Acceptance Fees)	<u>\$ 150.09</u>
Grand Total	<u><u>\$ 18,530.17</u></u>

C) May 2021-Statements of Revenue and Expenditure

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

	Actual To Date For the Five Months Ending May 31, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Taxes	2,301,599	5,523,832	\$3,222,233	42%
Services Provided to Other Governments	81,757	236,293	154,536	35%
Sale of Services	120,336	400,400	280,064	30%
Other Revenue From Own Sources	75,070	197,455	122,385	38%
Unconditional Grants	932,736	1,466,987	534,251	64%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	648,869	1,641,623	992,754	40%
Total Revenue	4,160,367	9,470,790	5,310,423	44%
Expenditure				
General Government Services	480,088	1,168,315	688,227	41%
Protective Services	730,097	2,388,671	1,658,574	31%
Transportation Services	790,440	2,269,423	1,478,983	35%
Environmental Health Services	107,434	305,723	198,289	35%
Environmental Development Services	185,522	421,806	236,284	44%
Recreational and Cultural Services	774,321	2,169,859	1,395,538	36%
Fiscal Services	506,196	738,993	232,797	68%
Other	2,266	8,000	5,734	28%
Total Expenditures	3,576,364	9,470,790	5,894,426	38%
Surplus (Deficit)	\$584,003	\$0		

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

	Actual To Date For the Five Months Ending May 31, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Sale of Service	\$658,562	\$2,182,200	\$1,523,638	30%
Other Revenue From Own Source	\$88,087	\$207,600	119,513	42%
Total Revenue	<u>746,649</u>	<u>2,389,800</u>	<u>1,643,151</u>	31%
Expenditures				
Water Supply	\$425,450	\$1,182,674	757,224	36%
Sewerage Collection and Disposal	\$246,028	\$744,702	498,674	33%
Fiscal Services	\$309,906	\$462,424	152,518	67%
Total Expenditures	<u>981,384</u>	<u>2,389,800</u>	<u>1,408,416</u>	41%
Surplus (Deficit)	<u>(\$234,735)</u>	<u>\$0</u>		



**Town of St. Stephen
Information Report to Council
Report: PW 09-21**



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: July 28, 2021
Subject: July Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Read Meters.
- b) Installed 1 new Hydrant.
- c) Installed 5 Meters.
- d) Repaired 2 Laterals.

2: Streets:

- a) Repaired lawns and driveways.
- b) Cold patched pot holes.
- c) Replaced street signs.
- d) Painted Crosswalks.
- e) Concrete work and landscaping for Bateau.
- f) There was an over budget purchase of approximately \$5,700.00 for Storm Sewer Pipe to replace a section of blocked Storm Sewer.

3: Waste Water:

- a) Videoed 2 sewer Laterals.
- b) Rodded 3 sewer Laterals.
- c) Repaired 2 sewer Laterals
- d) Installed new controller for pump at LS#4.

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.

Future St. Stephen

As of July 19, 2021

Economic Development Report

Housing

- Incentive policy has been drafted together with the CAO and SNBSC and is ready for consideration by Council
- Reviewing potential market and affordable housing developers to focus on those with the potential to deliver units sooner

Population Growth

- Formed core volunteer group for proposed Welcome St. Stephen. They are putting together core materials and processes for a welcome system. ACOA will fund two thirds of the project through FSS, we are requesting the municipality to provide the remainder. Estimated cost for the project is \$5,000.
- In cooperation with WorkingNB and the Chamber of Commerce, a Charlotte County job fair was held June 24, 25. People were able to participate by phone, in person at the Work Room, and online. Statistics on the fair will be available by the end of the month.
- FSS helped the Town prepare an application for the Canada Community Revitalization Fund.

Commercial/Small Business Growth

- Physical and online businesses continue to open throughout the pandemic. 136 new, expanded or relocated businesses since the Civic Center opened in 2014. 121 of those are new businesses.
- The border arena has been registered with the Atlantic Canada Certified Sites program and will be promoted to foreign direct investors for proposed commercial developments.

Tourism

- Direct Market Readiness program has been launched to prepare a tourism strategy for the Town. An initial stakeholder workshop has been completed, and a second workshop will be held in August to discuss initial findings.
- Canada 1st Basketball Inc. has initiated its fundraising campaign

Industrial Park

- Draft version of the functional plan has been reviewed and returned for next steps

Respectfully submitted by,



Kendall Kadatz, President



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



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Frank Godsoe, Assistant Treasurer, David Beach, Streets Supervisor
Subject: Recommendation for Awarding of Tender TOSS21-01 2021 All Season Dump Body

Recommendation: That Town Council authorizes the awarding of Tender TOSS21-01 for a 2021 Model All Season Dump Body for the tendered price of \$64,250.00 plus HST from Parts for Trucks, Inc., located at 52 Wright Ave. , Dartmouth, NS B3B 1G7

Received Bids

The tender closed on July 09, 2021 and one proposal was received, from Parts for Trucks, Inc. of Dartmouth, NS for \$64,250.00 plus HST.

Proposal Evaluation

The proposal from Parts for Trucks, Inc. of Dartmouth, NS was evaluated to ensure it met tender requirements and minimum specifications, and was accepted as meeting the required specifications and requirements for acceptance. Parts For Trucks, Inc. has service locations in Saint John and Moncton, NB.

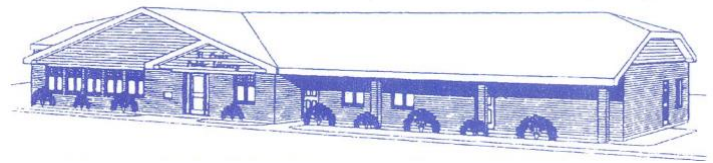
Financial Considerations

Council had previously approved a budget of 60,000.00, plus HST, for the purchase of this equipment with funds from the General Capital Reserve. The tendered proposal cost is \$64,250.00 plus HST, thus the purchase is over the previously approved budget by \$4,250.00 plus HST.

Options

Option 1 – Approve the recommendation - Council accepts the recommendation and approves the purchase, with funds from the General Capital Reserve, of the 2021 All Season Dump Body for the tendered price of \$64,250.00 plus HST from Parts For Trucks, Inc. of Dartmouth, NS.

Option 2 – Reject the request -Council decides not to proceed with the purchase of this equipment as it is not appropriate at this time. This would require that staff continue to work with the equipment currently available to the Town until such time as the equipment is re-tendered.



June 11th, 2021

His Worship Allan MacEachern
Mayor of St. Stephen
22 Budd Ave
St. Stephen, N.B.
E3L 1E9

Dear Mr. Mayor:

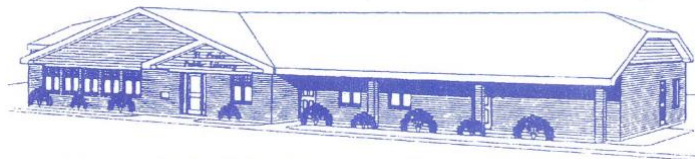
On behalf of the St. Croix Public Library Board, congratulations on your re-election. As you are aware, the Library Board appointments are made by council, and with the new election, I am writing to ask your wishes for a Municipal Representative appointment for the upcoming term.

Mary Gilmore has been the Municipal Representative since 2008. We are grateful for her service and support over this period.

Please contact me if you have any questions. Thank you for your time.

Sincerely,

Rebekah Wheaton
Library Director



May 20th, 2021

His Worship Allan MacEachern
Mayor of St. Stephen
22 Budd Ave
St. Stephen, N.B.
E3L 1E9

Dear Mr. Mayor:

Please receive this request to extend the term for Jane Lindsay on the St. Croix Public Library Board. Ms. Lindsay has been a great supporter of the library and would very much like to continue her service.

She has been a Board member since 2010. Her present term expires at the end of June 2021. We request that her membership on the Board be extended for one year.

Thank you for your consideration.

Sincerely,

Rebekah Wheaton
Library Director