



St. Stephen Town Council
AGENDA

Wednesday, August 25, 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
- D. ADOPTION OF AGENDA
Proposed Resolution:
That the Agenda for the Regular Council Meeting of August 25, 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 3
Proposed Resolution:
That the Minutes of the Regular Council Meeting held on July 28, 2021, be approved as presented.
- I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS
- J. CORRESPONDENCE
- K. BYLAWS, PERMITS, AND POLICIES
 - 1. Development Incentive Bylaw--2nd Reading 12
Proposed Resolution:
That Development Incentive Bylaw, DI-1, be given second reading.
 - 2. Development Incentive Bylaw--Third and Final Reading
Proposed Resolution:
That Development Incentive Bylaw, DI-1, be given third and final 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	20
b.	Planning Report	21
	a. Development Scheme Concepts	30
c.	Community Services Report	33
d.	Protective Services Report	36
e.	Treasurer's Report	41
f.	Public Works Report	70
g.	Future St. Stephen Report	72

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 Thiessen
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. Financial Matter - LGA 68(1)(C)

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Proposed Resolution:

That the meeting be adjourned at ____ pm



**TOWN OF ST. STEPHEN
REGULAR COUNCIL MINUTES**

**July 28, 2021, 5:00 p.m.
Moosehead Room at the Garcelon Civic Center**

Members Present: Mayor A. MacEachern, Councillor M. Harding, Councillor K. Parker, Councillor P. Chisholm, Councillor D. Hyslop, Deputy Mayor G. Wheaton, Councillor V. Thiessen

Staff Present: J. Renaud, CAO/Town Clerk, T. Tozer, Director of Corporate Services, S. Morton, Director of Protective Services, K. Sumner, Director of Community Services

Staff Absent: L. Johnson, Director of Operations Public Works

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

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

That the following items be added to the agenda:

MOTION CARRIED

- 1. Public Presentation from Ms. Juliet Bartlett re The Stage Proposal**
- 2. Citizen Concern: Feeding of Wildlife within town boundaries**
- 3. Communicable Disease Control Policy**
- 4. Proposal: "Conserve the Court" Charitable Fund**

5. Victoria Street Community Garden

D. ADOPTION OF AGENDA

Moved by Deputy Mayor Wheaton

Seconded by Councillor Thiessen

That the Agenda for the Regular Council Meeting of July 28th, 2021, be approved

MOTION CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

- 1. Public Presentation by Ms. Juliet Bartlett re: The Stage Proposal (if approved as late item)**

H. ADOPTION OF MINUTES

- 1. Regular Council Meeting**

Moved by Councillor Parker

Seconded by Councillor Harding

That the minutes of the Regular Council meeting held on June 30th, 2021 be approved as presented.

MOTION CARRIED

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

- 1. Community Grants Requests**

Moved by Councillor Chisholm

Seconded by Deputy Mayor Wheaton

That Council approves community grants be awarded to:

- The Stage - \$2,000 from 2021 Community Grant Fund and \$2000 from 2022 Community Grant Fund
- Victoria Street Community Garden - \$500 from 2021 Community Grant Fund

with staff seeking more information from St. Croix Catholic Parish to be presented at a future meeting.

MOTION CARRIED

- a. The Stage--Proposal
- b. St. Croix Catholic Parish
- c. Victoria Street Community Garden (if accepted as late item)

J. CORRESPONDENCE

K. BYLAWS, PERMITS, AND POLICIES

1. Proposed Re-Zoning of Border Arena Property

- a. Report from Planning officer
- b. Municipal Plan Amendment

Moved by Councillor Chisholm
Seconded by Councillor Parker

That Municipal Plan Amendment M-2-02 be given first reading.

MOTION CARRIED

- c. Zoning Bylaw Amendment

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

That Zoning Bylaw Amendment Z-2-02 be given first reading.

MOTION CARRIED

2. Proposed Re-Zoning of 18 St. Croix

- a. Planning Officer's Report
- b. Municipal Plan Amendment

Moved by Councillor Parker
Seconded by Councillor Thiessen

That Municipal Plan Amendment M-2-03 be given first reading

MOTION CARRIED

- c. Zoning Bylaw Amendment

Moved by Councillor Harding

Seconded by Deputy Mayor Wheaton

That Zoning Bylaw Amendment Z-2-03 be given first reading

MOTION CARRIED

3. Development Incentive Bylaw --1st Reading

Moved by Councillor Chisholm

Seconded by Councillor Harding

That Development Incentive Bylaw, DI-1, be given first reading

MOTION CARRIED

L. NEW BUSINESS

1. Departmental Reports

Moved by Councillor Hyslop

Seconded by Councillor Harding

That the Departmental information reports be acknowledged and received.

MOTION CARRIED

- a. CAO Report
- b. Planning Report
- c. Community Services Report
- d. Protective Services Report
 - a. Feeding of Wildlife in Town Boundaries (if approved as late item)
- e. Treasurer's Report
- f. Public Works Report

- g. Future St. Stephen Report

2. Requests for Decisions

- a. Award of Tender TOSS21-01

Moved by Councillor Harding
Seconded by Councillor Hyslop

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.

MOTION CARRIED

- b. Renewal of Appointment to the Library Board--Mary Gilmore

Moved by Councillor Parker
Seconded by Councillor Hyslop

That Mary Gilmore be reappointed to the St. Croix Library Board for a 3 year term.

MOTION CARRIED

- c. Renewal of Appointment to Library Board--Jane Lindsay

Moved by Councillor Hyslop
Seconded by Councillor Harding

That Jane Lindsay be reappointed to the St. Croix Library Board for a one (1) year term

MOTION CARRIED

- d. Communicable Disease Control Policy (if approved as late item)

Moved by Councillor Parker
Seconded by Councillor Harding

That the Communicable Disease Control Policy be adopted as presented

MOTION CARRIED

- e. "Conserve the Court" Charitable Fund (If approved as late item)

Moved by Deputy Mayor Wheaton

Seconded by Councillor Parker

That Council approves the establishment of the "Conserve the Court" Charitable Fund in accordance with the terms presented.

MOTION CARRIED

M. QUESTION PERIOD

- Is the province going to resurface the rest of Milltown Blvd?
 - CAO Renaud responded that discussions are ongoing and are looking more positive.

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

1. Councillor Theissen

- Attended all meetings of Council
- Met with concerned citizens on a number of issues

2. Councillor Parker

- Attended all meetings of Council
- Spoke with a number of citizens about their concerns, including potholes, squatters on private and public property, and the status of an ongoing development project

3. Councillor Harding

- Received 13 calls from residents, many concerned with the drug use in our community
- Spoke with Julie Atkinson, Director of Sophia House, an addiction treatment centre for women, and advised that a drop-in centre will be opening soon in St. Stephen

4. Councillor Chisholm

- Attended all meetings of Council

5. Deputy Mayor Wheaton

- Attended all meetings of Council

- Attended a Suicide Prevention meeting at the GCC to address mental health issues in Charlotte County
- Lonicera Hall reached their fundraising goal of \$100,000 for a new verandah
- Working on securing a new clock for Turning the Corner
- Noted that the Summer Concert Series in Milltown was very well attended
- Encouraged everyone to attend upcoming Town events such as the N.B. Day celebrations
- Encouraged everyone to support History Alive! by the St. Croix Theatre Company on Aug 1-2
- Received calls from residents with safety concerns in their neighbourhoods

6. Councillor Hyslop

- Attended all meetings of Council
- Attended Charlotte County Museum meeting and assisted with building repairs
- Advised Charlotte County Museum will be opening on Aug 2 by appointment only
- Attended a Canada 1st Basketball meeting
- Received calls from residents on several issues, including speeding and ATVs in Town - concerned with the lack of police presence in the community

7. Mayor MacEachern

- Attended all meetings of Council
- Discussions with developers
- Thanked Deputy Mayor Wheaton for attending the Suicide Prevention Meeting in his absence

O. MEETING EXTENSION

Moved by Councillor Chisholm
Seconded by Councillor Harding

That Council approves extending this evening's Council meeting beyond 8:00 p.m.

MOTION CARRIED

P. NOTICE OF CLOSED MEETING

Moved by Councillor Hyslop

Seconded by Councillor Harding

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

MOTION CARRIED

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

Q. RECONVENE TO REGULAR MEETING

R. ADJOURNMENT

Moved by Councillor Parker

Seconded by Councillor Hyslop

That the meeting be adjourned at 8:27 pm.

MOTION CARRIED

Mayor

Town Clerk

BY-LAW NO. D-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 four or more rental housing units 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 four or more affordable rental housing units 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*

*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

**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.
7. In the event of a decrease of property assessment of ten-percent (10%) or greater, the annual payable grant to the developer shall be re-calculated by the Town using a revised incremental property value increase ('V') for the remaining years left in the incentive agreement ('Y').
8. Where a property assessment is appealed, in the process of an appeal, the payable grant to the developer shall not be paid until Service New Brunswick finalizes a change.

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 11-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: August 25, 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) Initial administrative work has commenced with respect to the preparation of the 2022 municipal budget(s). Members of Council should feel free to send me any thoughts or ideas that they would like included in the budget deliberations.
- 2) Ms. Estey and I have been exploring possible software solutions to enhance and streamline the Town's human resources functions including payroll, onboarding, policy management and scheduling/Time management. More information may be forthcoming on this once research has been completed.
- 3) At the previous meeting of Council, 1st reading was given to a new Development Incentive Bylaw. During the debate on the bylaw questions were raised regarding specific elements of the bylaw. During this reporting period, the CAO worked with the President of Future St. Stephen and Mr. Henderson of SNBSC to consider the questions raised. An amended bylaw is presented at this meeting for Council consideration.
- 4) Discussions regarding a possible apartment building project are proceeding. Council will be updated as is progress warrants.
- 5) Digital read water meter pilot project start date is delayed by 3 months due to the lack of availability of Corporate Services staff to attend 2 days of software training. Revised start date is November 22nd, 2021.



Southwest New Brunswick Service Commission

As of August 18th, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- Provided Council with rezoning & municipal plan amendment by-laws for 163 King Street (Border Arena) and 18 St. Croix Street – next step is public presentations/hearings;
- SNBSC met with CAO/FSS to make Council's requested changes to the development incentive by-law;
- SNBSC has concept plans to present to Council as part of a development scheme by-law that could be used to carry-out housing developments on two Town-owned properties;
- PRAC considering a variance application rear-yard setback for a garage structure at 252 Milltown Blvd.;
- SNBSC working with the Town on the processes around issuing signage permits/approvals;
- SNBSC Board's planning sub-committee, the Planning Management Committee, has recommend Jerome Holland of St. Stephen to be appointed to PRAC.

Development Update

- One hundred (100) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$2,152,383.79, total permit revenue for Town: \$ 11,294.85);
- Four (4) development permits issued to date in 2021;
- Two (2) new subdivision plans approved to date in 2021 (no change in report period);
- Twelve (12) sign permits issued to date in 2021;

Respectfully submitted by,

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

**Southwest New Brunswick Service Commission
Development Permits**

DATE RECEIVED	DEVELOPMENT ADDRESS	PROPOSED DEVELOPMENT	FEE PAID	STATUS	COMMENTS
Apr. 9/21	141 King St., St. Stephen	Change of use	\$ 50.00	Issued	
MAY					
Jan. 26/21	89 Prince William St., St Stephen	Public Storage	\$ 125.00	Issued	
JUNE					
June 10/21	57 King St., St. Stephen	Change of use	\$ 50.00	Issued	
JULY					
July 23/21	131 Queen St. W., St. Stephen	Alteration/repair for sa	\$ 25.00	Issued	

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	
Jan. 26/21	89 Prince William St., St Stephen	Public Storage	\$ 25,000.00	\$ 125.00	Review complete, sent to Manzer	
July 19/21	55 Princess St., St. Stephen	Foundation repair	\$ 18,000.00	\$ 90.00	Review complete, sent to Manzer	
July 23/21	15 Pine St., St. George	shed	\$ 1,200.00	\$ 25.00	Review complete, sent to Manzer	
July 23/21	131 Queen St. W., St. Stephen	Alteration/repair for salon in dwelling	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
July 27/21	31 Spring St., St. Stephen	Heat pump	\$ 5,048.50	\$ 25.24	Review complete, sent to Manzer	
July 27/21	33 Spring St., St. Stephen	Heat pump	\$ 5,382.00	\$ 26.91	Review complete, sent to Manzer	
July 27/21	24 Boundary St., St. Stephen	pool with enclosure	\$ 7,000.00	\$ 35.00	Review complete, sent to Manzer	
July 22/21	176 Pleasant St., St. Stephen	Single Family Dwelling	\$ 60,000.00	\$ 300.00	Review complete, sent to Manzer	
July 26/21	7 St. Croix St., St. Stephen	Garage renovations	\$ 15,000.00	\$ 75.00	Review complete, sent to Manzer	
July 26/21	64 Prince William St., St. Stephen	Foundation repair	\$ 20,000.00	\$ 100.00	Review complete, sent to Manzer	
July 27/21	82 McColl St., St. Stephen	Demolition	N/A	\$ 25.00	Review complete, sent to Manzer	
AUGUST						
Aug. 5/21	323 Milltown Blvd. St. Stephen	Heat pump	\$ 5,800.00	\$ 29.00	Review complete, sent to Manzer	
Aug. 10/21	4 Victoria St., St. Stephen	Heat pump	\$ 4,000.00	\$ 25.00	Review complete, sent to Manzer	
Aug. 10/21	55 Marks St., St. Stephen	Roof replacement over front steps	\$ 1,000.00	\$ 25.00	Review complete, sent to Manzer	
Aug. 11/21	269 Milltown Blvd., St. Stephen	Heat pump	\$ 2,800.00	\$ 25.00	Review complete, sent to Manzer	

Southwest New Brunswick Service Commission
Sign Permits











Month: ALL 2021
Town of St. Stephen

DATE RECEIVED	APPROVAL DATE	REMOVAL DATE	CONSTRUCTION ADDRESS	TYPE OF STRUCTURE	ESTIMATED VALUE	FEE PAID	STATUS
JANUARY							
Dec. 14/20	Jan. 5/21	Jan. 19/21	246 King St., St. Stephen	Portable	N/A	N/A	
Dec. 14/20	Jan. 20/21	Feb. 3/21	246 King St., St. Stephen	Portable	N/A	N/A	
Jan. 12/21	Jan. 25/21	N/A	225 King Street	Fascia Sign	\$ 51,500.00	\$ 257.50	Issued SP-3-21
Jan. 12/21	Jan. 25/21	N/A	225 King Street	Fascia Sign			Issued SP-4-21
Jan. 12/21	Jan. 25/21	N/A	225 King Street	Fascia Sign			Issued SP-5-21
Jan. 12/21	Jan. 25/21	N/A	225 King Street	Fascia Sign			Issued SP-6-21
Jan. 12/21	Jan. 25/21	N/A	225 King Street	Fascia Signs (2)			Issued SP-7-21
MARCH							
Mar. 24/21	Mar. 25/21	Mar. 25/22	123 King Street	Portable Sign		\$ 25.00	Issued SP-10-21
APRIL							
Apr. 29/21	Apr. 29/21	Apr. 30/22	195 King Street	Portable sign	Unknown	\$ 50.00	Issued SP-13-21
JUNE							
June 18/21	June 24/21	Unknown	166 Milltown Blvd., St. Stephen	Fascia Sign	Unknown	\$ 50.00	Issued SP-23-21
JULY							
July 5/21	July 20/21	N/A	107 Milltown Blvd.	Fascia Sign	Same	\$ 50.00	Issued SP-28-21
AUGUST							

Aug. 6/21	Aug. 9/21	N/A	16 King St., St. Stephen	Fascia Sign	Same	\$ 50.00	Issued SP-29-21



The Railyards

-  Building
-  Apartment Lot
-  Mini-home Lot
-  Duplex Lot
-  Park
-  Trail
-  Bike Lane
-  Sidewalk
-  Phase 1
-  Phase 2



The Boundary



For Community Maps: Commission of New Brunswick, Bellini/Geopost/USA, Gei Canada, Geo HSE, Geomatics, SalsGraph, PACEMINT F, METINSAL, USGS, EPA, NPS, US Census Bureau, USGS, MDC, MCM, Parks Canada



Seed Funding
September - October 2021



Capital Funding
February - July 2022



Class D Estimates



Council Buy-in
August 2021



Engineered Plans/
Schedules
October - December 2021



RFP/Development
Agreement
January - June 2022



Housing
September 2022 -
September 2023



Identify Need



Identify Land



Public Consultation
- charette
- gallery walk
- business community
- public buy-in
September 2021



SNBSC



Concept Plans



Development Scheme
By-law
November - January 2022



Repeat
in
Phases



Town of St. Stephen Information Report to Council Report: CMS 14-21



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: August 25th, 2021
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

Past Month's Tasks:

- a. ASD-S discussions regarding the field have slowed down due to the school holidays. We continue to drag and line fields to support the end of season games/play-offs for the ball teams.
- b. Border Arena Review Committee – We will meet to finalize a recommendation for Council.
- c. Tourism initiative is ending, a final report will be available in late September.
- d. New wayfinding signage is being added to the Waterfront Trail in the next few weeks.
- e. 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.
- f. A memorial bench for Dr. Perry Spencer is being planned for the trail.
- g. Research on clocks is ongoing, there are no suppliers for clocktowers in Atlantic Canada. An option would be an image of a clock engraved on a plaque, I will continue to research this.
- h. Assisting with the coordination of town resources for the Char. County Fall Fair in September.
- i. Canada Summer Jobs grant administration as the projects come to an end.
- j. Collaborating with Future St. Stephen to develop a welcome package for new residents.
- k. I coordinated the Aquatics & Programming department while Aaron was on vacation.

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 third month
- e. Monthly Town Council meeting
- f. NB SECA meetings to develop a community wide energy plan (with Chief Morton & Jeremy M).

Administration & Accounting

Monthly Projects (July 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. Launched the new Recreation sales system.
- h. Various administrative and accounting.

Statistics (July 2021):

- i. The Walking Track had approx. 415 users check-in.
- j. The Arena will remain closed until August.
- k. The Fitness Center had approx. 1481 member's check-in.
- l. The Pool had approx. 101 member's check-in before the closure for maintenance on July 5th.
- m. Membership Sales (approx.):
 - i. Monthly/Semi/Annual memberships were on hold for the month of July due to transition to new sales system.
 - ii. Punch Cards = 9 sold

Aquatics & Programming

Past Month's Events:

- a. The W.T. Booth Centennial Pool closed on Sunday, August 29th.
- b. Autism Swim Training began with the new Session of Great Barrier Busters scheduled to start on Sunday, October 3rd.
- c. Aaron took vacation for two weeks in August.

Update on Aquatic Programming:

- a. Following the LSI & Examiners course, an NLI/FAI course was run with two of the LSI candidates being successful and moving on to this level.
- b. Swimming lessons at the W.T. Booth Centennial Pool concluded on Friday, August 27th.
- c. COVID related precautions are expected to lift in full for the Fall Session.
- d. A WSI is being planned with dates pending for either September, or October.

Operations and Maintenance

- 1. Ongoing preventative maintenance in GCC building.
- 2. Regular preventive maintenance completed on all heat pumps throughout building.
- 3. Ice plant #5 has been repaired, still fighting sensor issues in one other ice plant. Plants are ready to go into busy season.
- 4. Vaccine clinics are on going.
- 5. One maintenance Staff taking the Certified pool/Spa operator course.
- 6. Aquatics area shutdown went as planned; we had a few issues with pump start-up.
- 7. Large pool Variable Frequency Drive failed, replaced with new one, and relocated the VFD to a better location.
- 8. Aquatics lobby area heat pump was installed, found some other issues after start-up. Everything back online.

Five Kings building

- 1. Helped with set-up for beer garden, moved fencing and tables over to the town square.

Library

- 1. Dealt with invoices for cleaning as well as paper products and cleaning products for building.

RCMP building.

1. Driveway elevations work still to be carried out on the south side of the building.

Events Development

2. 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. 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). Thank you SSFD for the help!
- c. August 2nd – New Brunswick Day – 11am-2pm - Cake, activities, music, games. IWK moved inside the GCC with the Town due to weather concerns (did not end up raining). Speeches by Mayor MacEachern, Deputy Mayor Wheaton, MLA Bockus and MP Williamson.
- d. August 5th-7th – International Festival – unable to host any joint events with Calais due to border remaining closed. Fireworks were well attended, with music provided complimentary by Full Circle.
- e. August 13-15th – RibFest at the GCC (sponsored by GSAR). Extreme heat may have contributed to low attendance. Ribbers did not seem happy with the outcome this year, nor was 5 Kings with the Beer patio however the live entertainment was well received.
- f. Hockey Camp August 9th-13th

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

- a. Summer Concert Series – Every Thursday evening 6:30 – 8:30pm July and August. Banners have been placed in both locations.
- b. 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, Passamaquoddy Region Antique 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.
- c. September 8th – Meet the candidates night at GCC – tentatively booked (Chamber/Town/CHCO)

4. Additional Information:

- a. Covid clinics moved back upstairs to 3rd floor GCC in August
- b. Bateau & First Landing plaques should be completed by the end of August.
- c. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- d. 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 11-21



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, August 25, 2021
Subject: Protective Services Report

Recommendation: That this report be received for informational purposes.

Fire Chief Report

1. Alarms were:

Town Alarms	17
Out of Town Alarms	9
Total	26

Alarms	# Calls	# FF	# Hours
1. MVA	5	56	67
2. Structure Fire	4	64	215
3. Alarm (no fire)	3	12	13
4. Smell of gas	1	2	2
5. Vehicle Fire	1	12	12
6. Nuisance Fire	1	9	9
7. Public Assist	3	13	13
8. ANB	4	41	41
9. Mulch Fire	1	11	11
10. RCMP Assist	2	25	25
11. NB Power	1	10	20

Total

SSFD	26
Other FD	29
St Stephen PW	6
St Andrews PW	2

Total calls dispatched **63** (July 21 – August 17)

2. Fire Department Activities

1. Monthly meeting
2. Fire extinguisher program
3. Maintenance work on antiques
4. Bucket Sit Fundraising Committee meetings
5. Strongman Competition Fundraiser/Fire Truck Pull

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. JHSC meetings and related work.
7. Zoom Meeting NB Building Code Administration Act Engagement Session.
8. Fire pit inspections.
9. 2021 FD equipment purchasing review.
10. FFA (Fire Service Communications Working Group) virtual meeting.
11. Garbage Bylaw review.
12. Traffic Bylaw review.
13. NB SECA meetings and assessment review.
14. VFIS Insurance renewal.
15. Dangerous and unsightly premises files.
16. Fire cause investigation.

4. Equipment

Nothing major to report in this area.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

Please find enclosed the report for By-Law –Enforcement. We handled 22 occurrences.

Assist other Dept. (2)

Received a message from Michelle Vest with regards to a variance from the noise bylaw. Informed her that this would have to go to council.

Received a call from Michelle Vest with regards to parking during rib fest. Passed on the appropriate info to her.

Assist general public (10)

- (1) Received a complaint from Pizza Delight with regards to people setting off fireworks on the wharf.
Spoke to the business owner and informed him that we do not have anything that prohibits fireworks in Town.
- (2) Received a call from a gentleman in Milltown requesting signage for children at play to be put up on Deacon Lane.
Informed him that this would have to be addressed by Council for approval.
- (3) Received a call from a lady with regards to having a fire pit.
The information was passed onto her.
- (4) Received a call with regards to a person feeding pigeons in his yard.
Informed him that we do not have a bird feeding by law.
- (5) Received a complaint from a gentleman about his neighbor harassing him over him feeding pigeons.
After a long conversation with him it was decided we would monitor the situation further.
- (6) Received a call from a gentleman regarding the setback for a fence.
Directed him the building inspector.
- (7) Received a call about from a gentleman with regards to a Vendor's License.
Forwarded him the info and he will prepare to application.
- (8) Received a call from a lady about a stove sitting along-side of the street.
Informed her that it was there for pick up the RSW Commission.

(9) Received a call from a lady with regards to music being played until 12:30 in the AM. Advised her that I was not aware of the incident, but it could have been part of the festival.

(10) We have spent the best part of the month dealing with a homeless person living in his car on King St.

Parking (8)

(1) Seven warnings given for parking.

(2) Received a call from a call from a business owner about overnight parking King St. On two different occasions I patrolled to King Street between 4 & 5 am and no vehicles were parked at the location.

Dog Complaints (2)

(1) Received a call about a dog barking incessantly in Milltown area. Both myself and animal control have patrolled the area and found no issue.

(2) Received a call from a gentleman who lives on Crocker Hill complaining about the kennel beside him.

Informed him we do not deal with that area to call the SPCA.

Report of the animal control officer

I patrolled the town daily, I responded to all calls and complaints. Several calls on barking dog, owners were given warnings. Several calls on dogs running loose, no pick ups as dogs got away on owners who were walking them. No animals were impounded this month

Regards,

Mike Shannon

Animal Control Officer

Building Inspection Report

The month of July brought in a total of 21 (twenty-one) permits which represents \$316,010.50 (three hundred & sixteen thousand and 10 dollars & 50 cents) in building costs. The total for the year is 94 (ninety-four) permits at a total amount of \$4,089,883.29 (four million, eighty-nine thousand, eight hundred and eighty-three & 79 cents).

One (1) Stop Work Orders was issued in the month July. This office has 3 (three) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 21 (twenty-one) 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 12-21**



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: August 25, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) July 2021 cheque register listing
C) June 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 June 30, 2021.
 - Utility collection procedures involving analysis and possible connection shutoffs. - Ongoing.
 - Property sale turnover procedures-Ongoing.
 - Review for update of Collection Policy-In progress.
 - Utility billings for April-June 2021-Complete.

- 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 83 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 117 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 November 30, 2020.
-Department Head and Council Statements to June 30, 2021

2) Meetings:

- a) Accounting Department staff meetings.
- b) Senior Managers staff meetings.
- c) Council meeting-July 28, 2021.
- d) Accounting Software Webinar-August 5, 2021.
- e) 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 (Boundry Street to Hill Street).
 - 5) Waterfront Revitalization.
 - 6) Waterfront Enhancements (GTF).
 - 7) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 8) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 9) West Street Utility Renewal (GTF).
 - 10) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 11) Waterfront Trail.
 - 12) W.F. Ganong Commemorative Statue.
 - 13) Single Axel Aerial Platform Fire Truck.
 - 14) Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary).
 - 15) All Season Dump Body.
 - 16) Traffic Lights-Charlotte Mall.

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


B) July 2021 Cheque Register Listing

MEMORANDUM

TO: TIM TOZER, TREASURER
FROM: KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER
SUBJECT: JULY 2021 CHEQUE REGISTER LISTING
DATE: AUGUST 17, 2021

Please find the July, 2021, Cheque Register Listing with Paid Bills in the amount of \$1,233,462.70 (One Million, Two Hundred Thirty-three Thousand, Four Hundred Sixty-two Dollars and Seventy Cents).

Regards,


Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 0000000001 to 0000027932 dated between 07-01-2021 and 07-31-2021

CHEQUE REGISTER

Printed 8:31:38AM 08/18/2021

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Number	Issued	Amount	SC	Status	Status Date
027734	07/01/2021 MARK DOWNEY 030306 GG-EVENTS-CANADA DAY	500.00 500.00	A/P	CLEARED	07/31/2021
027735	07/02/2021 TOWN OF ST. STEPHEN 100,000.00 GG-FUNDTRANSFER-TO UTILITY OF	100,000.00 100,000.00	A/P	CLEARED	07/31/2021
027736	07/06/2021 A-1 SPRAY FOAM 433 GG-5KINGS-INSULATE ATTIC AREA	8,970.00 8,970.00	A/P	CLEARED	07/31/2021
027738	07/06/2021 ACCT 8025-280 JUNE2021 LOCAL 770 UNION DUES: JUNE 2021	2,071.00 2,071.00	A/P	CLEARED	07/31/2021
027739	07/06/2021 ALEX MULLIN 2021-06 CC-POOL-NATIONAL LIFEGUARD EX	100.00 100.00	A/P	CLEARED	07/31/2021
027740	07/06/2021 BLAZE STUDIOS INC. 01529 GG-WEBSITE-DISIGN & DEVELOPME	41,049.25 41,049.25	A/P	CLEARED	07/31/2021
027741	07/06/2021 BRETT ESTEY CANADADAY2021 GG-EVENTS-PATH TO GREEN SUMM	500.00 500.00	A/P	CLEARED	07/31/2021
027742	07/06/2021 CERTIFIED TRACKING SOLUTIONS, INC. INV311661 GG-FLEET-14 PIN TO J1708 Y-CABLE	153.38 153.38	A/P	CLEARED	07/31/2021
027743	07/06/2021 DAN HOVEY CLOTHINGALLOW21 RC-PARKS-CLOTHING ALLOWANCE	394.91 394.91	A/P	CLEARED	07/31/2021
027744	07/06/2021 DEMPSEY'S PLUMBING & HEATING 6333 CC-ARENA-CHANGED AUTO AIR VEI	173.24 173.24	A/P	CLEARED	07/31/2021
027745	07/06/2021 G. LEBLANC FIRE TRUCK REPAIR LTD. 13304 PS-#3-ANNUAL SERVICE 13305 PS-#202-ANNUAL SERVICE 13306 PS-#1-ANNUAL SERVICE AND CAPA	3,026.68 572.47 1,032.47 1,421.74	A/P	CLEARED	07/31/2021
027746	07/06/2021 HOLLAND FUELS LTD 30051 TS/PS-199UNIONST-HEATING FUEL	488.93 488.93	A/P	CLEARED	07/31/2021
027747	07/06/2021 JEFF RENAUD JUNE2021 GG-CAO-MONTHLY VEHICLE ALLOV	250.00 250.00	A/P	CLEARED	07/31/2021
027748	07/06/2021 KATHERINE MOLLER 239 GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	CLEARED	07/31/2021
027749	07/06/2021 KONICA MINOLTA BUSINESS SOLUTIONS 273680098 GG-ADMIN-COPIER MAINTENANCE I	286.31 286.31	A/P	CLEARED	07/31/2021
027750	07/06/2021 LIFESAVING SOCIETY - NB Branch 3511 TS/RC/EVENTS-TRAINING-FIRST AID 3511CC CC-TRAINING-FIRST AID MANUAL	299.25 194.51 104.74	A/P	OUT-STD	07/06/2021
027751	07/06/2021 MILLTOWN MACHINE & FABRICATION LTD. 22054 TS-DECORATIVELIGHT-REPAIR LIGI 22070 TS-STREETLIGHTS-1/2 KEYSTOCK	674.90 638.02 36.88	A/P	CLEARED	07/31/2021
027752	07/06/2021 MINISTER OF FINANCE JUNE18-JULY012021 EMPLOYEE DEDUCTIONS-JUNE 18	288.00 288.00	A/P	CLEARED	07/31/2021
027753	07/06/2021 PARTS FOR TRUCKS INC. 34337506-00 PS-#205-DESICCANT AIR DRYERS	108.68 108.68	A/P	CLEARED	07/31/2021
027754	07/06/2021 PAYROLL TRANSFER PAY132021 GG-TRANSFER-JUNE 18-JULY 01/21	82,635.00 82,635.00	A/P	CLEARED	07/31/2021
027755	07/06/2021 PITNEY WORKS JUNE132021 GG-ADMIN-COPIER FINANCE CHAR	48.24 48.24	A/P	CLEARED	07/31/2021
027756	07/06/2021 PRODUCTIVITY PLUS ACCOUNT	362.63	A/P	CLEARED	07/31/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000027932 dated between 07-01-2021 and 07-31-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	IN99118	TS-#16-VARIOUS FILTERS			
	IN99118A	TS-#16-FILTERS			
	IN99132	TS-#16-COVER, BODY, GROMMETS,			
027757	07/06/2021	RECEIVER GENERAL FOR CANADA			
	PAY132021	GG-REMITTANCE-JUNE 18 - JULY 01			
027758	07/06/2021	SERVICE NEW BRUNSWICK			
	CGL0722021	PS-FIRE-1997 DODGE DAKOTA			
	CGN1762021	TS-ST5-1996 FORD F250			
	CKN6352021	TS-ST5-2004 DODGE DAKOTA			
	CND7802021	PS-FIRE-2008 FORD F150			
	CND8232021	RC-PARKS-2003 GMC SONOMA			
	CPD7832021	TS-ST5-2008 DODGE DAKOTA			
	CPE9732021	RC-PARKS-2011 FORD F150			
	CRH7702021	TS-ST5-2008 DODGE DAKOTA			
	CRW6372021	TS-ST5-2014 FORD F250			
	CRW6382021	TS-ST5-2014 FORD F250			
	CRZ4092021	RC-PARKS-2014 FORD F150			
	CTH7182021	TS-ST5-2010 CHEVROLET SILVERA			
	GYV8332021	RC-PARKS-2007 FORD ESCAPE			
027759	07/06/2021	SOJOURN ENTERPRISES LIMITED			
	81076	TS-ST5-STREET SIGNS, POSTS			
027760	07/06/2021	SOURCE ONE SUPPLIES			
	27503	RC-TRANSCANADATRIL-GARBAGE			
027761	07/06/2021	SOURCE ATLANTIC			
	3943458	PS-FRE-CLOTHING ALLOWANCE			
027762	07/06/2021	ST. CROIX PUBLIC LIBRARY			
	JULY-SEPTEMBER2021	GG-GRANT-JULY-SEPTEMBER 2021			
027763	07/06/2021	ST. STEPHEN DEVELOPMENT BOARD			
	JULY-SEPTEMBER2021	GG-GRANT-JULY - SEPTEMBER 202			
027764	07/06/2021	ST. STEPHEN UTILITY DEPT.			
	JUNE2021	EMPLOYEE DEDUCTIONS-JUNE 202			
027765	07/06/2021	TOROMONT CAT (MARITIMES)			
	AFC019472-001	PS-#205-TUBO GP			
	PSAF0220698	PS-#205-CLAMPS			
	PSAF0220699	PS-#205-SEAL, RING, SEAL, GASKE			
027766	07/06/2021	UNIFIRST CANADA LTD.			
	7100251398	CC-FRONTLOBBY-FLOOR MATS			
	7100252189	CC-FRONTLOBBY-FLOOR MATS			
027767	07/06/2021	YELLOW PAGES GROUP			
	INV02000545	PS-FIRE-DIGITAL & MEDIA LISTING I			
027768	07/06/2021	ACCT #903240047015			
	JUNE2021DIS	VOLUNTEER FIRE DISABILITY DEDU			
027769	07/06/2021	ACCT #903240047015			
	JUNE2021	VOLUNTEER FIRE MEMBERSHIP DL			
027770	07/13/2021	ACCESS			
	NBS0652039	CC-ADMIN-SCHEDULED SHRED RO			
027771	07/13/2021	AJW MECHANICAL LTD.			
	36570	RC-LIBRARY-A/C MAINTENANCE			

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027772	07/13/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P52334 TS-#401-PIN BLADE WOODS, BLADE	232.76 232.76	A/P	CLEARED	07/31/2021
027773	07/13/2021 BELL ALIANT 11368891JUN21 GG-TOWNHALL-LANDLINE PHONES 11395944JUN21 PS0FIRE-LANDLINE PHONES	1,899.29 1,007.66 891.63	A/P	CLEARED	07/31/2021
027774	07/13/2021 BLAZE STUDIOS INC. 01530 GG-ADMIN- ONE YEAR HOSTING AN	2,415.00 2,415.00	A/P	CLEARED	07/31/2021
027775	07/13/2021 BRUNET INC. 50189 RC-PROGRAMMING-ADDED TOWNSUITE	54.63 54.63	A/P	CLEARED	07/31/2021
027778	07/13/2021 CARQUEST 148-156390 TS-SHOP-SMOKE DIAGNOSTIC LEA 14838-155087 TS-#11-HOSES, COUPLING, COUPLI 14838-155393 TS-#24-TRANS OIL PAN/TRANSMISS 14838-155418 TS-SHOP-BLACK POLYURETHANE 14838-155676 TS-#24-ML SYN ATF MULTI 14838-155821 TS-#7-OIL FILTERS 14838-155822 TS-#1-OIL FILTERS 14838-156313 TS-SHOP-COAT & PROTECT 14838-156436 TS-SHOP-SMOKE MACHINE OIL 14838-156551 TS-#401-DOUBLE BEAD FULE LINE 14838-156622 TS-#401-FUEL HOSE 14838-156623 TS-AIRPORT-FUEL FILTER 14838-157507 TS-SHOP-TUBING COMPRESSION F 14838-157971 TS-SHOP-BLACK POLYURETHANE 14838-157974 TS-SHOP-BLACK POLYURETHANE 14838-158365 TS-SHOP-PARTS CLEANER 14838-158532 TS-SHOP-COPPER CORE	1,351.35 627.89 87.06 129.15 11.74 87.86 59.09 11.50 72.31 10.60 20.23 1.71 3.43 39.08 11.74 11.74 152.47 13.75	A/P	CLEARED	07/31/2021
027779	07/13/2021 CHANDLER 2168847 CC-MCA-HDMI REPLACEMENTS 2181065 PS-FIRE-BATTERIES, SPEAKER MIC	779.70 376.05 403.65	A/P	CLEARED	07/31/2021
027780	07/13/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JUNE2021 GG-PENSIONPLANCONTRIBUTIONS	46,420.10 46,420.10	A/P	CLEARED	07/31/2021
027781	07/13/2021 CPANB FAMILYVIOLENCE21 PS-FIRE-FAMILY VIOLENCE AWARE	240.00 240.00	A/P	CLEARED	07/31/2021
027782	07/13/2021 CROMBIE DEVELOPMENTS LIMITED BILLYWESTONBROOK GG-BILLY WESTON BROOK UPGRAI	314,690.00 314,690.00	A/P	OUT-STD	07/13/2021
027783	07/13/2021 FUNDY BUILDING INSPECTION 21-138 PS-BUILDINGINSPECT-JUNE 27-JUL	2,484.00 2,484.00	A/P	CLEARED	07/31/2021
027785	07/13/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 422781 GG-BUILDING-NATURAL GAS	999.82 999.82	A/P	CLEARED	07/31/2021
027786	07/13/2021 JOAN MERRILL JUNE 7-JULY4/21 RC-LIBRARY-JANITORIAL SERVICES	364.00 364.00	A/P	CLEARED	07/31/2021
027787	07/13/2021 KEM CANADA MFG 133415 TS-SHOP-KEM-A-LOOSE AEROSOL	327.28 327.28	A/P	OUT-STD	07/13/2021
027788	07/13/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308538248 TS-SHOP-SQUARE HANDLE PINS	138.95 138.95	A/P	CLEARED	07/31/2021
027789	07/13/2021 LIFESAVING SOCIETY - NB Branch 7581A CC-POOL-BRONZE MEDALLIONS, BI	391.80 391.80	A/P	OUT-STD	07/13/2021

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Town of St. Stephen

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Number	Issued	Amount	SC	Status	Status Date
027790	07/13/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENTS 15745 PS-BYLAW-JUNE 28-JULY 09, 2021	1,610.00 1,610.00	A/P	CLEARED	07/31/2021
027791	07/13/2021 MACFARLANDS LTD 06M305672 TS-#28-12V COIL MANIFOLD	1,114.99 1,114.99	A/P	CLEARED	07/31/2021
027792	07/13/2021 MIDLAND COURIER 10034682 PS-FIRE-ATLANTIC BUNKER GEAR	84.87 84.87	A/P	CLEARED	07/31/2021
027793	07/13/2021 MILLTOWN MACHINE & FABRICATION LTD. 22052 TS-#401-LABOURT TO SHEAR 3/16 F	96.97 96.97	A/P	OUT-STD	07/13/2021
027794	07/13/2021 N B ELECTRIC POWER 54253127JUN21 CC-BUILDING-ELECTRICITY	19,865.43 19,865.43	A/P	CLEARED	07/31/2021
027795	07/13/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 489883 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	07/31/2021
027796	07/13/2021 NICK REID CLOTHING2021 CC-ARENA-CLOTHING ALLOWANCE	114.98 114.98	A/P	CLEARED	07/31/2021
027797	07/13/2021 ORR ELECTRIC & ALARM LTD. 5162 RC-LIBRARY-CHANGED TUBES THR 5200 TS-WHARF-WHARF LIGHT REPAIR	1,081.07 488.41 592.66	A/P	CLEARED	07/31/2021
027798	07/13/2021 PIERCE'S PLUMBING & HEATING LTD 21757 RC-MILLTOWN POOL-POOL REPAIR	5,957.55 5,957.55	A/P	CLEARED	07/31/2021
027799	07/13/2021 PROVINCIAL BANDAG TIRES 53168 TS-#7,#22-TIRES	1,781.17 1,781.17	A/P	CLEARED	07/31/2021
027800	07/13/2021 SHANNON MICHAEL JUNE2021 PS-ANIMALCONTROL-MONTHLY FEI	1,616.45 1,616.45	A/P	CLEARED	07/31/2021
027801	07/13/2021 SOURCE ATLANTIC 3947286 TS-SHOP-TRAFFIC CONES, GRAY LI	242.62 242.62	A/P	CLEARED	07/31/2021
027802	07/13/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMISS 220716-221382 GG-TOWN-REGIONAL LANDFILL CO 222434-223286 GG-TOWN-REGIONAL LANDFILL CO	19,750.56 8,536.68 11,213.88	A/P	CLEARED	07/31/2021
027803	07/13/2021 ST. STEPHEN HIGH SCHOOL CONSTRUCTION SHO 2021-12 GG-150-MATERIALS TO REBUILD BATEAU	434.76 434.76	A/P	OUT-STD	07/13/2021
027804	07/13/2021 STATIONERY PLUS 83088 TS-SHOP-INKJET CARTRIDGES 83410 GG-ADMIN-BINDING CASES 83475 GG-ADMIN-LASER TONER 83505 GG-ADMIN-INKJET CARTRIDGES 83510 CC-ADMIN-FILE FOLDER LABELS, TI 83900 CC-ADMIN-PENS, DYMO TAPE, LABE 84267 GG-ADMIN-LASER TONER, STENO E 84271 GG-ADMIN-DYMO TAPE 84318 GG-COUNCIL-METAL NAME PLATE 84430 CC-ADMIN-DYMO TAPE, MECHANIC,	787.16 146.33 17.24 114.87 101.17 68.47 156.54 128.38 -44.22 24.83 73.55	A/P	CLEARED	07/31/2021
027805	07/13/2021 STRESCON LIMITED 50401634 TS-TRANS&DIST-MANHOLE SECTIO	3,482.00 3,482.00	A/P	CLEARED	07/31/2021
027806	07/13/2021 WURTH CANADA LIMITED 24399406 TS-HOP-COTTER PINS, HEX BOLTS,	233.05 233.05	A/P	CLEARED	07/31/2021
027807	07/13/2021 YELLOW PAGES GROUP INV02030667 GG-TOWN HALL-911 LISTING-JUN'2	11.04 11.04	A/P	CLEARED	07/31/2021
027809	07/13/2021 UAP INC	2,280.84	A/P	CLEARED	07/31/2021

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Number	Issued		Amount	SC	Status	Status Date
	961-525412	TS-#28-AIR FILTER	38.17			
	961-525553	TS-SHOP-NAPA WW FLUID -40	89.47			
	961-525586	TS-#18-DIESEL EXHAUSTS	54.69			
	961-525758	TS-#15-POLE SOCKET	8.58			
	961-525801	TS-#15-BEARINGS, OIL SEAL	42.16			
	961-525803	TS-#15-BEARING	9.36			
	961-525805	TS-#15-BEARINGS	-16.11			
	961-525877	TS-SHOP-LATEX GLOVES	25.29			
	961-526180	RC-#304-MUFFLER QUIET/RESONAT	303.88			
	961-526182	TS-#1-CLAMPS	4.65			
	961-526194	TS-#1-AUTOMATIC TRANSMISSION	513.85			
	961-526354	TS-#1-DIFFERENTIAL PINION SEALS	38.28			
	961-526441	TS-SHOP-OIL FILTER WRENCHS, OI	214.74			
	961526490	TS-SHOP-ASST. UNIVERSAL O RING	65.67			
	961-526672	TS-SHOP-ADAPTERS	19.18			
	961-526795	TS-SHOP-ADAPTERS	17.76			
	961-526855	TS-SHOP-HARDWARE	1.90			
	961-526914	TS-#15-LOCK NUTS	41.24			
	961-526918	TS-SHOP-AR HYDRAULIC SER	799.25			
	961-526975	TS-#1-OIL SEAL	-19.01			
	961-527158	RC-PARKS-O-RING	1.84			
	961-527198	TS-#401-OIL SEALS	-40.92			
	961-527409	TA-#402-TRACTORS BAT	66.92			
027810	07/13/2021	IRVING ENERGY DISTRIBUTION AND MARKETING 625028	5,786.34 5,786.34	A/P	CLEARED	07/31/2021
027811	07/14/2021	iIMAGINE 21	12,636.49 12,636.49	A/P	CLEARED	07/31/2021
0000027812	07/21/2021	AARON MUZZATTI GASMETERRETURN MILLPOOLSUPPLIES PAPER TOWELS	164.69 31.24 104.71 28.74	A/P	CLEARED	07/31/2021
0000027813	07/21/2021	ARMSTRONG'S COMMUNICATION LTD. 730882	96.60 96.60	A/P	CLEARED	07/31/2021
0000027814	07/21/2021	BELL ALIANT 06336721JUN21 11378668JUN21 15772965JUN21 47424130JUN21	1,069.84 169.87 370.59 250.95 278.43	A/P	CLEARED	07/31/2021
0000027815	07/21/2021	CALDWELL LESLIE TREECUTTING	300.00 300.00	A/P	OUT-STD	07/21/2021
0000027816	07/21/2021	CARMICHAEL ENGINEERING LTD. FR-1735056 fr-1735548*	4,766.75 621.00 4,145.75	A/P	OUT-STD	07/21/2021
0000027817	07/21/2021	COX ELECTRONICS & COMMUNICATIONS 1-050508	1,034.97 1,034.97	A/P	OUT-STD	07/21/2021
0000027818	07/21/2021	LAWSON PRODUCTS, INC (ONTARIO_ 9308557528	784.38 784.38	A/P	CLEARED	07/31/2021
0000027819	07/21/2021	MINISTER OF FINANCE JULY02-152021	288.00 288.00	A/P	CLEARED	07/31/2021

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0000027820	07/21/2021 N. B. ELECTRIC POWER	16,302.49	A/P	CLEARED	07/31/2021
	18169205JUL21 RC-POOL-MILL LANE	1,408.91			
	18988703JUL21 TS/PS-199UNIONST-ELECTRICITY	1,239.98			
	19051703JUL21 TS-AIRPORT-ELECTRICITY	153.78			
	19051801JUL21 TS-AIRPORT-ELECTRICITY	47.20			
	216000030308JUL21 TS-ST5-AREA LIGHTS	12,242.36			
	55160607JUL21 RC-COTTONMILL-LIGHTS	42.94			
	65083030JUL21 RC-PARKS-MILLTOWN BOAT LAUNC	40.15			
	71315207JUL21 PS-RCMP-ELECTRICITY	927.51			
	72924306JUL21 RC-PARKS-BANDSTAND	47.36			
	82122207JUL21 RC-PARKS-BASKETBALL COURT	27.36			
	83278804JUL21 TS-ST5-PARKS SHED	44.37			
	84960501JUL21 RC-PARKS-RIVERSIDE DR LIGHTS	80.57			
0000027821	07/21/2021 OK TIRE & AUTO SERVICE	133.40	A/P	OUT-STD	07/21/2021
	IN058577 TS-SHOP-ELECTRODES	239.15			
	IN058593 RC-#303-TIRES	-105.75			
0000027822	07/21/2021 ORKIN CANADA CORPORATION	261.05	A/P	OUT-STD	07/21/2021
	C-2618972* CC-BUILDING-PEST CONTROL	89.70			
	C-2619680 PS-FIRE-PEST CONTROL	171.35			
0000027823	07/21/2021 PAYROLL TRANSFER	89,011.00	A/P	CLEARED	07/31/2021
	PAY142021 GG-TRANSFER-JULY 02 - 15, 2021	89,011.00			
0000027824	07/21/2021 PETTY CASH	96.10	A/P	CLEARED	07/31/2021
	JUNE292021 GG-ADMIN-REGISTERED LETTERS	26.90			
	JUNE292021* GG-ADMIN-REGISTERED LETTER	13.45			
	JUNE302021 CC-EVENT-2021 RECIPE CONTEST I	50.00			
	MAY252021 CC-POOL-BINDERS	5.75			
0000027825	07/21/2021 RECEIVER GENERAL FOR CANADA	40,501.46	A/P	CLEARED	07/31/2021
	PAY142021 GG-REMITTANCE-JULY 02 - JULY 15	40,501.46			
0000027826	07/21/2021 RONALD BRISLEY	300.00	A/P	CLEARED	07/31/2021
	SUMMERCONCERT21 CC-EVENTS-SUMMER CONCERT SE	300.00			
0000027827	07/21/2021 SOURCE ONE SUPPLIES	212.50	A/P	CLEARED	07/31/2021
	27550 RC-LIBRARY-GARBAGE BAGS, GLO	212.50			
0000027828	07/21/2021 SOUTHERN SANITATION LTD.	15,721.94	A/P	OUT-STD	07/21/2021
	187254 GG-TOWN-GARBAGE COLLECTION	15,721.94			
0000027829	07/21/2021 TOWN OF ST. STEPHEN	10,000.00	A/P	CLEARED	07/31/2021
	10,000.00* GG-FUNDTRANSFER-TO UTILITY OF	10,000.00			
0000027830	07/21/2021 SPARTAN FITNESS	1,746.80	A/P	OUT-STD	07/21/2021
	342231 CC-FITNESSAREA-BIKE SADDLE	177.43			
	342232* CC-GYM-MOTOR CONTROL BOARD	1,569.37			
0000027831	07/27/2021 A E. HORNE & SON LTD.	63.55	A/P	OUT-STD	07/27/2021
	00611997-01 PS-FIRE-ALUMINUM TAGS BROKER	63.55			
0000027832	07/27/2021 ACCESS	55.18	A/P	OUT-STD	07/27/2021
	NBS0678163 CC-ADMIN-PAPER SHREDDING SER	55.18			
0000027833	07/27/2021 AIR LIQUIDE CANADA INC.	210.09	A/P	OUT-STD	07/27/2021
	73019456 TS-SHOP-BUESHIELD 8, 16	192.61			
	73087984 TS-SHOP-BLUESHIELD, ARGON	17.48			
0000027834	07/27/2021 ALL GAS TANKS	351.79	A/P	OUT-STD	07/27/2021
	109594 TS-SHOP-OXYGEN BOTTLE, ACETYI	312.80			

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Town of St. Stephen

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Number	Issued		Amount	SC	Status	Status Date
	110142	TS-AIRPORT-LAWN MOWER BLADE:	38.99			
0000027835	07/27/2021	BELL MOBILITY INC.	1,245.71	A/P	CLEARED	07/31/2021
	523889487JUL21CC	CC-ADMIN-CELL PHONE CHARGES	158.64			
	523889487JUL21GG	GG/TS/RC/PS-ADMIN-CELL PHONE (1,087.07			
0000027836	07/27/2021	BRUNET INC.	848.48	A/P	OUT-STD	07/27/2021
	50644	CC-ADMIN-LAPTOP ISSUES	54.63			
	50647	TS-AIRPORT-AIRPORT COMPUTER I	27.31			
	50648	GG-ADMIN-PC ISSUE USED BY TOW	27.31			
	50649	CC-ADMIN-DESKTOP COMPUTER IS	54.63			
	50650	GG-ADMIN-MONTHLY MAINTENANC	684.60			
0000027837	07/27/2021	CANADIAN TIRE	947.81	A/P	OUT-STD	07/27/2021
	N17682525	TS-SHOP-GARDEN MATS	25.28			
	N17682529	RC-PARKS-THGCU FLEXIBLE, PDLK	36.96			
	N17752277	TS-SHOP-CLEVIS HOOKS, BOX LEVI	70.08			
	N17752285	CC-ARENA-AA 7+3 KIT, PADLOCK, S	52.75			
	N17752314	TS-SHOP-JB KWIK	13.79			
	N17752439	TS-SHOP-GRINDING KIT	35.59			
	N17752440	RC-PARKS-TENT PEGS	87.03			
	N17752451	TS-SHOP-TENT PEGS, GARBAGE B/	59.74			
	N17752456	TS-SHOP-GRASS SEED	57.49			
	N17752464	TS-SHOP-WATER	76.68			
	N17752470	RC-PARKS-TEFLON TAPE	3.63			
	N17752483	TS-SHOP-GRASS SEED	57.49			
	N17752545	TS-SHOP-GRASS SEED	80.48			
	N17752551	RC-PARKS-PAINT	20.69			
	N17752556	CC-POOL-CLEANING SUPPLIES	48.43			
	N17752559	RC-MILLPOOL-GLOVES, EZ SPRAYE	37.87			
	N17752576	PS-FIRE-MR CLEAN	29.88			
	N17752589	TS-SHOP-WATER	89.46			
	N17752590	CC-POOL-OUTLET COVERS	3.43			
	N17752595	RC-MILLPOOL-DOOR KNOW, HAND :	43.69			
	N17752596	TS-AIRPOT-LAWN MOWER BLADE	58.64			
	N17752597	TS-#402-LAWN MOWER BLADE	-58.64			
	N17752825	RC-PARKS-WATER, REG CUT KEY	17.37			
0000027838	07/27/2021	CANADIAN SPRINGS	42.07	A/P	OUT-STD	07/27/2021
	19100841070121PS	PS-RCMP-WATER	9.19			
	19100841070121TS	TS-SHOP-WATER	32.88			
0000027839	07/27/2021	CHARLOTTE COUNTY JANITORIAL	1,380.00	A/P	OUT-STD	07/27/2021
	4968	PS-FIRE-JANITORIAL SERVICES FO	161.00			
	4969	TS-SHOP-JANITORIAL SERVICES FC	92.00			
	4971	PS-RCMP-JANITORIAL SERVICES FC	1,127.00			
0000027840	07/27/2021	CINTAS CANADA LIMITED	495.20	A/P	OUT-STD	07/27/2021
	5067998457TS	TS-SHOP-FIRST AID SUPPLIES	495.20			
0000027841	07/27/2021	DILLON CONSULTING LIMITED	13,800.00	A/P	OUT-STD	07/27/2021
	239443	GG-INDUSTRIAL PARK FUNCTIONAI	13,800.00			
0000027842	07/27/2021	EAGLE XPRESS COURIER SERVICE	276.00	A/P	OUT-STD	07/27/2021
	340472	TS-#16-FROM MARITIME CASE	34.50			
	340486	TS-#16-FROM MARITIME CASE	28.75			
	340487	TS-#13-FROM TOROMONT CAT	28.75			

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Number	Issued		Amount	SC	Status	Status Date
	550024	PS-AIRPORT-FROM BAYVIEW TRUC	34.50			
	550049	TS-SHOP-FROM PARTS FOR TRUCK	34.50			
	771957	PS-#205-FROM TOROMONT CAT	46.00			
	771970	PS-#205-FROM TOROMONT CAT	34.50			
	771982	TS-SHOP-TO TOROMONT CAT	34.50			
0000027843	07/27/2021	EMCO CORPORATION	7,143.08	A/P	OUT-STD	07/27/2021
	125213001087	TS-STORMPIPE-PVC PIPES	7,117.61			
	125213001089	TS-ST5-PIPE LUBE	25.47			
0000027844	07/27/2021	FILTRATION PLUS	682.41	A/P	OUT-STD	07/27/2021
	5455146	CC-ARENA-PERFECT PLEATS SC M	682.41			
0000027845	07/27/2021	FRONTLINE OUTFITTERS	32.38	A/P	OUT-STD	07/27/2021
	0000053543	PS-FIRE-LOOP-BACK INNER D/BELT	32.38			
0000027846	07/27/2021	FUNDY BUILDING INSPECTION	2,484.00	A/P	CLEARED	07/31/2021
	21-145	PS-BUILDINSPECTOR-JULY 11 - 24/2	2,484.00			
0000027847	07/27/2021	HOLLAND FUELS LTD.	886.75	A/P	OUT-STD	07/27/2021
	30221	TS/PS-199UNIONST-HEATING FUEL	886.75			
0000027848	07/27/2021	IRVING ENERGY DISTRIBUTION AND MARKETING	2,116.37	A/P	OUT-STD	07/27/2021
	329639	TS-ST5-DIESEL	2,116.37			
0000027849	07/27/2021	KEITH'S BUILDING SUPPLIES	1,011.13	A/P	OUT-STD	07/27/2021
	207381	TS-SHOP-DROP IN ACHOR	7.31			
	207407	TS-SHOP-FLUID PACKING KIT, MEDI	785.38			
	207588	TS-ST5-CULVERT	218.44			
0000027850	07/27/2021	KENT BUILDING SUPPLIES	3,013.80	A/P	OUT-STD	07/27/2021
	1001726512	CC-ARENA-CHIP BRUSHES, PAINT	38.49			
	1002106173	TS-SHOP-RUBBER HOSE WASHERS	3.67			
	1002123010	RC-PARKS-ANTI-RUST AND PLASTIC	57.81			
	1002133298	CC-ARENA-JIG SAW BLADE SET, SU	245.39			
	1002144150	TS-SHOP-ANGLE GRINDER	116.58			
	1002212499	TS-SHOP-TWISTED MASON TWINE	11.75			
	1002231096	RC-PARKS-EXTERIOR STAIN	56.67			
	1002232368	PS-FIRE-PORTABLE AIR CONDITION	1,053.40			
	1002275020	RC-PARKS-EXTERIOR STAIN	56.67			
	1002362710	TS-SHOP-LUMBER, SURVEY STAKE	256.90			
	1002372333	TS-SHOP-DECK SCREWS, CIRCULA	195.70			
	1002395902	TS-SHOP-BOLT CUTTER,STUD KILN	154.20			
	1002440620	TS-SHOP-TAPE MEASURE, HEX CAF	53.37			
	1002508406	TS-SHOP-POWER STUD WEDGE AN	32.43			
	1002524423	RC-MILLPOOL-MICROFIBER ROLLEF	116.43			
	1002530833	TS-SHOP-PATIO SLAB	17.96			
	1002533799	CC-ARENA-SLEDGE HAMMER	64.16			
	1002551270	RC-PARKS-STAIN & SEALANT, SAFE	71.23			
	1002562000	CC-POOL-ASSORTED BLANK KEYS,	74.00			
	1002580205	TS-SHOP-LUMBER	37.55			
	1002669374	CC-ARENA-VELOCITY DRUM FANS	299.44			
0000027851	07/27/2021	KONICA MINOLTA BUSINESS SOLUTIONS	267.43	A/P	OUT-STD	07/27/2021
	8092852	GG-ADMIN-COPIER LEASE FOR AUC	267.43			
0000027852	07/27/2021	LIBERTY UTILITIES	812.96	A/P	OUT-STD	07/27/2021
	2021072105008-1016227-0	CC-BUILDING-NATURAL GAS	812.96			
	00					

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0000027853	07/27/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUM 15755 PS-BYLA-W-JULY 12 - 23/21 FEE	1,610.00 1,610.00	A/P	CLEARED	07/31/2021
0000027854	07/27/2021 MARITIME COFFEE SERVICE RC00100406 CC-BUILDING-WATER COOLER REN	80.50 80.50	A/P	OUT-STD	07/27/2021
0000027855	07/27/2021 N. B. ELECTRIC POWER 10126106JUL21 TS-XINGLIGHTS-KING STREET 17935200JUL21 TS-KING/UNIONST-TRAFFIC LIGHT 19055406JUL21 RC-ARENA-ELECTRICITY 50660140JUL21 RC-PARKS-ROTARY CHANGING RO 54187672JUL21 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127JUL21 CC-BUILDING-ELECTRICITY 54653258JUL21 TS-KING/SUPERSTORE-TRAFFIC LI 55917471JUL21 TS-STW-WATERFRONT LIGHTS 57955782JUL21 RC-PARKS-BANDSTAND IN CHOCOL 73006038JUL21 RC-LIBRARY-ELECTRICITY	24,904.25 27.36 41.06 339.08 27.36 39.80 23,320.95 81.98 58.06 29.72 938.88	A/P	CLEARED	07/31/2021
0000027856	07/27/2021 OAKBAY RENTALS OBRI01401 TS-SHOP-CORE DRILL COMBO, DIAI	517.16 517.16	A/P	OUT-STD	07/27/2021
0000027857	07/27/2021 ORR ELECTRIC & ALARM LTD. 5113 RC-LIBRARY-CHANGED BALLAST AI	59.72 59.72	A/P	OUT-STD	07/27/2021
0000027858	07/27/2021 SAFETY SOURCE LTD. 00881380 PS-FIRE-SCBA PERFORMANCE FLO	3,159.63 3,159.63	A/P	OUT-STD	07/27/2021
0000027859	07/27/2021 SHARPE'S LAWN CARE 961 RC-PARKS-INDUSTRIAL PARK MOW	1,150.00 1,150.00	A/P	OUT-STD	07/27/2021
0000027860	07/27/2021 SOUTHWEST CONCRETE & CONS LTD IN000011462 RC-PARKS-EQUIPMENT RENTAL, UI	722.78 722.78	A/P	OUT-STD	07/27/2021
0000027861	07/27/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 241776 GG-AD-CHEERS SSSH CLASS OF 20	195.50 195.50	A/P	OUT-STD	07/27/2021
0000027862	07/27/2021 STATIONERY PLUS 84497 GG-ADMIN-PAPER, HIGHLIGHTERS, 84774 GG-ADMIN-PEN, PENCIL, PENCIL LE 84786 PS-FIRE-TAPE, CERTIFICATE HOLDI 85217 GG-ADMIN-STAPLE REMOVER 85248 GG-ADMIN-HIGHLIGHTERS 85442 GG-ADMIN-#10 ENVELOPES, PENS 85505 GG-ADMIN-STICK IT NOTES, PEN RE 85584 GG-COUNCIL-METAL NAME PLATE, 85621 GG-ADMIN-PAPER 85996 GG-ADMIN-PENS, PAPER CLIPS	664.08 150.40 4.56 187.40 2.86 1.60 41.26 153.10 43.85 56.87 22.18	A/P	OUT-STD	07/27/2021
0000027863	07/27/2021 TRP 52TRP900706 PS-#201-BALL VALVES, HOSE BARB	130.07 130.07	A/P	OUT-STD	07/27/2021
0000027864	07/27/2021 UAP INC. 961-527771 TS-#7-RADIATOR CAP 961-527891 TS-#17-7 POLE SOCKETS 961-528190 TS-#18-DIESEL EXHAUSTS 961-528244 TS-SHOP-SELF ETCH PRIMER 961-528548 TS-SHOP-IMPACT WRENCH 961-528670 PS-#401-CONTACT SET, DISTRIBUTI 961-528730 TS-#401-SPARK PLUGS, CONDENSE	1,246.68 7.35 17.16 52.39 39.47 747.44 43.37 86.61	A/P	OUT-STD	07/27/2021

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	961-528887	RC-#401-LUBE FILTER	14.94			
	961-528907	TS-\$401-OIL	68.55			
	961-528919	TS-SHOP-UNION COUPLING TUBE, /	6.68			
	961-528992	RC-#401-DISTRIBUTOR ROTOR	10.73			
	961-529199	PS-#207-RED BAR LAMPS	131.01			
	961-529541	PS-#208-OIL SEALS	20.98			
0000027865	07/27/2021	UNIFIRST CANADA LTD.	288.72	A/P	OUT-STD	07/27/2021
	7100252970	CC-FRONTLOBBY-FLOOR MATS	154.42			
	7100253762	CC-LOBBY-FLOOR MATS	134.30			
		Total Issued (127):	\$1,031,480.75			
		Total Voided (0)	\$0.00			
		Grand Total	\$1,031,480.75			
		Number of Cheques Listed:	127			

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Town of St. Stephen

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

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Number	Issued	Amount	SC	Status	Status Date
008717	07/06/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBMINT2021* SCD-SERIES "BM"-INTEREST	1,474.25 1,474.25	A/P	OUT-STD	07/06/2021
008726	07/06/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBMPRI2021 SCD-SERIES "BM"-PRINCIPAL	23,000.00 23,000.00	A/P	OUT-STD	07/06/2021
009166	07/06/2021 LIFESAVING SOCIETY - NB Branch 3511* WS-STS-FIRST AID MANUALS	74.81 74.81	A/P	OUT-STD	07/06/2021
009167	07/06/2021 MILLTOWN MACHINE & FABRICATION LTD. 22069 WS-TRANS&DIST-DRILL & TAP SUPP	41.40 41.40	A/P	OUT-STD	07/06/2021
009168	07/06/2021 N. B. SOUTHERN RAILWAY COMPANY LIMITED 85047 SCD-DISPOSAL-MILE POST 33 21 UC	115.00 115.00	A/P	OUT-STD	07/06/2021
009169	07/06/2021 NULANTIC WATER INC. NU101167 WS-SOURCE-FLOW THROUGH CUV	1,045.09 1,045.09	A/P	OUT-STD	07/06/2021
009170	07/06/2021 RESEARCH & PRODUCTIVITY COUNCIL 321874 WS-SOURCE-DRINKING WATER LAE	473.62 473.62	A/P	OUT-STD	07/06/2021
009171	07/06/2021 SERVICE NEW BRUNSWICK CSA0612021 WS-STS-2014 TOYOTA TACOMA	19.00 19.00	A/P	OUT-STD	07/06/2021
009172	07/06/2021 SOURCE ATLANTIC 3943454 SCD-DISPOSAL-CLOTHING ALLOWA	128.81 128.81	A/P	OUT-STD	07/06/2021
009173	07/06/2021 SPEEDY GLASS 8768-382711 WS-#102-WINDSHIELD	980.92 980.92	A/P	OUT-STD	07/06/2021
009174	07/06/2021 BARTLETT RANDY NOVEMBER232021* WS-SOURCE-SIM CARD	23.00 23.00	A/P	OUT-STD	07/06/2021
009175	07/13/2021 ARMOUR TRANSPORT 08366327 WS-SOURCE-EMPTY CYLINDER RE	265.59 265.59	A/P	OUT-STD	07/13/2021
009176	07/13/2021 BRIGGS PLUMBING INC. 1574428 WS-TRANS&DIST-CRIMP RINGS, AD 1574439 WS-SOURCE-BRASS BUSHINGS	290.07 139.44 150.63	A/P	OUT-STD	07/13/2021
009177	07/13/2021 CARVER MATERIALS CANADA LTD 1057 WS-TRANS&DIST-GRAVEL	1,850.55 1,850.55	A/P	OUT-STD	07/13/2021
009178	07/13/2021 MEGA-LAB MANUFACTURING CO. LTD. 161096 WS-TRANS&DIST-1 DZ CASE 161098 SCD-DISPOSAL-CAPTIVE 8	2,113.93 248.40 1,865.53	A/P	OUT-STD	07/13/2021
009179	07/13/2021 ORR ELECTRIC & ALARM LTD. 5225 WS-TRANS&DIST-VALLEY ROAD TEI	289.23 289.23	A/P	OUT-STD	07/13/2021
009180	07/13/2021 PARTS FOR TRUCKS INC. 30413966-00 WS-#20-HYDRAULIC OIL TANK, BOL	601.45 601.45	A/P	OUT-STD	07/13/2021
009181	07/13/2021 RESEARCH & PRODUCTIVITY COUNCIL 322897 WS-SOURCE-DRINKING WATER LAE	315.74 315.74	A/P	OUT-STD	07/13/2021
009183	07/13/2021 STRESCON LIMITED 50401634* SCD-DISPOSAL-MANHOLE SECTION	6,500.00 6,500.00	A/P	OUT-STD	07/13/2021
009184	07/13/2021 UAP INC. 961-525900 WS-#305-OIL PAN GASKET SET 961-526668 WS-#20-ULTRA-SEAL CORROSION S 961-527080 SCD-#14-OIL SEALS 961-527098 SCD-#14-7 POLE SOCKET 961-527211 WS-#305-REFRIDGERANT 961-527319 WS-TRANS&DIST-SLOTTED 516X6	192.14 73.90 14.54 43.38 8.58 12.64 17.58	A/P	OUT-STD	07/13/2021

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Number	Issued		Amount	SC	Status	Status Date
	961-527365	WS-#20-HALOGEN SEALED BEAM, S	21.52			
009185	07/13/2021	XPLORNET	209.00	A/P	OUT-STD	07/13/2021
	INV38085123	WS-MAXWELLCROSSING-SATELLIT	209.00			
009186	07/13/2021	STATIONERY PLUS	171.65	A/P	OUT-STD	07/13/2021
	83182	WS-TRANS&DIST-PUROLATOR DELI	39.22			
	83410*	WS/SCD-ADMIN-BINDING CASES	17.25			
	83563	WS-TRANS&DIST-PUROLATOR DELI	48.88			
	84267*	WS/SCD-ADMIN-LASER TONER, STE	13.53			
	84289	WS-TRANS&DIST-PENS, FIGURING I	24.08			
	84324	SCD-DISPOSAL-USB FLASH, PEN, C	28.69			
0000009187	07/21/2021	BELL ALIANT	324.07	A/P	OUT-STD	07/21/2021
	11366812JUN21	WS-SOURCE-PUMP STATION	136.87			
	19002807jJUN21	SCD-DISPOSAL-OLD BAY WASTERV	187.20			
0000009188	07/21/2021	N. B. ELECTRIC POWER	20,997.74	A/P	OUT-STD	07/21/2021
	36869807JUL21	WS-3-119MAXWELLCROSSING-BUIL	939.37			
	50228902JUL21	WS-MAXWELLCROSSING-PUMP	208.67			
	52557428JUL21	SCD-218OLDBAYROAD-WASTEWAT	15,503.09			
	53473043JUL21	WS-SOURCE-CHLORINE RESIDUAL	29.72			
	61224002JUL21	SCD-ST5-358A MILLTOWN BLVD LIF	738.45			
	61230004JUL21	WS-MAXWELLCROSSING-PUMP	3,070.72			
	76139807JUL21	SCD-ST5-5-4 RIVERSIDE DR LIFT ST	54.12			
	82291006JUL21	WS-SOURCE-RESERVOIR	169.99			
	84934906jul21	SCD-ST5-6-58A RIVERSIDE DR LIFT	120.24			
	84943406jul21	WS-ST5-TODD HILL RESERVOIR	163.37			
0000009189	07/21/2021	PITNEY BOWES LEASING	578.74	A/P	OUT-STD	07/21/2021
	3201742001	WS-ADMIN-LEASE FOR MAY-JULY 2	578.74			
0000009190	07/21/2021	RESEARCH & PRODUCTIVITY COUNCIL	1,639.12	A/P	OUT-STD	07/21/2021
	323262	WS-SOURCE-DRINKING WATER LAE	849.76			
	323406	WS-SOURCE-DRINKING WATER LAE	315.74			
	324519	WS-SOURCE-DRINKING WATER LAE	473.62			
0000009193	07/27/2021	ALL GAS TANKS	362.07	A/P	OUT-STD	07/27/2021
	109655	WS-SOURCE-LINEHEAD ATTACHME	232.12			
	109714	WS-SOURCE-CARBURETOR, INSIDE	129.95			
0000009194	07/27/2021	BELL MOBILITY INC.	939.95	A/P	OUT-STD	07/27/2021
	523889487JUL21UTI	WS/SCD-ADMIN-CELL PHONE CHAR	939.95			
0000009195	07/27/2021	BRUNET INC.	684.59	A/P	OUT-STD	07/27/2021
	50650*	WS/SCD-ADMIN-MONTHLY MAINTEN	684.59			
0000009196	07/27/2021	CANADIAN TIRE	735.24	A/P	OUT-STD	07/27/2021
	N17752258	WS-SOURCE-TIRES, PAINT	160.97			
	N17752278	SCD-DISPOSAL-BOX LEVEL, BLADE	29.88			
	N17752279	WS-TRANS&DIST-BATTERIES	56.22			
	N17752317	SCD-DISPOSAL-TARP STRAP, HASP	22.48			
	N17752452	WS-SOURCE-GAS CAN, BATTERIES	209.40			
	N17752468	WS-,TRANS&DIST-SPRINKLER, PHO	13.78			
	N17752486	SCD-DISPOSAL-GLAD BAGS, TAPE	12.62			
	N17752504	WS-TRANS&DIST-SPRINKLER	45.99			
	N17752549	WS-SOURCE-METAL KEY, RAINX, G.	35.62			
	N17752572	WS-TRANS&DIST-GRASS SEED	40.24			
	N17752584	SCD-DISPOSAL-SAFETY HASP	4.82			

* - 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 0000009232 dated between 07-01-2021 and 07-31-2021

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	N17752591	SCD-DISPOSAL-MICRO USB, CAR CI	20.68			
	N17752598	WS-TRANS&DIST-GARDEN HOSE, E	82.54			
0000009197	07/27/2021	CINTAS CANADA LIMITED	772.78	A/P	OUT-STD	07/27/2021
	50677998457WS	WS-SHOP-FIRST AID SUPPLIES	424.79			
	5067998457WS*	WS-SOURCE-FIRST AID SUPPLIES	347.99			
0000009198	07/27/2021	EAGLE XPRESS COURIER SERVICE	310.50	A/P	OUT-STD	07/27/2021
	340466	WS-SOURCE-TO RESEARCH & PRO	34.50			
	545178	WS-SOURCE-TO RESEARCH & PRO	34.50			
	545200	WS-#20-FROM RICHWELL TRUCKS	34.50			
	550019	WS-SOURCE-TO RESEARCH AND PI	34.50			
	554256	WS-SOURCE-TO RESEARCH & PRO	34.50			
	737256	WS-SOURCE-TO RESEARCH & PRO	34.50			
	737271	WS-SOURCE-TO RESEARCH & PRO	34.50			
	771974	WS-SOURCE- TO RPC	34.50			
	771984	WS-SOURCE-TO THE PANEL SHOP	34.50			
0000009199	07/27/2021	EMCO CORPORATION	16,270.05	A/P	OUT-STD	07/27/2021
	125213001043	WS-TRANS&DIST-HYDRANTS	10,867.50			
	125213001055	WS-TRANS&DIST-GATE VLV OL'S, D	5,402.55			
0000009200	07/27/2021	KENT BUILDING SUPPLIES	184.02	A/P	OUT-STD	07/27/2021
	1002394100	WS-TRANS&DIST-NAIL STAPLES	12.39			
	1002417025	WS-TRANS&DIST-LUMBER	74.16			
	1002698550	WS-TRANS&DIST-WATER	19.04			
	1002698562	WS-TRANS&DIST-STEEL NUT SETT	78.43			
0000009201	07/27/2021	MEGA-LAB MANUFACTURING CO. LTD.	574.20	A/P	OUT-STD	07/27/2021
	161283	WS-TRANS&DIST-CRYSTAL (A), SPC	223.68			
	161284	WS-TRANS&DIST-ORANGE JR. (A), \	350.52			
0000009202	07/27/2021	N. B. ELECTRIC POWER	3,521.14	A/P	OUT-STD	07/27/2021
	53123617JUL21	SCD-ST5-DECHLORINATION CHAME	121.58			
	53158875JUL21	SCD-ST5-BUDD AVE LIFT STATION	2,888.69			
	54807442JUL21	SCD-ST5-159A MILLTOWN BLVD. LIF	36.80			
	56356048JUL21	SCD-ST5-18 RIVERSIDE DR LIFT ST,	33.66			
	61204006JUL21	SCD-2-216KINGSTREET-LIFT STATI	256.98			
	61236008JUL21	SCD-ST5-BUDD AVE LIFT STATION	183.43			
0000009203	07/27/2021	SOUTHWEST CONCRETE & CONS LTD	1,442.68	A/P	OUT-STD	07/27/2021
	IN000011398	WS-TRANS&DIST-EQUIPMENT RENT	155.25			
	IN000011467	WS-TRANS&DIST-LIMESTONE	91.43			
	IN000011551	WS-TRANS&DIST-EQUIPMENT RENT	1,196.00			
0000009204	07/27/2021	STATIONERY PLUS	433.32	A/P	OUT-STD	07/27/2021
	84488	WS-TRANS&DIST-PUROLATOR DELI	47.83			
	84497*	WS/SCD-ADMIN-PAPER, HIGHLIGHT	12.62			
	84774*	WS/SCD-ADMIN-PEN, PENCIL, PENC	4.56			
	85088	WS-SOURCE-POST-IT NOTES, RUBE	132.91			
	85217*	WS/SCD-ADMIN-STAPLE REMOVER	2.88			
	85248*	WS/SCD-ADMIN-HIGHLIGHTERS	1.60			
	85442*	WS/SCD-ADMIN-#10 ENVELOPES, PI	41.26			
	85505*	WS/SCD-ADMIN-STICK IT NOTES, PE	15.32			
	85621*	WS/SCD-ADMIN-PAPER	56.87			
	85775	WS-TRANS&DIST-INKJET CARTRIDC	95.29			
	85996*	WS/SCD-ADMIN-PENS, PAPER CLIP	22.18			

* - 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 0000009232 dated between 07-01-2021 and 07-31-2021

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Number	Issued	Amount	SC	Status	Status Date
0000009205	07/27/2021 THE PANEL SHOP	19,660.98	A/P	OUT-STD	07/27/2021
	ITPS003520* WS-SOURCE-VTSCADA RENEWAL F	1,583.55			
	ITPS003531 SCD-DISPOSAL-KING STREET RETR	8,353.60			
	ITPS003532 WS-SOURCE-VALLEY ROAD CONTR	9,723.83			
0000009206	07/27/2021 UAP INC.	195.45	A/P	OUT-STD	07/27/2021
	961-528628 SCD-#14-QUICK SET 404	102.24			
	961-528699 SCD-#4-POLE SOCKET	9.73			
	961-528894 SCD-#4-SENSOR CONNECTS	14.93			
	961-528907* SCD-#4-5W-30 OIL	68.55			
0000009207	07/27/2021 VIKING FIRE PROTECTION INC	212.75	A/P	OUT-STD	07/27/2021
	731503 WS-SOURCE-ANNUAL SPRINKLER S	212.75			
0000009208	07/27/2021 WURTH CANADA LIMITED	141.20	A/P	OUT-STD	07/27/2021
	24421517 WS-TRANS&DIST-ECO SUPER SPR/	141.20			
0000009209	07/27/2021 BRIAN & LORNA MCMASTER (UTILITY PAYMENT REFUND)	873.56	A/R	OUT-STD	07/27/2021
	2021473314 PREP - 09300820.01	873.56			
0000009210	07/27/2021 PATRICIA (ESTATE) MCFARLANE (UTILITY PAYMENT REFUND)	967.52	A/R	OUT-STD	07/27/2021
	2021473281 PREP - 00850009.00	967.52			
Total Issued (44):		\$111,996.92			
Total Voided (0)		\$0.00			
Grand Total:		\$111,996.92			
Number of Cheques Listed:		44			

* - 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 0000000069 dated between 07-01-2021 and 07-31-2021

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Number	Issued	Amount	SC	Status	Status Date
000067	07/13/2021 TOWN OF ST. STEPHEN	16,000.00	A/P	OUT-STD	07/13/2021
	16000 00 GG-TRANSFER-TO GENERAL OPER	16,000.00			
	Total Issued (1):	\$16,000.00			
	Total Voided (0)	\$0.00			
	Grand Total:	\$16,000.00			
	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 07-01-2021 and 07-31-2021

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
0000000105	07/20/2021	DILLON CONSULTING LIMITED	7,245.00	A/P	OUT-STD	07/20/2021
	238577	Project#203763 Union Street Combiner	7,245.00			
0000000107	07/20/2021	DILLON CONSULTING LIMITED	5,494.13	A/P	OUT-STD	07/20/2021
	238578	Project#211713 Intersection Upgrades	5,494.13			
		Total Issued (2):	\$12,739.13			
		Total Voided (0)	\$0.00			
		Grand Total:	\$12,739.13			
		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 07-01-2021 and 07-31-2021

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Number	Issued		Amount	SC	Status	Status Date
0000000106	07/20/2021	DILLON CONSULTING LIMITED	3,105.00	A/P	OUT-STD	07/20/2021
	238577*	Project#238577 Union Street Combines	3,105.00			
		Total Issued (1):	\$3,105.00			
		Total Voided (0)	\$0.00			
		Grand Total:	\$3,105.00			
		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 0000000038 dated between 07-01-2021 and 07-31-2021

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Number	Issued	Amount	SC	Status	Status Date
0000000037	07/21/2021 FAIRVILLE CONSTRUCTION LTD. QM-3516-04 Project#19-1946 Water and Sanitary S	34,856.03 34,856.03	A/P	OUT-STD	07/21/2021
Total Issued (1):		\$34,856.03			
Total Voided (0)		\$0.00			
Grand Total		\$34,856.03			
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 0000000348 to 0000000363 dated between 07-01-2021 and 07-31-2021

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Number	Issued	Amount	SC	Status	Status Date
0000000348	07/06/2021 4IMPRINT CANADA-VISA	1,726.84	A/P	CLEARED	07/22/2021
	MAY182021 GG-150EVENTTEMPORARY TATTOO	125.06			
	MAY192021 GG-150EVENT-HOODED JACKETS, E	1,601.78			
0000000349	07/06/2021 AMAZON MARKETPLACE-VISA	1,112.37	A/P	CLEARED	07/22/2021
	JUNE032021** GG-EVENTS-KIOSK CASHIER PROTI	132.24			
	JUNE042021 CC-ADMIN-USB BLUETOOTH ADAPT	17.24			
	JUNE042021* RC-PARKS-LOCK BOX WITH COMBII	50.99			
	JUNE052021 CC-POOL-USB TRANSFER CABLE	52.95			
	JUNE092021 CC-POOL-MEDICAL SPLINT ROLLS	130.14			
	JUNE092021* CC-POOL-TRIANGULAR BANDAGE V	37.84			
	JUNE102021* GG-ADMIN-WIRELESS EARBUDS	19.99			
	JUNE112021* CC-ARENA-SHOWER CURTAIN RINC	54.95			
	JUNE142021 CC-POOL-CPR RES-CUE VALUESRE	16.50			
	MAY182021* CC-POOL-CABLE FOR EXTERNAL H.	20.69			
	MAY202021 CC-BUILDING-DISPOSAL FACE MAS	110.34			
	MAY252021* RC-POOL-COMBUSTIBLE GAS DETE	468.50			
0000000350	07/06/2021 ATLANTIC SUPERSTORE	156.10	A/P	CLEARED	07/22/2021
	JUNE012021 GG-ADMIN-TOWN STRATEGY SESS	31.35			
	MAY172021 GG-150EVENT-CELEBRATION CUPC	124.75			
0000000351	07/06/2021 ATLANTIC SUPERSTORE-VISA	52.07	A/P	CLEARED	07/22/2021
	JUNE102021 GG-EVENTS-SWEARING IN CEREMC	52.07			
0000000352	07/06/2021 DINER 81-VISA	160.87	A/P	CLEARED	07/22/2021
	JUNE082021* GG-COUNCIL-STRATEGY PLANNING	160.87			
0000000353	07/06/2021 DOLLARAMA-VISA	9.20	A/P	CLEARED	07/22/2021
	JUNE032021* GG-COUNCIL-TOWN STRATEGY SE:	3.45			
	MAY252021 CC-POOL-LOST RECEIPT	5.75			
0000000354	07/06/2021 GIANT TIGER-VISA	43.06	A/P	CLEARED	07/22/2021
	JUNE032021*** GG-COUNCIL-TOWN STRATEGY SE:	21.80			
	JUNE082021*** GG-STAFF-STRATEGY PLANNING SI	21.26			
0000000355	07/06/2021 IRVING - VISA	43.99	A/P	CLEARED	07/22/2021
	JUNE022021 GG-KITCHEN-COFFEE SUPPLIES	21.99			
	JUNE022021** WS/SCD-KITCHEN-COFFEE SUPPLIE	22.00			
0000000356	07/06/2021 JEAN COUTU - VISA	74.72	A/P	CLEARED	07/22/2021
	JUNE072021 CC-POOL-GLOVES, MEDPRO DEFEN	74.72			
0000000357	07/06/2021 PRINCESS AUTO-VISA	68.99	A/P	CLEARED	07/22/2021
	JUNE112021 CC-ARENA-HOLDER SOCKETS DRAI	68.99			
0000000358	07/06/2021 ST. STEPHEN GUARDIAN - VISA	61.32	A/P	CLEARED	07/22/2021
	JUNE072021* CC-POOL-STERILE PADS, GLUCOSE	61.32			
0000000359	07/06/2021 THE 5 KINGS BREW PUB-VISA	286.35	A/P	CLEARED	07/22/2021
	JUNE032021 GG-COUNCIL-TOWN STRATEGY SE:	286.35			
0000000360	07/06/2021 TIM HORTONS VISA	45.82	A/P	CLEARED	07/22/2021
	JUNE082021** GG-STAFF-STRATEGIC PLANNING S	45.82			
0000000361	07/06/2021 VISTAPRINT LIMITED-VISA	793.76	A/P	CLEARED	07/22/2021
	JUNE082021 GG-EVENTS-SIGNICADE FRAMES, V	793.76			
0000000362	08/05/2021 SCOTIABANK-VISA	75.00	A/P	CLEARED	08/05/2021
	JUNE282021 GG-BANK-ANNUAL BANK FEE	75.00			

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Town of St. Stephen

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]

Cheques from 0000000348 to 0000000363 dated between 07-01-2021 and 07-31-2021

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Number	Issued	Amount	SC	Status	Status Date
		Total Issued (15):			
		\$4,710.46			
		Total Voided (0)			
		\$0.00			
		Grand Total			
		\$4,710.46			
		Number of Cheques Listed:			
		15			

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Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

July, 2021

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,183.99
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,257.93
Total	<u>\$ 18,441.92</u>

SERVICE NEW BRUNSWICK:

July, 2021

Invoice #1472301 (Utility Payment Acceptance Fees)	<u>\$ 132.49</u>
Grand Total	<u><u>\$ 18,574.41</u></u>

C) June 2021-Statements of Revenue and Expenditure

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

Revenue	Actual To Date For the Six Months Ending June 30, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Taxes	2,761,918	5,523,832	\$2,761,914	50%
Services Provided to Other Governments	120,837	236,293	115,456	51%
Sale of Services	144,732	400,400	255,668	36%
Other Revenue From Own Sources	89,834	197,455	107,621	45%
Unconditional Grants	1,087,196	1,466,987	379,791	74%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	779,301	1,641,623	862,322	47%
Total Revenue	4,983,818	9,470,790	4,486,972	53%
Expenditure				
General Government Services	627,094	1,168,315	541,221	54%
Protective Services	1,145,416	2,388,671	1,243,255	48%
Transportation Services	960,842	2,269,423	1,308,581	42%
Environmental Health Services	141,442	305,723	164,281	46%
Environmental Development Services	233,565	421,806	188,241	55%
Recreational and Cultural Services	967,304	2,169,859	1,202,555	45%
Fiscal Services	612,629	738,993	126,364	83%
Other	2,266	8,000	5,734	28%
Total Expenditures	4,690,558	9,470,790	4,780,232	50%
Surplus (Deficit)	\$293,260	\$0		

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

	Actual To Date For the Six Months Ending June 30, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,108,397	\$2,182,200	\$1,073,803	51%
Other Revenue From Own Source	\$110,657	\$207,600	96,943	53%
Total Revenue	<u>1,219,054</u>	<u>2,389,800</u>	<u>1,170,746</u>	51%
Expenditures				
Water Supply	\$515,856	\$1,182,674	666,818	44%
Sewerage Collection and Disposal	\$291,992	\$744,702	452,710	39%
Fiscal Services	\$335,920	\$462,424	126,504	73%
Total Expenditures	<u>1,143,768</u>	<u>2,389,800</u>	<u>1,246,032</u>	48%
Surplus (Deficit)	<u>\$75,286</u>	<u>\$0</u>		



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



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: August 25, 2021
Subject: August Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 1 new Meter.
- b) Repaired 8 Hydrants.
- c) Repaired 6 Meters.
- d) Repaired 1 Lateral.

2: Streets:

- a) Took down High School Banners.
- b) Patched pot holes and Lateral cuts.
- c) Repaired street signs.
- d) Painted Crosswalks.
- e) There was a over budget purchase of approximately \$5,622.24 for Storm Sewer Pipe to replace a section of blocked Storm Sewer.

3: Waste Water:

- a) Videoed 6 sewer Laterals.
- b) Replaced Storm Sewer from Main St. to School St .
- c) Replaced Manhole on St. James Street

Project Updates – Town of St. Stephen

August 17, 2021

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

250 meters of water main and 190 meters of storm sewer main have been installed on Union Street between Hawthorne Street and Hayman Avenue.

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

Currently waiting for a scheduled date from the contractor to return to site and address deficiencies.

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

Project completed. *(This project will be removed from the next progress update)*

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

The tender has been awarded. Currently waiting for a scheduled start date from the Contractor. Dillon is coordinating with NB Power for written agreement to proceed with construction while easements are being reviewed.

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

Contractor on site August 18th to undertake additional work on railing at gangway.

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

Currently waiting for a scheduled start date from the Contractor.

Future St. Stephen

As of August 19, 2021

Economic Development Report

Housing

- Revised incentive policy for residential, commercial and industrial developments has received minor edits after first reading and is ready for final readings.
- Reviewing potential market and affordable housing developers to focus on those with the potential to deliver units sooner. 12 new units are approved, 18 new units are proposed to be built next spring, and approximately 30 conversions to residential are planned to begin this fall.

Population Growth

- Welcome St. Stephen core materials and processes are coming together, soft launch will be in September.
- Follow up support to the Canada Community Revitalization Fund application, and exploring additional federal funding opportunities for municipal projects.
- Local Immigration Program - feasibility study has been requested to get the process underway

Commercial/Small Business Growth

- 2 additional businesses opened in the downtown this month

Tourism

- Final report and recommendations from the Direct Market Readiness program which we are engaged in to develop a tourism strategy will be ready in September.
- Canada 1st Basketball Inc. is making good progress with its fundraising campaign and government contacts.

Industrial Park

- Functional plan will be completed in the next couple of weeks.

Respectfully submitted by,



Kendall Kadatz, President