



St. Stephen Town Council
AGENDA

Wednesday, September 29, 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	
<u>Proposed Resolution:</u>	
That the Agenda for the Regular Council Meeting of September 29, 2021, be approved.	
E. MAYOR'S COMMENTS/PROCLAMATIONS	
F. DISCLOSURE OF INTEREST	
G. PUBLIC AND/OR STATUTORY HEARINGS	
H. ADOPTION OF MINUTES	
1. <u>Special Council Meeting</u>	4
<u>Proposed Resolution:</u>	
That the Minutes of the Special Council Meeting held on September 15, 2021, be approved as presented.	
2. <u>Regular Council Meeting</u>	8
<u>Proposed Resolution:</u>	
That the Minutes of the Regular Council Meeting held on August 25, 2021, be approved as presented.	
I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS	
J. CORRESPONDENCE	
1. <u>Charlotte County Ground Search and Rescue Team</u>	14
Thank you letter for the Town's support and assistance with the 2021 St. Stephen Ribfest.	

2.	<u>Decoding Dyslexia New Brunswick</u>	15
	A request to light up the Town Hall or other community building in red for at least one day during the week of October 20 to bring awareness.	
K.	BYLAWS, PERMITS, AND POLICIES	
1.	<u>Vaccination and Testing Protocol</u>	16
	<u>Proposed Resolution:</u> That Council approves the Vaccination and Testing Protocol as presented.	
2.	<u>Proposed Re-Zoning of Border Arena Property</u>	
	a. Municipal Plan Amendment - Second Reading	19
	<u>Proposed Resolution:</u> That Municipal Plan Amendment M-2-02 be given second reading.	
	b. Municipal Plan Amendment - Third and Final Reading	
	<u>Proposed Resolution:</u> That Municipal Plan Amendment M-2-02 be given third and final reading.	
	c. Zoning Bylaw Amendment - Second Reading	22
	<u>Proposed Resolution:</u> That Zoning Bylaw Amendment Z-2-02 be given second reading.	
	d. Zoning Bylaw Amendment - Third and Final Reading	
	<u>Proposed Resolution:</u> That Zoning Bylaw Amendment Z-2-02 be given third and final reading.	
3.	<u>Proposed Re-Zoning of 18 St. Croix</u>	
	a. Municipal Plan Amendment - Second Reading	25
	<u>Proposed Resolution:</u> That Municipal Plan Amendment M-2-03 be given second reading.	
	b. Municipal Plan Amendment - Third and Final Reading	
	<u>Proposed Resolution:</u> That Municipal Plan Amendment M-2-03 be given third and final reading.	
	c. Zoning Bylaw Amendment - Second Reading	28
	<u>Proposed Resolution:</u> That Zoning Bylaw Amendment Z-2-03 be given second reading.	

- d. Zoning Bylaw Amendment - Third and Final Reading
Proposed Resolution:
 That Zoning Bylaw Amendment Z-2-03 be given third and final reading.

L. NEW BUSINESS

- 1. Departmental Reports

- Proposed Resolution:

- That the Departmental information reports be acknowledged and received.

- a. CAO Report 31
 - b. Planning Report 32
 - c. Community Services Report 47
 - d. Protective Services Report 50
 - e. Treasurer's Report 55
 - f. Public Works Report 83
 - g. Future St. Stephen Report 85

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

O. NOTICE OF CLOSED MEETING

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Proposed Resolution:

That the meeting be adjourned at ____ pm



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

**September 15, 2021, 12:00 p.m.
Moosehead Room at the Garcelon Civic Center**

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

Staff Present: J. Renaud, CAO/Town Clerk, T. Tozer, Director of Corporate Services

Staff Absent: L. Johnson, Director of Operations Public Works, S. Morton, Director of Protective Services, K. Sumner, Director of Community Services

A. CALL TO ORDER

Mayor MacEachern called the meeting to order

B. MOMENT OF REFLECTION

N/A

C. ADDITION OF LATE ITEMS

D. ADOPTION OF AGENDA

RES. NO. 116/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the Agenda for the Special Council Meeting of Wednesday, September 15, 2021, be approved.

MOTION CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

- F. DISCLOSURE OF INTEREST
- G. PUBLIC AND/OR STATUTORY HEARINGS
- H. ADOPTION OF MINUTES
- I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS
- J. CORRESPONDENCE
- K. BYLAWS, PERMITS, AND POLICIES
- L. NEW BUSINESS

1. Requests for Decisions

- a. Application for Financing - General Fund

RES. NO. 117/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Thiessen

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$608,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

Purpose

Transportation Services

Elm Park, Pinewood, and Maple - Sewer Separation and Infrastructure Renewal in the amount of \$357,000 (three hundred fifty-seven thousand dollars) for a 15-year term.

Milltown Boulevard (King Street to Hawthorne Street) - Watermain and Sanitary Sewer Renewal in the amount of \$182,000 (one hundred eighty-two thousand dollars) for a 15-year term.

Thompson Avenue and Springwood Court - Sanitary Sewer Renewal and Combined Sewer Separation in the amount of \$69,000 (sixty-nine thousand dollars) for a 15-year term.

For a total of \$608,000 (six hundred and eight thousand dollars).

MOTION CARRIED

- b. Application for Financing - Water and Sewerage Fund

RES. NO. 118/21

Moved by Councillor Parker

Seconded by Councillor Hyslop

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$839,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

Purpose

Environmental Health Services

Elm Park, Pinewood, and Maple - Sewer Separation and Infrastructure Renewal in the amount of \$280,000 (two hundred eighty thousand dollars) for a 15-year term.

Milltown Boulevard (King Street to Hawthorne Street) - Watermain and Sanitary Sewer Renewal in the amount of \$468,000 (four hundred sixty-eight thousand dollars) for a 15-year term.

Thompson Avenue and Springwood Court - Sanitary Sewer Renewal and Combined Sewer Separation in the amount of \$91,000 (ninety-one thousand dollars) for a 15-year term.

For a total of \$839,000 (eight hundred thirty-nine thousand dollars).

MOTION CARRIED

M. QUESTION PERIOD

There were no questions.

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

O. NOTICE OF CLOSED MEETING

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

RES. NO. 119/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the meeting be adjourned at 12:08 pm

MOTION CARRIED

Mayor

Town Clerk



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

**August 25, 2021, 5:00 p.m.
Moosehead Room at the Garcelon Civic Center**

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

Members Absent: Councillor K. Parker

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

RES. NO. 107/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the following item be added to the agenda:

MOTION CARRIED

1. Street Vendor Permit Application

2. Potential Land Disposition

3. Personnel Matter

D. ADOPTION OF AGENDA

RES. NO. 108/21

Moved by Councillor Hyslop

Seconded by Deputy Mayor Wheaton

That the Agenda for the Regular Council Meeting of August 25, 2021, be approved.

MOTION CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

H. ADOPTION OF MINUTES

1. Regular Council Meeting

RES. NO. 109/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the Minutes of the Regular Council Meeting held on July 28, 2021, be approved as presented.

MOTION CARRIED

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

J. CORRESPONDENCE

K. BYLAWS, PERMITS, AND POLICIES

1. Development Incentive Bylaw--2nd Reading

Proposed Resolution:

RES. NO. 110/21

Moved by Councillor Hyslop

Seconded by Councillor Thiessen

That Development Incentive Bylaw, DI-1, be given second reading.

MOTION CARRIED

2. Development Incentive Bylaw--Third and Final Reading

Proposed Resolution:

RES. NO. 111/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Hyslop

That Development Incentive Bylaw, DI-1, be given third and final reading.

MOTION CARRIED

L. NEW BUSINESS

1. Departmental Reports

Proposed Resolution:

RES. NO. 112/21

Moved by Councillor Harding

Seconded by Councillor Thiessen

That the Departmental information reports be acknowledged and received.

MOTION CARRIED

- a. CAO Report
- b. Planning Report
 - a. Development Scheme Concepts
- c. Community Services Report
- d. Protective Services Report
- e. Treasurer's Report
- f. Public Works Report
- g. Future St. Stephen Report

2. Requests for Decision

- a. Street Vendor Permit Application

RES. NO. 113/21

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

THAT the Council of the Town of St. Stephen approves the issuance of a Peddler's License to Pizza Guy NB effective August 25, 2021, and which will expire on the 31st day of December 2021, in accordance with the Town's By-Law No. L-2, "A By-Law to License and Regulate Peddlers, Street Vendor, Transient Traders and Buskers".

MOTION CARRIED

M. QUESTION PERIOD

Facebook question on low-flying plane in the area.

The Town of St. Stephen currently has no information on the aircraft. The CAO welcomes calls at the Town Hall during business hours to discuss further.

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

1. Councillor Thiessen

- Attended all meetings of Council
- Chaired first official meeting of the Innovation & Technology Committee
- Attended NB Day events and St. Stephen Farmer's Market
- Met with Raymond Funk, Vibrant Communities

2. Councillor Parker

3. Councillor Harding

- Met with group of concerned citizens on living situation in particular apartment buildings in town, i.e., no rules - will work together with Town Council to address issues
- Commended Dr. Tami Matheson on her new veterinary business in St. Andrews

4. Councillor Chisholm

- Had discussion with concerned citizen on their living situation in a particular apartment building in town

5. Deputy Mayor Wheaton

- Attended all meetings of Council
- Attended NB Day and Chocolate Fest activities
- Commended St. Croix Theatre Company on their 'History is Alive' event
- Visited the St. Stephen Farmer's Market
- Attended Beer Garden and Concerts in the Park
- Planning a Heritage Fair for students in May 2022
- Continuing work on providing "Safer Neighbourhoods"

6. Councillor Hyslop

- Attended all meetings of Council
- Attended Charlotte County Museum meeting and assisted with renos/repairs to building
- Attended Rib Fest
- Welcomed new Members on the Board of the Charlotte County Museum
- Canada 1st Basketball meetings
- Met with Kendall Kadatz, President FSS, to discuss economic development
- Attended the Innovation & Technology Committee meeting

7. Mayor MacEachern

- Attended tourism meeting
- Attended Rotary meeting - glamping
- Attended Rib Fest
- Attended NB Day activities, fireworks and 5 Kings Beer Garden event

O. NOTICE OF CLOSED MEETING

RES. NO. 114/21

Moved by Councillor Thiessen

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

2. **Potential Land Disposition**

3. **Personnel Matter**

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

RES. NO. 115/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the meeting be adjourned at 7:11 pm.

MOTION CARRIED

Mayor

Town Clerk

September 7, 2021


Jeff Renaud
Chief Administrative Officer
Town of St. Stephen

Dear Mr. Renauld

On behalf of Charlotte County Ground Search and Rescue I wish to extend thanks and appreciation to the Town of St. Stephen, the Mayor and Council, the Public Works Department and the staff of the Garcelon Civic Centre for their support and assistance with the 2021 St. Stephen Ribfest. This fund raiser has become the major event for our team, and with the support of all, was a resounding success.

I would especially like to commend Michelle Vest for her organizational skills and long hours on site helping with any issues that developed. Since the format changed from drive-thru to walk up this year, there was a new learning curve that we will hopefully build upon next year.

Thanks to everyone for their co-operation and support.

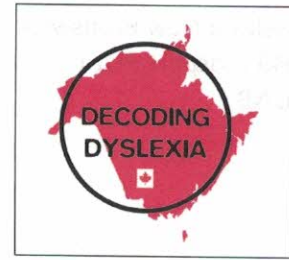


Jim Tubbs, President

Char. Co. Ground Search and Rescue Team

Decoding Dyslexia New Brunswick
PO Box 30046 Prospect Plaza
Fredericton, NB
E3B 0H8

Town of St. Stephen
RECEIVED
SEP 16 2021



To Whom It May Concern

I am participating with Dyslexia Canada to support Dyslexia awareness during the month of October. I, along with Decoding Dyslexia New Brunswick, would like to request support in raising awareness of the 15-20% of our population living with dyslexia.

This year's theme aims to inspire young people across Canada to be proud that they are #PoweredByDyslexia as well as to provide a platform for young voices to be heard. Helping to empower these voices will allow those with dyslexia to learn how to self-advocate for their educational needs.

For the many kids struggling with dyslexia, the teacher's red pen is a constant reminder of the lack of awareness and support needed for them to learn to read, write and spell with their peers and be successful in school and in life. In recognition of International Dyslexia Awareness month, Dyslexia Canada is asking cities across Canada to light up their City Hall or other available buildings in red for one day during their second annual campaign "Mark it Red for Dyslexia".

You can find a complete listing of all participating cities on their website at [Mark it Read — Dyslexia Canada](https://www.markitred.ca/)

I would love to be able to say that my surrounding Community participated this year. This October, please consider my request to light up the Town/City Hall or any other community building in red for at least one day during the week of October 20 to bring awareness and shine a light on the kids in our classrooms who need our help.

Thank you for your consideration. I look forward to your support this October and please send us a photo of your Building!

We can be reached via email at decodingdyslexianb@gmail.com or through our Facebook page <https://www.facebook.com/decodingdyslexianb/>.

LIGHTINGS

New Brunswick Legislative Building

2
0
2
0



Hampton	Quispamsis
Miramichi	Richibucto
Moncton	Riverview
New Maryland	Rothsay
Port Elgin	Sackville
Bathurst	Saint Andrews
Cambridge-Narrows	Saint John
Dalhousie	St. Stephen
Dieppe	Sussex
Fredericton	Woodstock
Grand Bay-Westfield	
Grand Falls	

SCHOOLS

École Arc-En-Ciel
Bessborough School
Bliss Carmen Middle School
Fredericton Christian Academy
George Street Middle School
Harold Peterson Middle School
Hartland Community School
Meduxnekeag Consolidated
New Maryland Elementary
Origins Academy
Park Street Elementary
Priestman Street Elementary
Quispamsis Middle School
Townsvlew School
Upper Miramichi Elementary



Decoding Dyslexia New Brunswick email: decodingdyslexianb@gmail.com
Arlene Mortensen, email: mortensenarlene@gmail.com, 506-391-5651,

Vaccination and Testing Protocol

Effective Date:	September 29, 2021
Administrative Responsibility:	Human Resources Coordinator
Enforcement of Protocol:	Town Administrator

Purpose

Over the last few months, the overwhelming majority of new infections are among the unvaccinated in New Brunswick. The Town of St. Stephen has a responsibility to ensure a safe and healthy environment for our employees, as well as our residents and community. Evidence has shown that the vaccine protects individuals, their families and their communities against severe illness, hospitalization and even death, from COVID-19. The protocol, developed in line with current policies implemented to public servants across the Province of New Brunswick, contributes to our fight against the virus and unites us in our common mission to ensure the wellbeing of everyone.

Vaccination appointments may be made by phoning 811 or online at www.gnb.ca/bookavaccine

Employees and members of Council

Current employees will have until Tuesday October 12, 2021, to provide proof of full vaccination (i.e. 2 doses plus 14 days) to the HR Department. A copy of the vaccination record will **not** be kept on file. Human Resources will maintain a list of all employees who have shown proof of vaccination. Managers will then receive regularly updated lists of their employees who have provided proof of vaccination. Employees are **not required** to provide proof of vaccination, however if it is not provided, they will have to abide by the mask and testing procedure.

Employees who do not provide proof of vaccination by October 12, 2021:

- Shall wear a mask in the workplace at all times, except when they are alone in their personal workspace (if applicable);
- Shall Refrain from responding to incidents, where the employee is a firefighter (including volunteers); and
- Shall comply with the testing procedures set out below.

In the event of an outbreak in a workplace, testing requirements may be temporarily modified (including for fully vaccinated employees) based on Public Health guidance.

Testing procedure

1) **Complete point of care testing (POCT) two (2) times per week 3 days apart.** The employer will provide the POCT kits to employees. Employees will begin the testing as soon as their employer provides the kits and will

provide the results of each test to the employer. The POCT test will be taken at home prior to the start of the shift. Results of each test will have to be communicated to your respective manager and Human Resources. Please note that each test takes at the minimum 15 minutes to complete. Any fraudulent testing is grounds for disciplinary action, up to and including dismissal. If you fail to provide the test results as scheduled, you may not report to work that day and will be considered absent without leave.

AND

2) Register and complete a polymerase chain reaction (PCR) test once (1) per month starting the week of November 1, 2021 and then the first week of every following month. Employees will provide the result of their monthly PCR test to Human Resources. PCR tests require to be completed on an employee's personal time at their expense. You can register for a PCR test at www.gnb.ca/coronavirus

3) Employees must also schedule a PCR test immediately if they get a positive POCT test result or have two or more symptoms. Employees will not attend the workplace until they get a negative PCR test result (they can work from home if equipped and feel well enough to do so). If the PCR test result is negative, employees must still complete their next regularly scheduled monthly PCR test.

Scope

This protocol applies to all Town Employees, members of Council, PAC, contractors and students. Every individual subject to this protocol must be fully vaccinated against COVID-19 or wear a mask and undergo regular COVID-19 testing.

New Employees

New employees will be required to provide proof of vaccination, as a condition of employment, before their first day of work at the Town.

Accommodation on Human Rights ground/ medical exemptions

Employees who request an accommodation based on Human Rights grounds or a medical exemption will be evaluated on a case-by-case basis. Employees who request a medical exemption will be required to provide an approved certificate of a medical exemption.

Legislation

The New Brunswick Occupational Health and Safety Act requires that employers take every reasonable precaution to ensure the health and safety of their employees.

Suppliers/ Contractors

Anyone who regularly works at the Town alongside Town employees should comply with this protocol. Department managers responsible for contractors and suppliers must inform those impacted by this protocol and enforce it.

Illness

Any person (vaccinated or unvaccinated) exhibiting symptoms of COVID-19 must get tested (PCR test) when 2 symptoms have developed. While waiting for the test results you must stay home sick until you receive a negative test result. Employees who have the ability and are equipped to work from home may do so if they feel well enough.

If you test positive for COVID-19, please notify your manager, and follow all directives from Public Health.

Compliance

Instances where an employee who has not provided proof of full vaccination does not comply with either the masking or testing requirements or is found to produce fraudulent records will be subject to the disciplinary process, up to and including dismissal.

Revision History of Protocol

Date of Change	Responsible	Summary of Change

BY-LAW NO. M-2-02

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

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

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

Read the first time this day of

Read the second time this day of

Read the third time this day of

Allan MacEachern, Mayor

Jeff Renaud, Clerk

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

1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 25, 110 of 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. M-2-02, A By-law to amend By-law No. M-2, Being the Municipal Plan By-law for the Town of St. Stephen.
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

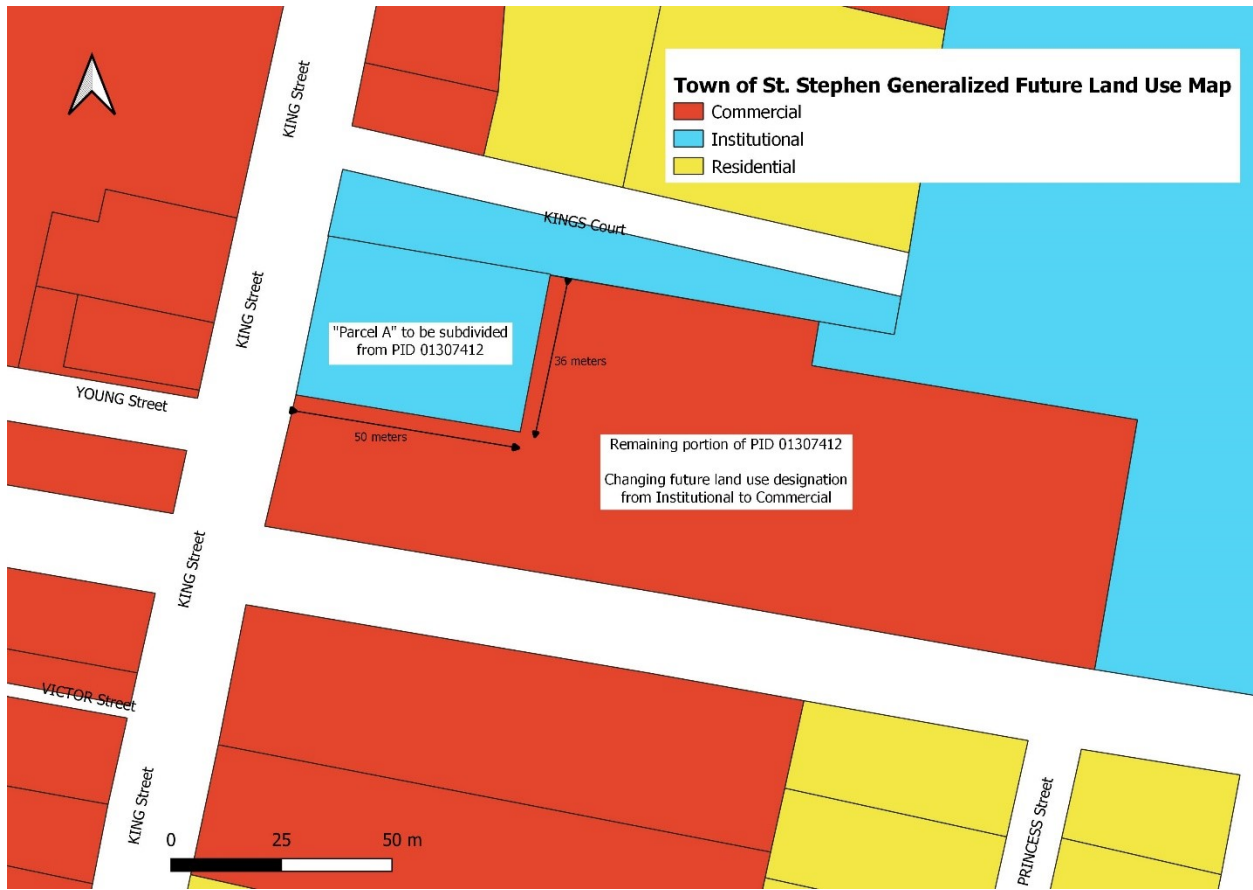
DECLARED before me at the Town
of St. Stephen, in the County of
Charlotte and Province of New
Brunswick, this day of

COMMISSIONER OF OATHS

Jeff Renaud, Clerk

BY-LAW NO. M-2-02

Schedule "A-1"



BY-LAW NO. Z-2-02

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

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

1. By-law No. Z-2, the Zoning By-Law for the Town of St. Stephen, is amended by changing the zone as shown on the Zoning Map attached to the said By-law as Schedule “A” thereof for a portion of those lands shown on Schedule “1” attached hereto and forming part hereof, from INST (Institutional) Zone to CM (Commercial Mix) Zone.

Read the first time this day of

Read the second time this day of

Read the third time this day of

Allan MacEachern, Mayor

Jeff Renaud, Clerk

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

1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 59, 110 and 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. Z-2-02, A By-law to amend Bylaw No. Z-2, Being the Zoning By-law for the Town of St. Stephen.
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

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

COMMISSIONER OF OATHS

Jeff Renaud, Clerk

Schedule "A"



BY-LAW NO. M-2-03

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

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

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

Read the first time this day of

Read the second time this day of

Read the third time this day of

Allan MacEachern, Mayor

Jeff Renaud, Clerk

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

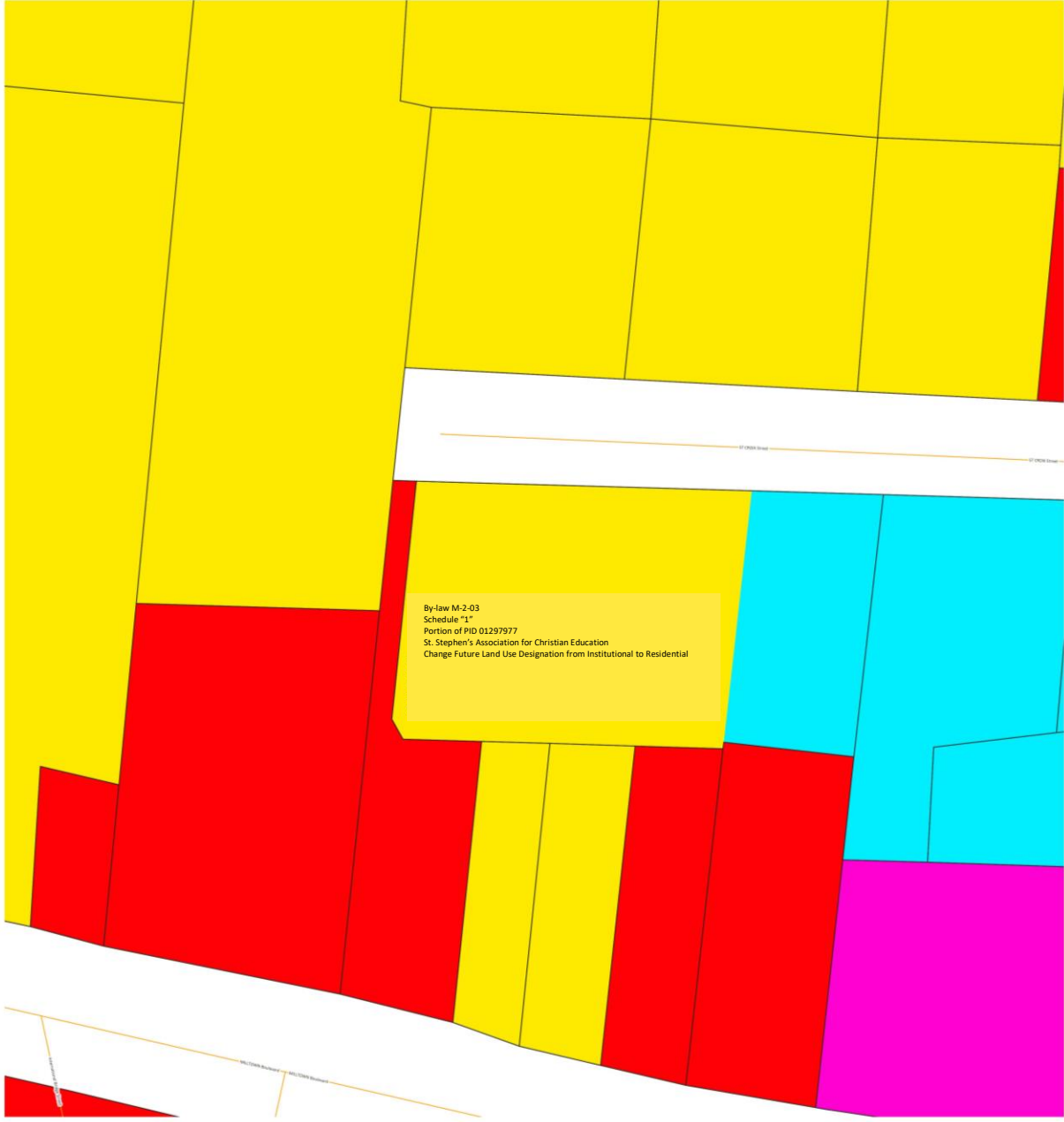
1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 110, 111, and 117 of the *Community Planning Act* have been complied with in respect to Bylaw No. M-2-03, A By-law to amend By-law No. M-2, Being the Municipal Plan By-law for the Town of St. Stephen.
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

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

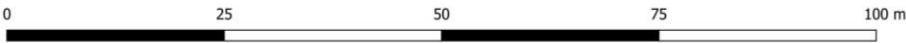
COMMISSIONER OF OATHS

Jeff Renaud, Clerk

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



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



BY-LAW NO. Z-2-03

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

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

1. By-law No. Z-2, the Zoning By-Law for the Town of St. Stephen, is amended by changing the zone as shown on the Zoning Map attached to the said By-law as Schedule “A” thereof for the lands shown on Schedule “1” attached hereto and forming part hereof from INST (Institutional) Zone to R-2 (Residential Mix) Zone.

Read the first time this day of

Read the second time this day of

Read the third time this day of

Allan MacEachern, Mayor

Jeff Renaud, Clerk

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

1. THAT I am the Town Clerk of the Town of St. Stephen, a municipal corporation, and have personal knowledge of the facts herein declared.
2. THAT the requirements of Sections 59, 110 and 111 of the *Community Planning Act* have been complied with in respect to Bylaw No. Z-2-03, A By-law to amend Bylaw No. Z-2, Being the Zoning By-law for the Town of St. Stephen.
3. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

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

COMMISSIONER OF OATHS

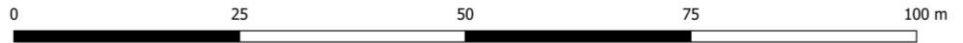
Jeff Renaud, Clerk

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



St. Stephen Zoning By-law Z-2

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





Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 12-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: September 29, 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 draft budget submissions have been received from most departments. Council members are always welcome to submit ideas/suggestions for consideration.
- 2) Digital work order system has been established in the Protective Services Department as an initial trial run. Implementation in other departments will be completed in the near future.
- 3) As part of the ongoing battle against the Covid-19 pandemic, administration has produced a policy, later on this agenda, which, if adopted, would require staff to be masked and regularly tested unless fully vaccinated. This policy was drafted in coordination with the Director of Protective Services and with knowledge obtained by other municipalities who have installed similar policies.
- 4) Covid-19 continues to affect the operations of the municipality. At the time of this writing, the most impact is being felt at the Garcelon Civic Center where proof of vaccination is now required for entry. This is to maintain compliance with Public Health directives.
- 5) Province of New Brunswick continues their program to determine the form that municipal government reform will take. Administration hopes that the government direction will become clearer in the coming weeks.



Southwest New Brunswick Service Commission

As of September 15th, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- Held required public presentations for Council for municipal plan amendment by-laws for 163 King Street (Border Arena) and 18 St. Croix Street (0 attendees) – next step is public hearings;
- SNBSC met with CAO/FSS/Dillon to meet about the functional plan for the industrial park expansion;
- PRAC approved a variance application rear-yard setback for a garage structure at 252 Milltown Blvd. subject to geotechnical engineering and environmental conditions;
- Provided CAO with high-school catchment map to help analyze potential municipal reform options.

Development Update

- One hundred and eight (108) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$ 2,339,383.79, total permit revenue for Town: \$ 12,244.85);
- Four (4) development permits issued to date in 2021 (no change in report period);
- Two (2) new subdivision plans approved to date in 2021 (no change in report period);
- Fourteen (14) sign permits issued to date in 2021.

Enforcement Support Update

- Assisting Protective Services with drafting enforcement orders and interpretations of the Town's zoning by-law as well as identifying which newly displayed signs in the municipality do not have their proper permits.

Respectfully submitted by,

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

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

**Southwest New Brunswick Service Commission
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
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. 6/21	N/A	16 King St., St. Stephen	Fascia Sign	Same	\$ 50.00	Issued SP-29-21
Aug. 13/21	Aug. 16/21	N/A	107 Milltown Blvd.,	Sandwich board	Same	\$ 50.00	ISSUED SP-30-21
Aug. 11/21	Aug. 16/21		Canadian Tire	Portable	Same	N/A	

FILE #	ORIGINAL REC'D	FINAL REC'D	PID/PAN	# OF LOTS / PARCELS CREATED	ROAD SYSTEM	DATE STAMPED	FILE REGISTERED <small>(check snb)</small>
SS-31-21	May 18/21	May 18/21	01310762	Parcel A	Public	May 18/21	
SS-32-20	May 18/21	May 20/21	15205438	1 Lot (Parcel)	Public	May 20/21	

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
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
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
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 Oakway, 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
Aug. 18/21	235 Milltown Blvd., St. Stephen	replace deck and steps	\$ 2,500.00	\$ 25.00	Review complete, sent to Manzer
Aug. 23/21	18 St. Croix St, St. Stephen	Alteration/repair	\$ 50,000.00	\$ 250.00	Review complete, sent to Manzer
Aug. 23/21	44 Porter St., St. Stephen	Porch addition	\$ 10,000.00	\$ 50.00	Review complete, sent to Manzer
Aug. 30/21	60 Marks St., St. Stephen	Heat pump	\$ 4,500.00	\$ 25.00	Review complete, sent to Manzer
Aug. 30/21	84 Pleasant St., St. Stephen	Foundation repair	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer
SEPTEMBER					
Sept. 8/21	111 Queensway, St. Stephen	detached garage	\$ 20,000.00	\$ 100.00	Review complete, sent to Manzer
Sept. 8/21	27 Elm Park, St. Stephen	Addition	\$ 80,000.00	\$ 400.00	Review complete, sent to Manzer
Sept. 8/21	5 Pagan St., St. Stephen	Addition	\$ 15,000.00	\$ 75.00	Review complete, sent to Manzer

NOTES
Variance for height



Town of St. Stephen Information Report to Council Report: CMS 15-21



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: September 29th, 2021
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

Past Month's Tasks:

- a. COVID19 guidelines relating to proof of vaccinations being required for the facility were released with a start day of Sept 22nd, the GCC staff have implemented these challenges very well in the week prior. Additional security will be in place for the first week of the new guidelines.
- b. Tourism initiative is ending, a final report will be available in late September.
- c. 2022 budget development began in early September, this will continue until November.
- d. New wayfinding signage is in place on the Waterfront Trail.
- e. Shrubs and brush will be cut on the trail in the next month to help with the view of the river.
- f. A memorial bench for Dr. Perry Spencer will be in place on the trail in the spring.
- g. The Charlotte County Fall Fair used town resources the event was a success for the nature park, they appreciated the assistance.
- h. Collaborating with Future St. Stephen to develop a welcome package for new residents.
- i. Homeless people have been using Elm Street Nature Park in the last month, plus there are trails blocked. Public works has supported clearing the trails.
- j. Quotes have been requested for the renovation of the pool deck, they will be shared with council when we get them.
- k. I took two weeks vacation to visit my parents in the UK between Sept 13-27.

Meetings & other activities:

- a. Community Service departmental meetings every Tuesday at 9am.
- b. Senior Management Team meetings every Tuesday morning at 10am.
- 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

1. Monthly Projects (August 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. Launched the new Recreation sales system, working with developers to perfect it.
- g. Various administrative and accounting.

2. Statistics (August 2021):

- a. Due to the "Green Phase" staff have stopped tracking for COVID (as per provincial guidelines)
- b. The Fitness Center had approx. 1427 member's check-in.

Aquatics & Programming

Past Month's Events:

- a. The pool deck of the Aquatic Facility was assessed & reported on, with further action pending.
- b. Saunas were re-opened due to the lifting of COVID-19 restrictions.
- c. All unionized staff members completed training to teach Aqua-fitness classes.

Update on Aquatic Programming:

- a. All candidates enrolled in the NLI/FAI successfully completed one, or both of the courses enrolled in.
- b. The Fall session of swimming lessons started on Monday, September 27th.
- c. A Bronze Medallion/Cross class was scheduled to run from September 24th-October 3rd
- d. A WSI is scheduled for October 16, 17 & 23rd.
- e. A National Lifeguard Service course has been scheduled to start on November 5th.

Operations and Maintenance

Garcelon Civic Center

- 1. Ongoing preventative maintenance in building.
- 2. Regular preventive maintenance completed on all four boilers.
- 3. Ice plant #4 continues to have high pressure issues, we are troubleshooting this, it will not affect the ice plants as there has been redundancies in place for this.
- 4. Auto scrubber is starting to cost a lot of money in repairs, its 7 years old will be looking to acquire a new larger model, the rubber floor is the hardest on the floor scrubber.
- 5. Vaccine clinics are on going.
- 6. Attended weekly department team meeting.
- 7. Attended energy mapping workshop, part of the new smart energy communities' program.
- 8. I start my Certified building commissioning professional designation.

5 Kings building

- 1. Touched base with business owner things are going well.
- 2. Prepping for the fall months.

Library

- 1. Ongoing issues with the public bathroom, paper products are being stolen, so we'll look into putting new locking paper product dispensers in the public bathrooms.

2. Public bathrooms may close early, or only opened at the same time as the library hours because of loitering and vandalism issues.

RCMP building.

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

Events Development

3. 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. Summer Concert Series – Every Thursday evening 6:30 – 8:30pm July and August.
- c. August 28th – 1-4pm – GCC – Trekk.It TV show filming season 3 finale in town. Very well attended, with participation from both the local car and ATV clubs.

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

- a. September 4th – Meet the candidates night aired on CHCO
- b. November 19th – Walk of Lights – Town. Moonlight Madness – Chamber and BIA
- c. December 3rd – Christmas Parade
- d. December 4th – Santa’s Arrival

5. Additional Information:

- a. Covid clinics moved back upstairs to 3rd floor GCC in August. Down to semi-monthly.
- b. Bateau & First Landing plaques ready for September – SMET had an issue with the engraving machine.
- c. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- d. The Town Information Kiosk closed Labour Day weekend.
- e. Hockey season “starts” September 20th (through mid-October depending on organization).
- f. September 21st – tentative opening of the lower canteen (pending staff hirings)
- g. Irishmen games expected to start mid-October.
- h. Black Friday Market at the GCC – sponsored by Julia Cleghorn for Fundy Transition House

Respectfully submitted,
Kev Sumner - Director of Community Services



Town of St. Stephen Information Report to Council Report: Protective Services 12-21



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, September 29, 2021
Subject: Protective Services Report

Recommendation: That this report be received for informational purposes.

Fire Chief Report

1. Alarms were:	Town Alarms	5
	Out of Town Alarms	3
	Total	8

Alarms	# Calls	# FF	# Hours
1. Structure Fire	3	38	60
2. Gas Spill	1	8	8
3. Nuisance Fire	1	1	1
4. ANB	2	11	11
5. Electrical Fire	1	9	9

Total

SSFD	8		
Other FD	30		
St Stephen PW	4		
St Andrews PW	1		
Total calls dispatched	43	(August 18 – September 21)	

2. Fire Department Activities

1. Monthly meeting.
2. Fire extinguisher program.
3. Bucket Sit Fundraising event.
4. Trekk-It ATV parade

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. TOSS Health and Safety Plan development.
8. Fire pit inspections.
9. 2021 FD equipment purchasing review.
10. Garbage Bylaw review.
11. Traffic Bylaw review.
12. NB SECA meetings and assessment review.
13. VFIS Insurance renewal.
14. Fire Prevention Week planning and purchasing.
15. Signage Permit enforcement activities.
16. E11 software training with Protective Services Officers.
17. Investigating Aerial Apparatus Training with SJFD.
18. NB Fire Service Training survey.
19. Acting CAO Sept 1 – 6
20. Regional Health Officer conference call.
21. Escribe training session with Alison and Kev.
22. 2022 Protective Services Budget Draft 1.
23. Safety Officer for Charlotte County Ground Search and Rescue/Canadian Coast Guard training exercise in Back Bay.
24. Vaccination/PPE & Testing policy research for JHSC.
25. GNB Covid-19 restriction interpretations and applications.

4. Equipment

We received a donation of equipment related to hose maintenance from a local business. This equipment should replace existing equipment that has aged out and is failing.

We have received a shipment of 3" hose that is destined to be used on the new ladder truck when it arrives.

5. Other

On behalf of the firefighters and staff of the Department of Protective Services, I extend our condolences to Councillor Vic Thiessen and his family, for the loss of his wife. Our thoughts and prayers are with you.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

Please find enclosed the report for By-Law –Enforcement. We handled 29 occurrences.

Assist other Dept. (7)

Received two requests from the building inspector for assistance with vacant properties where there may be squatters.

Both buildings were vacant currently.

Received a complaint from the development office of sign violations within the Town.

One on King St. with no permit. I spoke to the business owner and informed him of the situation and what he needed to do to rectify the issue (Still ongoing). One on Milltown Blvd. with no permits. (Registered letter has been sent to owners. Still under investigation. Another one on King. After speaking with the business owner, it was learned that he has a permit. Two more on Prince William St. Both go back over ten years and are OK. Also one at the Charlotte mall. Still under investigation.

Assist General Public (12)

- (1) Received a comp. from a lady about a tree that has to come down by NB Power but her neighbor is not being receptive about the matter.
Spoke to the lady and informed her we do not have a tree by law and that if NB Power deems the tree a hazard they will take it down.
- (2) Received a call from a lady about there neighbors playing music all night and keeping lights on around the property, as they are working on the home.
After a conversation with her she decided that she would just talk to them instead.
- (3) Received a call from a call from a gentleman with regards to the commercial garbage by law.
The information was passed onto him.
- (4) Received a call with regards to a neighbor's hedge being too high and obstructing her view when she pulls out of her driveway.

This matter is still ongoing, concluded soon, I hope.

- (5) Received a call with regards to building a fence.
Directed the person to the proper office.
- (6) Received a call from a lady regarding rodents in the neighborhood.
Keeping the area on patrols to see if they can be located before further action be taken.
- (7) Received a call about loud music coming from one of the restaurants downtown.
Informed the complainant that I was not aware of the issue, but we would monitor same for her.
- (8) Received a call about vagrants living in an abandoned building in Milltown.
Building inspector has notified the property owner of the situation.
- (9) Received a call about goats being tethered at a business in the industrial park.
Patrol was made and it appears as though they have been moved.
- (10) Received a call about a possible squatter on the nature trail.
Foot patrol was made of the trail and a small tarp was located and removed, then disposed of. No sign of any one around.

This month we have received many complaints of homeless people squatting in different locations around town. But we have not yet located any of them.

Also, I attended a training session on the new reporting software.

Parking (9)

Nine warnings given to people parking illegally at the mall.

Dog Complaints (1)

- (1) Received a call about a dog barking incessantly in the Little Ridge area.
Informed the complainant that we do not deal with Little Ridge and she would have to call the SPCA.

Regards

Brent MacDougall, By Law Enforcement

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. Received a call from the Post Office of pit bulls running at large in the trailer park, spoke to the owners and warnings given

Regards,

Mike Shannon

Animal Control Officer

Building Inspection Report

The month of August brought in a total of 8 (eight) permits which represents \$91,100.00(ninety-one thousand and one hundred dollars) in building costs. The total for the year is 102 (one hundred and two) permits at a total amount of \$4,180,983.29 (four million, one hundred & eighty thousand, nine hundred and eighty-three & 29 cents).

No (0) Stop Work Orders were issued in the month August. This office has 4 (four) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 13 (thirteen) 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 15-21



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: September 29, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) August 2021 cheque register listing
C) July 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 July 31, 2021.
 - Utility collection procedures involving analysis and possible connection shutoffs. - Ongoing.
 - Property sale turnover procedures-Ongoing.
 - Review for update of Collection Policy-In progress.

- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to July 31, 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 70 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 104 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 July 31, 2021

2) Meetings:

- a) Senior Managers staff meetings.
- b) Innovation and Technology Committee meeting-September 7, 2021.
- c) Council meetings-August 25 and September 15, 2021.
- d) Auditor visit-September 20, 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 (Boundary Street to Hill Street).
 - 5) Waterfront Revitalization.
 - 6) Waterfront Enhancements (GTF).
 - 7) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 8) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 9) West Street Utility Renewal (GTF).
 - 10) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 11) Waterfront Trail.
 - 12) W.F. Ganong Commemorative Statue.
 - 13) Single Axel Aerial Platform Fire Truck.
 - 14) Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary).
 - 15) All Season Dump Body.
 - 16) Traffic Lights-Charlotte Mall.

- b) Staff cross training-Ongoing.

- c) Accounting office planning to minimize paper use-Ongoing.

- d) Multiple HST remittances-Ongoing.

- e) Various insurance issues-Ongoing.
- f) Administering the Charles F Todd Trust Fund-Ongoing.
- g) 2020 audit procedures-In progress.
- h) 2020 Gas Tax Funds Annual Reports-Complete.
- i) 2022 Budget-In progress.
- j) Debenture application-New Brunswick Municipal Finance Corporation-Complete.
- k) Actuarial review for 2020 audit-Complete.
- l) Renewal of RBC and Scotiabank banking agreements-In progress.
- m) Transition to Customer Portal and Recreation Services software-In progress.


B) August 2021 Cheque Register Listing

MEMORANDUM

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

Please find the August, 2021, Cheque Register Listing with Paid Bills in the amount of \$1,692,140.01 (One Million, Six Hundred Ninety-two Thousand, One Hundred Forty Dollars and One Cent).

Regards,


Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 0000000001 to 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Page 1 of 9

Number	Issued	Amount	SC	Status	Status Date
0000027866	08/05/2021 SHAWN RICHARD SUMMERCONCERT21 GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	CLEARED	08/31/2021
0000027867	08/03/2021 BRETT ESTEY 2021-03 GG-EVENTS-CHOCOLATE FEST FIRI	50.00 50.00	A/P	CLEARED	08/31/2021
0000027868	08/03/2021 CALDWELL LESLIE JULY212021 TS-STS-CUT DOWN TREE ON SCHO	400.00 400.00	A/P	CLEARED	08/31/2021
0000027870	08/03/2021 CINTAS CANADA LIMITED 5067998419 CC-BUILDING-FIRST AID SUPPLIES 5067998457PS PS-FIRE-FIRST AID SUPPLIES	669.58 423.23 246.35	A/P	CLEARED	08/31/2021
0000027871	08/03/2021 DAVE HUMPHREYS JULY222021 GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	CLEARED	08/31/2021
0000027872	08/03/2021 HAYDEN WIEBE 1169 GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	CLEARED	08/31/2021
0000027873	08/03/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 731117 TS-STS-DIESEL	1,459.01 1,459.01	A/P	CLEARED	08/31/2021
0000027874	08/03/2021 KONICA MINOLTA BUSINESS SOLUTIONS 274292827 GG-ADMIN-COPIER MAINTENANCE I	184.93 184.93	A/P	CLEARED	08/31/2021
0000027875	08/03/2021 MCINNES COOPER 2021010703 GG-LEGAL-MITIGATION WORK 2021013624 GG-LEGAL-GENERAL 2021013625 GG-LEGAL-DEVELOPMENT 2021016775 GG-LEGAL-MITIGATION WORK	6,916.65 143.97 2,918.75 3,374.03 479.90	A/P	CLEARED	08/31/2021
0000027876	08/03/2021 MICHELLE VEST 55.96 GG-CANTEEN-SUPPLIES	55.96 55.96	A/P	CLEARED	08/31/2021
0000027877	08/03/2021 MIKE MERCHANT 0000001 GG-EVENTS-RIB FEST MAGIC/MENT	500.00 500.00	A/P	CLEARED	08/31/2021
0000027878	08/03/2021 MILLTOWN MACHINE & FABRICATION LTD. 22116 TS-SHOP-REMOVE & REPLACE PIN	133.40 133.40	A/P	OUT-STD	08/03/2021
0000027879	08/03/2021 MINISTER OF FINANCE JULY16-292021 EMPLOYEE DEDUCTIONS-JULY 16 -	288.00 288.00	A/P	CLEARED	08/31/2021
0000027881	08/03/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 490743 PS-RCMP-FLOOR MATS 491590 PS-RCMP-FLOOR MATS	93.48 46.74 46.74	A/P	CLEARED	08/31/2021
0000027882	08/03/2021 ORCHARD'S PAINT 2014 LTD. 233883 RC-PARKS-LINE PAINT	1,092.44 1,092.44	A/P	CLEARED	08/31/2021
0000027883	08/03/2021 PAYROLL TRANSFER PAY152021 GG-TRANSFER-JULY 16 - 29/21	88,118.00 88,118.00	A/P	CLEARED	08/31/2021
0000027884	08/03/2021 RECEIVER GENERAL FOR CANADA PAY152021 GG-REMITTANCE-JULY 16 - 29/21	41,574.54 41,574.54	A/P	CLEARED	08/31/2021
0000027885	08/03/2021 SAKO INDUSTRIAL SUPPLY 8126 PS-FIRE-ONMI GUARD	350.75 350.75	A/P	CLEARED	08/31/2021
0000027886	08/03/2021 SEAN MORTON 243.08 PS-FIRE-MVA AND FIRE REFRESHM	243.08 243.08	A/P	CLEARED	08/31/2021
0000027887	08/03/2021 SOURCE ATLANTIC 3967878 TS-SHOP-TEARAWAY VEST, SAFET	282.50 282.50	A/P	CLEARED	08/31/2021
0000027888	08/03/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 2021-03 GG-TOWN-PLANNING SERVICES, LC	18,276.50 18,276.50	A/P	CLEARED	08/31/2021

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 10:12:55AM 09/22/2021

Page 2 of 9

Number	Issued	Amount	SC	Status	Status Date
0000027889	08/03/2021 TRC HYDRAULICS INC. 183338 TS-#28-COILS, CARTRIDGE	291.27 291.27	A/P	CLEARED	08/31/2021
0000027890	08/03/2021 TRP 52TRP901050 PS-#201-CHAMBER-3030 COMBO W/ 52TRP901063 TS-#10-12V BATTERY 52TRP901108 TS-SHOP-REFLECTIVE TAPE	158.65 96.49 96.59 -34.43	A/P	CLEARED	08/31/2021
0000027891	08/03/2021 ULINE CANADA CORPORATION 8697653 CC-ARENA-CIRCLE BIKE RACKS, PE	706.39 706.39	A/P	CLEARED	08/31/2021
0000027892	08/03/2021 UNIFIRST CANADA LTD. 7100254541 CC-FRONTLOBBY-FLOOR MATS 7100255333 CC-FRONTLOBBY-MATS	273.24 134.30 138.94	A/P	CLEARED	08/31/2021
0000027893	08/03/2021 YELLOW PAGES GROUP INV02059961 GG-ADMIN-MEDIA FOR JUNE 2021 INV02104200 GG-ADMIN-911 LISTING FOR JULY 2	99.24 88.20 11.04	A/P	CLEARED	08/31/2021
0000027894	08/03/2021 YELLOW PAGES GROUP INV02077106 PS-FIRE-DIGITAL & MEDIA LISTING F	41.58 41.58	A/P	CLEARED	08/31/2021
0000027895	08/03/2021 JEFF RENAUD JULY2021 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	CLEARED	08/31/2021
0000027898	08/10/2021 CARQUEST 14838-158861 TS#16-FUEL FILTER 14838-158924 TS=#13-ADAPTER COUPLINGS, HOSE 14838-159942 PS-FIRE-LED WORK LAMP 14838-160153 TS-SHOP-RAGS 14838-160920 TS-#12-VAPOR CAN VENT SOL, KNC 14838-160934 TS-#12-HTR HOSES	478.83 19.16 50.67 45.99 136.93 195.96 30.12	A/P	CLEARED	08/31/2021
0000027899	08/10/2021 CERTIFIED TRACKING SOLUTIONS, INC. 324797* GG-FLEET-TITAN PRO AIRTIME W/R	1,430.72 1,430.72	A/P	CLEARED	08/31/2021
0000027900	08/10/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JULY2021 GG-PENSIONPLANCONTRIBUTIONS	31,325.74 31,325.74	A/P	CLEARED	08/31/2021
0000027901	08/10/2021 CONNORS DIVING SERVICES 29015 PS-FIRE-BREATHING AIR COMPRES	2,064.83 2,064.83	A/P	CLEARED	08/31/2021
0000027902	08/10/2021 CUMING'S FIRE & SAFETY EQUIPMENT LTD. 1311 PS-FIRE-CLOTHING ADVANCED CLE	1,080.80 1,080.80	A/P	CLEARED	08/31/2021
0000027903	08/10/2021 DIANNE MORRISON REFUND GG-ADMIN-REFUND	294.76 294.76	A/P	CLEARED	08/31/2021
0000027904	08/10/2021 ERIN THOMPSON REFUND GG-ADMIN-REFUND	861.38 861.38	A/P	CLEARED	08/31/2021
0000027905	08/10/2021 FOUR SEASONS SPORTS LTD. 03802 TS-STIS-LINE PAINTING 03803 TS-AIRPORT-LINE PAINTING	13,101.20 8,616.20 4,485.00	A/P	CLEARED	08/31/2021
0000027906	08/10/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 424334 CC-BUILDING-NATURAL GAS	532.09 532.09	A/P	CLEARED	08/31/2021
0000027907	08/10/2021 JOAN MERRILL JULY05-AUG01/21 RC-LIBRARY-CLEANING PUBLIC WA	364.00 364.00	A/P	CLEARED	08/31/2021
0000027908	08/10/2021 KEITH'S BUILDING SUPPLIES 207798 TS-STIS-LINE PAINT 207803 TS-SHOP-HOLE SAW 207980 TS-SHOP-EPOXY CONCRETE ANCH	1,500.69 1,304.10 21.84 174.75	A/P	CLEARED	08/31/2021

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 10:12:55AM 09/22/2021

Number	Issued	Amount	SC	Status	Status Date
0000027909	08/10/2021 L.E.WHITTAKER CO., LTD. 44068 PS-FIRE-HYDROSTATIC TESTED AN	243.75 243.75	A/P	CLEARED	08/31/2021
0000027910	08/10/2021 MARK DOWNEY 030309 GG-EVENTS-MUSIC FOR RIB FEST (500.00 500.00	A/P	CLEARED	08/31/2021
0000027911	08/10/2021 MIDLAND COURIER 10041591 TS-#28-HYDRAULICS DIV MOTIO	59.60 59.60	A/P	CLEARED	08/31/2021
0000027912	08/10/2021 ORKIN CANADA CORPORATION C-2652282 CC-BUILDING-PEST CONTROL	89.70 89.70	A/P	CLEARED	08/31/2021
0000027913	08/10/2021 PATRICIA RICHARDSON REFUND GG-ADMIN-REFUND	679.10 679.10	A/P	OUT-STD	08/10/2021
0000027914	08/10/2021 PREVAIL CREATIVE 1821 GG-TOURISMPROGRAM-2 OPTIONS	402.50 402.50	A/P	CLEARED	08/31/2021
0000027915	08/10/2021 PROVINCIAL BANDAG TIRES 54144 TS-#5-TIRES	1,281.10 1,281.10	A/P	CLEARED	08/31/2021
0000027916	08/10/2021 SOURCE ONE SUPPLIES 27618 TS-SHOP-BATHROOM TISSUE, PAPER 27621 PS-FIRE-GARBAGE BAGS 27627 CC-ARENA-BATHROOM TISSUE, PAPE 27629 RC-LIBRARY-GARBAGE BAGS, WAS 27648 CC-POOL-PAPER TOWEL	5,769.70 164.73 57.47 5,353.24 79.28 114.98	A/P	CLEARED	08/31/2021
0000027917	08/10/2021 ST. STEPHEN UTILITY DEPT. JULY2021 EMPLOYEE DEDUCTIONS - JULY 20.	40.00 40.00	A/P	CLEARED	08/31/2021
0000027918	08/10/2021 ST. STEPHEN FIRE DEPARTMENT DONATION2021 PS-DONATION-ARAUCO (RECEIPT #	500.00 500.00	A/P	CLEARED	08/31/2021
0000027919	08/10/2021 UNIFIRST CANADA LTD. 7100256115 CC-FRONTLOBBY-MATS 7100256903* CC-FRONTLOBBY-MATS	268.60 134.30 134.30	A/P	CLEARED	08/31/2021
0000027920	08/10/2021 WATER & ICE NORTH AMERICA INC. 53061 RC-MILLPOOL-POOL CHEMICALS	769.59 769.59	A/P	CLEARED	08/31/2021
0000027921	08/10/2021 ACCT #903240047015 JULY2021DIS VOLUNTEER FIRE DISABILITY DEDU	186.01 186.01	A/P	CLEARED	08/31/2021
0000027922	08/10/2021 ACCT 8025-280 JULY2021 LOCAL 770 UNION DUES - JULY 202	1,405.25 1,405.25	A/P	CLEARED	08/31/2021
0000027923	08/10/2021 BDI A DIVISION OF BELL MOBILITY INC. 1300208427 TS-STC-CELL PHONE UPGRADE	97.73 97.73	A/P	CLEARED	08/31/2021
0000027924	08/10/2021 ACCT #903240047015 JULY2021DUES VOLUNTEER FIRE MEMBERSHIP DL	260.00 260.00	A/P	CLEARED	08/31/2021
0000027925	08/15/2021 STURGEON GARY SUMMERCONCERT21 GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	CLEARED	08/31/2021
0000027926	08/10/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 855520 TS-STC-GAS JULYINT2021 TS-STC-JULY INTEREST	9,879.66 9,875.86 3.80	A/P	CLEARED	08/31/2021
0000027927	08/11/2021 FUNDY BUILDING INSPECTION 21-154 PS-BUILDINPSECTOR-JULY 25 - AUC	2,484.00 2,484.00	A/P	CLEARED	08/31/2021
0000027928	08/11/2021 IAN CURRAN AUGUST132021 GG-EVENTS-RIBFEST	250.00 250.00	A/P	CLEARED	08/31/2021
0000027929	08/11/2021 JACOB ROSE 20213 GG-EVENTS-RIBFEST	250.00 250.00	A/P	OUT-STD	08/11/2021

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Page 4 of 9

Number	Issued	Amount	SC	Status	Status Date
0000027930	08/11/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15765 PS-BYLAW-JULY 26 - AUG 06/21 FEE	1,610.00 1,610.00	A/P	CLEARED	08/31/2021
0000027931	08/11/2021 SHANNON MICHAEL JULY2021 PS-ANIMALCONTROL-MONTHLY VEI	1,616.45 1,616.45	A/P	CLEARED	08/31/2021
0000027932	08/18/2021 BELL ALIANT 11368891JUL21* GG-TOWNHALL-LANDLINES 11378668JUL21 TS/PS-199UNIONST-LANDLINE PHOI 11395944JUL21 PS-FIRE-LANDLINE PHONES 15772965JUL21 RC-REC/POOL-TELEPHONES 47424130JUL21 CC-ADMIN-LANDLINE PHONES	2,793.78 1,008.21 370.34 885.01 250.93 279.29	A/P	CLEARED	08/31/2021
0000027933	08/18/2021 BRETT ESTEY 2021-02 GG-EVENTS-SUMMER CONCERT SE	350.00 350.00	A/P	CLEARED	08/31/2021
0000027934	08/18/2021 CARMICHAEL FR-1739401 CC-BUILDING-POOL LOBBY HEAT PI	3,668.50 3,668.50	A/P	CLEARED	08/31/2021
0000027935	08/18/2021 DALE MATHESON'S TOWING 4483 TS-AIRPORT-BUSH HOG TRACTOR	126.50 126.50	A/P	CLEARED	08/31/2021
0000027936	08/18/2021 DEMPSEY'S PLUMBING & HEATING 6640 RC-LIBRARY-REPLACED HOSE BIB. 6643* CC-POOL-TIGHTENED FLANGE ON F 6644* CC-POOL-REPLACED BRASS NIPPLI	316.62 129.11 80.50 107.01	A/P	CLEARED	08/31/2021
0000027937	08/18/2021 JULIET ROSE BARTLETT GRANT2021 GG-COMMUNITYGRANT-"THE STAG	4,000.00 4,000.00	A/P	CLEARED	08/31/2021
0000027938	08/18/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308607204 TS-SHOP-IN-LINE WATER SHUT OFF 9308611020 TS-SHOP-NYLON TY-RAP, DRIVE PA 9308628335 TS-SHOP-HEX NUTS	297.97 138.45 131.94 27.58	A/P	CLEARED	08/31/2021
0000027939	08/18/2021 LIFESAVING SOCIETY - NB Branch 3556 CC-POOL-LIFESAVING INSTRUCTOF 3563 CC-POOL-EXAMINER HANDBOOKS 3564 CC-POOL-EXAMINER APPOINTMEN	526.44 377.37 119.07 30.00	A/P	OUT-STD	08/18/2021
0000027940	08/18/2021 LIFESAVING SOCIETY M145775 CC-POOL-CPR MASKS, VINYL GLOV	65.58 65.58	A/P	OUT-STD	08/18/2021
0000027941	08/18/2021 LOCKHART SAW LIMITED 94092 CC-ZAMBONI-ICE SCRAPER BLADE	442.75 442.75	A/P	CLEARED	08/31/2021
0000027942	08/18/2021 MACFARLANDS LTD 06M306076 TS-#28-MAINTENANCE KIT	378.35 378.35	A/P	CLEARED	08/31/2021
0000027943	08/18/2021 MAYFIELD GARDENS INC. 242 RC-HORT-HANGING BASKETS 243 RC-TURNINGTHECORNER-FLOWER 244 RC-HORT-FLOWER SUPPLIES 245 RC-HORT-FLOWER SUPPLIES 246 RC-HORT-BEDDING PACKS, ANNUA	19,731.93 4,542.50 1,114.56 2,889.73 1,469.68 9,715.46	A/P	CLEARED	08/31/2021
0000027944	08/18/2021 MINISTER OF FINANCE JULY30-AUG12/21 EMPLOYEE DEDUCTIONS-JULY 30 -	288.00 288.00	A/P	CLEARED	08/31/2021
0000027945	08/18/2021 MINISTER OF FINANCE AND TREASURY BOARD 1124168-39* CC-ELEVATOR-OPERATING PERMIT	300.00 300.00	A/P	CLEARED	08/31/2021
0000027946	08/18/2021 N. B. ELECTRIC POWER 19051703AUG21 TS-AIRPORT-ELECTRICITY	12,479.01 155.03	A/P	CLEARED	08/31/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Page 5 of 9

Number	Issued	Amount	SC	Status	Status Date
	19051801AUG21	TS-AIRPORT-ELECTRICITY			
	216000030308AUG21	TS-ST5-AREA LIGHTS			
	65083030AUG21	RC-PARKS-MILLTOWN BOAT LAUNC			
0000027947	08/18/2021	ORKIN CANADA CORPORATION			
	C-2652291	PS-FIRE-MONTHLY PEST CONTROL			
0000027948	08/18/2021	PAYROLL TRANSFER			
	PAY162021	GG-TRANSFER-JUL 30 - AUG 12/21			
0000027949	08/18/2021	RECEIVER GENERAL FOR CANADA			
	PAY162021	GG-REMITTANCE-JUL 30 - AUG 12/2			
0000027950	08/18/2021	ST. CROIX CHURCH			
	GRANT2021	GG-COMMUNITYGRANT-VICTORIA 5			
0000027951	08/18/2021	THE MINISTER OF FINANCE AND TREASURY BOAR			
	35820	PS-RCMP-APR - JUN/21 POLICING C			
0000027952	08/18/2021	TRP			
	52TRP901292	TS-SHOP-MOTOR OIL			
0000027953	08/18/2021	VALLEY EQUIPMENT LTD			
	IY33318	TS-#6-AIR SPRING-CAB AIR			
0000027954	08/24/2021	ACCESS			
	NBS0710787	CC-BUILDING-PAPER SHREDDING			
0000027955	08/24/2021	AIR LIQUIDE CANADA INC.			
	73222715	TS-SHOP-ARGON, BLUESHIELD 8, A			
0000027956	08/24/2021	ALL GAS TANKS			
	110652	TS-#402-DECK DRIVES			
	110700	TS-#402-BELTS			
0000027957	08/24/2021	BAYVIEW TRUCKS AND EQUIPMENT LTD.			
	02P52372	TS-#401-STUMP JUMPER			
	02P52893	RC-#309-BRACKET, BEARING, THRE			
	02P52898	RC-PARKS-MOWER BRACKETS, BE/			
	02P53016	TS-#309-FUEL PUMPS			
	02P53190	RC-#309-SPINDLE BEARINGS, SHAF			
	02P53238	RC-#309-BRACKETS, BEARINGS, BE			
	02P53289	RC-#309-PULLEY HOLDERS, SPINDL			
0000027958	08/24/2021	BELL ALIANT			
	06336721JUL21	TS-AIRPORT-LANDLINE PHONE			
0000027959	08/24/2021	BRETT ESTEY			
	RIBFEST2021	GG-EVENTS-RIB FEST 2021			
0000027960	08/24/2021	BRUNET INC.			
	50646	GG-COMPUTER-WEBROOT SECUR1			
	51102	CC-BUSINESSSTANDARDLICENSE-/			
	51103	RC-COMPUTER-PRINTER ISSUE			
	51104	GG-COMPUTER-WATCHGUARD FIRI			
0000027961	08/24/2021	CANADIAN SPRINGS			
	19100841080121PS	PS-RCMP-WATER COOLER RENTAL			
	19100841080121TS	TS-SHOP-FILTRATON SYSTEM REN'			
0000027962	08/24/2021	CERTIFIED TRACKING SOLUTIONS, INC.			
	326420	GG-FLEET-TITAN PRO AIRTIME W/R			
0000027963	08/24/2021	CHARLOTTE COUNTY JANITORIAL			
	4993	PS-FIRE-JANITORIAL SERVICES FO			

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Number	Issued	Amount	SC	Status	Status Date
	5003 ST-SHOP-JANITORIAL SERVICES FC	92.00			
0000027964	08/24/2021 DYNAMIC ONLINE MARKETING CORP. 130148 PS-FIRE-ANITMICROBIAL PENS, TOI	897.00 897.00	A/P	OUT-STD	08/24/2021
0000027965	08/24/2021 EAGLE XPRESS COURIER SERVICE 545113 RC-#309-FROM BAYVIEW TRUCKS 545128 TS-SHOP-TO BAYVIEW TRUCKS 545134 TS-SHOP-FROM AGRI MECHANICAL 737300 RC-PARKS-FROM BAYVIEW TRUCKS 737315 TS-#401-FROM BAYVIEW TRUCKS 737325 TS-#401-TO PIERCEY'S 737330 RC-#309-FROM BAYVIEW TRUCKS 737340 TS-#401-FROM PIERCEY'S 945762 RC-#309-FROM BAYVIEW TRUCKS 945778 TS-SHOP-FROM AGRI MECHANICAL	368.00 46.00 34.50 34.50 34.50 34.50 28.75 57.50 28.75 34.50 34.50	A/P	OUT-STD	08/24/2021
0000027966	08/24/2021 FUNDY BUILDING INSPECTION 21-166 PS-BUILDINSPECTOR-AUG 8 - 21/21	2,484.00 2,484.00	A/P	CLEARED	08/31/2021
0000027967	08/24/2021 HELGA REISS-BRUMMITT RIBFEST2021 GG-EVENTS-RIB FEST 2021 SUMMERCONCERT21 GG-EVENTS-AUG 19TH SUMMER CC	800.00 500.00 300.00	A/P	CLEARED	08/31/2021
0000027968	08/24/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 139342 TS-ST-S-DIESEL	1,631.72 1,631.72	A/P	OUT-STD	08/24/2021
0000027969	08/24/2021 KONICA MINOLTA BUSINESS 8130474 GG-TOWNHALL-COPIER LEASE FOF	267.43 267.43	A/P	OUT-STD	08/24/2021
0000027970	08/24/2021 MARITIME COFFEE SERVICE RC00101485 CC-BUILDING-WATER COOLER REN	80.50 80.50	A/P	CLEARED	08/31/2021
0000027971	08/24/2021 MICHELLE VEST 372.07 GG-EVENTS-CANTEEN SUPPLY RUI	372.07 372.07	A/P	CLEARED	08/31/2021
0000027972	08/24/2021 N. B. ELECTRIC POWER 10126106AUG21 TS-XINGLIGHTS-KING STREET 17935200AUG21 TS-KING/UNIONST-TRAFFIC LIGHT 18169205AUG21 RC-POOL-MILL LANE 18988703AUG21 TS/PS-199UNIONST-ELECTRICITY 19055406AUG21 RC-ARENA-ELECTRICITY 50660140AUG21 RC-PARKS-ROTARY CHANGING RO 54187672AUG21 TS-KING/QUEENST-TRAFFIC LIGHTS 54253127AUG21 CC-BUILDING-ELECTRICITY 54653258AUG21 TS-KING/SUPERSTORE-TRAFFIC LIC 55160607AUG21 RC-COTTONMILL-LIGHTS 55917471AUG21 TS-ST-S-WATERFRONT LIGHTS 57955782AUG21 RC-PARKS-BANDSTAND IN CHOCOL 71315207AUG21 PS-RCMP-ELECTRICITY 72924306AUG21 RC-PARKS-BANDSTAND 73006038AUG21 RC-LIBRARY-ELECTRICITY 82122207AUG21 RC-PARKS-BASKETBALL COURT 83278804AUG21 TS-ST-S-PARKS SHED 84960501AUG21 RC-PARKS-RIVERSIDE DR LIGHTS	28,484.48 27.36 40.11 3,677.45 1,254.31 376.89 27.36 38.85 21,048.07 78.68 42.47 60.73 29.72 868.28 49.08 731.09 27.36 34.44 72.23	A/P	CLEARED	08/31/2021
0000027973	08/24/2021 PARTS FOR TRUCKS INC. 30416104-00 TS-#5-RESERVOIR	1,516.23 1,516.23	A/P	CLEARED	08/31/2021

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Page 7 of 9

Number	Issued	Amount	SC	Status	Status Date
0000027974	08/24/2021 PETTY CASH	100.40	A/P	CLEARED	08/31/2021
	JULY142021 PS-BUILDINGINSPECTOR-REGISTEI	13.45			
	JULY152021 GG-ACCTSREC-REGISTERED LETTE	13.45			
	JULY2021 GG-CIVIC-"GET WELL" CARD	5.40			
	JULY272021 PS-FIRE-CIVIC PLATES	18.10			
	JULYCONTEST GG-EVENTS-JULY RECIPES CONTE	50.00			
0000027975	08/24/2021 SOURCE ONE SUPPLIES	310.66	A/P	CLEARED	08/31/2021
	27690 RC-POOL-FOAMING HAND SOAP	310.66			
0000027976	08/24/2021 SOUTHERN SANITATION LTD.	15,721.94	A/P	OUT-STD	08/24/2021
	187287 GG-TOWN-GARBAGE COLLECTION	15,721.94			
0000027977	08/24/2021 SOUTHWEST ELECTRIC & SECURITY INC.	566.17	A/P	OUT-STD	08/24/2021
	17766 CC-ICEPLANT-REPLACED BAD CON	462.67			
	17767 CC-POOL-VFD FAILING	103.50			
0000027978	08/24/2021 SOUTH WEST COURIER	52.90	A/P	OUT-STD	08/24/2021
	20235 CC-ZAMBONIBLADES-FROM LOCKH	52.90			
0000027979	08/24/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	9,284.64	A/P	CLEARED	08/31/2021
	223536-223982 GG-TOWN-REGIONAL LANDFILL CO	9,284.64			
0000027980	08/24/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	1,360.28	A/P	OUT-STD	08/24/2021
	32430 RC-PARKS-GATE CLOSED SIGNS, N	924.44			
	32450 GG-CIVIC-FALL YARD CLEANUP NO	427.80			
	32484 CC-WASHROOM-FEMALE LOCKER F	8.04			
0000027981	08/24/2021 ST.STEPHEN VOLUNTEER FIRE DEPARTMENT	9,210.00	A/P	CLEARED	08/31/2021
	2021GRANT GG-GRANT-2021 VOLUNTEER FIRE	9,210.00			
0000027982	08/24/2021 STATIONERY PLUS	1,081.71	A/P	OUT-STD	08/24/2021
	86093 PS-FIRE-PAPER, LASER TONER	374.13			
	86146 PS-BUILDINSPECTOR-LASER TONEI	142.59			
	86514 GG-ADMIN-PAPER, PEN, CORRECTI	89.57			
	86540 TS-SHOP-PAPER, INK CARTRIDGES	51.51			
	86588 GG-ADMIN-MARKER BOARD, MARKI	111.30			
	86589 GG-ADMIN-PEN	2.29			
	86621 GG-ADMIN-SECURITY CHEQUES, BI	169.38			
	86623 GG-ADMIN-CALCULATOR	12.63			
	86713 GG-ADMIN-ANALYSIS PADS	13.44			
	87253 GG-ADMIN-LASER TONER	114.87			
0000027983	08/24/2021 STURGEON GARY	500.00	A/P	CLEARED	08/31/2021
	RIBFEST2021 GG-EVENTS-RIB FEST 2021	500.00			
0000027984	08/24/2021 TOWN OF ST. STEPHEN	220.88	A/P	CLEARED	08/31/2021
	220.88 GG-FUNDTRANSFER-TO GENERAL	220.88			
0000027985	08/24/2021 TROY LIFE & FIRE SAFETY LTD	529.00	A/P	OUT-STD	08/24/2021
	1000431808 CC-BUILDING-QUARTERLY WET ITM	529.00			
0000027986	08/24/2021 UNIFIRST CANADA LTD.	134.30	A/P	OUT-STD	08/24/2021
	7100257686 CC-BUILDING-FLOOR MATS	134.30			
0000027987	08/24/2021 WATER & ICE NORTH AMERICA INC.	680.72	A/P	OUT-STD	08/24/2021
	52679 CC-ARENA-INJECTION CHECKS, CH	289.29			
	53191 CC-POOL-1/4" LAB PETCOCK	147.20			
	53237 RC-MILLPOOL-POOL CHEMICALS	36.88			
	53238 RC-MILLPOOL-OPEN TOP 18 GALLO	207.35			
0000027988	08/24/2021 CANADIAN SPRINGS	22.78	A/P	OUT-STD	08/24/2021

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Number	Issued	Amount	SC	Status	Status Date
	19003632071821* PS-RCMP-WATER	22.78			
0000027989	08/24/2021 TOWN OF ST. STEPHEN 31548.55 GG-FUNDTRANSFER-TO GENERAL I	31,548.55	A/P	CLEARED	08/31/2021
0000027990	08/24/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15775 PS-BYLAW-AUG 9 - 20/21 FEE	1,610.00	A/P	CLEARED	08/31/2021
0000027991	08/31/2021 ALL GAS TANKS 110782 RC-PARKS-MOWER THROTTLE CAB	57.03	A/P	OUT-STD	08/31/2021
0000027992	08/31/2021 BELL MOBILITY INC. 523889487AUG21CC CC-ADMIN-CELL PHONE CHARGES 523889487AUG21GG GG/PS/RC/TS-ADMIN-CELL PHONE C	1,247.97	A/P	OUT-STD	08/31/2021
0000027993	08/31/2021 BRUNNET INC. 50645 GG-ADMIN-ADOBE NOT RESPONDIN	40.98	A/P	OUT-STD	08/31/2021
0000027994	08/31/2021 CANADIAN TIRE N17682521 CC-BUILDING-HOME & GARDEN SPF N17752286 RC-MILLPOOL-WATER REFILLS, CUI N17752288 CC-ARENA-LYSOL N17752289 TS-SHOP-WATER N17752295 GG-EVENTS-CAMP CHAIR FOR STAI N17752303 RC-MILLPOOL-PUSH BROOM, LIMEC N17752307 CC-POOL-WATER REFILL N17752308 RC-PARKS-MX 20PK 4.5" CUT N17752322 RC-HORT-DRAMM RV 9PAT N N17752330 PS-FIRE-BROOM N17752491 RC-HORT-BEETLE TRAPS N17752496 RC-POOLS-C.L.R REMOVER, FRANK N17752498 RC-PARKS-WATER N17752516 PS-FIRE-ROPE LIGHTS N17752517 PS-FIRE-DEEP CYCLE BATTERY, TC N17752521 PS-FIRE-LED INTR LIGHT N17752522 PS-FIRE-IMPACT SCREWDRIVER SE N17752523 RC-PARKS-STRAINER N17752525 RC-PARKS-TUBING N17752554 PS-FIRE-ROPE LIGHTS, DRYER SHE N17752561 GG-EVENTS-KIOSK FAN N17752566 RC-POOL-POWER BAR N17752829 RC-PARKS-WATER N17752957 RC-HORT-FLOWER SUPPLIES N17752959 RC-MILLPOOL-WASP FOAM, POOL V N17752975 TS-SHOP-GRASS SEED N17752976 TS-SHOP-GRASS SEEDS	1,373.07	A/P	OUT-STD	08/31/2021
0000027995	08/31/2021 CHARLOTTE COUNTY JANITORIAL 4995 PS-RCMP-JANITORIAL FOR JULY/21	1,173.74	A/P	OUT-STD	08/31/2021
0000027996	08/31/2021 CHARLIE FAIRWEATHER EMPLOYEEDEDUCTIONS GG-ADMIN-EMPLOYEE DEDUCTION	103.46	A/P	OUT-STD	08/31/2021
0000027997	08/31/2021 DANNY GADDAS POOL&SPACOURSE CC-STAFFTRAINING-CERTIFIED POI	233.00	A/P	OUT-STD	08/31/2021
0000027998	08/31/2021 EMCO CORPORATION 125213001373 TS-STORMPIPES=PVC PIPE	6,465.58	A/P	OUT-STD	08/31/2021

* - 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 0000028097 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:50:13PM 09/20/2021

Page 9 of 9

Number	Issued	Amount	SC	Status	Status Date
0000027999	08/31/2021 GALBRAITH CONSTRUCTION LTD. J000527 TS-ST5-ASPHALT	6,288.66 6,288.66	A/P	OUT-STD	08/31/2021
0000028000	08/31/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 547652 TS-ST5-DIESEL	2,324.84 2,324.84	A/P	OUT-STD	08/31/2021
0000028001	08/31/2021 KONICA MINOLTA BUSINESS SOLUTIONS 274843683 GG-ADMIN-COPIER MAINTENANCE	319.06 319.06	A/P	OUT-STD	08/31/2021
0000028002	08/31/2021 LIBERTY UTILITIES 2021082301008-1016227-0 CC-BUILDING-NATURAL GAS 00	1,504.11 1,504.11	A/P	OUT-STD	08/31/2021
0000028003	08/31/2021 LIFESAVING SOCIETY-ONTARIO BRANCH M145775 CC-POOL-CPR MASKS, VINYL GLOV	65.58 65.58	A/P	OUT-STD	08/31/2021
0000028004	08/31/2021 MCINNES COOPER 2021019288 GG-LEGAL-FLOOD MITIGATION WOF	354.38 354.38	A/P	OUT-STD	08/31/2021
0000028005	08/31/2021 MIDLAND COURIER 10046823 PS-FIRE-TO LEAVITT SAFETY, FROM	123.26 123.26	A/P	OUT-STD	08/31/2021
0000028006	08/31/2021 MINISTER OF FINANCE AUG13-26/21 EMPLOYEE DEDUCTIONS-AUG 13 -	288.00 288.00	A/P	OUT-STD	08/31/2021
0000028007	08/31/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 492441 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	08/31/2021
0000028008	08/31/2021 OAKBAY RENTALS OBR01755 CC-ARENA-42" AXIAL FANS RENTAL	1,148.16 1,148.16	A/P	OUT-STD	08/31/2021
0000028009	08/31/2021 PAYROLL TRANSFER PAY172021 GG-TRANSFER-AUG 13 - 26/21	91,878.07 91,878.07	A/P	OUT-STD	08/31/2021
0000028010	08/31/2021 RECEIVER GENERAL FOR CANADA PAY172021 GG-REMITTANCE-AUG 13 - 26/21	40,749.88 40,749.88	A/P	OUT-STD	08/31/2021
0000028011	08/31/2021 SHARPE'S LAWN CARE 997 RC-PARKS-MOWING & WHIPPING AI	1,150.00 1,150.00	A/P	OUT-STD	08/31/2021
0000028012	08/31/2021 SOURCE ONE SUPPLIES 27747 RC-MILLPOOL-GARBAGE BAGS 27757 RC-LIBRARY-GARBAGE BAGS	132.34 70.86 61.48	A/P	OUT-STD	08/31/2021
0000028013	08/31/2021 TK ELEVATOR (CANADA) LIMITED 1980394 CC-ELEVATOR-MAINTENANCE	1,267.39 1,267.39	A/P	OUT-STD	08/31/2021
0000028014	08/31/2021 VALLEY EQUIPMENT LTD IY34293 PS-#202-SWITCH-AMU PARK	88.00 88.00	A/P	OUT-STD	08/31/2021
0000028015	08/31/2021 WATER & ICE NORTH AMERICA INC. 53314 CC-POOL-POOL CHEMICALS	1,168.99 1,168.99	A/P	OUT-STD	08/31/2021
Total Issued (146):		\$994,294.32			
Total Voided (0)		\$0.00			
Grand Total:		\$994,294.32			
Number of Cheques Listed:		146			

* - 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 0000009283 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:51:49PM 09/20/2021

Page 1 of 4

Number	Issued	Amount	SC	Status	Status Date
000009211	08/03/2021 A ONE PUMPING SERVICE LTD. 7170 SCD-DISPOSAL-JET-RODDER AND C 7598 SCD-DISPOSAL-VACUUM TRUCK AN	1,966.50 1,380.00 586.50	A/P	CLEARED	08/31/2021
000009212	08/03/2021 AVENSYS SOLUTIONS INC PSIAI03983 SCD-DISPOSAL-DISCHARGE TUBING	746.35 746.35	A/P	CLEARED	08/31/2021
000009213	08/03/2021 BRENNTAG CANADA INC. 46366007 WS-SOURCE-EMPTY CYLINDER RE 46381873 WS-SOURCE-CHLORINE	3,460.11 -3,680.00 7,140.11	A/P	CLEARED	08/31/2021
000009214	08/03/2021 CARVER MATERIALS CANADA LTD 1082 SCD-DISPOSAL-SEWER GRAVEL	2,588.25 2,588.25	A/P	CLEARED	08/31/2021
000009215	08/03/2021 ORR ELECTRIC & ALARM LTD. 5220 SCD-LIFTSTATION-CREATED VENT	663.94 663.94	A/P	CLEARED	08/31/2021
000009216	08/03/2021 RESEARCH & PRODUCTIVITY COUNCIL 324988 WS-SOURCE-DRINKING WATER LAE 325619 WS-SOURCE-DRINKING WATER LAE	789.36 473.62 315.74	A/P	CLEARED	08/31/2021
000009217	08/03/2021 SAINT JOHN LABORATORY SERVICES LTD. 639-21 SCD-DISPOSAL-TREATMENT PLANT	2,306.27 2,306.27	A/P	CLEARED	08/31/2021
000009218	08/03/2021 WOLSELEY CANADA INC. 805973 WS-TRANS&DIST-FACE MASK 841601 WS-TRANS&DIST-TUBE CUTTER TO 841602 WS-TRANS&DIST-BACKFLOW PREV 841603 WS-TRANS&DIST-FOOD GRADE GRI 861393 WS-TRANS&DIST-3/4"X200' COLD 9C 874295 WS-TRANS&DIST-SOLENOID ADAPT 874296 WS-TRANS&DIST-REMOVALBLE BIN 874297 WS-TRANS&DIST-ADAPTERS, GASK 885335 WS-TRANS&DIST-BALLVALVES 885336 WS-TRANS&DIST-GRIND PAD 890623 WS-TRANS&DIST-RETAINING BOLTS	6,058.49 48.29 159.85 1,330.13 224.83 218.50 9.29 6.85 1,207.00 255.30 286.35 2,312.10	A/P	CLEARED	08/31/2021
000009219	08/03/2021 BRENNTAG CANADA INC. 46379102 WS-SOURCE-CHLORINE 46386192 SCD-DISPOSAL-EMPTY CYLINDER F	3,460.11 7,140.11 -3,680.00	A/P	CLEARED	08/31/2021
000009220	08/10/2021 SOURCE ONE SUPPLIES 27670 WS-TRANS & DIST-GARBAGE BAGS	222.50 222.50	A/P	CLEARED	08/31/2021
000009221	08/10/2021 TOWN OF ST. STEPHEN 84219.15 WS-FUNDTRANSFER-TO GENERAL	84,219.15 84,219.15	A/P	CLEARED	08/31/2021
000009222	08/17/2021 BELL ALIANT 11366812JUL21 WS-SOURCE-PUMP STATION 19002807JUL21 SCD-DISPOSAL-OLD BAY WASTERV	324.07 136.87 187.20	A/P	CLEARED	08/31/2021
000009223	08/17/2021 BRIGGS PLUMBING INC. 157463 WS-PUMPHOUSE-RELIEF VALVE	106.95 106.95	A/P	CLEARED	08/31/2021
000009224	08/17/2021 COLE-PARMER CANADA COMPANY 00681908 WS-SOURCE-TURBIDITY METER	1,454.12 1,454.12	A/P	CLEARED	08/31/2021
000009225	08/17/2021 DOWNEY FORD SALES LTD. 32949 WS-#102-OIL FILTER ASSEMBLIES, C	39.56 39.56	A/P	CLEARED	08/31/2021
000009226	08/17/2021 N. B. ELECTRIC POWER 36869807AUG21 WS-3-119MAXWELLCROSSING-BUIL	4,122.52 883.60	A/P	CLEARED	08/31/2021

* - 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 0000009283 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:51:49PM 09/20/2021

Number	Issued		Amount	SC	Status	Status Date
	50228902AUG21	WS-MAXWELLCROSSING-PUMP	180.34			
	53473043AUG21	WS-SOURCE-CHLORINE RESIDUAL	29.41			
	61230004AUG21	WS-MAXWELLCROSSING-PUMP	2,868.31			
	82291006AUG21	WS-SOURCE-RESERVOIR	160.86			
0000009227	08/17/2021	SCP DISTRIBUTORS INC CANADA	1,499.60	A/P	CLEARED	08/31/2021
	FF024612	WS-SOURCE-CHLORINE	1,499.60			
0000009228	08/17/2021	SERVICE NEW BRUNSWICK	19.00	A/P	CLEARED	08/31/2021
	CTH7982021	WS-TRANS&DIST-2016 FORD F250	19.00			
0000009229	08/17/2021	SOUTHWEST ELECTRIC & SECURITY INC.	338.55	A/P	CLEARED	08/31/2021
	17757	WS-TRANS&DIST-INSTALLED NEW F	338.55			
0000009230	08/17/2021	TRP	271.58	A/P	CLEARED	08/31/2021
	52TRP901262	WS-#20-DRIVE WHEEL SEAL HUBS	271.58			
0000009231	08/17/2021	XPLORNET	204.11	A/P	CLEARED	08/31/2021
	INV38523599	WS-MAXWELXING-SATELITTE SER	204.11			
0000009232	08/24/2021	BRUNET INC.	709.51	A/P	CLEARED	08/31/2021
	50646*	WS/SCD-COMPUTER-SECURITY MA	13.65			
	51104*	WS/SCD-COMPUTER-WATCHGUARI	695.86			
0000009233	08/24/2021	EAGLE XPRESS COURIER SERVICE	103.50	A/P	OUT-STD	08/24/2021
	737317	WS-SOURCE-TO RESEARCH & PRO	34.50			
	945757	WS-SOURCE-SHIP TO RPC	34.50			
	945799	WS-SOURCE-TO RESEARCH & PRO	34.50			
0000009234	08/24/2021	MAYFIELD GARDENS INC.	255.05	A/P	OUT-STD	08/24/2021
	232	WS-SOURCE-FLOWER SUPPLIES	255.05			
0000009235	08/24/2021	N. B. ELECTRIC POWER	19,614.40	A/P	CLEARED	08/31/2021
	52557428AUG21	SCD-218OLDBAYRD-WASTEWATER	14,411.28			
	53123617AUG21	SCD-ST5-DECHLORINATION CHAME	114.64			
	53158875AUG21	SCD-ST5-BUDD AVE LIFT STATION	3,246.40			
	54807440AUG21	SCD-ST5-159A MILLTOWN BLVD. LIF	35.24			
	56356048AUG21	SCD-ST5-18 RIVERSIDE DR LIFT ST.	33.66			
	61204006AUG21	SCD-2-216KINGSTREET-LIFT STATI	246.01			
	61224002AUG21	SCD-ST5-358A MILLTOWN BLVD LIF	1,040.07			
	61236008AUG21	SCD-ST5-BUDD AVE LIFT STATION	158.06			
	76139807AU21	SCD-ST5-5-4 RIVERSIDE DR LIFT S1	60.42			
	84934906AUG21	SCD-ST5-6-58A RIVERSIDE DR LIFT	109.23			
	84943406AUG21	WS-ST5-TODD HILL RESERVOIR	159.39			
0000009236	08/24/2021	RESEARCH & PRODUCTIVITY COUNCIL	789.36	A/P	OUT-STD	08/24/2021
	326057	WS-SOURCE-DRINKING WATER LAE	315.74			
	327021	WS-SOURCE-DRINKING WATER LAE	473.62			
0000009237	08/24/2021	SOURCE ONE SUPPLIES	239.18	A/P	CLEARED	08/31/2021
	27735	WS-SOURCE-PAPER TOWELS	239.18			
0000009238	08/24/2021	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	44.85	A/P	OUT-STD	08/24/2021
	32475	WS/SCD-UTILITY-FOLDING UTILITY I	44.85			
0000009239	08/24/2021	STATIONERY PLUS	448.75	A/P	OUT-STD	08/24/2021
	86305	WS/SCD-ADMIN-#9 WINDOW ENVEL	84.62			
	86465	SCD-DISPOSAL-INK CARTRIDGES	36.75			
	86476	WS/SCD-ADMIN-#9 WINDOW ENVEL	42.31			
	86514*	WS/SCD-ADMIN-PAPER, PEN, CORR	89.57			
	86621*	WS/SCD-ADMIN-SECURITY CHEQUE	169.39			

* - 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 0000009283 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:51:49PM 09/20/2021

Page 3 of 4

Number	Issued		Amount	SC	Status	Status Date
	86623*	WS/SCD-ADMIN-CALCULATOR	12.66			
	86713*	WS/SCD-ADMIN-ANALYSIS PADS	13.45			
0000009240	08/24/2021	TOWN OF ST. STEPHEN	12,174.43	A/P	CLEARED	08/31/2021
	12174.43	WS-FUNDTRANSFER-TO UTILITY CA	12,174.43			
0000009241	08/24/2021	WOLSELEY CANADA INC.	3,964.21	A/P	OUT-STD	08/24/2021
	1006046	WS-TRANS&DIST-BRASS FITTINGS	828.00			
	974876	WS-TRANS&DIST-LOWER MAIN SEA	2,251.86			
	974877	WS-TRANS & DIST-6" HYDRANT EXT	884.35			
0000009242	08/24/2021	TOWN OF ST. STEPHEN	59,477.76	A/P	CLEARED	08/31/2021
	59477.76	WS-TRANSFER-TO GENERAL OPER	59,477.76			
0000009243	08/24/2021	TOWN OF ST. STEPHEN	65,627.22	A/P	CLEARED	08/31/2021
	65627.22	WS-FUNDTRANSFER-TO UTILITY CA	65,627.22			
0000009244	08/24/2021	TOWN OF ST. STEPHEN	66,371.69	A/P	CLEARED	08/31/2021
	66371.69	WS-FUNDTRANSFER-TO GENERAL	66,371.69			
0000009245	08/24/2021	CHRISTOPHER JUSTASON (Utility Refund)	50.00	A/R	OUT-STD	08/24/2021
	2021474066	PREP - 00720046.00	50.00			
0000009247	08/31/2021	ATLANTIC PURIFICATION SYSTEMS LTD.	1,119.64	A/P	OUT-STD	08/31/2021
	220293	SCD-DISPOSAL-CHLORINE FREE &	1,119.64			
0000009248	08/31/2021	BELL MOBILITY INC.	993.52	A/P	OUT-STD	08/31/2021
	523889487AUG21UTI	WS/SCD-ADMIN-CELL PHONE CHAR	993.52			
0000009249	08/31/2021	BRUNET INC.	40.96	A/P	OUT-STD	08/31/2021
	50645*	WS/SCD-ADMIN-ADOBE NOT RESPC	40.96			
0000009250	08/31/2021	CANADIAN TIRE	1,023.28	A/P	OUT-STD	08/31/2021
	N17752290	WS-SOURCE-MR CLEAN, ON/OFF TI	125.53			
	N17752323	WS-TRANS&DIST-PAINT, PAINT CAN	279.28			
	N17752325	WS-TRANS&DIST-PRESSURE WASH	172.44			
	N17752327	WS-TRANS & DIST-TORCH KIT, BLAI	96.58			
	N17752512	WS-TRANS & DIST-IMPACT ACCESS	28.69			
	N17752524	WS-SOURCE-ZIP LOCK BAGS, DAWI	93.39			
	N17752526	WS-TRANS&DIST-WATER	38.34			
	N17752533	WS-SOURCE-4 PC HOOK & PICK, FF	189.03			
0000009251	08/31/2021	CARVER MATERIALS CANADA LTD	2,551.01	A/P	OUT-STD	08/31/2021
	1111	WS-TRANS&DIST-STONE, BASE	2,551.01			
0000009252	08/31/2021	DAIGLE EXCAVATION & GRAVEL	2,254.00	A/P	OUT-STD	08/31/2021
	190141	WS-TRANS&DIST-TOPSOIL	966.00			
	581407	WS-TRANS&DIST-TOPSOIL	1,288.00			
0000009253	08/31/2021	EMCO CORPORATION	5,675.16	A/P	OUT-STD	08/31/2021
	125213001187	WS-TRANS&TRANS-SAFETY FLAGS	148.72			
	125213001332	WS-TRANS & DIST-SFTY FLG SGMN	2,846.46			
	125213001349	WS-TRANS & DIST-NOZZ O RINGS	75.07			
	125213001363	WSD-DISPOSAL-TEES, COUPLINGS	707.92			
	125213001372	WS-TRANS & DIST-PVC SDR TEES, S	1,896.99			
0000009254	08/31/2021	MILLTOWN MACHINE & FABRICATION LTD.	8,040.09	A/P	OUT-STD	08/31/2021
	22178	WS-VALLEYROADRESERVOIR-TANH	8,040.09			

* - 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 0000009283 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:51:49PM 09/20/2021

Page 4 of 4

Number	Issued	Amount	SC	Status	Status Date
Total Issued (43):		\$366,428.66			
Total Voided (0)		\$0.00			
Grand Total:		\$366,428.66			
Number of Cheques Listed:		43			

* - 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 0000000070 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:52:49PM 09/20/2021

Page 1 of 1

Number	Issued		Amount	SC	Status	Status Date
0000000068	08/17/2021	TOWN OF ST. STEPHEN	16,000.00	A/P	OUT-STD	08/17/2021
	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 0000000112 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:54:00PM 09/20/2021

Number	Issued		Amount	SC	Status	Status Date
0000000108	08/23/2021	DILLON CONSULTING LIMITED	7,889.00	A/P	OUT-STD	08/23/2021
	240187	Project#203763-Union Street Combine	7,889.00			
0000000110	08/27/2021	DILLON CONSULTING LIMITED	5,494.13	A/P	OUT-STD	08/27/2021
	240188	Project#211713 Intersection Upgrades	5,494.13			
0000000111	08/31/2021	FAIRVILLE CONSTRUCTION LTD.	162,875.40	A/P	OUT-STD	08/31/2021
	QM-3644-01	Project#203763 Combined Sewer Sep	162,875.40			
Total Issued (3):			\$176,258.53			
Total Voided (0)			\$0.00			
Grand Total:			\$176,258.53			
Number of Cheques Listed:			3			

* - 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 0000000113 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:54:47PM 09/20/2021

Page 1 of 1

Number	Issued		Amount	SC	Status	Status Date
0000000109	08/23/2021	DILLON CONSULTING LIMITED	3,381.00	A/P	OUT-STD	08/23/2021
	240187*	Project#203763 Union Street Combiner	3,381.00			
0000000112	08/31/2021	FAIRVILLE CONSTRUCTION LTD.	69,803.76	A/P	OUT-STD	08/31/2021
	QM-3644-01*	Project#203763 Combined Sewer Sep	69,803.76			
		Total Issued (2):	\$73,184.76			
		Total Voided (0)	\$0.00			
		Grand Total:	\$73,184.76			
		Number of Cheques Listed:	2			

* - 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 0000000040 dated between 08-01-2021 and 08-31-2021

CHEQUE REGISTER

Printed: 1:55:41PM 09/20/2021

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000038	08/23/2021 FAIRVILLE CONSTRUCTION LTD. QM-3516-05 Project#19-1946 Water and Sanitary Si	27,302.79 27,302.79	A/P	OUT-STD	08/23/2021
0000000039	08/30/2021 DILLON CONSULTING LIMITED 240793 Project#191946 West Street Infrastruct	12,653.74 12,653.74	A/P	OUT-STD	08/30/2021
Total Issued (2):		\$39,956.53			
Total Voided (0)		\$0.00			
Grand Total:		\$39,956.53			
Number of Cheques Listed:		2			

* - 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 0000000363 to 0000000382 dated between 09-01-2021 and 09-17-2021

CHEQUE REGISTER

Printed: 8:31:26AM 09/17/2021

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
0000000363	08/05/2021 AMAZON MARKETPLACE-VISA	1,853.73	A/P	CLEARED	08/05/2021
	JULY102021 RC-RECREATION-3 HOLE PUNCH	18.16			
	JULY132021 CC-FRONTOFFICE-STORAGE CABIN	270.24			
	JUNE152021 GG-EVENTS-HAND HELD COUNTER	36.98			
	JUNE222021 CC-LOCKERROOM-SHOWER CURT/	96.69			
	JUNE242021 RC-BASKETBALL-MOUNT BASKETB/	240.06			
	JUNE262021 CC-POOL-2 YEAR TABLET ACCIDEN	64.99			
	JUNE272021 RC-POOL-TABLET/PHONE STAND	32.19			
	JUNE282021 RC-POOL-TABLET CASE	37.90			
	JUNE282021* RC-POOL-CORNER COMPUTER STA	183.99			
	JUNE282021** RC-MILLPOOL-IPAD TABLET	356.49			
	JUNE282021*** RC-MILLPOOL-BLUETOOTH KEYBO/	37.99			
	JUNE292021 RC-MILLPOOL-OFFICE CHAIR	97.73			
	JUNE302021 RC-MILLPOOL-INKJET PRINTER	194.33			
	JUNE302021* RC-MILLPOOL-WALKIE TALKIE	185.99			
0000000364	08/05/2021 ATLANTIC SUPERSTORE-VISA	29.40	A/P	CLEARED	08/05/2021
	JULY052021 GG-COUNCIL-WATER	9.80			
	JUNE292021 GG-KIOSK-WATER	19.60			
0000000365	08/05/2021 AUTISM SWIM LTD-VISA	2,019.79	A/P	CLEARED	08/05/2021
	JUNE222021 CC/RC-POOL-TRAINING PROGRAM I	2,019.79			
0000000366	08/05/2021 CROWNE PLAZA-VISA	994.68	A/P	CLEARED	08/05/2021
	JUNE162021* CC-STAFF-TRAINING ACCOMMODA`	451.92			
	JUNE162021** CC-STAFF-TRAINING ACCOMMODA`	271.38			
	JUNE162021*** CC-STAFF-TRAINING ACCOMMODA`	271.38			
0000000367	08/05/2021 DOLLARAMA-VISA	93.85	A/P	CLEARED	08/05/2021
	JULY052021 GG-EVENTS-SCISSORS	2.88			
	JUNE292021 CC/GG-KIOSK/EVENTS-SNACKS FOI	90.97			
0000000368	08/05/2021 IRVING - VISA	41.99	A/P	CLEARED	08/05/2021
	JULY082021 CC-KITCHEN-COFFEE SUPPLIES	41.99			
0000000369	08/05/2021 MY-LOR, INC. - VISA	276.26	A/P	CLEARED	08/05/2021
	JUNE152021 PS-FIRE-ID TAG W/TRIGGER SNAPS	276.26			
0000000370	08/05/2021 PIZZA DELIGHT-VISA	75.05	A/P	CLEARED	08/05/2021
	JUNE232021 RC-MILLPOOL-ANNUAL POOL OPEN	75.05			
0000000371	08/05/2021 RECREATION NEW BRUNSWICK-VISA	435.85	A/P	CLEARED	08/05/2021
	JUNE162021 RC-RECREATION-MEMBERSHIP FOI	435.85			
0000000372	08/05/2021 SERVICE NEW BRUNSWICK-VISA	40.00	A/P	CLEARED	08/05/2021
	JULY132021 RC-TRANSCANADATRILCLEANUPC	40.00			
0000000373	08/05/2021 SPREE-VISA	55.20	A/P	CLEARED	08/05/2021
	JUNE292021 GG-EVENTS-PAINT FOR KIOSK	55.20			
0000000374	09/05/2021 EVENTBRITE-VISA	288.75	A/P	CLEARED	09/06/2021
	AUGUST062021 GG-DEPUTYMAYOR-VIRTUAL CONF	288.75			
0000000375	09/05/2021 TIM HORTONS-VISA	14.24	A/P	CLEARED	09/06/2021
	JULY272021 CC-CIVIC-MEETING TO DISCUSS EC	14.24			
0000000376	09/05/2021 ZOOM-VISA	23.00	A/P	CLEARED	09/06/2021
	JULY272021 GG-COUNCIL-COUNCIL BROADCAST	23.00			
0000000377	08/05/2021 MCDONALD'S-VISA	30.56	A/P	CLEARED	08/05/2021
	JUNE162021 GG-CAO-BYLAWS DEVELOPMENT W/	17.23			

* - 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 0000000363 to 0000000382 dated between 09-01-2021 and 09-17-2021

CHEQUE REGISTER

Printed: 8:31:26AM 09/17/2021

Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
	JUNE302021	GG-CAO-COUNCIL MEETING WORKI	13.33			
0000000378	08/05/2021	THE 5 KINGS BREW PUB-VISA	55.64	A/P	CLEARED	08/05/2021
	JUNE222021	GG-CAO-EMPLOYEE STRATEGIC/PE	55.64			
0000000379	08/05/2021	ZOOM-VISA	23.00	A/P	CLEARED	08/05/2021
	JUNE272021	GG-COUNCIL-COUNCIL BROADCAST	23.00			
0000000380	09/14/2021	CANADA POST	12.44	A/P	CLEARED	09/14/2021
	JULY222021	PS-BUILDINGINSPECTOR-REGISTE	12.44			
0000000381	09/14/2021	PIZZADELIGHT-VISA	48.71	A/P	CLEARED	09/14/2021
	JULY222021	GG-TRAINING-STUDENT STAFF ON	48.71			
		Total Issued (19):	\$6,412.14			
		Total Voided (0)	\$0.00			
		Grand Total:	\$6,412.14			
		Number of Cheques Listed:	19			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

August, 2021

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,183.99
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,665.02
Total	<u>\$ 18,849.01</u>

SERVICE NEW BRUNSWICK:

August, 2021

Invoice #1483351 (Utility Payment Acceptance Fees)	<u>\$ 756.06</u>
Grand Total	<u><u>\$ 19,605.07</u></u>

C) July 2021-Statements of Revenue and Expenditure

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

	Actual To Date For the Seven Months Ending July 31, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Taxes	3,222,237	5,523,832	\$2,301,595	58%
Services Provided to Other Governments	120,837	236,293	115,456	51%
Sale of Services	151,645	400,400	248,755	38%
Other Revenue From Own Sources	113,405	197,455	84,050	57%
Unconditional Grants	1,277,658	1,466,987	189,329	87%
Conditional Transfers	0	4,200	4,200	0%
Other Transfers	913,087	1,641,623	728,536	56%
Total Revenue	5,798,869	9,470,790	3,671,921	61%
Expenditure				
General Government Services	685,095	1,168,315	483,220	59%
Protective Services	1,225,435	2,388,671	1,163,236	51%
Transportation Services	1,105,485	2,269,423	1,163,938	49%
Environmental Health Services	164,984	305,723	140,739	54%
Environmental Development Services	255,732	421,806	166,074	61%
Recreational and Cultural Services	1,164,153	2,169,859	1,005,706	54%
Fiscal Services	630,097	738,993	108,896	85%
Other	2,266	8,000	5,734	28%
Total Expenditures	5,233,247	9,470,790	4,237,543	55%
Surplus (Deficit)	\$565,622	\$0		

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

	Actual To Date For the Seven Months Ending July 31, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,157,597	\$2,182,200	\$1,024,603	53%
Other Revenue From Own Source	\$121,102	\$207,600	86,498	58%
Total Revenue	<u>1,278,699</u>	<u>2,389,800</u>	<u>1,111,101</u>	54%
Expenditures				
Water Supply	\$599,575	\$1,182,674	583,099	51%
Sewerage Collection and Disposal	\$347,660	\$744,702	397,042	47%
Fiscal Services	\$368,417	\$462,424	94,007	80%
Total Expenditures	<u>1,315,652</u>	<u>2,389,800</u>	<u>1,074,148</u>	55%
Surplus (Deficit)	<u>(\$36,953)</u>	<u>\$0</u>		



**Town of St. Stephen
Information Report to Council
Report: PW 12-21**



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: September 29, 2021
Subject: September Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 2 new Meters.
- b) Repaired 1 Water Main.
- c) Repaired 4 Meters.
- d) Repaired 1 Lateral.

2: Streets:

- a) Installed Walking Trail Signs.
- b) Patched streets.
- c) Removed floor at Civic Center.
- d) Repaired roads and lawns.

3: Waste Water:

- a) Videoed 1 sewer Laterals.
- b) Cleaned 37 Catch Basins.
- c) Flushed 21 Sewer Mains.

Project Updates – Town of St. Stephen

September 8, 2021

Union Street Combined Sewer Separation & Water Main Renewal – Project No. 20-3763

552 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.

Riverside Drive WWPS Replacement – Project No. 19-9953

The tender has been awarded. Currently waiting for a scheduled start date from the Contractor. Contractor planning to mobilize in the next few weeks.

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 September 24, 2021

Economic Development Report

Housing

- Continuing work on development scheme by-law proposals with Town and Service Commission.
- Additional development sites and developers are being pursued, including affordable housing development options.

Population Growth

- Welcome St. Stephen soft launch is still aiming for the end of September.
- Following up support to the Canada Community Revitalization Fund application with the Town.
- Local Immigration Program - feasibility study request is being filled out in cooperation with the Charlotte County Multicultural Association.
- Charlotte County Job Connections fair will be Oct. 6-8. Due to Covid-19 rising case counts, it will only be able to be conducted online.

Commercial/Small Business Growth

- Greco building should be going for tax sale in October.

Tourism

- Draft report and recommendations from the Direct Market Readiness program to develop a tourism strategy has been issued. A stakeholder engagement session will be held at the Garcelon Civic Center on September 29 for community input before finalizing the report.

Industrial Park

- Functional plan needed additional work and the next draft will be reviewed at the end of the month.

Respectfully submitted by,



Kendall Kadatz, President