



St. Stephen Town Council
AGENDA

Wednesday, October 27, 2021, 5:00 p.m.
Moosehead Room at the Garcelon Civic Center

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

Pages

- A. CALL TO ORDER
- B. MOMENT OF REFLECTION
- C. ADDITION OF LATE ITEMS
- D. ADOPTION OF AGENDA
Proposed Resolution:
That the Agenda for the Regular Council Meeting of October 27, 2021, be approved.
- E. MAYOR'S COMMENTS/PROCLAMATIONS
- F. DISCLOSURE OF INTEREST
- G. PUBLIC AND/OR STATUTORY HEARINGS
 - 1. Common Roots Housing and Development - Mat Rouleau
- H. ADOPTION OF MINUTES
 - 1. Regular Council Meeting 4
Proposed Resolution:
That the Minutes of the Regular Council Meeting held on September 29, 2021, be approved as presented.
- I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS
- J. CORRESPONDENCE
Proposed Resolution:
That the following item be received for information.
 - 1. RCMP - J Division Quarterly Report 12
- K. BYLAWS, PERMITS, AND POLICIES
- L. NEW BUSINESS

1.	<u>Departmental Reports</u>	
	<u>Proposed Resolution:</u>	
	That the Departmental information reports be acknowledged and received.	
	a. CAO Report	39
	b. Planning Report	40
	c. Community Services Report	52
	d. Protective Services Report	55
	e. Treasurer's Report	60
	f. Public Works Report	83
	g. Future St. Stephen Report	85
2.	<u>Requests for Decisions</u>	
	a. Final Revision of Updated Gas Tax Fund (GTF) Plan	86
	<u>Proposed Resolution:</u>	
	That the document entitled <i>Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023 (Revision 2)</i> be adopted.	
	b. Automatic Floor Scrubber Emergency Expenditure	96
	<u>Proposed Resolution:</u>	
	That the amount of \$14,250 (fourteen thousand two hundred and fifty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.	
	c. Conserve the Court Advisory Committee	97
	<u>Proposed Resolution:</u>	
	That Council appoints the following individuals to the Advisory Committee for the Conserve the Court Program: Robert Otto, Carol Kelly, David Ganong, Richard Fulton, and David Archambault.	

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

Proposed Resolution:

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

1. Potential Land Disposition
2. Financial Matter

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Proposed Resolution:

That the meeting be adjourned at ____ pm



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

**September 29, 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 K. Parker, Councillor P. Chisholm, Councillor D. Hyslop, Councillor V. Thiessen

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

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

A. CALL TO ORDER

Mayor MacEachern called the meeting to order

B. MOMENT OF REFLECTION

Mayor MacEachern requested a moment of reflection.

C. ADDITION OF LATE ITEMS

RES. NO. 120/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the following item be added to the agenda.

MOTION CARRIED

1. Request for Decision - Unsightly Premises Invoice

D. ADOPTION OF AGENDA

RES. NO. 121/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Hyslop

That the Agenda for the Regular Council Meeting of September 29, 2021, be approved as amended.

MOTION CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

Mayor's Statement on National Truth and Reconciliation Day.

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

H. ADOPTION OF MINUTES

1. Special Council Meeting

RES. NO. 122/21

Moved by Councillor Hyslop

Seconded by Councillor Harding

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

MOTION CARRIED

2. Regular Council Meeting

RES. NO. 123/21

Moved by Councillor Thiessen

Seconded by Deputy Mayor Wheaton

That the Minutes of the Regular Council Meeting held on August 25, 2021, be approved as presented.

MOTION CARRIED

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

J. CORRESPONDENCE

RES. NO. 124/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Chisholm

That the following items be received for informational purposes.

MOTION CARRIED

1. **Charlotte County Ground Search and Rescue Team**

2. **Decoding Dyslexia New Brunswick**

K. BYLAWS, PERMITS, AND POLICIES

1. **Vaccination and Testing Protocol**

RES. NO. 125/21

Moved by Councillor Hyslop

Seconded by Councillor Thiessen

That Council approves the Vaccination and Testing Protocol as presented with the removal of Testing Procedure Item 2.

MOTION CARRIED

2. **Proposed Re-Zoning of Border Arena Property**

a. **Municipal Plan Amendment - Second Reading**

RES. NO. 126/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

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

MOTION CARRIED

b. **Municipal Plan Amendment - Third and Final Reading**

RES. NO. 127/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Thiessen

That Municipal Plan Amendment M-2-02 be given third and final reading.

MOTION CARRIED

- c. Zoning Bylaw Amendment - Second Reading

RES. NO. 128/21

Moved by Councillor Hyslop

Seconded by Councillor Harding

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

MOTION CARRIED

- d. Zoning Bylaw Amendment - Third and Final Reading

RES. NO. 129/21

Moved by Councillor Parker

Seconded by Deputy Mayor Wheaton

That Zoning Bylaw Amendment Z-2-02 be given third and final reading.

MOTION CARRIED

3. Proposed Re-Zoning of 18 St. Croix

- a. Municipal Plan Amendment - Second Reading

RES. NO. 130/21

Moved by Councillor Thiessen

Seconded by Councillor Chisholm

That Municipal Plan Amendment M-2-03 be given second reading.

MOTION CARRIED

- b. Municipal Plan Amendment - Third and Final Reading

RES. NO. 131/21

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

That Municipal Plan Amendment M-2-03 be given third and final reading.

MOTION CARRIED

- c. Zoning Bylaw Amendment - Second Reading

RES. NO. 132/21

Moved by Councillor Harding

Seconded by Councillor Thiessen

That Zoning Bylaw Amendment Z-2-03 be given second reading.

MOTION CARRIED

- d. Zoning Bylaw Amendment - Third and Final Reading

RES. NO. 133/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Chisholm

That Zoning Bylaw Amendment Z-2-03 be given third and final reading.

MOTION CARRIED

L. NEW BUSINESS

1. Departmental Reports

RES. NO. 134/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the Departmental information reports be acknowledged and received.

MOTION CARRIED

- a. CAO Report
- b. Planning Report
- c. Community Services Report
- d. Protective Services Report
- e. Treasurer's Report
- f. Public Works Report

- g. Future St. Stephen Report

2. Requests for Decision

- a. Unsightly Premises Invoice

RES. NO. 135/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That Council approve payment to Randy's Towing in the amount of \$11,247.87 (eleven thousand two hundred forty-seven dollars and eighty-seven cents) tax included for clean-up of an unsightly premises at 194 Pleasant St.

MOTION CARRIED

M. QUESTION PERIOD

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

1. Councillor Thiessen

- Attended all Council meetings
- Attended Innovation and Technology Committee meeting

2. Councillor Harding

- Spoke to the drug issue in our community
- Encouraged shopping locally and recommended Birch Corner

3. Councillor Chisholm

- Expressed thanks and appreciation for the Milltown Blvd. project
- Glad to see work progressing at the Best Western Hotel site
- Expressed concern that St. Stephen will be lacking family physicians with the imminent retirement of two local doctors

4. Deputy Mayor Wheaton

- Attended all Council meetings
- Praised Charlotte County Fall Fair for their successful event
- Attending UMNB online conferences

- Plans to attend UMN general meeting
- Expressed concerns about lack of doctors

5. Councillor Hyslop

- Attended Canada 1st Basketball meeting
- Attended Innovation and Technology meeting
- Attended Charlotte County Museum meeting
- Attended all Council meetings
- Visited Nature Suites at Ganong Nature Park during the Fall Fair
- Attended Chamber of Commerce Golf Fundraiser
- Expressed need for committee to address Town's need for new doctors

6. Mayor MacEachern

- Spoke to our MLA, Kathy Bockus, about recruiting new doctors for our community
- Raised flag for Terry Fox
- Dealing with COVID-19 concerns and issues
- Attended an Emergency Planning Meeting, UNB Meeting, and a Suicide Prevention Meeting
- Attended Charlotte County Fall Fair
- Attended all meetings of Council

7. Councillor Parker

- Expressed concerns about lack of doctors in our community
- Attended Charlotte County Fall Fair
- Attended all meetings of Council

O. NOTICE OF CLOSED MEETING

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

RES. NO. 136/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the meeting be adjourned at 6:17 pm.

MOTION CARRIED

Mayor

Town Clerk



RCMP – J DIVISION QUARTERLY REPORT

West District – Southwest Regional Service Commission

GRC – DIVISION J RAPPORT TRIMESTRIEL

District de l'Ouest – Commission de services régionaux du Sud-Ouest



Contents / Table des matières

Our Policing Priorities / Nos priorités de service de police	3
Southwest RSC Calls for Service Overview / Sommaire des appels de la CSR du Sud-Ouest	4
Cumulative Clearance Rate / Taux de solvabilité cumulatif	5
Statistics by Detachment / Statistiques par détachements	6
Collision Overview / Aperçu des collisions	11
Traffic Enforcement / Application du Code de la route.....	16
School Patrols / Patrouilles scolaires	21
Southwest RSC Proactive Initiatives / Initiatives proactives du Sud-Ouest.....	22
Additional Information / Information additionnelle	23
Definitions / Définitions	24
Jurisdiction Map / Carte de juridiction	26
Contact Information / Personnes-ressources.....	27



Our Policing Priorities / Nos priorités de service de police

J Division RCMP Priorities

- Our people
- Our culture
- Our stewardship
- Our policing services

Priorités de la division J

- Nos gens
- Notre culture
- Notre intendance
- Nos services de police

Southwest Regional Service Commission Priorities

- Organize monthly road safety enforcement focusing on School Zones
- Identify local crime trends in collaboration with the community
- Enhance police presence and visibility in the communities

Priorités de la Commission de services régionaux du Sud-Ouest

- Organiser des opérations routières mensuelle en se concentrant sur les zones scolaires
- Identifier les tendances criminelles locales en collaboration avec la communauté
- Augmenter la visibilité policière dans les communautés

Highlighted Initiatives

- Road safety operations
- Communities Communications
- Impaired Related Offences

Initiatives priorisées

- Opérations de sécurité routière
- Communications avec les communautés
- Infractions reliées à la conduite avec les facultés affaiblies



Southwest RSC Calls for Service Overview / Sommaire des appels de la CSR du Sud-Ouest

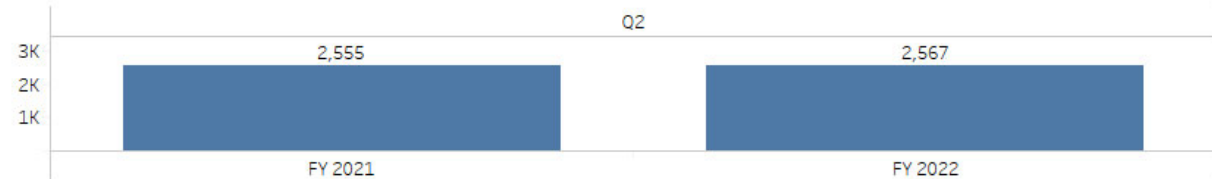
Region / Région
RSC 10 Southwest / CSR 10 Sud-Ouest

Date
Q2

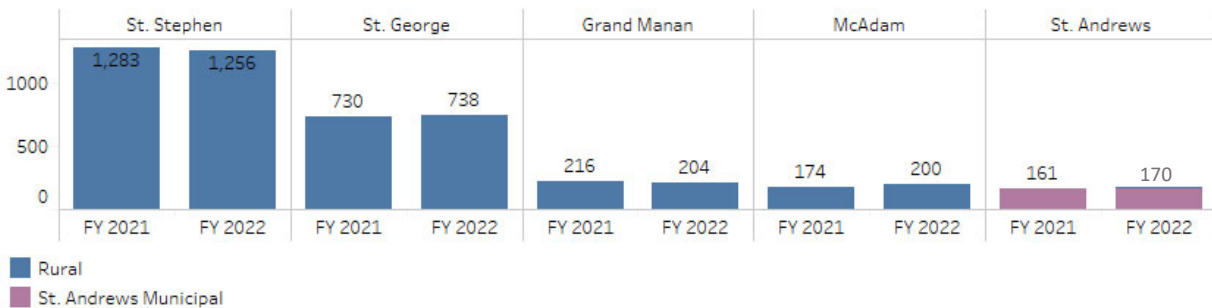
Work Type

Work in RCMP Jurisdiction / Travail sur le territoire de la GRC

Total # of Calls - Nombre total d'appels



Calls per Detachment - Appels par détachement



Top 10 Occurrences - Top 10 Incidents

Top	Type	Count
1	Quarantine Act - Other Activities / Loi sur la mise en quarantaine - autres activités	348
2	False Alarms / Fausse alarmes	257
3	Assistance to General Public / Assistance au grand public	129
4	Suspicious Person / Vehicle / Property / Personne, véhicule ou bien suspect	92
5	Moving Traffic - Speeding Violations / Infractions relatives à la conduite - Excès de vitesse	89
6	J & M Div Only - False/Abandoned 911 Call / Div. J & M seulement - Appel 911 faux/abandonné	77
7	Mental Health Act - Other Activities / Loi sur la santé mentale - autres activités	72
8	Disturbing the peace / Causing a disturbance 175(1) CC / Troubler la paix / Faire du tapage 175(1) CC	62
9	Information File / Dossier d'information	60
10	Other Moving Traffic Violations / Autres infractions relatives à la conduite	60



Cumulative Clearance Rate for Selected Chargeable Offences / Taux de solvabilité cumulatif pour certaines infractions pouvant mener à des accusations criminelles

Rural/Municipal Detachment
All

Quarter
Multiple values

Region / Région
RSC 10 Southwest / CSR 10 Sud-Ouest

Group / Groupe	Subgroup / Sous-groupe	Cleared / Classée	Not Cleared / Non classée	Unfounded / Non fondée	Grand Total
Crimes Against Property / Crime contre la propriété	Break and Enter / Introduction par effraction	6.9% 6	59.8% 52	33.3% 29	100.0% 87
	Fraud / Fraude	1.7% 2	88.0% 103	10.3% 12	100.0% 117
	Mischief / Méfait	9.6% 22	82.6% 190	7.8% 18	100.0% 230
	Theft Under \$5000 / Vol de moins de 5000\$	13.4% 20	73.2% 109	13.4% 20	100.0% 149
Crimes Against the Person / Crime contre la personne	Assaults / Voies de fait	32.6% 57	48.6% 85	18.9% 33	100.0% 175
	Robbery, Extortion, Harassment, Threats / Vol qualifié, Extorsion, Harcèlement, Menaces	13.0% 25	44.0% 85	43.0% 83	100.0% 193
Drug Enforcement / Lois sur les drogues	Trafficking / Trafic	14.3% 2	78.6% 11	7.1% 1	100.0% 14
Drug Enforcement / Lois sur les drogues	Possession	33.3% 2	50.0% 3	16.7% 1	100.0% 6
Other Criminal Code / Autre infraction au Code criminel	Other Criminal Code / Autre infraction au C. cr.	22.6% 49	64.1% 139	13.4% 29	100.0% 217
Traffic Offences / Infractions au code de la route	Dangerous Operation of Motor Vehicle, Vessel, Aircraft, Railway / Conduite dangereuse véhicule à moteur, bateau, aéronef, train	25.0% 5	70.0% 14	5.0% 1	100.0% 20
	Impaired Operation Related Offences / Infractions reliées aux facultés affaiblies	18.4% 14	60.5% 46	21.1% 16	100.0% 76



Statistics by Detachment / Statistiques par détachements

Year-to-Year Comparison - Comparaison d'une année à l'autre
Q2 2021-07-01 to 2021-09-30

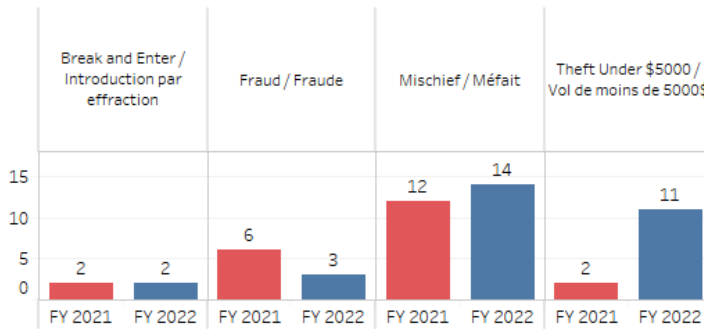
Detachment/Détachement
Grand Manan

Date
Q2

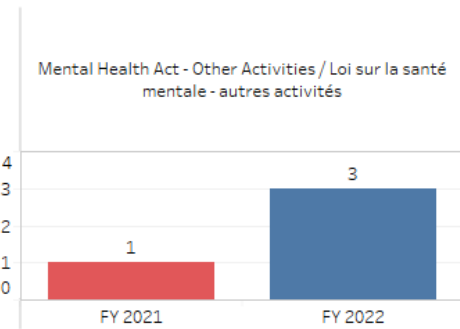
Rural/Municipal
All

Location
All

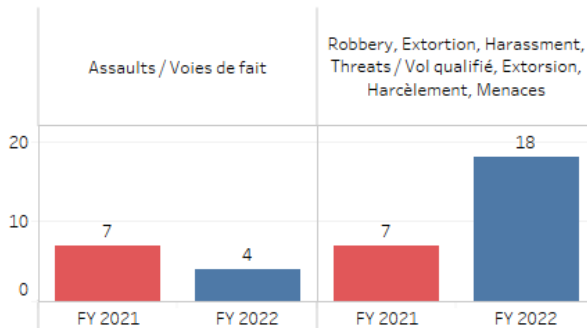
Property Crime Crimes contre les biens



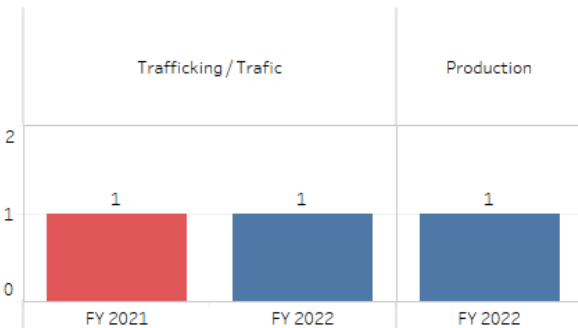
Mental Health Act Loi sur la santé mentale



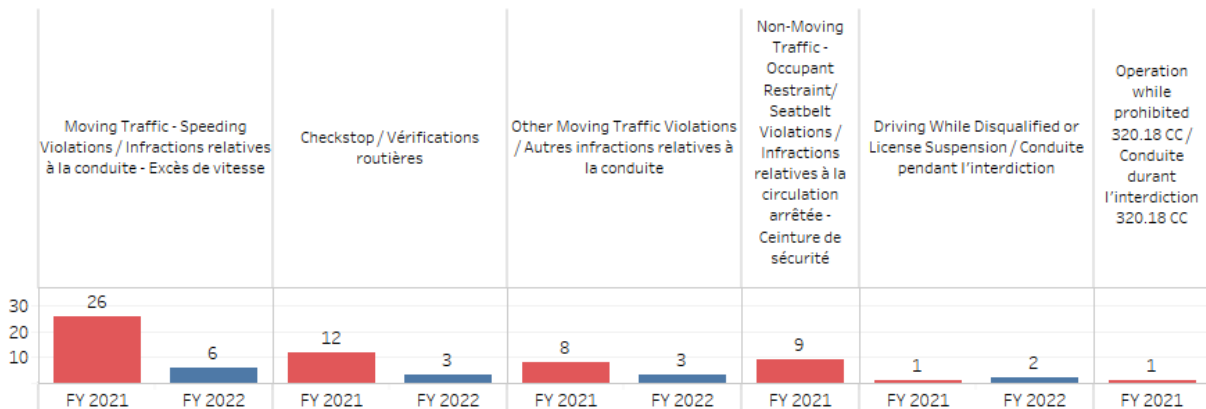
Crimes Against Persons Crimes contre les personnes



Drug Offences Infractions liées aux drogues



Traffic Enforcement - Application du Code de la route



Year-to-Year Comparison - Comparaison d'une année à l'autre Q2 2021-07-01 to 2021-09-30

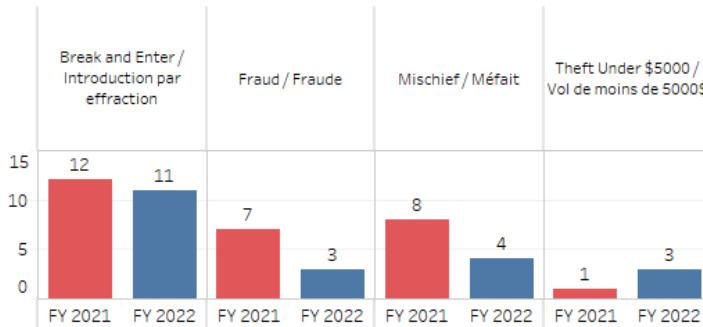
Detachment/Détachement
McAdam

Date
Q2

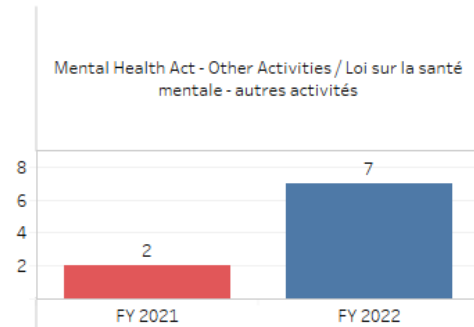
Rural/Municipal
All

Location
All

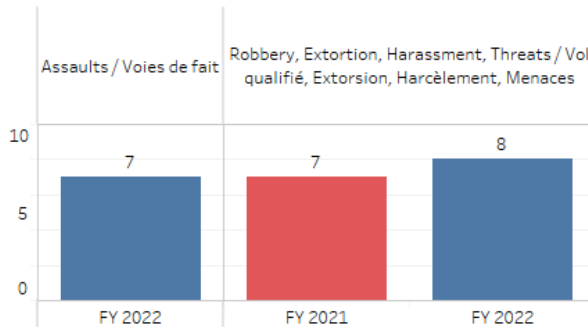
Property Crime Crimes contre les biens



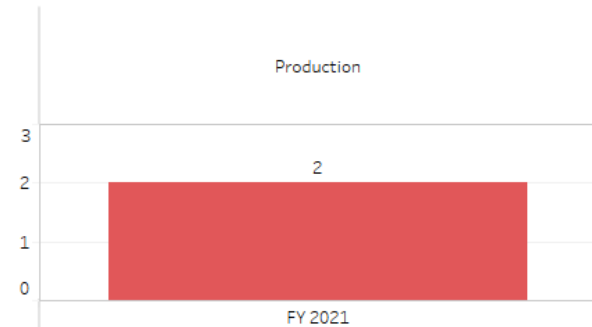
Mental Health Act Loi sur la santé mentale



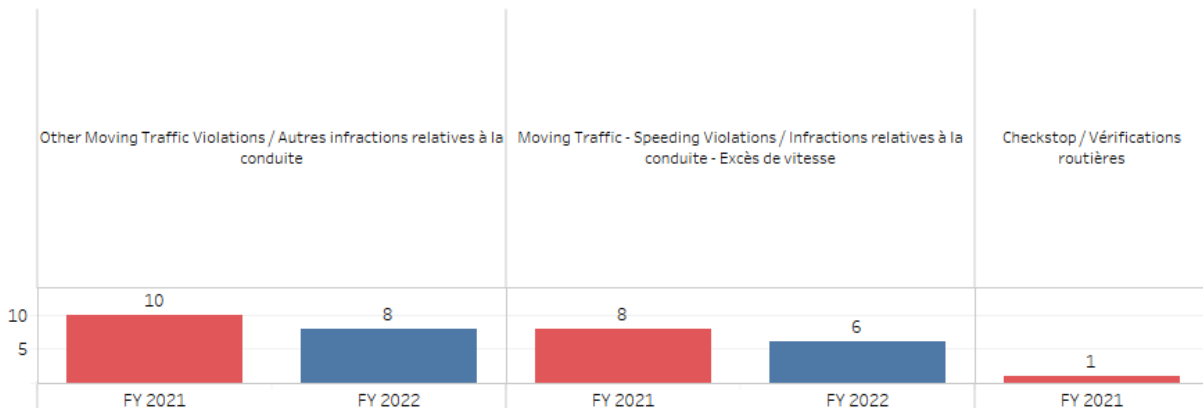
Crimes Against Persons Crimes contre les personnes



Drug Offences Infractions liées aux drogues



Traffic Enforcement - Application du Code de la route



Year-to-Year Comparison - Comparaison d'une année à l'autre Q2 2021-07-01 to 2021-09-30

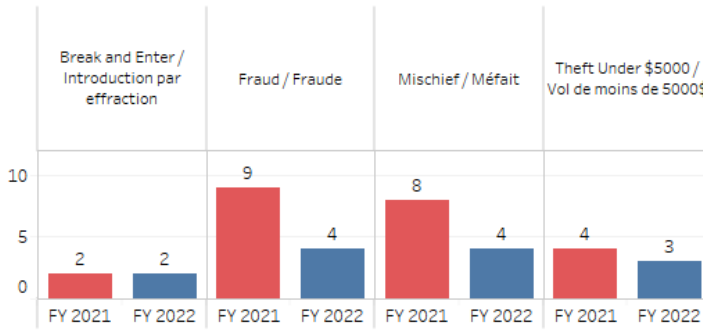
Detachment/Détachement
St. Andrews

Date
Q2

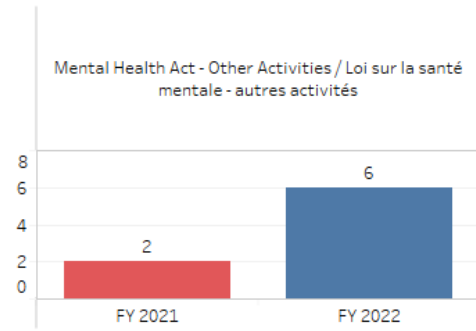
Rural/Municipal
All

Location
All

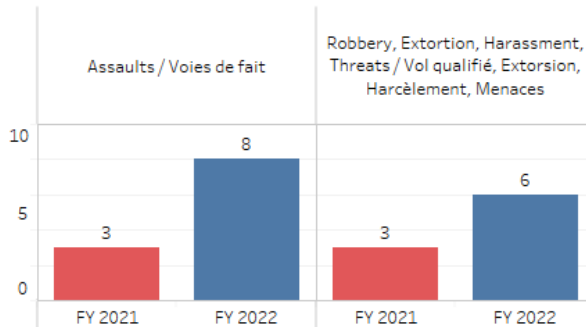
Property Crime Crimes contre les biens



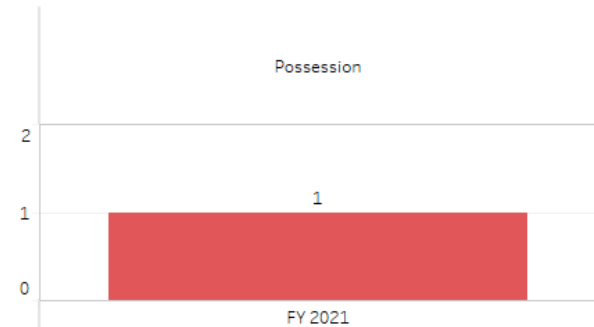
Mental Health Act Loi sur la santé mentale



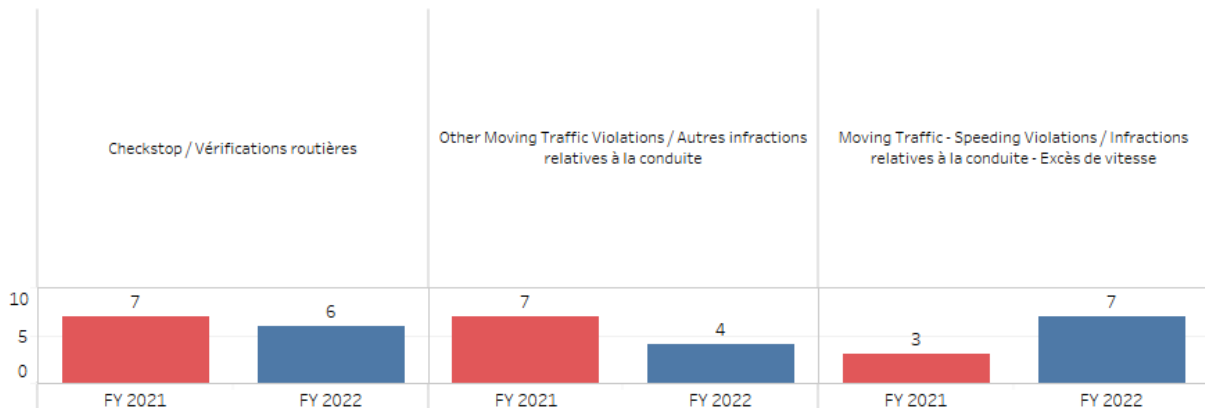
Crimes Against Persons Crimes contre les personnes



Drug Offences Infractions liées aux drogues



Traffic Enforcement - Application du Code de la route



Year-to-Year Comparison - Comparaison d'une année à l'autre Q2 2021-07-01 to 2021-09-30

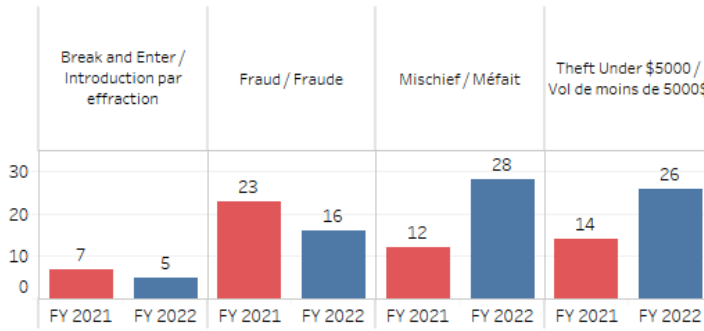
Detachment/Détachement
St. George

Date
Q2

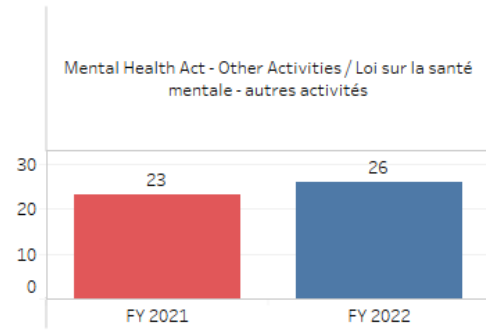
Rural/Municipal
All

Location
All

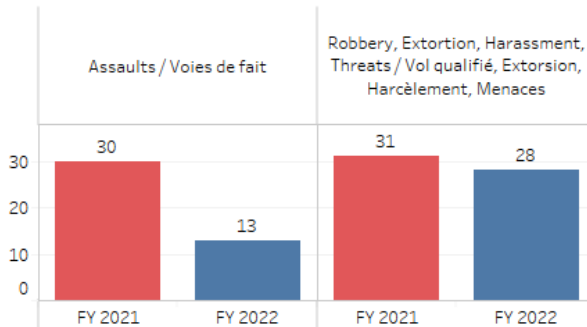
Property Crime Crimes contre les biens



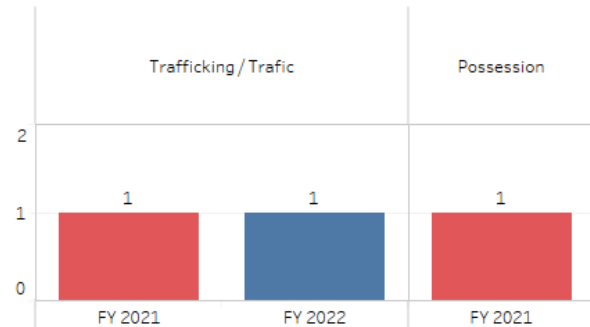
Mental Health Act Loi sur la santé mentale



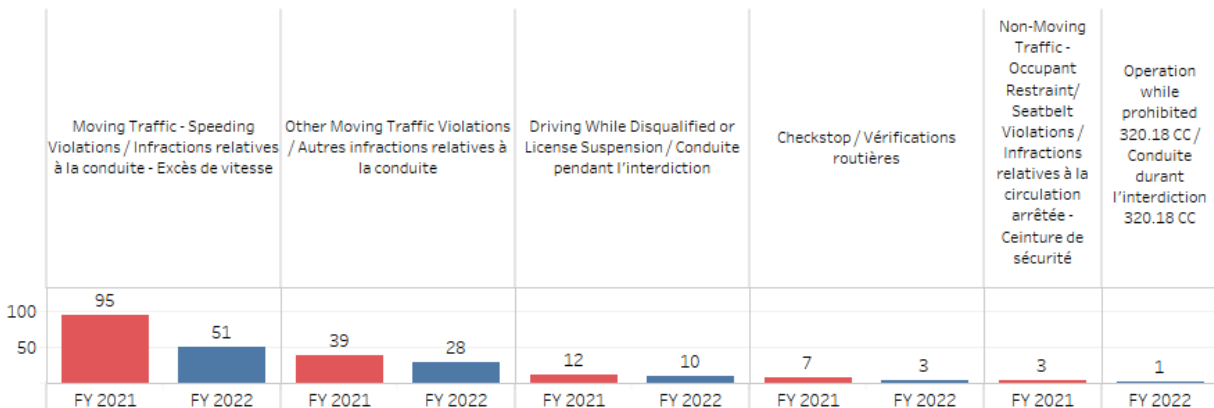
Crimes Against Persons Crimes contre les personnes



Drug Offences Infractions liées aux drogues



Traffic Enforcement - Application du Code de la route



Year-to-Year Comparison - Comparaison d'une année à l'autre Q2 2021-07-01 to 2021-09-30

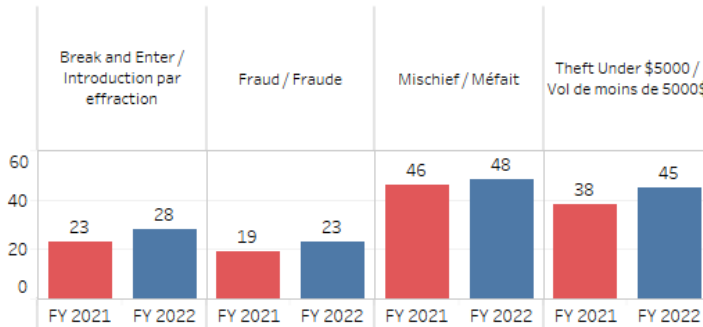
Detachment/Détachement
St. Stephen

Date
Q2

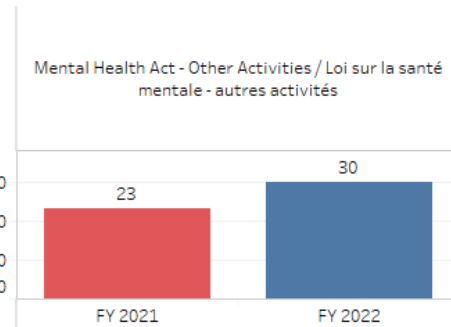
Rural/Municipal
All

Location
All

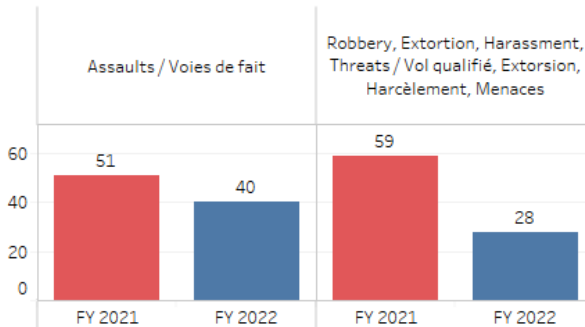
Property Crime Crimes contre les biens



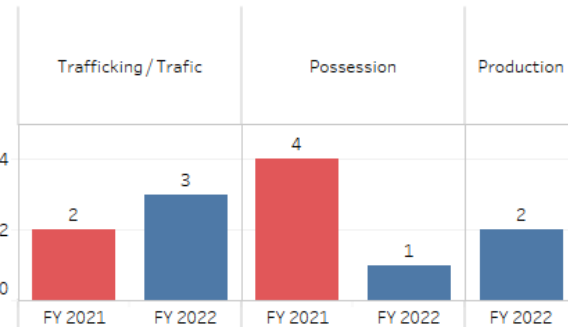
Mental Health Act Loi sur la santé mentale



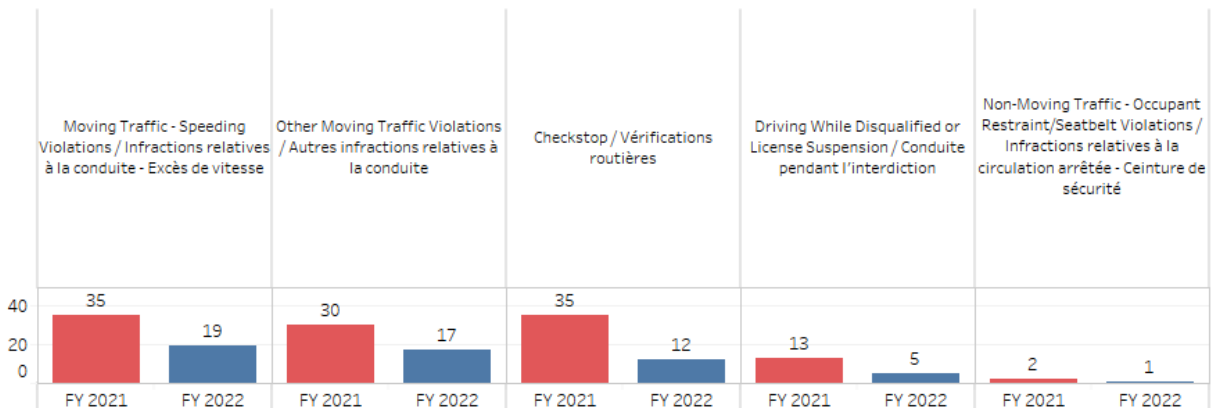
Crimes Against Persons Crimes contre les personnes



Drug Offences Infractions liées aux drogues



Traffic Enforcement - Application du Code de la route



Collision Overview / Aperçu des collisions

Detachment/Détachement
Grand Manan

Year/Année
FY 2022

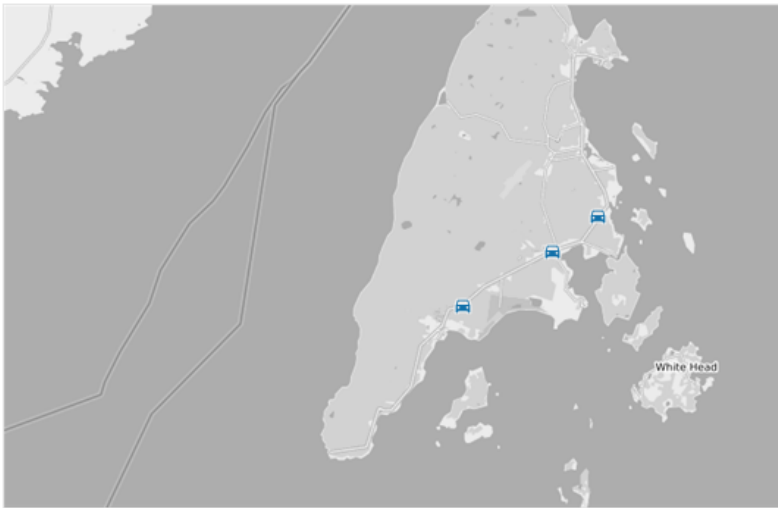
Quarter/Trimestre
Q2

Property Damage/Dommage matériel

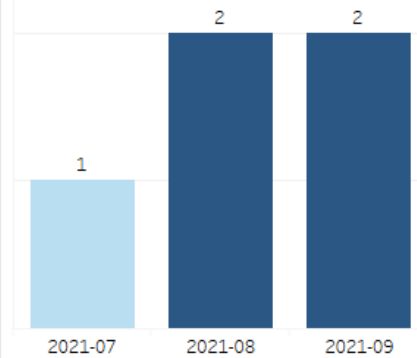


5

Collisions Map/Carte de collisions



Number of Collisions per Month Nombre de collisions par mois



Number of Collisions per Municipality / Nombre de collisions par municipalité



Includes reportable traffic and off-road vehicle collisions. Excludes collision type *Fail to remain at scene*. A reportable collision is defined as an accident resulting in injury to or death of any person or total property damage to an apparent extent of one thousand dollars.

Inclut les collisions déclarables ainsi que les collisions de véhicules hors-route. Exclut les collisions de type *Défaut d'arrêter ou de rester sur lieux d'un accident*. Une collision déclarable est définie comme un accident ayant entraîné des blessures ou la mort d'une personne ou un accident qui paraît avoir causé un total de 1000 dollars ou plus de dommages matériels.





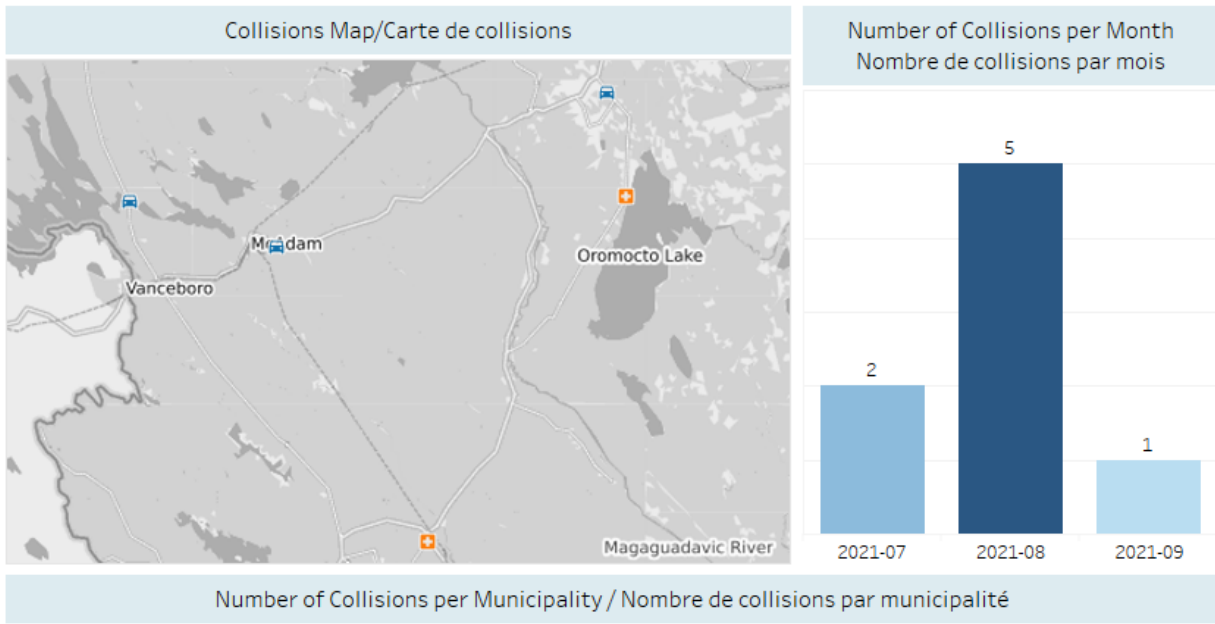
RCMP QUARTERLY REPORT – RAPPORT TRIMESTRIEL DE LA GRC

Detachment/Détachement
MCADAM

Year/Année
FY 2022

Quarter/Trimestre
Q2

Injury/Blessure	Property Damage/Dommage matériel
 3	 5



Includes reportable traffic and off-road vehicle collisions. Excludes collision type *Fail to remain at scene*. A reportable collision is defined as an accident resulting in injury to or death of any person or total property damage to an apparent extent of one thousand dollars.

Inclut les collisions déclarables ainsi que les collisions de véhicules hors-route. Exclut les collisions de type *Défaut d'arrêter ou de rester sur lieux d'un accident*. Une collision déclarable est définie comme un accident ayant entraîné des blessures ou la mort d'une personne ou un accident qui paraît avoir causé un total de 1000 dollars ou plus de dommages matériels.



RCMP QUARTERLY REPORT – RAPPORT TRIMESTRIEL DE LA GRC

Detachment/Détachement
St Andrews

Year/Année
FY 2022

Quarter/Trimestre
Q2

Property Damage/Dommage matériel

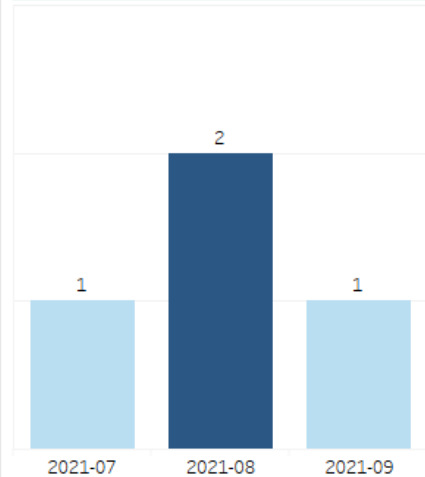


4

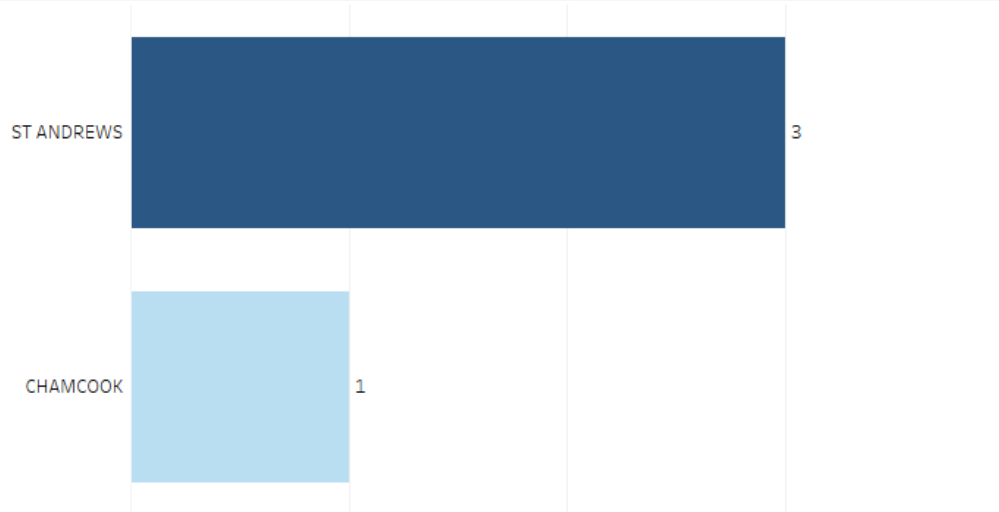
Collisions Map/Carte de collisions



Number of Collisions per Month
Nombre de collisions par mois



Number of Collisions per Municipality / Nombre de collisions par municipalité



Includes reportable traffic and off-road vehicle collisions. Excludes collision type *Fail to remain at scene*. A reportable collision is defined as an accident resulting in injury to or death of any person or total property damage to an apparent extent of one thousand dollars.

Inclut les collisions déclarables ainsi que les collisions de véhicules hors-route. Exclut les collisions de type *Défaut d'arrêter ou de rester sur lieux d'un accident*. Une collision déclarable est définie comme un accident ayant entraîné des blessures ou la mort d'une personne ou un accident qui paraît avoir causé un total de 1000 dollars ou plus de dommages matériels.




RCMP QUARTERLY REPORT – RAPPORT TRIMESTRIEL DE LA GRC

Detachment/Détachement
St George

Year/Année
FY 2022

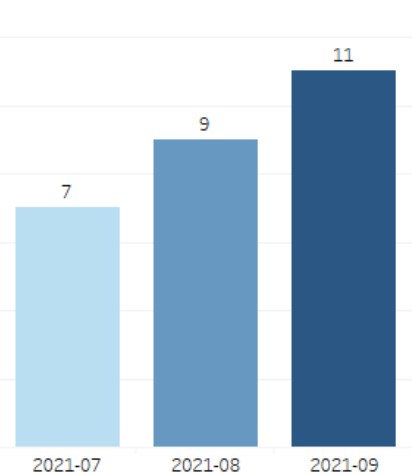
Quarter/Trimestre
Q2

Injury/Blessure	Property Damage/Dommage matériel
 6	 21

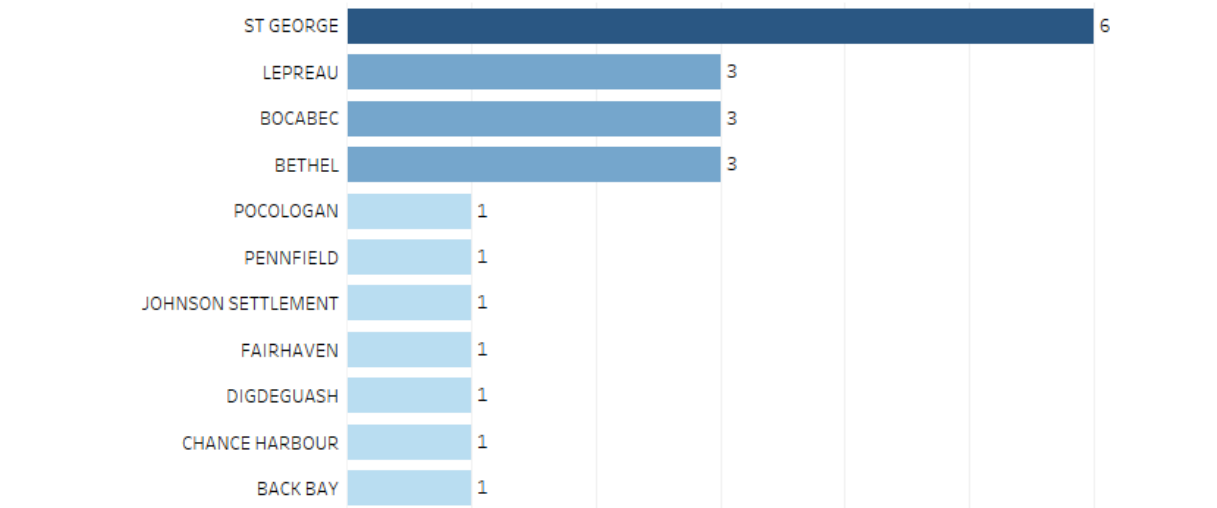
Collisions Map/Carte de collisions



Number of Collisions per Month
Nombre de collisions par mois



Number of Collisions per Municipality / Nombre de collisions par municipalité



Includes reportable traffic and off-road vehicle collisions. Excludes collision type *Fail to remain at scene*. A reportable collision is defined as an accident resulting in injury to or death of any person or total property damage to an apparent extent of one thousand dollars.

Inclut les collisions déclarables ainsi que les collisions de véhicules hors-route. Exclut les collisions de type *Défaut d'arrêter ou de rester sur lieux d'un accident*. Une collision déclarable est définie comme un accident ayant entraîné des blessures ou la mort d'une personne ou un accident qui paraît avoir causé un total de 1000 dollars ou plus de dommages matériels.




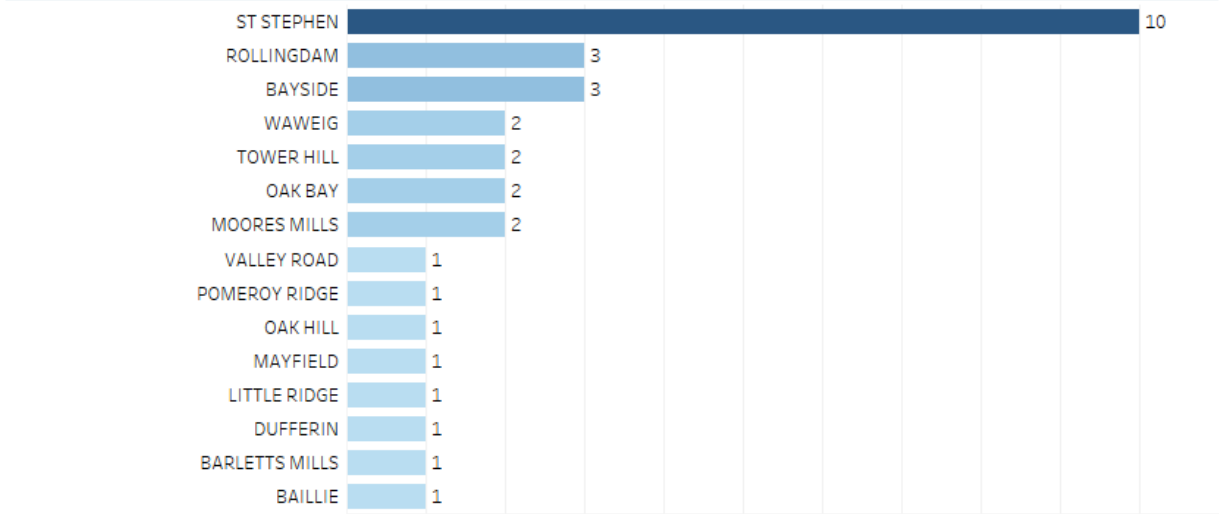
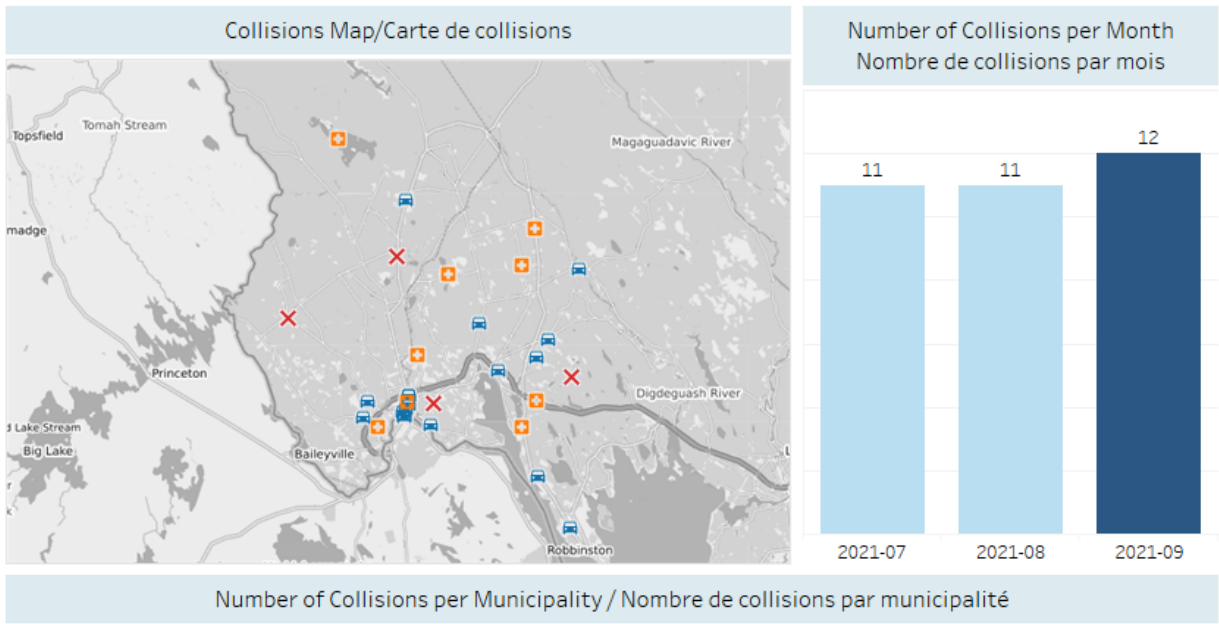
RCMP QUARTERLY REPORT – RAPPORT TRIMESTRIEL DE LA GRC

Detachment/Détachement
St Stephen

Year/Année
FY 2022

Quarter/Trimestre
Q2

Fatal	Injury/Blessure	Property Damage/Dommage matériel
✘	4	9
		21



Includes reportable traffic and off-road vehicle collisions. Excludes collision type *Fail to remain at scene*. A reportable collision is defined as an accident resulting in injury to or death of any person or total property damage to an apparent extent of one thousand dollars.

Inclut les collisions déclarables ainsi que les collisions de véhicules hors-route. Exclut les collisions de type *Défait d'arrêter ou de rester sur lieux d'un accident*. Une collision déclarable est définie comme un accident ayant entraîné des blessures ou la mort d'une personne ou un accident qui paraît avoir causé un total de 1000 dollars ou plus de dommages matériels.



Traffic Enforcement / Application du Code de la route

Police Access Tool (PAT) Ticketing Overview
Aperçu des contraventions de l’Outil d’accès de la police (OAP)

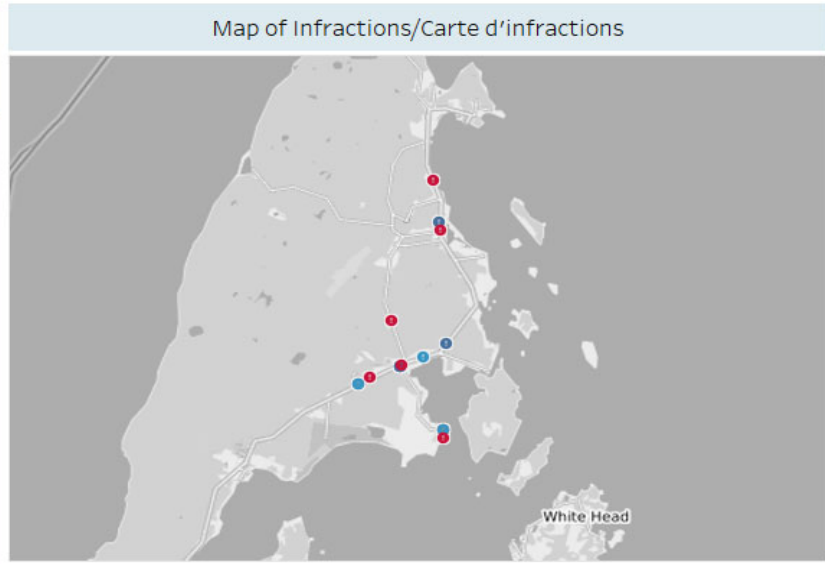
Detachment/Détachement
Grand Manan

Year/Année
FY 2022

Quarter/Trimestre
Q2

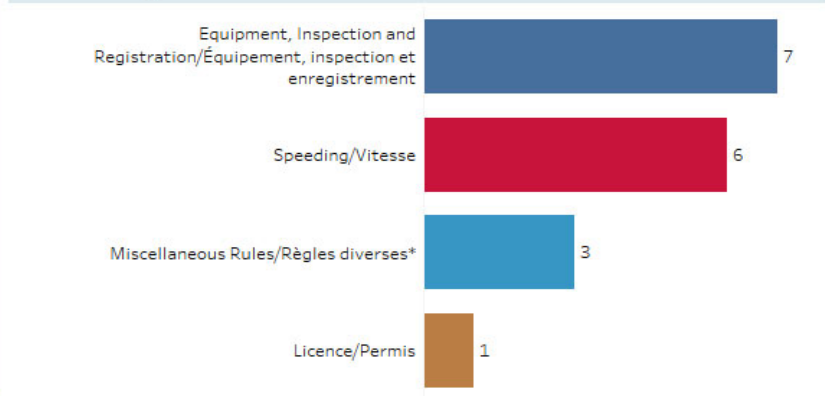
Ticket/Contravention	Warning/Avertissement
13	4

Number of Infractions per Municipality/Nombre d’infractions par municipalité



Grand Manan 17

Motor Vehicle Act Violation Types
Types d’infraction de la Loi sur les véhicules à moteur



Includes adult infractions (tickets, warnings, defects) issued under the Motor Vehicle Act via the Police Access Tool (PAT) Ticketing system. A *defect* is defined as a notice issued by a police officer providing the opportunity for the driver to rectify the violation. *Miscellaneous Rules* include pedestrian related offences, parking offences, bicycle related offences, etc. *Traffic Rules* include fail to stop, signals, rules of the road, etc.
Inclut les infractions (contraventions, avertissements, défaut) pour adultes émises selon la Loi sur les véhicules à moteur à partir du système de contraventions de l’Outil d’accès pour la police (OAP). Un *défait* est un avis émis par un policier donnant l’opportunité au conducteur ou la conductrice de rectifier l’infraction. Les *règles diverses* incluent les infractions reliées aux piétons, les règles de stationnements, les infractions reliées aux bicyclettes, etc. Les *règles de circulation* incluent défaut de s’immobiliser, signaux, règles de la route, etc.



Police Access Tool (PAT) Ticketing Overview
Aperçu des contraventions de l’Outil d’accès de la police (OAP)

Detachment/Détachement
McAdam

Year/Année
FY 2022

Quarter/Trimestre
Q2

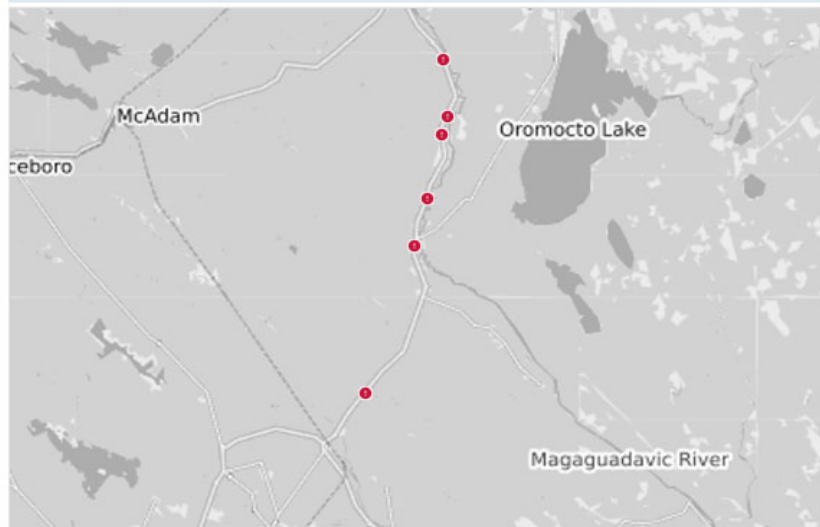
Warning/Avertissement



2

Number of Infractions per Municipality/Nombre d’infractions par municipalité

Map of Infractions/Carte d’infractions



Brockway

2

Motor Vehicle Act Violation Types
Types d’infraction de la Loi sur les véhicules à moteur

Speeding/Vitesse

2

Includes adult infractions (tickets, warnings, defects) issued under the Motor Vehicle Act via the Police Access Tool (PAT) Ticketing system. A *defect* is defined as a notice issued by a police officer providing the opportunity for the driver to rectify the violation. *Miscellaneous Rules* include pedestrian related offences, parking offences, bicycle related offences, etc. *Traffic Rules* include fail to stop, signals, rules of the road, etc.

Inclut les infractions (contraventions, avertissements, défaut) pour adultes émises selon la Loi sur les véhicules à moteur à partir du système de contraventions de l’Outil d’accès pour la police (OAP). Un *défaut* est un avis émis par un policier donnant l’opportunité au conducteur ou la conductrice de rectifier l’infraction. Les *règles diverses* incluent les infractions reliées aux piétons, les règles de stationnements, les infractions reliées aux bicyclettes, etc. Les *règles de circulation* incluent défaut de s’immobiliser, signaux, règles de la route, etc.



Police Access Tool (PAT) Ticketing Overview Aperçu des contraventions de l’Outil d’accès de la police (OAP)

Detachment/Détachement
St Andrews

Year/Année
FY 2022

Quarter/Trimestre
Q2

Ticket/Contravention



3

Warning/Avertissement



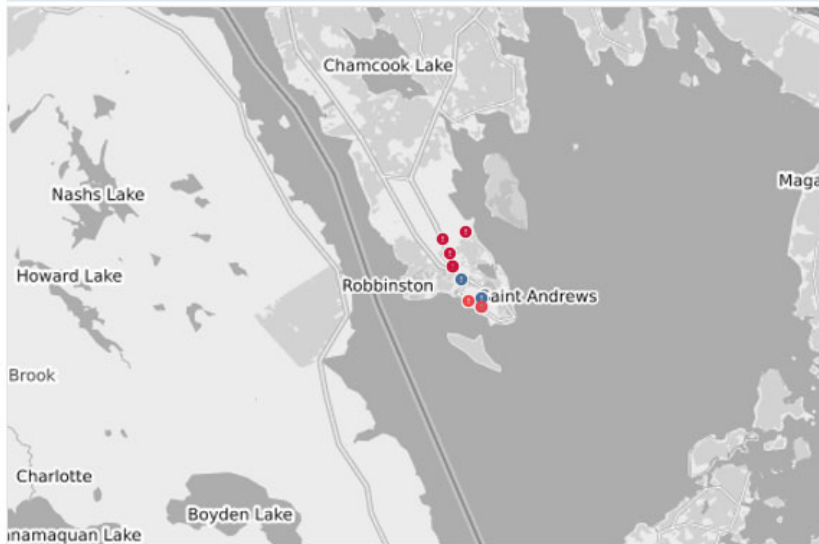
6

Number of Infractions per Municipality/Nombre d’infractions par municipalité

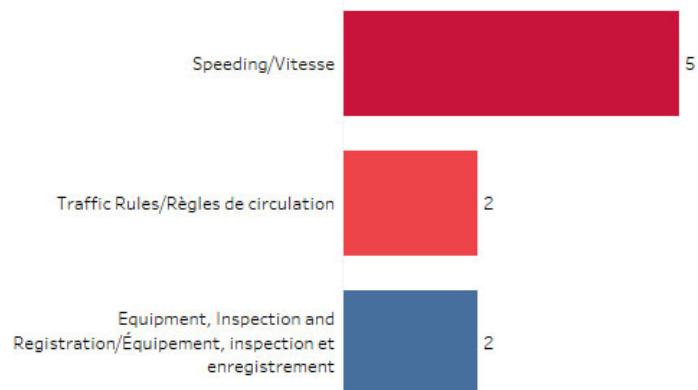
St. Andrews

9

Map of Infractions/Carte d’infractions



Motor Vehicle Act Violation Types
Types d’infraction de la Loi sur les véhicules à moteur



Includes adult infractions (tickets, warnings, defects) issued under the Motor Vehicle Act via the Police Access Tool (PAT) Ticketing system. A *defect* is defined as a notice issued by a police officer providing the opportunity for the driver to rectify the violation. *Miscellaneous Rules* include pedestrian related offences, parking offences, bicycle related offences, etc. *Traffic Rules* include fail to stop, signals, rules of the road, etc.

Inclut les infractions (contraventions, avertissements, défaut) pour adultes émises selon la Loi sur les véhicules à moteur à partir du système de contraventions de l’Outil d’accès pour la police (OAP). Un *défaut* est un avis émis par un policier donnant l’opportunité au conducteur ou la conductrice de rectifier l’infraction. Les *règles diverses* incluent les infractions reliées aux piétons, les règles de stationnements, les infractions reliées aux bicyclettes, etc. Les *règles de circulation* incluent défaut de s’immobiliser, signaux, règles de la route, etc.



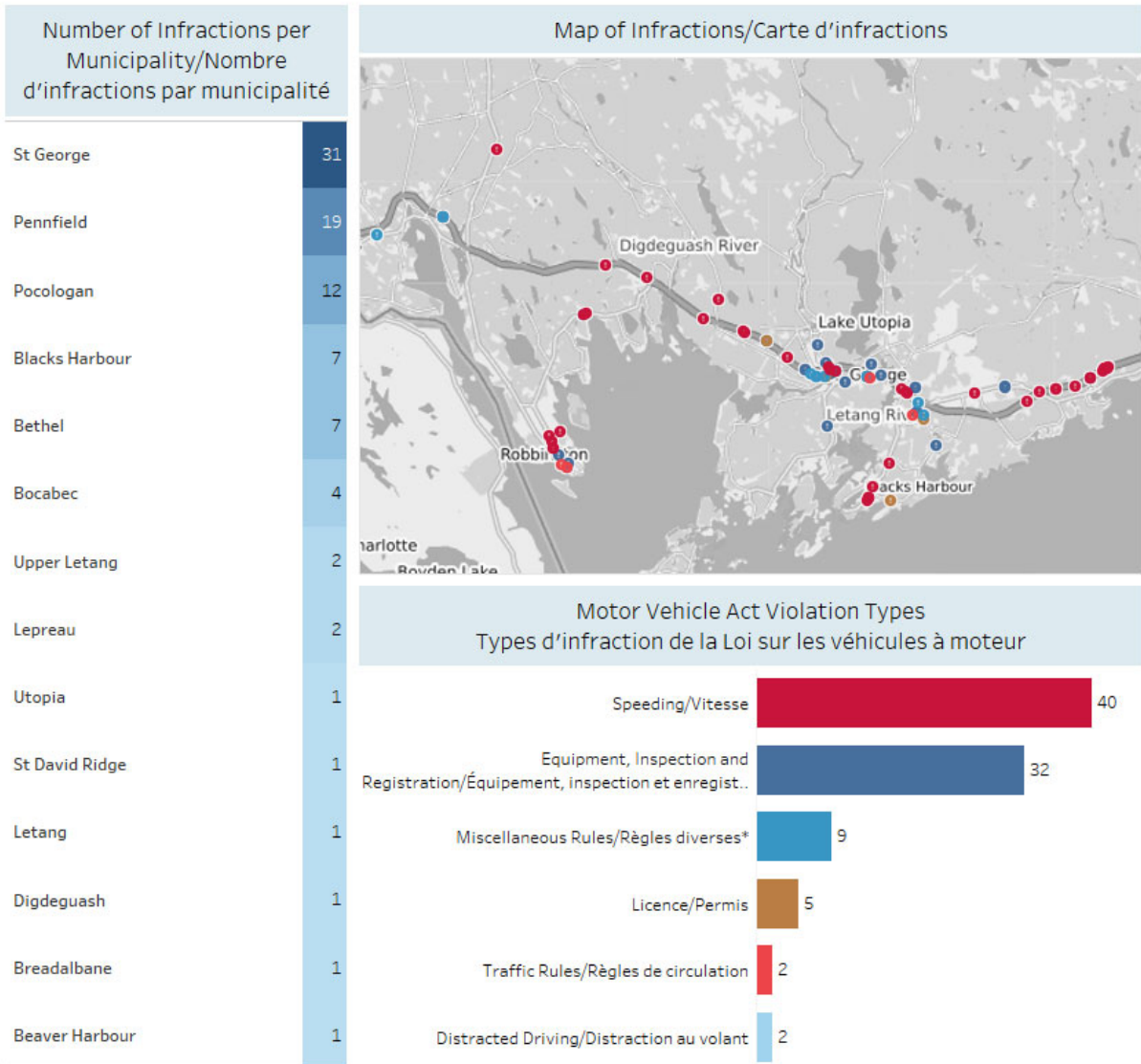
Police Access Tool (PAT) Ticketing Overview Aperçu des contraventions de l’Outil d’accès de la police (OAP)

Detachment/Détachement
St George

Year/Année
FY 2022

Quarter/Trimestre
Q2

Ticket/Contravention	Warning/Avertissement	Defect/Défaut
 60	 28	 2



Includes adult infractions (tickets, warnings, defects) issued under the Motor Vehicle Act via the Police Access Tool (PAT) Ticketing system. A *defect* is defined as a notice issued by a police officer providing the opportunity for the driver to rectify the violation. *Miscellaneous Rules* include pedestrian related offences, parking offences, bicycle related offences, etc. *Traffic Rules* include fail to stop, signals, rules of the road, etc.

Inclut les infractions (contraventions, avertissements, défaut) pour adultes émises selon la Loi sur les véhicules à moteur à partir du system de contraventions de l’Outil d’accès pour la police (OAP). Un *défaut* est un avis émis par un policier donnant l’opportunité au conducteur ou la conductrice de rectifier l’infraction. Les *règles diverses* incluent les infractions reliées aux piétons, les règles de stationnements, les infractions reliées aux bicyclettes, etc. Les *règles de circulation* incluent défaut de s’immobiliser, signaux, règles de la route, etc.




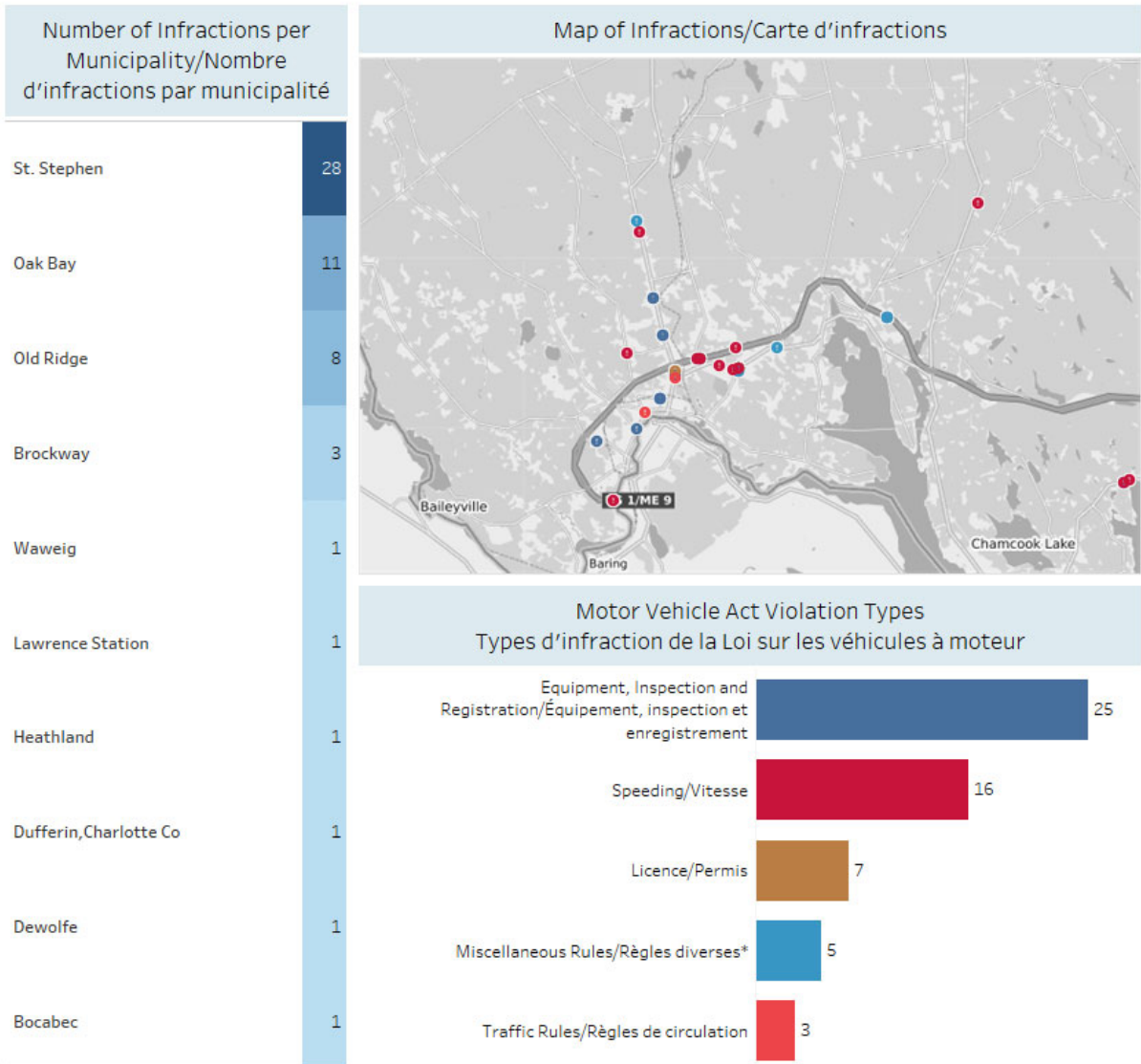
Police Access Tool (PAT) Ticketing Overview Aperçu des contraventions de l’Outil d’accès de la police (OAP)

Detachment/Détachement
St Stephen

Year/Année
FY 2022

Quarter/Trimestre
Q2

Ticket/Contravention	Warning/Avertissement	Defect/Défaut
 30	 23	 3



Includes adult infractions (tickets, warnings, defects) issued under the Motor Vehicle Act via the Police Access Tool (PAT) Ticketing system. A *defect* is defined as a notice issued by a police officer providing the opportunity for the driver to rectify the violation. *Miscellaneous Rules* include pedestrian related offences, parking offences, bicycle related offences, etc. *Traffic Rules* include fail to stop, signals, rules of the road, etc.

Inclut les infractions (contraventions, avertissements, défaut) pour adultes émises selon la Loi sur les véhicules à moteur à partir du system de contraventions de l’Outil d’accès pour la police (OAP). Un *défaut* est un avis émis par un policier donnant l’opportunité au conducteur ou la conductrice de rectifier l’infraction. Les *règles diverses* incluent les infractions reliées aux piétons, les règles de stationnements, les infractions reliées aux bicyclettes, etc. Les *règles de circulation* incluent défaut de s’immobiliser, signaux, règles de la route, etc.

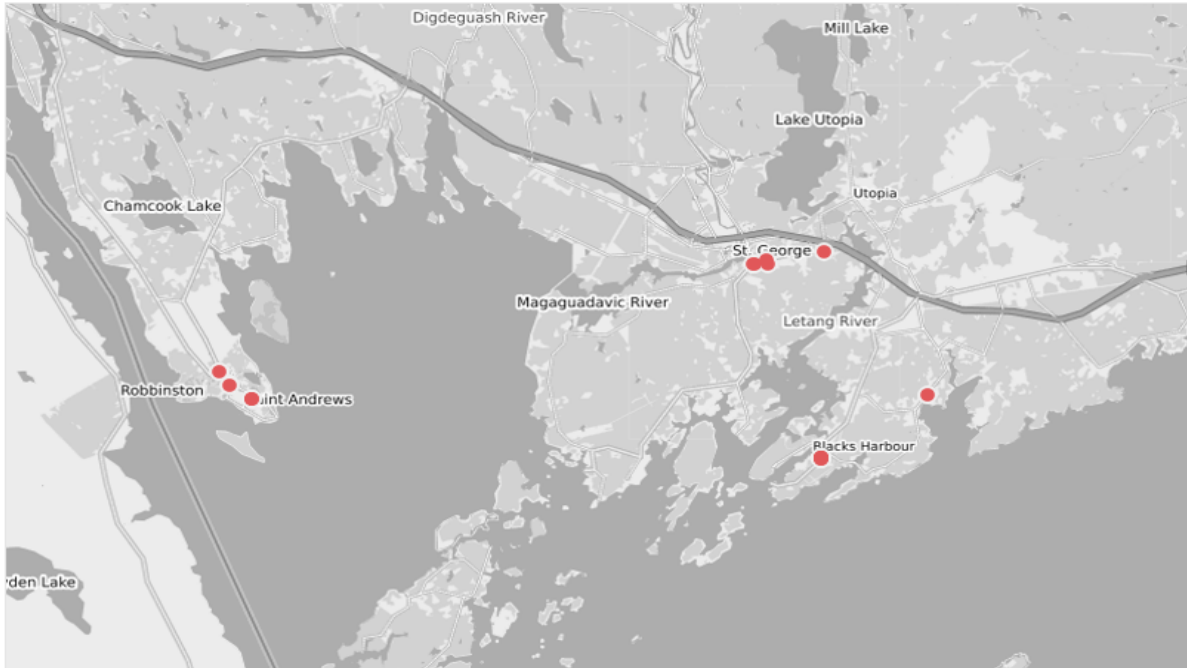


School Patrols / Patrouilles scolaires

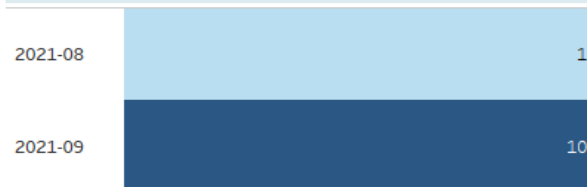
Region/Région
10

Month/Mois
All

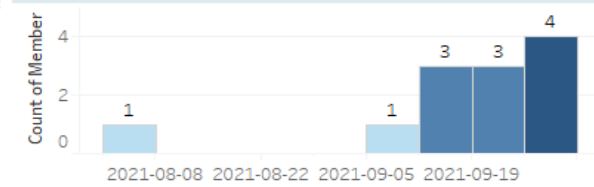
Policing Activity/Activité policière
Traffic - school patrol / Sécurité routière - patrouille scolaire



Number of members who conducted schools patrols per month
Nombre de policiers par mois qui ont effectué des patrouilles scolaires



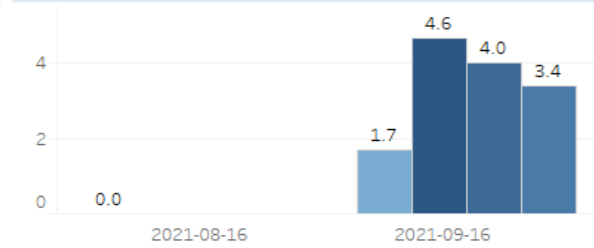
Number of Members who conducted school patrols per week
Nombre de policiers par semaine qui ont effectué des patrouilles scolaires



Time spent (in hours) on school patrols per month
Temps consacré aux patrouilles scolaires par mois (en heures)



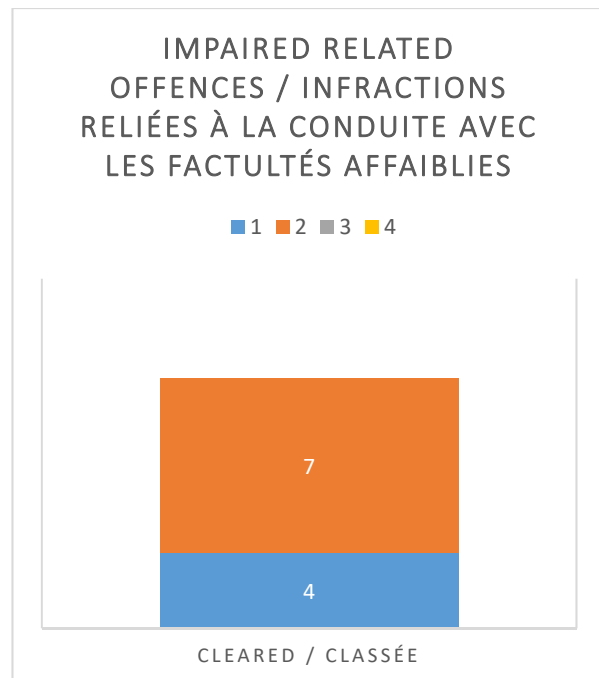
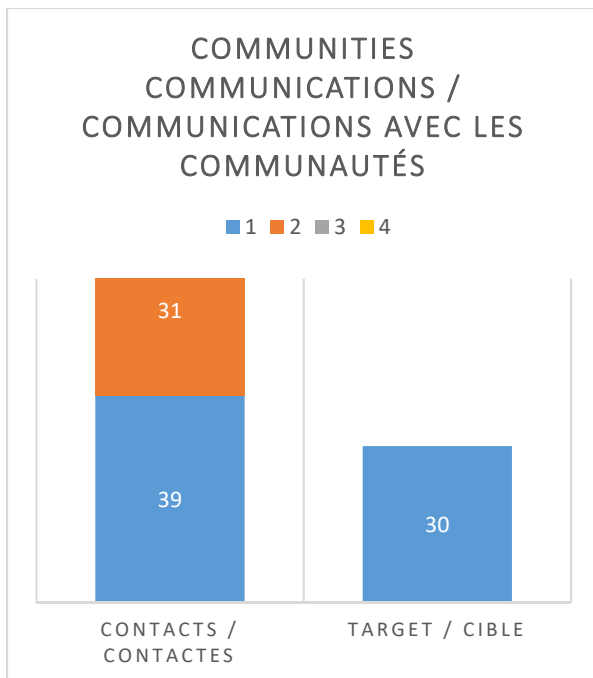
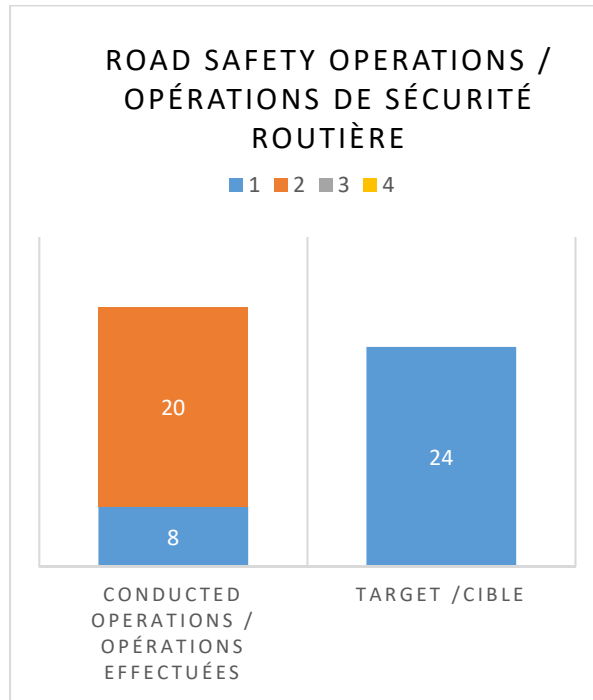
Time spent on school patrols per week (in hours)
Temps consacré aux patrouille scolaires par semaine (en heures)



*School Patrol statistics are for the entire Regional Service Commission. / Les statistiques des patrouilles scolaires sont pour l'ensemble de la Commission de services régionaux.



Southwest RSC Proactive Initiatives – Cumulative Overview
 Initiatives proactives de la CSR Sud-Ouest – Sommaire cumulatif



Additional Information / Information additionnelle

Did you know?

2020-2021 Client and partner survey results

The RCMP aims to provide the best possible policing to the communities we serve. We conduct three surveys annually to get feedback from the public, our partners and our stakeholders about the work we do.

The results from the 2020-2021 surveys are positive. Residents, clients and partners are generally satisfied with the RCMP's service in New Brunswick. The results also point to some potential areas for improvement, including:

- increasing transparency
- increasing involvement and visibility within the community
- sharing information with our partners

To view the results, please consult the following link:

<https://www.rcmp-grc.gc.ca/en/nb/publications/2020-2021-client-and-partner-survey-results>

Saviez-vous que ?

Résultats des sondages 2020-2021 d'opinion auprès des clients et des partenaires

La GRC a pour objectif d'assurer les meilleurs services de police qui soient dans les collectivités qu'elle sert. Nous menons dorénavant trois sondages chaque année pour recueillir l'opinion de la population canadienne, de nos partenaires et des intervenants au sujet du travail que nous accomplissons.

Les résultats des sondages de 2020-2021 sont positifs. En général, les résidents, les clients et les partenaires sont satisfaits des services assurés par la GRC au Nouveau-Brunswick. Certains aspects pourraient toutefois être améliorés, notamment la GRC pourrait :

- accroître sa transparence;
- augmenter sa participation et sa visibilité dans la collectivité;
- échanger davantage d'information avec ses partenaires.

Pour voir les résultats, veuillez consulter le lien suivant :

<https://www.rcmp-grc.gc.ca/fr/nb/publications/resultats-des-sondages-2020-2021-dopinion-aupres-des-clients-et-des-partenaires>



Definitions / Définitions

Occurrence Type Definitions

Agency defined activities - Intelligence / information files, assistance files, administrative police functions, 911 calls, false alarms and other activities related to both federal and provincial statutes, etc.

Crimes against persons - Assault, criminal harassment/intimidation, uttering threats, sexual interference / exploitation / luring over the internet for sexual purpose on minors, etc.

Drug Offences - Trafficking, production, possession, etc.

Other Criminal Code Offences - Peace disturbance, failure to comply probation order, offensive weapons, counterfeit money, public mischief, defamatory libel, etc.

Other Federal Statute Offences - Offences under the customs and excise act, youth criminal justice act, explosive act, corrections & conditional release act (including parole violations), etc.

Property Crime - Mischief, break and enter, theft \$5,000 and under, theft over \$5,000, theft of motor vehicle, arson, possession of property obtained by crime, fraud, etc.

Provincial Statute Offences - Offences under the liquor act, off-road vehicle act, provincial/territorial wildlife act, trespassing Act, etc.

Traffic Offences - Traffic collisions, checkstop, impaired operation related offences, speeding violations, driving while disqualified or license suspension, failure to stop or remain at accident scene, etc.

Définitions des types d'incidents

Activités définies par la GRC - Renseignements, dossiers de renseignements (non liés aux infractions), dossiers d'assistance, police administrative, appels 911, fausses alarmes, autres activités liées aux lois fédérales et provinciales, etc.

Crimes contre les personnes - Agressions, intimidation/harcèlement criminel, menaces, contacts sexuels, exploitation sexuelle, leures d'enfants par Internet à des fins sexuelles (mineurs), etc.

Infractions en matière de drogue - Trafic, production, possession (de drogue), etc.

Autres infractions au Code criminel - Trouble de la paix, défaut de se conformer à une ordonnance de probation, armes offensives, monnaie de contrefaçon, méfaits publics, libelle diffamatoire, etc.

Autres infractions aux lois fédérales - Infractions à la *Loi sur les douanes et l'accise*, la *Loi sur le système de justice pénale pour les adolescents*, la *Loi sur les explosifs*, la *Loi sur le système correctionnel et la mise en liberté sous condition* (y compris les manquements aux conditions de la libération conditionnelle), etc.

Crimes contre les biens - Méfaits, introductions par effraction, vols de moins de 5 000 \$, vols de plus de 5 000 \$, vols de véhicules à moteur, incendies criminels, possession de biens obtenus criminellement, fraudes, etc.

Infractions aux lois provinciales - Infractions à la *Loi sur la réglementation des alcools*, la *Loi sur les véhicules tout terrain*, la *Loi sur le poisson et la faune*, la *Loi sur les actes d'intrusion*, etc.

Infractions au Code de la route - Collisions, vérifications routières, conduite avec les facultés affaiblies, excès de vitesse, permis faisant l'objet d'une suspension, conduite pendant une interdiction, défaut d'arrêter ou de rester sur les lieux, etc.

Clearance Type Definitions

Cleared - includes cleared by charge/charge recommended/declined by Crown and cleared otherwise.

Not Cleared - includes open/still under investigation, insufficient evidence to proceed and victim declined to proceed.



Unfounded - the police investigation revealed that the offence reported did not occur, nor was it attempted.

Définitions des catégories de classement

Classée - inclut classement par mise en accusation/accusation recommandée/la Couronne refuse de porter toute accusation et classée sans mise en accusation.

Non classée - inclut dossier ouvert/en cours d'enquête, preuve insuffisante pour procéder à une mise en accusation et la victime refuse de collaborer.

Non fondée - l'enquête policière révèle que l'infraction signalée ne s'est pas produite et qu'il n'y a pas eu tentative de commettre l'infraction.

Fiscal Year Range/Période d'année fiscale

FY 2021: April 1st, 2020 to March 31st, 2021

AF 2021: 1^{er} avril 2020 au 31 mars 2021

FY 2022: April 1st, 2021 to March 31st, 2022

AF 2022: 1^{er} avril 2021 au 31 mars 2022

Quarterly Period/Période trimestrielle

Q1: April 1st to June 30th

T1: 1^{er} avril au 30 juin

Q2: July 1st to September 30th

T2: 1^{er} juillet au 30 septembre

Q3: October 1st to December 31st

T3: 1^{er} octobre au 31 décembre

Q4: January 1st to March 31st

T4: 1^{er} janvier au 31 mars

Work Type Definitions

Work in RCMP Jurisdiction: Calls for service, specialized policing work from Provincial and Federal Units such as tactical traffic enforcement, homicide investigations, drug trafficking investigation, etc.

District Policing Assistance or Work in Other Police Force Jurisdiction: Service of document at the request of the Court, wellbeing checks, checkstops, traffic infractions, etc.

Specialized Policing Assistance or Work in Other Police Force Jurisdiction: Forensic or police dog services assistance, internet child exploitation investigation, VIP security, intelligence or information file, etc.

Définitions du type de travail

Travail sur le territoire de la GRC : appels de service, travail des unités spécialisées provinciales et fédérales telles que le Groupe tactique de la sécurité routière, les enquêtes d'homicides, les enquêtes de trafic de drogue, etc.

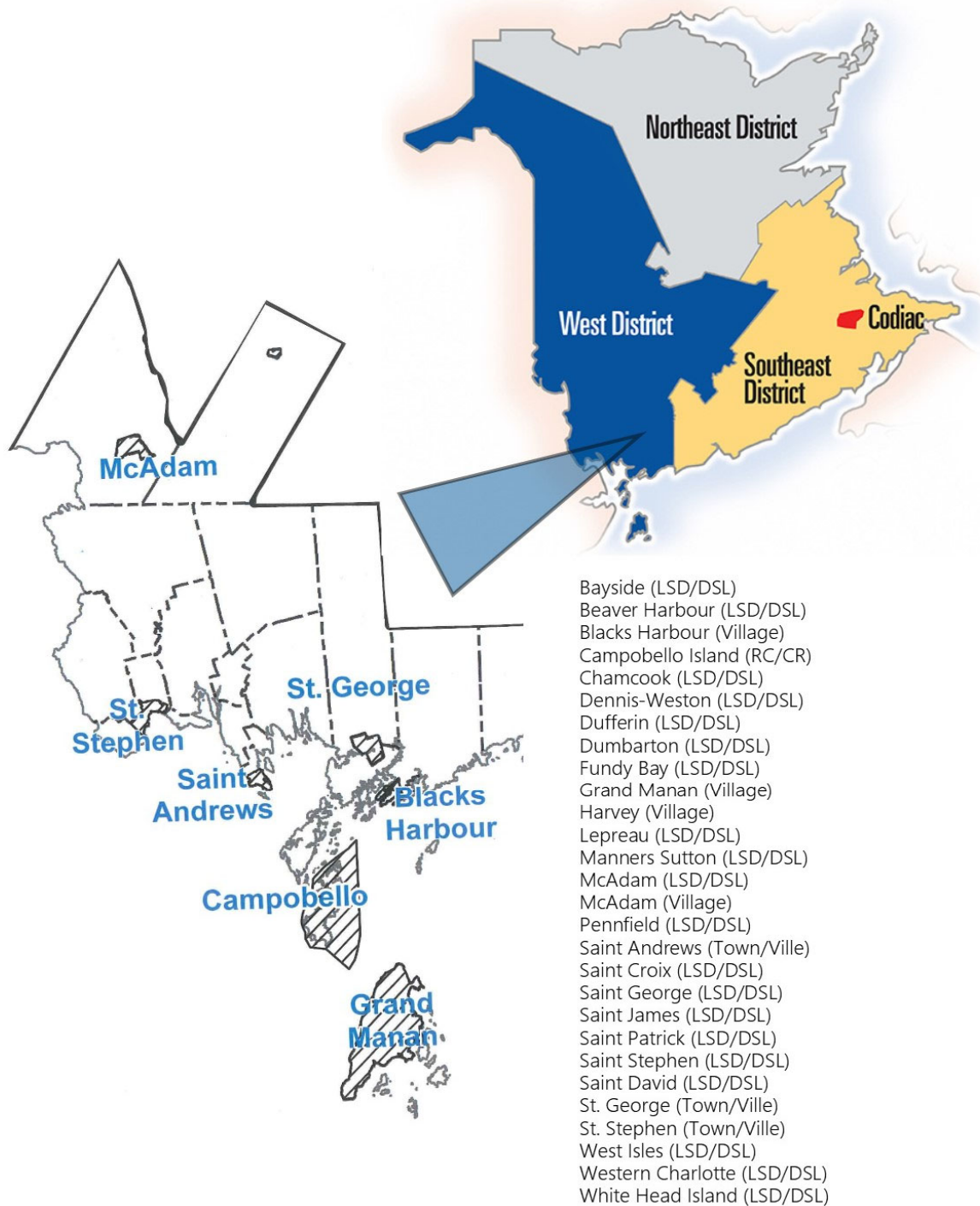
Assistance ou travail des services de police de District dans le territoire d'une police municipale : service de document à la demande de la Cour, vérifications du bien-être, vérifications routières, contraventions au code de la route, etc.

Assistance ou travail des services de police spécialisés dans le territoire d'une police municipale : assistance du Service de chiens policiers ou du Service d'identité judiciaire, enquête sur l'exploitation des enfants sur l'internet, sécurité des personnes de marques (PDM), dossier de renseignements ou d'information, etc.



Jurisdiction Map / Carte de juridiction

Southwest Regional Service Commission / Commission de services régionaux Sud-Ouest



Contact Information / Personnes-ressources

Operations Sergeants – Sergents en charge des opérations

McAdam / St Stephen / Campobello Detachments - Détachements

Sgt. Peter Stubbs, serg.

506-466-7030

peter.stubbs@rcmp-grc.gc.ca

St George / St Andrews / Grand Manan / Deer Island Detachments - Détachements

Sgt. Chris Henderson, serg.

506-755-1130

chris.t.henderson@rcmp-grc.gc.ca

Community Program Officer – Agente de programmes communautaires

Lisa Williams

506-755-1141

lisa.williams@rcmp-grc.gc.ca

West District Planning Analyst – Analyste de la planification du District de l'Ouest

Mylène Shepard

506-357-4316

mylene.shepard@rcmp-grc.gc.ca

Billing Information – Information sur la facturation

Carla Miller

Director - Policing Standards & Contract Management - N.B. Department of Justice & Public Safety

Directrice - Direction des normes de police & de la gestion des contrats – Ministère de la Justice et de la Sécurité publique du N.-B.

506-444-4803

Carla.miller@gnb.ca





Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 13-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: October 27th, 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) Work on the draft 2022 Municipal Budget is nearing completion. Administration is still awaiting final numbers from outside agencies to be able to finalize the draft documents. One potential concern is the costs related to the RCMP services.
- 2) Administrative training on the new meeting management software program, Escribe, is nearing completion. Council training should be scheduled in the near future prior to full project roll-out.
- 3) CAO joined the Mayor on an informational call regarding a proposal for the Town to become engaged in a physician scholarship program. Information on this program is elsewhere on this agenda.
- 4) Administration has rolled out the mandatory testing/vaccination protocol as adopted by Council at the last meeting. So far the program is working as planned and meets the Provincial guidelines.
- 5) Participated in a meeting to discuss the progress of the consultants work on the Tourism Strategy. Feedback from the group was left with Mr. Sumner and Mr. Kadatz to relay to the consultant.
- 6) CAO was contacted by a citizen wishing to re-engage on the topic of establishing a dog park. Information to assist the citizen with their questions is being prepared by colleagues at the RSC Planning division.
- 7) "Conserve the Court Program" is getting off to a good start. Donations continue to arrive as a result of the hard work of the Canada 1st Basketball team. At this time it would be appropriate to appoint the Advisory Committee for the program. A recommendation is elsewhere on the agenda.



Southwest New Brunswick Service Commission

As of October 20th, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- Municipal plan and zoning by-law amendments for 163 King Street (Border Arena) and 18 St. Croix Street are now signed and sealed and being registered with the Province;
- PRAC will be considering a variance for 99 King Street (old St. Stephen Inn) on October 21st related to a change of use of the buildings, from commercial hotel to residential apartments;
- PRAC will be considering a terms & conditions application for 15 Churchill Street on October 21st for a proposed accessory dwelling unit in a building being converted to a triplex;
- Development Officer approved a minor variance application for the lot coverage (from 10% to 16%) of a proposed garage structure at 252 Milltown Blvd.;
- SNBSC participated in a municipal energy planning workshop with other Dept. heads;
- Assisting the CAO with a subdivision of a property that will lead to a transfer of land to the Town; and,
- The new St. Stephen representative on PRAC, Jerome Holland, resigned due to the committee not being what he expected – Council may recommend a new town resident to sit on committee.

Development Update

- One hundred and twenty-seven (127) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$ 2,619,818.79, total permit revenue for Town: \$ 13,934.85);
- Nineteen (19) new permits approved for zoning in reporting period;
- Five (5) development permits issued to date in 2021 (1 new in report period);
- Two (2) new subdivision plans approved to date in 2021 (no change in report period);
- Sixteen (16) sign permits issued to date in 2021 (2 new in report period).

Enforcement Support Update

- Met with and had discussions with the Town's Protective Services Department to assist with municipal planning by-law enforcement actions.

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	
AUGUST					
Oct. 14/21	33 Wall St., St. Stephen	Parking spaces	\$ 50.00	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	
SEPTEMBER							
1-Sep-20	Sept. 18/21	N/A	210 King St., St. Stephen	2 fascia & 2 sign box	Same	\$ 50.00	Issued SP-32-21
OCTOBER							
Sept. 30/21	Oct. 1/21	N/A	5 Route 170, St. Stephen	Point of purchase sign	same	\$ 50.00	ISSUED SP-33-21

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

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

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

June 25/21	183 Union St., St. Stephen	Fence with roof - dog kennel	\$ 2,000.00	\$ 25.00	Review complete, sent to Manzer	
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	\$ 83,000.00	\$ 415.00	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. 16/21	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. 20/21	44 Porter St., St. Stephen	Porch addition	\$ 10,000.00	\$ 50.00	Review complete, sent to Manzer	
Aug. 20/21	60 Marks St., St. Stephen	Heat pump	\$ 4,500.00	\$ 25.00	Review complete, sent to Manzer	
Aug. 23/21	84 Pleasant St., St. Stephen	Foundation repair	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
SEPTEMBER						
July 8/21	111 Queensway, St. Stephen	detached garage	\$ 20,000.00	\$ 100.00	Review complete, sent to Manzer	
Aug. 31/21	27 Elm Park, St. Stephen	Addition	\$ 80,000.00	\$ 400.00	Review complete, sent to Manzer	

Sept. 1/21	5 Pagan St., St. Stephen	Addition	\$ 15,000.00	\$ 75.00	Review complete, sent to Manzer	
Sept. 7/21	2 Prescott Court, St. Stephen	Deck	\$ 2,500.00	\$ 25.00	Review complete, sent to Manzer	
Sept. 16/21	11 Pine St., St. Stephen	Heat pump	\$ 4,900.00	\$ 25.00	Review complete, sent to Manzer	
Sept. 28/21	30 Abbot St., St. Stephen	detached garage and attached deck	\$ 20,500.00	\$ 102.50	Review complete, sent to Manzer	
OCTOBER						
Sept. 28/21	88 Pleasant St., St. Stephen	Heat pump	\$ 7,000.00	\$ 35.00	Review complete, sent to Manzer	
Sept. 28/21	24 Prince William St., St. Stephen	Detached garage	\$ 55,000.00	\$ 275.00	Review complete, sent to Manzer	
Oct. 1/21	31 Queensway, St. Stephen	window replacement	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Sept. 30/21	28 Porter St., St. Stephen	shed	\$ 2,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 7/21	65 Prince William St., St. Stephen	siding	\$ 1,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 5/21	14 School St., St. Stephen	2 Baby Barns	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 6/21	252 Milltown Blvd., St. stephen	Detached garage	\$ 13,500.00	\$ 292.50	Review complete, sent to Manzer	
Oct. 8/21	99 King St., St. Stephen	alteration/repair	\$ 16,000.00	\$ 80.00	Review complete, sent to Manzer	
Oct. 7/21	18 St. Croix St., St. Stephen	Detached garage	\$ 50,000.00	\$ 250.00	Review complete, sent to Manzer	
Oct. 6/21	47 A Queen St. E., St. Stephen	deck	\$ 6,000.00	\$ 30.00	Review complete, sent to Manzer	
Oct. 8/21	56 Duke St., St. Stephen	Heat pump	\$ 10,000.00	\$ 50.00	Review complete, sent to Manzer	
Oct. 12/21	35 Hill St., St. Stephen	Addition to dwelling	\$ 8,000.00	\$ 40.00	Review complete, sent to Manzer	
Oct. 14/21	47 Prince William St., St. Stephen	Shed	\$ 7,000.00	\$ 35.00	Review complete, sent to Manzer	
Oct. 18/21	88 West St., St. Stephen	Siding	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 18/21	397 Milltown Blvd., St. Stephen	Heat pump	\$ 35.00	\$ 35.00	Review complete, sent to Manzer	
Oct. 18/21	52 Queensway, St. Stephen	Addition to dwelling	\$ 35,000.00	\$ 175.00	Review complete, sent to Manzer	

go towards dwelling when they apply.



Town of St. Stephen Information Report to Council Report: CMS 16-21



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: October 27th, 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. The town's Tourism initiative draft report has been presented to stakeholders including Town staff and Future St. Stephen. The report received mixed feedback, so the consultant is reshaping the report based on the opinions we got.
- c. 2022 budget development continues as well as the Capital budget plans for next year.
- d. New wayfinding signage is in place on the Waterfront Trail. An unveiling took place on Oct 20th.
- e. Shrubs and brush were cut on the trail next to the hotel site, this work was carried out by the developer with direction from Town staff.
- f. Collaborating with Future St. Stephen in developing 100 welcome package for new residents, a new webpage and business cards have been provided as well as a donated pass for a family toonie swim was included in the package.
- g. The plaques for Bateau & Capt. Marks will be unveiled in November now that they are complete.
- h. We received quotes for the replacement pool deck, the report found that the top 10 inch layer of mortar has failed and will need to be replaced. We have been quoted a price per square foot but we don't have a confirmed timeline of how long it will take to replace. If we can line up the work during the summer we will have the outdoor pool available for residents as the GCC pool will be offline.

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).
- g. Tourism Initiative workshops plus an additional meeting with members of Council, CAO Jeff Renaud, Michelle Vest & Kendall Kadatz.

Administration & Accounting

Monthly Projects (September 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.

Statistics (September 2021):

- h. Due to the “Green Phase” staff have stopped tracking for COVID (as per provincial guidelines)
- i. The Fitness Center had approx. 1270 member’s check-in.

Aquatics & Programming

Past Month’s Events:

- a. Saunas were once again closed due to the increase in COVID-19 cases in the province.
- b. Swimming lessons remain unaffected by the increase in COVID-19 cases due to the requirement that all swimmers (of age)/non-staff persons entering the building be vaccinated.
- c. Proof of vaccination for entry to the facility was implemented, in line with regulations from the provincial government.
- d. The Aquatics Department remains low on staff, in spite of recruiting efforts at local high-schools and course offerings.

Update on Aquatic Programming:

- a. No candidates enrolled in the scheduled Bronze Medallion/Cross course.
- b. WSI was moved back by a week due to conflicts in the schedule of the Supervising instructor.
- c. Both candidates who were successful in their NLI & FAI course are presently scheduled to conduct their co-teach on the upcoming NLS course.
- d. A National Lifeguard Service course has been scheduled to start on the 5th of November, with registration currently being open (no enrollment has been logged as of now).

Operations and Maintenance

Garcelon civic center

- a. Ongoing preventative maintenance in building.
- b. Regular preventive maintenance completed on all four boilers completed.
- c. Working through Ice plant issues.
- d. Purchased new auto-scrubber as our old one has seen its last days. In 2022 I will be looking to refurb this older one as a spare for the building.
- e. We have hired a security company to do proof of vaccination and IDs upon entry to the facility.
- f. Minor hockey season has begun.
- g. Both Zambonis have seen winter PM work. Prepped and ready for a full winter season.
- h. Vaccine clinics are on going.
- i. Attended weekly CS team meeting.
- j. Attended energy mapping workshop for the Town, part of the new smart energy communities’ program.
- k. I start my Certified building commissioning professional designation.

Five Kings building

- a. Touched base with business owner things are going well.
- b. HVAC will be looked at in preparation for the fall and winter months.

Library

- a. Public Bathrooms are now closed for the season.
- b. Orkin is scheduled to do another pest survey.
- c. Looking at installing new extinguisher

RCMP building.

- a. Driveway elevations work still to be carried out on the south side of the building.
- b. All duct work was cleaned, cleared of dust. Has helped fix the air quality in the building.

Events Development

Past Events:

- a. Chocolate Recipe Contest – Began in February and runs monthly, with 1 winner per month plus a grand prize winner in December (for 12 recipes total). We will retain the rights to all submitted recipes and can compile a cookbook in the future. Joint venture between the Town and the Chocolatier.
- b. September 4th – Meet the candidates night filmed at GCC and aired on CHCO
- c. September 27th – Start of Minor Hockey Season

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

- d. November 19th – Walk of Lights – Town. Moonlight Madness – Chamber and BIA. The Artificially Hip Concert, sponsored by the Irishmen, at the GCC (3rd floor).
- e. December 3rd – Christmas Parade
- f. December 4th – Santa's Arrival
- g. Dec 11th – ANICA from AGT concert (Full Circle Opening). Tickets on sale mid-Oct.

Additional Information:

- h. COVID clinics moved back upstairs to 3rd floor – currently held semi-monthly
- i. Bateau & First Landing plaques delivered by SMET – Dave Beach will be finding large enough stones and they can be placed. Darren McCabe and Allan Gilmor are working with the 150 Committee on the Loyalist plaque. More details about unveiling of both to follow after they are secured to their rocks.
- j. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- k. Lower Canteen open for the season
- l. Irishmen games now expected to start mid-November, with games potentially running through the end of April.
- m. 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 14-21



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, October 27, 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 5
Total 10

Alarms	# Calls	# FF	# Hours
1. MVA	1	12	12
2. Kitchen Fire	1	14	14
3. Rubbish Fire	1	9	9
4. ANB	2	15	15
5. Electrical	1	1	1
6. Brush Fire	1	8	8
7. Vehicle Fire	1	9	9
8. Trapped in Elevator	1	11	11
9. CO Alarm	1	8	8

Total

SSFD	10
Other FD	14
St Stephen PW	2
St Andrews PW	3

Total calls dispatched 29 (September 22 – October 20)

2. Fire Department Activities

1. Monthly meeting.
2. Fire extinguisher program.
3. Fire Prevention Week packages.
4. Winterizing boat and wildfire equipment.
5. Hose repair/testing service for another FD.

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. Garbage Bylaw review.
9. Traffic Bylaw review.
10. NB SECA meetings and assessment review.
11. Fire Prevention Week materials distribution.
12. Signage enforcement activities.
13. Regional Health Officer conference call.
14. 2022 Protective Services Budget.
15. Vaccination/PPE & Testing policy implementation.
16. GNB Covid-19 restriction interpretations and applications.
17. Pre-Construction meeting with Pierce Mfg. for Ladder Truck.
18. Facilitated online component of quarterly Fundy Firefighters Association meeting.
19. Attended Chamber of Commerce scholarship fundraiser golf tournament.
20. Online Provincial Fire Service Training Advisory Committee Meeting.
21. HR related issues.
22. Assist Community Services with a Parks related issue.
23. Assist Regional EM Coordinator with logistics related files.

4. Equipment

Work is ongoing to finalize the specifications related to the new ladder truck which will be going to the assembly line soon. Details such as paint colors, striping, decals, and radio communications equipment are being worked out.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

Please find enclosed the report for By-Law Enforcement. We handled 25 occurrences.

Assist other Dept. (8)

Received a complaint from the Water Dept. with regards to garbage cans in the way on Riverside Drive.

Patrol made and found there were garbage cans there, but it was garbage day.

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. This matter may be going to Council for direction.

Complaint of election signs still up within the Town.

Contacted the appropriate party and they informed this office they would be removed.

During routine patrol noticed that work was being done at a residence on Church St. with no permits in place.

This was passed onto the Building Inspector.

Received an email from a gentleman looking for the municipal plan for the Town.

This was forwarded to Alex to look after.

Received notice from the Director of Protective Services that terms related to a vendor's license that was temporarily issued had not been honored.

After numerous attempts to locate the vendor, he was finally located and issued with a letter stating his license was rescinded.

Assist general public (3)

(1) Received a request from a gentleman inquiring whether we had long term parking within the Town.

Informed him that we do not but there is free parking on the waterfront where he can park at his own risk.

(2) Received a call from a lady complaining about her neighbor's hedge that is too high.

This seems to be an ongoing problem, but the hedge was trimmed down.

- (3) Received a complaint from a lady about bicycle traffic on the walking trail, and she was wondering if we have a bell for bicycles by law.
Responded to her and informed her that we do not have one. Informed the complainant that I was not aware of the issue, but we would monitor same for her.

Parking (11)

Eleven warnings given to people parking illegally at the mall and Blvd.

Dog Complaints (3)

- (1) Received a call about a dog barking in the Bell subdivision.
Patrol made and informed the owner of the dogs about the complaint and issued him a copy of the by law. Also informed him that the dog is required to be licensed.
- (2) Received a call about an issue the animal control officer is having with a particular party on Church St.
He was able to contact the owner of the animals and she will look after the issue.
- (3) Received a call about dogs barking at the corner of Queen and Pine.
Patrol made and spoke to the owner who stated that the dogs were just outside playing and he was about to put them back in the house.

Regards,

Brent MacDougall, By Law Enforcement

Report of the Animal Control Officer

I patrolled the town daily, I responded to all calls and complaints. I spoke to several people on keeping their dogs leashed. One complaint of a dog locked in a car. Two complaints on barking dogs on Church St. I spoke with the owner and a warning was given.

Regards,

Mike Shannon

Animal Control Officer

Building Inspection Report

The month of September brought in a total of 7 (seven) permits which represents \$131,900.00 (one hundred and thirty-one thousand and nine hundred dollars) in building costs. The total for the year is 109 (one hundred and nine) permits at a total amount of \$4,312,883.29 (four million, three hundred & twelve thousand, eight hundred and eighty-three & 29 cents).

One (1) Stop Work Order was issued in the month September for a development issue which has since been resolved. This office has 3 (three) properties we are dealing with under the Unsightly By-Law which are active and in process.

Our office dealt with and has filed 11 (eleven) Inspection reports.

One (1) Building Permit waiver for electrical needs was 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.

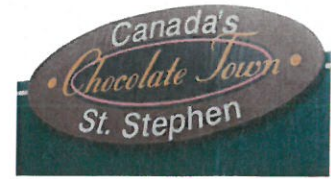
Respectively Submitted

Manzer Young

Manzer Young
Building Inspector
Town of St. Stephen



**Town of St. Stephen
Information Report to Council
Report: TR 16-21**



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: October 27, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) September 2021 cheque register listing

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 August 31, 2021.
 - Utility collection procedures involving analysis and possible connection shutoffs. - Ongoing.
 - Property sale turnover procedures-Ongoing.
 - Review for update of Collection Policy-In progress.
 - Utility billings July-September 2021-In progress.

- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to August 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 69 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 103 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) Accounting Team staff meetings.
- c) CPA professional development courses.
- d) Council meeting-September 29, 2021.
- e) Implementation of Customer Portal and Recreation Services software-Ongoing meetings.

3) Projects:

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

- b) 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) 2022 Budget-In progress.
- i) Renewal of RBC and Scotiabank banking agreements-In progress.
- j) Transition to Customer Portal and Recreation Services software-In progress.


B) September 2021 Cheque Register Listing

MEMORANDUM

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

Please find the September, 2021, Cheque Register Listing with Paid Bills in the amount of \$552,683.54 (Five Hundred Fifty-two Thousand, Six Hundred Eighty-three Dollars and Fifty-four Cents).

Regards,


Kimberly Ste Marie
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 0000000001 to 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8 21:59AM 10/19/2021

Page 1 of 9

Number	Issued	Amount	SC	Status	Status Date
0000028018	09/07/2021 BRIGGS PLUMBING INC. 1574821 GG-EVENTS-BACKFLOW TEST FOR	161.00 161.00	A/P	CLEARED	09/30/2021
0000028019	09/07/2021 CIBC MELLON GLOBAL SECURITIES NBMF0216002 AUGUST2021 GG-PENSIONPLANCONTRIBUTIONS	27,292.46 27,292.46	A/P	CLEARED	09/30/2021
0000028021	09/07/2021 DOW JENNIFER YEARENDLUNCH21 RC-PARKS-STAFF YEAR END LUNCI	134.08 134.08	A/P	CLEARED	09/30/2021
0000028022	09/07/2021 FOUR SEASONS SPORTS LTD 03822 TS-ST5-LINE PAVEMENT MARKINGS	10,094.41 10,094.41	A/P	CLEARED	09/30/2021
0000028023	09/07/2021 IAN CURRAN TREKK ITEVENT21 GG-EVENTS-TREKK.IT EVENT	400.00 400.00	A/P	CLEARED	09/30/2021
0000028024	09/07/2021 KEM CANADA MFG 134028 TS-SHOP-CHAIN & CABLE LUBE, MA	551.94 551.94	A/P	CLEARED	09/30/2021
0000028025	09/07/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308698672 TS-SHOP-WASHERS, CAP SCREWS	416.81 416.81	A/P	CLEARED	09/30/2021
0000028026	09/07/2021 LEVITT SAFETY LIMITED 1301795-00 PS-FIRE-OXYGEN SENSORS	953.96 953.96	A/P	CLEARED	09/30/2021
0000028027	09/07/2021 MEGA-LAB MANUFACTURING CO LTD. 161741 TS-SHOP-TEFSYN (A)	376.05 376.05	A/P	CLEARED	09/30/2021
0000028028	09/07/2021 MOFFITT DODGE CHRYSLER LTD. RM96138 TS-#24-4 WHEEL ALIGNMENT	128.73 128.73	A/P	CLEARED	09/30/2021
0000028029	09/07/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 493286 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	CLEARED	09/30/2021
0000028030	09/07/2021 PITNEY WORKS AUGUST132021 GG/RC/PS-POSTAGE METER REFILL	206.18 206.18	A/P	CLEARED	09/30/2021
0000028031	09/07/2021 PRODUCTIVITY PLUS ACCOUNT IN99746 TS-#11-G/P TOOTH5, PINS	299.86 299.86	A/P	CLEARED	09/30/2021
0000028032	09/07/2021 RICHWIL TRUCK CENTRE LTD. 141558 TS-#5-OIL SEALS, BRAKES, SHIELD 141663 TS-#5-ADJUSTER, CAMSHAFT	1,721.32 1,503.99 217.33	A/P	CLEARED	09/30/2021
0000028033	09/07/2021 SAFETY SOURCE LTD. NS-00881885 PS-FIRE-CLASS A FOAM	1,575.50 1,575.50	A/P	CLEARED	09/30/2021
0000028034	09/07/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17779 CC-POOL-RELOCATED AND INSTAL 17790 CC-POOL-INSTALLED FILTER AND F	6,528.13 6,232.99 295.14	A/P	CLEARED	09/30/2021
0000028035	09/07/2021 ST. STEPHEN UTILITY DEPT. AUGUST2021 EMPLOYEE DEDUCTIONS-AUGUST	40.00 40.00	A/P	CLEARED	09/30/2021
0000028036	09/07/2021 T.DONOVAN & SON (1997) Ltd. IN00024692 CC-ARENA-BUGSTICKS	689.59 689.59	A/P	CLEARED	09/30/2021
0000028038	09/07/2021 UNIFIRST CANADA LTD. 7100258478 CC-FRONTLOBBY-FLOOR MATS 7100259258 CC-FRONTLOBBY-FLOOR MATS	268.60 134.30 134.30	A/P	CLEARED	09/30/2021
0000028039	09/07/2021 WILSONS SECURITY LIMITED 526676* CC-BUILDING-AUG 01/21-JUL 31/22 /	621.00 621.00	A/P	CLEARED	09/30/2021
0000028040	09/07/2021 WINSOME INN LIMITED 22789 CC-POOL-ACCOMMODATION FOR A	229.89 229.89	A/P	CLEARED	09/30/2021
0000028041	09/07/2021 ACCT 8025-280 AUGUST2021 LOCAL 770 UNION DUES-AUGUST2C	1,435.47 1,435.47	A/P	CLEARED	09/30/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Page 2 of 9

Printed 8 21:59AM 10/19/2021

Number	Issued	Amount	SC	Status	Status Date
0000028042	09/07/2021 JEFF RENAUD AUGUST2021 GG-CAO-MONTHLY VEHICLE ALLOV	250.00 250.00	A/P	CLEARED	09/30/2021
0000028043	09/07/2021 ACCT #903240047015 AUGUST2021 VOLUNTEER FIRE MEMBERSHIP DL	260.00 260.00	A/P	CLEARED	09/30/2021
0000028044	09/07/2021 ACCT #903240047015 AUGUST2021DIS VOLUNTEER FIRE DISABILITY DEDU	178.10 178.10	A/P	CLEARED	09/30/2021
0000028045	09/07/2021 KENT BUILDING SUPPLIES	1,178.52	A/P	CLEARED	09/30/2021
	1002713338 CC-ARENA-TORCH PLUMBER'S KIT	42.77			
	1002713658 TS-SHOP-DRILL BIT EXTENSION	16.03			
	1002768074 RC-PARKS-STAIN	107.69			
	1002768998 TS-SHOP-LINEAR FLUORESCENT BI	48.12			
	1002772497 PS-FIRE-RECEPTACLE COVERS, AC	160.90			
	1002784451 PS-FIRE-REDUCER BUSHING, ACCE	84.07			
	1002812105 RC-PARKS-ROUNDUP WEED SPRAY	36.78			
	1002835966 TS-SHOP-HYDRAULIC WATER STOF	41.92			
	1002903358 RC-BASKETBALLCOURT-PAINT	20.31			
	1002922464 RC-PARKS-RUST SPRAY PAINT	20.30			
	1002923305 CC-POOL-PUTTY KNIVES, SAW NOT	76.06			
	1002954333 CC-POOL-WALL/TILE GROUT	17.64			
	1003040841 RC-PARKS-MASONRY DRILL BITS	19.23			
	1003058442 RC-MILLTOWN POOL-FLUORESCEN	40.33			
	1003068268 CC-BUILDING-CEILING WALL MOULI	94.82			
	1003102515 TS-SHOP-WATER STOP CEMENT	41.92			
	1003103974 CC-ARENA-METAL CUTTING WHEEL	81.59			
	1003141411 CC-POOL-TILE MORTAR, INSULATI	75.26			
	1003165361 TS-SHOP-HEX LAG SCREWS	22.08			
	1003200709 RC-LIGHTHOUSE-NAILS, BLOCK PL	128.29			
	1003211555 PS-RCMP-3-WAY SWITCHES	21.37			
	1C000225458 RC-MILLPOOL-ACRYLIC REPLACEM	-18.96			
0000028046	09/08/2021 COCA COLA CANADA BOTTLING LIIMITED 15330204797* CC-CANTEEN-COCA COLA PRODUC	407.40 407.40	A/P	CLEARED	09/30/2021
0000028047	09/08/2021 FUNDY BUILDING INSPECTION 21-179 PS-BUILDINSPECTOR-AUG 22 - SEP	2,569.00 2,569.00	A/P	CLEARED	09/30/2021
0000028048	09/08/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15785 PS-BYLAW-AUG 23 - SEP 03/21 FEE	1,610.00 1,610.00	A/P	CLEARED	09/30/2021
0000028049	09/13/2021 4IMPRINT, INC 21576920 GG-EVENTS-TWILL CAPS, POLO SH	899.99 899.99	A/P	CLEARED	09/30/2021
0000028050	09/13/2021 ALEX MULLIN 2021-06* CC-POOL-NATIONAL LIFEGUARD & I	691.20 691.20	A/P	CLEARED	09/30/2021
0000028051	09/13/2021 BELL ALIANT	2,800.97	A/P	CLEARED	09/30/2021
	11368891AUG21 GG-TOWNHALL-LANDLINE PHONES	1,007.63			
	11378668AUG21 TS/PS-199UNIONST-LANDLINE PHOI	371.96			
	11395944AUG21 PS-FIRE-LANDLINE PHONES	884.95			
	15772965AUG21 RC-REC/POOL-LANDLINE PHONES	259.07			
	47424130AUG21 CC-ADMIN-LANDLINE PHONES	277.36			
0000028052	09/13/2021 BRIGGS PLUMBING INC. 1574828 TS-#5-BLACK IRON COUPLING	3.68 3.68	A/P	CLEARED	09/30/2021
0000028053	09/13/2021 CINTAS CANADA LIMITED	357.75	A/P	CLEARED	09/30/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8:21:59AM 10/19/2021

Page 3 of 9

Number	Issued	Amount	SC	Status	Status Date
	5072876570PS PS-FIRE-FIRST AID SUPPLIES	74.07			
	5072876570TS TS-ST5-FIRST AID SUPPLIES	283.68			
0000028054	09/13/2021 CUMING'S FIRE & SAFETY EQUIPMENT LTD. 1333 PS-FIRE-ADVANCED CLEANING & IN	467.02 467.02	A/P	CLEARED	09/30/2021
0000028055	09/13/2021 GUY R. DAY & SON LTD. 5610 TS-AIRPORT-AIRPORT LIABILITY RE	4,250.00 4,250.00	A/P	CLEARED	09/30/2021
0000028056	09/13/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 425758 CC-BUILDING-NATURAL GAS	1,323.97 1,323.97	A/P	CLEARED	09/30/2021
0000028057	09/13/2021 JOAN MERRILL AUG02-29/21 RC-LIBRARY-JANITORIAL SERVICES	416.00 416.00	A/P	CLEARED	09/30/2021
0000028058	09/13/2021 MIDLAND COURIER 10050168 PS-FIRE-TO ATLANTIC BUNKER GE/	107.77 107.77	A/P	CLEARED	09/30/2021
0000028059	09/13/2021 MINISTER OF FINANCE AUG27-SEP09/21 EMPLOYEE DEDUCTIONS-AUG 27 -	288.00 288.00	A/P	CLEARED	09/30/2021
0000028060	09/13/2021 MINISTER OF FINANCE AND TREASURY BOARD 1128841 TS/CC-PRESSUREVALVES-ANNUAL	250.00 250.00	A/P	CLEARED	09/30/2021
0000028061	09/13/2021 N. B. ELECTRIC POWER 19051703SEP21 TS-AIRPORT-ELECTRICITY 19051801SEP21 TS-AIRPORT-ELECTRICITY 65083030SEP21 RC-PARKS-MILLTOWN BOAT LAUNC	260.65 171.57 48.93 40.15	A/P	CLEARED	09/30/2021
0000028062	09/13/2021 ORKIN CANADA CORPORATION C-2758874 PS-FIRE-MONTHLY PEST CONTROL	171.35 171.35	A/P	CLEARED	09/30/2021
0000028063	09/13/2021 PAYROLL TRANSFER PAY182021 GG-TRANSFER-AUG 27 - SEP 09/21	79,621.00 79,621.00	A/P	CLEARED	09/30/2021
0000028064	09/13/2021 PRODUCTIVITY PLUS ACCOUNT IN99747 TS-#11-ACCUMULATOR JULYINTEREST21 TS-ST5-INTEREST FOR JULY 2021	452.88 447.84 5.04	A/P	CLEARED	09/30/2021
0000028065	09/13/2021 RECEIVER GENERAL FOR CANADA PAY182021 GG-REMITTANCE-AUG 27 - SEP 09/2	36,043.86 36,043.86	A/P	CLEARED	09/30/2021
0000028066	09/13/2021 RICHWIL TRUCK CENTRE LTD. 141745 TS-#5-ROD CLUTCH, ROD ASSEMBL	368.85 368.85	A/P	CLEARED	09/30/2021
0000028067	09/13/2021 SEAN MORTON 32.34 PS-FIRE-WATER	32.34 32.34	A/P	OUT-STD	09/13/2021
0000028068	09/13/2021 SHANNON MICHAEL AUGUST2021 PS-ANIMALCONTROL-MONTHLY VEI	1,616.45 1,616.45	A/P	CLEARED	09/30/2021
0000028069	09/13/2021 SOCAN 8910443 GG-EVENTS-KICK OFF 150 8910444 GG-EVENTS-KICK OFF 150 8910445 GG-EVENTS-KICK OFF 150	448.93 46.43 362.25 40.25	A/P	OUT-STD	09/13/2021
0000028070	09/13/2021 ST. STEPHEN AREA CHAMBER 3505 GG-CIVIC-COMMUNITY CHRISTMAS	2,000.00 2,000.00	A/P	CLEARED	09/30/2021
0000028071	09/13/2021 ST. CROIX RIDGERUNNERS INC. ADVERTISEMENT2021 RC-ADVERTISING-TWO LOGO PLAC	172.50 172.50	A/P	CLEARED	09/30/2021
0000028072	09/13/2021 UAP INC. 961-528948 TS-#401-DISTRIBUTOR ROTOR 961-529130 TS-#401-SPARK PLUGS 961-529843 TS-SHOP-PIN PUNCH SET 961-529931 TS-#20.#17-CONSPICUIITY TAPE	768.44 29.13 -3.68 90.03 123.31	A/P	CLEARED	09/30/2021

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8:21:59AM 10/19/2021

Page 4 of 9

Number	Issued		Amount	SC	Status	Status Date
	961-529959	TS-PAINT SPRAYER-SUCTION HOSE	97.75			
	961-530054	TS-SHOP-REPAIR KIT, SHOP SUPPL	103.99			
	961-530092	TS-SHOP-TOGGE SWITCH BOOT BA	25.16			
	961-530136	PS-#207-PRIMARY WIRE	40.07			
	961-530257	TS-#6-BACKUP LAMP	19.77			
	961-530378	RC-#304-OIL FILTERS	14.24			
	961-530408	RC-#304-CLAMPS	25.90			
	961-530434	RC-#304-PIPE ASSEMBLY	81.03			
	961-530584	TS-SHOP-WARRANTY	-79.45			
	961-530784	PS-FIRE-ENGINE BREAK IN O	48.74			
	961-530991	TS-#1-BRAKE SHOE HARDWARE KIT	38.04			
	961-531027	TS-#12-SWAY BAR BUSHING	14.20			
	961-531029	TS-#12-STEERING STABILIZER	73.21			
	961-531190	TS-SHOP-1 2 DR 13 16 IMP	9.19			
	961-531225	TS-SHOP-SLOTTED 516X6	17.81			
0000028073	09/13/2021 UNIFIRST CANADA LTD.		134.30	A/P	CLEARED	09/30/2021
	7100260056	CC-FRONTLOBBY-FLOOR MATS	134.30			
0000028074	09/13/2021 WURTH CANADA LIMITED		281.35	A/P	CLEARED	09/30/2021
	24478536	TS-SHOP-HAND CLEANER, BRAKE A	281.35			
0000028075	09/13/2021 YELLOW PAGES GROUP		41.59	A/P	CLEARED	09/30/2021
	INV02150239	PS-FIRE-DIGITAL & MEDIA LISTING I	41.59			
0000028076	09/13/2021 SOURCE ONE SUPPLIES		4,442.31	A/P	CLEARED	09/30/2021
	27884	CC-POOL-SODIUM BICARBONATE, F	4,442.31			
0000028077	09/20/2021 BELL ALIANT		169.87	A/P	CLEARED	09/30/2021
	06336721AUG21	TS-AIRPORT-LANDLINE PHONE	169.87			
0000028079	09/20/2021 DEMPSEY'S PLUMBING & HEATING		3,637.48	A/P	CLEARED	09/30/2021
	6655	CC-POOL-PUMP REPAIR	1,384.37			
	6812	CC-BUILDING-CHANGED OUT RELIE	2,253.11			
0000028080	09/20/2021 KEITH'S BUILDING SUPPLIES		106.87	A/P	CLEARED	09/30/2021
	208777	TS-SHOP-FILTER ASSEMBLIES	79.32			
	209344	TS-SHOP-DECK SCREWS	27.55			
0000028081	09/20/2021 MAYFIELD GARDENS INC.		1,969.82	A/P	OUT-STD	09/20/2021
	251	RC-PARKS-PALLET OF MARKING LIT	1,969.82			
0000028082	09/20/2021 N. B. ELECTRIC POWER		18,769.84	A/P	CLEARED	09/30/2021
	18169205SEP21	RC-POOL-MILL LANE	2,937.86			
	18988703SEP21	TS/PS-199UNIONST-ELECTRICITY	1,427.06			
	216000030308SEP21	TS-ST5-AREA LIGHTS	12,236.74			
	50660140SEP21	RC-PARKS-ROTARY CHANGING RO	27.36			
	55160607SEP21	RC-COTTONMILL-LIGHTS	42.00			
	55917471SEP21	TS-ST5-WATERFRONT LIGHTS	56.80			
	71315207SEP21	PS-RCMP-ELECTRICITY	906.97			
	72924306SEP21	RC-PARKS-BANDSTAND	44.37			
	73006038SEP21	RC-LIBRARY-ELECTRICITY	964.52			
	82122207SEP21	RC-PARKS-BASKETBALL COURT	27.36			
	83278804SEP21	TS-ST5-PARKS SHED	33.81			
	84960501SEP21	RC-PARKS-RIVERSIDE DR LIGHTS	64.99			
0000028083	09/20/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD.		46.74	A/P	CLEARED	09/30/2021
	494144	PS-RCMP-FLOOR MATS	46.74			

* - 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 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8:21:59AM 10/19/2021

Page 5 of 9

Number	Issued	Amount	SC	Status	Status Date
0000028084	09/20/2021 NIKKI MOTT AUDITORDELIVERY GG-TREASURER-DROPPED OFF LAI	92.65 92.65	A/P	CLEARED	09/30/2021
0000028085	09/20/2021 ORKIN CANADA CORPORATION C-2768614 CC-BUILDING-MONTHLY PEST CON	89.70 89.70	A/P	OUT-STD	09/20/2021
0000028086	09/20/2021 ORR ELECTRIC & ALARM LTD. 4732 GG-EVENTS-RAN CABLES FROM PA	1,793.67 1,793.67	A/P	CLEARED	09/30/2021
0000028087	09/20/2021 PARTS FOR TRUCKS INC. 32403462-00 TS-#16-AUTO SLACKS 34341654-00 TS-#6-AIR BRAKES HARDWARE, AU	658.63 377.29 281.34	A/P	CLEARED	09/30/2021
0000028088	09/20/2021 PENNFIELD HYDRAULICS LTD. 23560 TS-#10-WIRE HYDRAULIC HOSE, CR	87.43 87.43	A/P	OUT-STD	09/20/2021
0000028089	09/20/2021 PETTY CASH AUGUST022021 PS-FIRE-CIVIC PLATES AUGUST052021* PS-BUILDINGINSPECTOR-REGISTE AUGUST112021 GG-TREASURY-REGISTERED LETTE	43.45 5.11 12.44 25.90	A/P	CLEARED	09/30/2021
0000028090	09/20/2021 SAUNDERS EQUIPMENT LTD 85301 CC-ZAMBONI-HOSE	97.35 97.35	A/P	OUT-STD	09/20/2021
0000028091	09/20/2021 TIM TOZER DEBENTUREAPP GG-TREASURE-DEBENTURE APPLIC	104.00 104.00	A/P	CLEARED	09/30/2021
0000028092	09/20/2021 TRP 52TRP900992 TS-SHOP-DOT CONSPICUITY TAPE 52TRP901512 TS-#5-CAMSHAFT, BRAKE ADJUSTE 52TRP901518 TS-#5-LONG STROKE COMBO CHAM 52TRP901604 TS-#5-HOSE AIR BRAKES 52TRP901779 TS-#6-AIR BRAKE HOSES, HOSE EN 52TRP901822 TS-SHOP-DOT CONSPICUITY TAPE	993.09 191.28 363.89 122.94 23.28 482.98 -191.28	A/P	CLEARED	09/30/2021
0000028093	09/20/2021 UNIFIRST CANADA LTD 7100260829 CC-FRONTLOBBY-FLOOR MATS	134.30 134.30	A/P	CLEARED	09/30/2021
0000028094	09/20/2021 UNION OF MUNICIPALITIES OF NEW BRUNSWICK SI-514 GG-CAO-WEBINAR SERIES FEE 202	200.00 200.00	A/P	OUT-STD	09/20/2021
0000028095	09/20/2021 VALLEY EQUIPMENT LTD IY35449 TS-#6-DUSHSHIELDS, BOLT ON BRA IY35491 TS-#6-SENSOR ABS KITS	1,838.45 1,722.97 115.48	A/P	CLEARED	09/30/2021
0000028096	09/20/2021 YELLOW PAGES GROUP INV02176955 GG-ADMIN-911 LISTING FOR AUG/2	11.04 11.04	A/P	CLEARED	09/30/2021
0000028097	09/22/2021 FUNDY BUILDING INSPECTION 21-191 PS-BUILDINSPECTOR-SEP 05-SEP 1	2,484.00 2,484.00	A/P	CLEARED	09/30/2021
0000028098	09/22/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15785* PS-FIRE-SEPT 06- 17/21 FEE	1,610.00 1,610.00	A/P	CLEARED	09/30/2021
0000028099	09/22/2021 TIM TOZER CPAPDCOURSES GG-TREASURER-CPA PD COURSES	661.25 661.25	A/P	CLEARED	09/30/2021
0000028100	09/27/2021 ACCESS NBS0726969 CC-BUILDING-PAPER SHREDDING	55.18 55.18	A/P	OUT-STD	09/27/2021
0000028101	09/27/2021 AIR LIQUIDE CANADA INC. 73330059 TS-SHOP-BLUESHIELD AND ARGON	27.09 27.09	A/P	OUT-STD	09/27/2021
0000028102	09/27/2021 AMANDA KINNEY SWIMLESSONSREFUND CC-POOL-SWIM LESSONS REFUND	105.00 105.00	A/P	OUT-STD	09/27/2021
0000028103	09/27/2021 ARMSTRONG'S COMMUNICATION LTD.	96.60	A/P	OUT-STD	09/27/2021

* - 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 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8:21:59AM 10/19/2021

Page 6 of 9

Number	Issued		Amount	SC	Status	Status Date
	79507	RC-MILLPOOL-ALARM MONITORING	96.60			
0000028104	09/27/2021	BELL MOBILITY INC	1,231.68	A/P	OUT-STD	09/27/2021
	523889487SEP21CC	CC-ADMIN-CELL PHONE CHARGES	158.64			
	523889487SEP21GG	GG/PS/RC/TS-ADMIN-CELL PHONE (1,073.04			
0000028105	09/27/2021	BROOKE LORD	50.00	A/P	OUT-STD	09/27/2021
	SWIMLESSONSREFUND	CC-POOL-SWIM LESSONS REFUND	50.00			
0000028106	09/27/2021	BRUNET INC.	27.31	A/P	OUT-STD	09/27/2021
	51538	CC-EMAILMANAGEMENT-BLOCKED	27.31			
0000028107	09/27/2021	CANADIAN TIRE	691.25	A/P	OUT-STD	09/27/2021
	N17752842	TS-SHOP-WATER	89.46			
	N17752845	CC-ARENA-VINYL TAPE, GREASE, E	34.43			
	N17752850	TS-SHOP-SCREWDRIVERS	22.98			
	N17752852	RC-PARKS-UTILITY PUMP	126.49			
	N17752858	RC-PARKS-PRY BAR	13.74			
	N17752867	RC-MILLPOOL-WATER, CLEANING S	31.63			
	N17752871	CC-ARENA-KEY CUT	4.59			
	N17752887	RC-PARKS-WATER	12.78			
	N17752889	TS-SHOP-WATER	76.68			
	N17752892	RC-PARKS-PAINT	29.87			
	N17752908	RC-PARKS-FLEX TAPE	22.99			
	N17752911	TS-SHOP-PAINT BRUSHES, SPRAY I	29.87			
	N17752927	CC-POOL-BH C TO LIGHTING	51.73			
	N17752965	TS-SHOP-GRASS SEED	57.49			
	N17752966	TS-SHOP-PADLOCK	26.37			
	N17752988	PS-FIRE-BOUNCE, CLOROX	19.98			
	N17752999	RC-MILLPOOL-CLOCK	40.17			
0000028108	09/27/2021	CANADIAN SPRINGS	3.45	A/P	OUT-STD	09/27/2021
	19003632 081521	PS-RCMP-Pper invoice fee	3.45			
0000028109	09/27/2021	CARMICHAEL ENGINEERING LTD	7,320.90	A/P	OUT-STD	09/27/2021
	FR-1742806	CC-PREVENTIVE MAINTENANCE-BC	3,660.45			
	FR-1742814	CC-PREVENTIVE MAINTENANCE-HE	3,660.45			
0000028110	09/27/2021	CERTIFIED TRACKING SOLUTIONS, INC.	1,430.72	A/P	OUT-STD	09/27/2021
	330467	GG-FLEET-TITAN PRO AIRTIME W/R	1,430.72			
0000028111	09/27/2021	CHAMPION COMMERCIAL PRODUCTS INC	1,516.23	A/P	OUT-STD	09/27/2021
	548081	TS-AIRPORT-WINDSOCK, CABLE TIE	1,516.23			
0000028112	09/27/2021	CHARLOTTE COUNTY JANITORIAL	1,443.25	A/P	OUT-STD	09/27/2021
	5018	PS-FIRE-JANITORIAL SERVICES FO	201.25			
	5020	PS-RCMP-JANITORIAL SERVICES FC	1,127.00			
	5028	TS-SHOP-JANITORIAL SERVICES FC	115.00			
0000028113	09/27/2021	EAGLE XPRESS COURIER SERVICE	425.50	A/P	OUT-STD	09/27/2021
	545001	TS-SHOP-FROM AGRI MECHANICAL	34.50			
	545038	TS-#5-FROM RICHWELL TRUCKS	34.50			
	545072	TS-#5-FROM RICHWELL TRUCKS	115.00			
	545075	TS-SHOP-TO RICHWELL TRUCK	46.00			
	545092	TS-SHOP-FROM BAYVIEW TRUCKS	46.00			
	545141	RC-PARKSMOWERS-FROM BAYVIEW	34.50			
	737364	TS-#6-FROM PARTS FOR TRUCKS	34.50			
	737365	TS-#6-FROM RICHWELL TRUCK	46.00			
	737378	TS-#11-FROM MARITIME CASE	34.50			

* - 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 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed: 8:21:59AM 10/19/2021

Page 7 of 9

Number	Issued	Amount	SC	Status	Status Date
0000028114	09/27/2021 IRVING ENERGY DISTRIBUTION AND MARKETING	9,843.41	A/P	OUT-STD	09/27/2021
	343373 TS-ST5-DIESEL	2,087.69			
	425196 TS-ST5-GAS	6,091.78			
	935413 TS-ST5-DIESEL	1,661.16			
	AUGUSTINTERST21 TS-ST5-AUGUST INTEREST 2021	2.78			
0000028115	09/27/2021 KENT BUILDING SUPPLIES	1,065.06	A/P	OUT-STD	09/27/2021
	1003271016 PS-FIRE-FLUORESCENT BULBS	53.46			
	1003275383 TS-SHOP-WATER STOP CEMENT	60.63			
	1003311257 PS-FIRE-WATER	24.95			
	1003323781 TS-SHOP-12 PIECE REC SAW BLAD	193.57			
	1003360181 TS-SHOP-HYDRAULIC WATER STOF	106.93			
	1003375719 TS-SHOP-HOME AND DECK SPRAYE	45.99			
	1003387724 TS-SHOP-RECIPROCATING BLADES	99.41			
	1003425982 TS-SHOP-DECK SCREWS, CLEAR SI	71.51			
	1003436000 TS-SHOP-WATER	114.22			
	1003445045 CC-ZAMBONI-POLYETHYLENE PIPE	12.34			
	1003471173 TS-SHOP-HOLE SAW	18.17			
	1003482144 PS-FIRE-PROPANE REFILL	28.69			
	1003488241 CC-BUILDING-SCREW ANCHORS, NI	45.93			
	1003586665 TS-SHOP-MATTE CEDAR WOOD FIN	74.85			
	1003607868 RC-PARKS-STAIN & SEALANT, SOLII	114.41			
0000028116	09/27/2021 KONICA MINOLTA BUSINESS	283.89	A/P	OUT-STD	09/27/2021
	8144323 GG-ADMIN-COPIER LEASE FOR OC	283.89			
0000028117	09/27/2021 KRISSY TAYLOR	50.00	A/P	OUT-STD	09/27/2021
	SWIMLESSONSREFUND CC-POOL-SWIM LESSONS REFUND	50.00			
0000028118	09/27/2021 LAWSON PRODUCTS, INC. (ONTARIO_	298.89	A/P	OUT-STD	09/27/2021
	9308767431 TS-SHOP-WASHERS, CAP SCREWS	298.89			
0000028119	09/27/2021 LIBERTY UTILITIES	1,125.88	A/P	OUT-STD	09/27/2021
	2021092101008-1016227-0 CC-BUILDING-NATURAL GAS	1,125.88			
	00				
0000028120	09/27/2021 LIFESAVING SOCIETY - NB Branch	310.25	A/P	OUT-STD	09/27/2021
	3596 CC-POOL-AWARD GUIDES-NATION/	126.00			
	7672A CC-POOL-NATIONAL LIFEGUARD PC	184.25			
0000028121	09/27/2021 MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	09/27/2021
	RC00102617 CC-BUILDING-WATER COOLER REN	80.50			
0000028122	09/27/2021 MINISTER OF FINANCE	288.00	A/P	OUT-STD	09/27/2021
	SEP10-232021 EMPLOYEE DEDUCTIONS-SEP 10-21	288.00			
0000028123	09/27/2021 N. B. ELECTRIC POWER	26,768.35	A/P	OUT-STD	09/27/2021
	10126106SEP21 TS-XINGLIGHTS-KING STREET	27.36			
	17935200SEP21 TS-KING/UNIONST-TRAFFIC LIGHT	39.80			
	19055406SEP21 RC-ARENA-ELECTRICITY	414.70			
	54187672SEP21 TS-KING/QUEENST-TRAFFIC LIGHTS	39.32			
	54253127SEP21 CC-BUILDING-ELECTRICITY	26,135.46			
	54653258SEP21 TS-KING/SUPERSTORE-TRAFFIC LIC	81.83			
	57955782SEP21 RC-PARKS-BANDSTAND IN CHOCOL	29.88			
0000028124	09/27/2021 OAKBAY RENTALS	137.77	A/P	OUT-STD	09/27/2021
	OBRI02008 TS-SHOP-CORE DRILL COMBO, COF	137.77			
0000028125	09/27/2021 ORR ELECTRIC & ALARM LTD.	292.48	A/P	OUT-STD	09/27/2021
	5296 RC-MILLTOWN POOL- CHANGED MC	292.48			

* - 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 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8.21:59AM 10/19/2021

Page 8 of 9

Number	Issued	Amount	SC	Status	Status Date
0000028126	09/27/2021 PAYROLL TRANSFER PAY192021 GG-TRANSFER-SEP 10-23/21	78,611.00 78,611.00	A/P	OUT-STD	09/27/2021
0000028127	09/27/2021 PENNFIELD HYDRAULICS LTD. 23648 TS-#11-WIRE HYDRAULIC HOSE, CF	181.67 181.67	A/P	OUT-STD	09/27/2021
0000028128	09/27/2021 RECEIVER GENERAL FOR CANADA PAY192021 GG-REMITTANCE-SEP 10-23/21	36,084.18 36,084.18	A/P	CLEARED	09/30/2021
0000028129	09/27/2021 RICHWIL TRUCK CENTRE LTD. 141802 TS-#6-CHAMBERS 141811 TS-#6-SEAL SETS	1,041.95 809.14 232.81	A/P	OUT-STD	09/27/2021
0000028130	09/27/2021 SAINT JOHN SPRING WORKS LTD 118622 TS-#6-PLATES, AUX RUBBERS	480.59 480.59	A/P	OUT-STD	09/27/2021
0000028131	09/27/2021 SHARPE'S LAWN CARE 1032 RC-INDUSTRIALPARK-WHIPPER SN	1,150.00 1,150.00	A/P	OUT-STD	09/27/2021
0000028132	09/27/2021 SOURCE ONE SUPPLIES 27857 RC-LIBRARY-PAPER TOWELS, WAS 27885 RC-MILLPOOL-POOL CHEMICALS 27900 PS-FIRE-LAUNDRY DETERGENT	490.05 201.77 264.39 23.89	A/P	OUT-STD	09/27/2021
0000028133	09/27/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS 224382-224808 GG-TOWN-REGIONAL LANDFILL CO	8,862.36 8,862.36	A/P	OUT-STD	09/27/2021
0000028134	09/27/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 32572 GG-ADMIN-NO 10 ENVELOPES 32602 GG-ADMIN-LETTERHEAD	120.86 63.14 57.72	A/P	OUT-STD	09/27/2021
0000028135	09/27/2021 STATIONERY PLUS 87746 GG-ADMIN-PEN, FILE FOLDER 87799 PS-BUILDINSPECTOR-FILE FOLDER 87854 CC-BUILDING-MARKER BOARD 88163 PS-FIRE-INVOICE FORMS, 9X12 ENV 88270 GG-ADMIN-PRINTER DRUM UNIT 88968 GG-ADMIN-LASER TONERS, CALCUI 88980 GG-ADMIN-PAPER, CALCULATOR R 89043 GG-TOWN HALL-INKJET CARTRIDGE 89083 CC-POOL-PAPER, INKJET CARTRIDG	1,118.27 18.16 50.63 96.59 28.91 149.49 343.85 276.86 72.43 81.35	A/P	OUT-STD	09/27/2021
0000028136	09/27/2021 STRESCON LIMITED 50412056 TS-SHOP-6" FRAME & COVERS	3,415.50 3,415.50	A/P	OUT-STD	09/27/2021
0000028137	09/27/2021 UAP INC. 961-532115 TS-SHOP-COARSE TSP, COARSE DI 961-532615 TS-SHOP-IMPACT WRENCH 961-532693 TS-SHOP-BALL MOUNT, TRAILER B/ 961-533021 TS-SHOP-7 TON VEHICULE STAND 961-533371 TS-#5-ELBOWS, NIPPLES, ADAPTER 961-533487 TS-#5-COURTESY LAMP 961-533573 TS-#5-COURTESY LAMPS 961-533922 TS-#12-BLOWER RESISTOR 961-533930 TS-SHOP-OIL ABSORBANT 961-533990 TS-#6-6MP ADAPTERS 961-534243 TS-SHOP-COUPPLERS 961-534371 RC-#308-OIL FILTERS 961-534385 RC-#308-BALL JOINT	1,304.75 127.54 377.88 100.38 225.31 112.41 5.88 11.75 71.89 114.75 10.99 62.71 13.98 69.28	A/P	OUT-STD	09/27/2021

* - 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 0000028237 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed: 8:21:59AM 10/19/2021

Page 9 of 9

Number	Issued	Amount	SC	Status	Status Date
0000028138	09/27/2021 YELLOW PAGES GROUP	88.20	A/P	OUT-STD	09/27/2021
	INV02132363 GG-ADMIN-MEDIA FOR JULY 2021	88.20			
0000028139	09/27/2021 CANADIAN SPRINGS	32.88	A/P	OUT-STD	09/27/2021
	19100841090121TS TS-SHOP-WATER	32.88			
	Total Issued (119)	\$422,888.42			
	Total Voided (0)	\$0.00			
	Grand Total	\$422,888.42			
	Number of Cheques Listed:	119			

* - 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 0000009349 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8:23:59AM 10/19/2021

Page 1 of 4

Number	Issued	Amount	SC	Status	Status Date
0000009255	09/01/2021 MINISTER OF FINANCE EXAMREGISTER21 WS-WATERDISTLEVEL1EXAM-CER1	100.00 100.00	A/P	CLEARED	09/30/2021
0000009256	09/07/2021 BRENNTAG CANADA INC. 46386193 WS-SOURCE-EMPTY CLYLINDER RE 46395204 WS-SOURCE-CHLORINE	3,460.11 -3,680.00 7,140.11	A/P	CLEARED	09/30/2021
0000009257	09/07/2021 BRIGGS PLUMBING INC. 1574782 WS-TRANS&DIST-REPLACE WATER	506.41 506.41	A/P	CLEARED	09/30/2021
0000009258	09/07/2021 COX ELECTRONICS & COMMUNICATIONS 1-051943 WS-SOURCE-MINI MS, MOUSE, LIGH 1-051944 WS-SOURCE-MINI USB, SOUNDBAR 1-051945 WS-SOURCE-OPTICAL CABLE	352.93 80.47 255.22 17.24	A/P	CLEARED	09/30/2021
0000009259	09/07/2021 EMCO CORPORATION 125213001485 SCD-DISPOSAL-PVC SDR TEE'S, PV 125213001486 SCD-DISPOSAL-PVC SDR 22.5 DEG	2,741.74 1,747.38 994.36	A/P	CLEARED	09/30/2021
0000009260	09/07/2021 KEM CANADA MFG 134036 SCD-DISPOSAL-ENVIROTAIN	1,725.52 1,725.52	A/P	CLEARED	09/30/2021
0000009261	09/07/2021 KENT BUILDING SUPPLIES 1002822101 WS-TRANS&DIST-TRIGGER NOZZLE	18.39 18.39	A/P	CLEARED	09/30/2021
0000009262	09/07/2021 MEGA-LAB MANUFACTURING CO. LTD. 161740 SCD-DISPOSAL-CAPTIVE 8	1,756.28 1,756.28	A/P	CLEARED	09/30/2021
0000009263	09/07/2021 PITNEY WORKS AUGUST132021* WS/SCD-ADMIN-POSTAGE METER F	1,100.91 1,100.91	A/P	CLEARED	09/30/2021
0000009264	09/07/2021 RESEARCH & PRODUCTIVITY COUNCIL 327945 WS-SOURCE-DRINKING WATER LAE 328458 WS-SOURCE-DRINKING WATER LAE	789.36 473.62 315.74	A/P	CLEARED	09/30/2021
0000009265	09/07/2021 RICHWIL TRUCK CENTRE LTD. 141611 WS-#20-ROTT4TRIPR, SEALSET 141662 WS-#20-BREATHER, HOSE ASSEMB	650.40 561.25 89.15	A/P	CLEARED	09/30/2021
0000009266	09/07/2021 SOUTHWEST CONCRETE & CONS LTD IN000011767 SCD-DISPOSAL-LIMESTONE SCREE	365.70 365.70	A/P	CLEARED	09/30/2021
0000009267	09/07/2021 XPLORNET INV38967555 WS-MAXWELLCROSSING-SATELLIT	204.11 204.11	A/P	CLEARED	09/30/2021
0000009268	09/13/2021 A ONE PUMPING SERVICE LTD. 21888 SCD-DISPOSAL-JET-RODDER AND C 3714 WS-TRANS&DIST-HYDRO VAC DAYL	1,624.38 1,052.25 572.13	A/P	CLEARED	09/30/2021
0000009269	09/13/2021 BELL ALIANT 11366812AUG21 WS-SOURCE-PUMP STATION 19002807AUG27 SCD-DISPOSAL-OLD BAY WASTERV	324.07 136.87 187.20	A/P	CLEARED	09/30/2021
0000009270	09/13/2021 CINTAS CANADA LIMITED 5072876570WS WS-STS-FIRST AID UPPLIES	210.14 210.14	A/P	CLEARED	09/30/2021
0000009271	09/13/2021 MINISTER OF FINANCE WRITTENEXAM21 WS-TRANS&DIST-WATER DISTRIB	250.00 250.00	A/P	OUT-STD	09/13/2021
0000009272	09/13/2021 MINISTER OF FINANCE AND TREASURY BOARD 1128841* WS-PRESSUREVALVES-ANNUAL RE	75.00 75.00	A/P	CLEARED	09/30/2021
0000009273	09/13/2021 N. B. ELECTRIC POWER 36869807SEP21 WS-3-119MAXWELLCROSSING-BUIL 50228902SEP21 WS-MAXWELLCROSSING-PUMP	4,216.73 880.22 167.28	A/P	CLEARED	09/30/2021

* - 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 0000009349 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Page 2 of 4

Printed 8:23:59AM 10/19/2021

Number	Issued		Amount	SC	Status	Status Date
	53473043SEP21	WS-SOURCE-CHLORINE RESIDUAL	29.72			
	61230004SEP21	WS-MAXWELLCROSSING-PUMP	2,976.81			
	82291006SEP21	WS-SOURCE-RESERVOIR	160.70			
0000009274	09/13/2021	SOURCE ONE SUPPLIES	20.98	A/P	CLEARED	09/30/2021
	27820	WS-TRAN&DIST-BAND MOP HEADS	20.98			
0000009275	09/13/2021	UAP INC.	583.61	A/P	CLEARED	09/30/2021
	961-529931*	WS-#20.#17-CONSPICUITY TAPE	123.32			
	961-530569	SCD-#4-LONG 12V SLIMLITES, BLOV	174.69			
	961-531222	WS-TRANS&DIST-WARRANTY	-17.58			
	961-531419	WS-TRANS&DIST-RAC COMB WREN	57.83			
	961-531420	WS-TRANS&DIST-GEARWRENCHS.	128.54			
	961-531424	WS-TRANS&DIST-9 16 GEARWRENC	-30.35			
	961-531752	WS-#102-AIR FILTERS	40.04			
	961-532004	WS-#305-OIL PAN	107.12			
0000009276	09/13/2021	MARCO & SHEILA BOULANGER	923.08	A/R	CLEARED	09/30/2021
	2021473488	PREP - 00710092 00	294.08			
	2021474055	PREP - 00710092 00	156.00			
	2021474219	PREP - 00710092 00	126.00			
	2021474220	PREP - 00710092 00	47.00			
	2021474850	PREP - 00710092 00	100.00			
	2021474851	PREP - 00710092 00	100.00			
	2021475180	PREP - 00710092 00	100.00			
0000009277	09/20/2021	BAYVIEW TRUCKS AND EQUIPMENT LTD.	486.31	A/P	CLEARED	09/30/2021
	02P53708	SCD-DISPOSAL-CLUTCH ASSEMBY,	486.31			
0000009278	09/20/2021	BRIGGS PLUMBING INC.	1,176.54	A/P	CLEARED	09/30/2021
	1574414	WS-TRANS&DIST-WINTER GUAGES	821.45			
	1574417	WS-TRANS&DIST-J CLIPS	28.75			
	1574421	WS-TRANS&DIST-CLAMP, INSERT A	11.49			
	1574422	WS--TRANS&DIST-WATERPUMP PLI	314.85			
0000009279	09/20/2021	KEITH'S BUILDING SUPPLIES	87.38	A/P	CLEARED	09/30/2021
	209030	WS-TRANS&DIST-SHOVEL	87.38			
0000009280	09/20/2021	N. B. ELECTRIC POWER	19,653.24	A/P	CLEARED	09/30/2021
	52557428SEP21	SCD-218OLDBAYRD-WASTEWATER	15,121.40			
	53123617SEP21	SCD-ST5-DECHLORINATION CHAME	111.80			
	53158875SEP21	SCD-ST5-BUDD AVE LIFT STATION	2,983.23			
	56356048SEP21	SCD-ST5-18 RIVERSIDE DR LIFT ST,	32.09			
	61224002SEP21	SCD-ST5-358A MILLTOWN BLVD LIF	948.52			
	61236008SEP21	SCD-ST5-BUDD AVE LIFT STATION	158.06			
	76139807SEP21	SCD-ST5-5-4 RIVERSIDE DR LIFT ST	50.98			
	84934906SEP21	SCD-ST5-6-58A RIVERSIDE DR LIFT	91.91			
	84943406SEP21	WS-ST5-TODD HILL RESERVOIR	155.25			
0000009281	09/20/2021	SAINT JOHN LABORATORY SERVICES LTD.	1,487.87	A/P	OUT-STD	09/20/2021
	710-21	SCD-DISPOSAL-TREATMENT PLANT	1,487.87			
0000009282	09/20/2021	HEATHER HART	503.52	A/R	CLEARED	09/30/2021
	2021473266	PREP - 00640003 00	62.82			
	2021473267	PREP - 00640003 00	125.00			
	2021473954	PREP - 00640003 00	32.85			
	2021473955	PREP - 00640003 00	125.00			
	2021475183	PREP - 00640003 00	32.85			

* - 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 0000009349 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed: 8:23:59AM 10/19/2021

Page 3 of 4

Number	Issued	Amount	SC	Status	Status Date
	2021475184 PREP - 00640003 00	125.00			
0000009284	09/27/2021 ALL GAS TANKS	33.29	A/P	OUT-STD	09/27/2021
	110966 SCD-DISPOSAL-1 LB CARBON LINE	33.29			
0000009285	09/27/2021 A ONE PUMPING SERVICE LTD	3,795.00	A/P	OUT-STD	09/27/2021
	21916 SCD-DISPOSAL-JET-RODDER AND C	1,035.00			
	21922 SCD-DISPOSAL-JET-RODDER AND C	2,760.00			
0000009286	09/27/2021 ARMOUR TRANSPORT	315.00	A/P	OUT-STD	09/27/2021
	08651835 WS- SOURCE-TO BRENNTAG	315.00			
0000009287	09/27/2021 BELL MOBILITY INC.	899.00	A/P	OUT-STD	09/27/2021
	523889487SEP21UTI WS/SCD-ADMIN-CELL PHONE CHAR	899.00			
0000009288	09/27/2021 BRENNTAG CANADA INC.	3,460.11	A/P	OUT-STD	09/27/2021
	46397061 WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
	46408670 WS-SOURCE-CHLORINE	7,140.11			
0000009289	09/27/2021 CANADIAN TIRE	689.00	A/P	OUT-STD	09/27/2021
	N17752339 WS-SOURCE-WATER, HOSE CPC LI	163.29			
	N17752340 SCD-DISPOSAL-MARKING PAINT	27.58			
	N17752848 WS-SOURCE-PRIVATE PROPERTY S	24.08			
	N17752857 WS-SOURCE-CLEANER, BATTERIES	194.19			
	N17752870 WS-TRANS&DIST-CLEANING SUPPL	58.33			
	N17752883 WS-SOURCE-LED LIGHTS, NUTS, BC	195.10			
	N17752996 WS-TRANS&DIST-RUST PAINT, CHA	26.43			
0000009290	09/27/2021 CARVER MATERIALS CANADA LTD	1,709.25	A/P	OUT-STD	09/27/2021
	1137 WS-TRANS&DIST-STONE, ABC BASE	1,709.25			
0000009291	09/27/2021 EAGLE XPRESS COURIER SERVICE	253.00	A/P	OUT-STD	09/27/2021
	545017 WS-#20-FROM RICHWELL TRUCK	34.50			
	545076 WS-TRANS&DIST-TO RESEARCH & I	34.50			
	545081 WS-#20-FROM RICHWELL TRUCK	46.00			
	545136 WS-SOURCE-TO RESEARCH & PRO	34.50			
	737351 WS-SOURCE-TO RESEARCH & PRO	34.50			
	737392 SCD-DISPOSAL-FROM BAYVIEW TR	34.50			
	737396 WS-SOURCE-TO RESEARCH & PRO	34.50			
0000009292	09/27/2021 GALBRAITH CONSTRUCTION LTD.	11,482.70	A/P	OUT-STD	09/27/2021
	J000579 WS-TRANS&DIST-ASPHALT	11,482.70			
0000009293	09/27/2021 GREENLAW'S GARAGE LTD.	80.44	A/P	OUT-STD	09/27/2021
	9557 SCD-#4-A/C RECHARGE	80.44			
0000009294	09/27/2021 KENT BUILDING SUPPLIES	19.95	A/P	OUT-STD	09/27/2021
	1003263306 WS-TRANS&DIST-METAL CUTTING V	13.89			
	1003540670 WS-TRANS&DIST-90 DEGREE ELBO	6.06			
0000009295	09/27/2021 MILLTOWN MACHINE & FABRICATION LTD	246.69	A/P	OUT-STD	09/27/2021
	22239 WS-TRANS&DIST-1/4 PLATE & LABO	246.69			
0000009296	09/27/2021 N. B. ELECTRIC POWER	275.50	A/P	OUT-STD	09/27/2021
	54807440SEP21 SCD-ST5-159A MILLTOWN BLVD. LIF	35.24			
	61204006SEP21 SCD-2-216KINGSTREET-LIFT STATIC	240.26			
0000009297	09/27/2021 PIERCE'S PLUMBING & HEATING LTD	85.24	A/P	OUT-STD	09/27/2021
	22014 WS-TRANS & DIST-COPPER THREA	85.24			
0000009298	09/27/2021 RESEARCH & PRODUCTIVITY COUNCIL	1,578.72	A/P	OUT-STD	09/27/2021
	329733 WS-SOURCE-DRINKING WATER LAE	315.74			
	330557 WS-SOURCE-DRINKING WATER LAE	473.62			

* - 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 0000009349 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Page 4 of 4

Printed 8:23:59AM 10/19/2021

Number	Issued		Amount	SC	Status	Status Date
	331057	WS-SOURCE-DRINKING WATER LAE	473.62			
	331281	WS-SOURCE-DRINKING WATER LAE	315.74			
0000009299	09/27/2021	SAINT JOHN LABORATORY SERVICES LTD.	1,552.36	A/P	OUT-STD	09/27/2021
	771-21	SCD-DISPOSAL-TREATMENT PLANT	1,487.87			
	772-21	WS-SOURCE-MICROBIOLOGICAL W	64.49			
0000009300	09/27/2021	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	120.86	A/P	OUT-STD	09/27/2021
	32572*	WS/SCD-ADMIN-NO. 10 PLAIN ENVE	63.13			
	32602*	WS/SCD-ADMIN-LETTERHEAD	57.73			
0000009301	09/27/2021	STATIONERY PLUS	357.35	A/P	OUT-STD	09/27/2021
	87746*	WS/SCD-ADMIN-PEN, FILE FOLDER	18.16			
	88214	WS-SOURCE-USB EXTENSION CABI	32.29			
	88399	WS/SCD-ADMIN-JOURNAL RECEIPT	299.45			
	88968*	WS/SCD-ADMIN-LASER TONERS, C/	6.14			
	88980*	WS/SCD-ADMIN-PAPER, CALCULAT	1.31			
0000009302	09/27/2021	UAP INC.	227.01	A/P	OUT-STD	09/27/2021
	961-532175	WS-#305-OIL FILTER	7.72			
	961-532177	WS-#305.#105-OIL FILTERS. 5W-30, I	219.29			
0000009303	09/27/2021	WOLSELEY CANADA INC.	6,254.33	A/P	OUT-STD	09/27/2021
	1046322	WS-TRANS&DIST-COUPLINGS	610.51			
	1046323	WS-TRANS&DIST-HYDRANTS	3,537.40			
	1072424	WS-TRANS&DIST-PIPE CAPS	531.02			
	1085637	WS-TRANS&DIST-COMBO DOS BLAI	304.75			
	1092910	WS-TRANS & DIST-BIONAX PIPE CA	442.65			
	1127309	WS-TRANS&DIST-IPE#121403, IPE#1	828.00			
		Total Issued (48):	\$78,829.51			
		Total Voided (0)	\$0.00			
		Grand Total:	\$78,829.51			
		Number of Cheques Listed:	48			

* - 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 0000000071 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Page 1 of 1

Printed: 8:29:49AM 10/19/2021

Number	Issued	Amount	SC	Status	Status Date
0000000069	09/07/2021 TOWN OF ST. STEPHEN	17,000.00	A/P	OUT-STD	09/07/2021
	17000.00 GG-FUNDTRANSFER-TO GENERAL	17,000.00			
	Total Issued (1):	\$17,000.00			
	Total Voided (0)	\$0.00			
	Grand Total:	\$17,000.00			
	Number of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000382 to 0000000404 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Printed 8:31:11AM 10/19/2021

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
0000000382	10/06/2021 SERVICE NEW BRUNSWICK-VISA	110.00	A/P	CLEARED	10/06/2021
	SEPTEMBER022021 TS-AIRPORT-PETROLEUM SITE STC	55.00			
	SEPTEMBER022021* WS-MAXWELLPUMPHOUSE-PETRO	55.00			
0000000383	10/06/2021 MCDONALD'S-VISA	30.56	A/P	CLEARED	10/06/2021
	AUGUST122021 GG-CAO-PLANNING MEETING WOR	13.33			
	AUGUST242021 GG-CAO-LUNCH	17.23			
0000000384	10/06/2021 THE 5 KINGS BREW PUB-VISA	66.95	A/P	CLEARED	10/06/2021
	AUGUST252021 GG-CAO-COVID UPDATE WORKING	16.74			
	AUGUST272021 GG-CAO-STAFF RECOGNITION LUN	50.21			
0000000385	10/06/2021 ZOOM-VISA	23.00	A/P	CLEARED	10/06/2021
	AUGUST272021 GG-COUNCIL-COUNCIL BROADCAST	23.00			
0000000386	10/06/2021 AMAZON MARKETPLACE-VISA	2,403.00	A/P	CLEARED	10/06/2021
	AUGUST012021 CC-POOL-DUAL HANDSET CORDLE	58.63			
	AUGUST072021* CC-CANTEEN-LITMUST TEST STRIP	20.64			
	JULY212021 GG-EVENTS-BEVERAGE FRIDGE	241.48			
	JULY222021 CC-POOL-WALL CLOCK	55.20			
	JULY222021* GG-EVENTS-RETRACTABLE BELT S	1,191.40			
	JULY222021** GG-EVENTS-ROUND BAR AND PUB	216.49			
	JULY232021 GG-EVENTS-BARRICADE TAPE, PAI	38.05			
	JULY242021 CC-EVENTS-UTILITY CART	119.43			
	JULY242021* CC-CANTEEN-STORAGE SHELF CAF	68.91			
	JULY242021** CC-EVENTS-STANCHION SIGN HOLI	128.28			
	JULY272021 RC-MILLPOOL-FILE CABINET	264.49			
0000000387	10/06/2021 ATLANTIC SUPERSTORE-VISA	358.01	A/P	CLEARED	10/06/2021
	JULY292021 CC-KIOSK-MONEY BAG	35.90			
	JULY302021* CC-CANTEEN-DRINK SUPPLIES	127.14			
	JULY312021 GG-EVENTS-NB DAY CAKE	194.97			
0000000388	10/06/2021 CANADIAN TIRE-VISA	16.09	A/P	CLEARED	10/06/2021
	JULY302021 CC-EVENTS-ROUGHNECK TOTE	16.09			
0000000389	10/06/2021 DOLLARAMA-VISA	83.43	A/P	CLEARED	10/06/2021
	JULY152021 RC-POOL-BATTERIES	47.78			
	JULY202021 RC-ADMIN-GET WELL CARD	1.15			
	JULY302021 CC-CANTEEN-KITCHEN SUPPLIES	34.50			
0000000390	10/06/2021 DOMAIN COM-VISA	330.96	A/P	CLEARED	10/06/2021
	JULY162021 RC-TOURISMPROGRAM-DOMAIN HC	330.96			
0000000391	10/06/2021 SOBEYS WHOLESALE-VISA	766.86	A/P	CLEARED	10/06/2021
	JULY282021 CC-CANTEEN-SUPPLIES	766.86			
0000000392	10/06/2021 VISTAPRINT LIMITED-VISA	490.06	A/P	CLEARED	10/06/2021
	JULY212021 GG-EVENTS-CAPS, SIGNICADE INST	490.06			
0000000393	10/06/2021 WAL-MART-VISA	13.80	A/P	CLEARED	10/06/2021
	AUGUST032021 GG-EVENTS-DOOR PRIZE TICKETS	13.80			
0000000394	10/06/2021 AMAZON MARKETPLACE-VISA	297.65	A/P	CLEARED	10/06/2021
	AUGUST302021 RC-PARKS-NYLON NETS	297.65			
0000000395	10/06/2021 FACEBOOK - VISA	29.83	A/P	CLEARED	10/06/2021
	SEPTEMBER082021* GG-EVENTS-RIB FEST ADVERTISIN	29.83			
0000000396	10/06/2021 FOOD SAFETY TRAINING-VISA	169.81	A/P	CLEARED	10/06/2021
	SEPTEMBER122021* GG-EVENTSCOORDINATION-FOOD	34.44			

* - 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 0000000382 to 0000000404 dated between 09-01-2021 and 09-30-2021

CHEQUE REGISTER

Page 2 of 2

Printed 8:31:11AM 10/19/2021

Number	Issued	Amount	SC	Status	Status Date
	SEPTEMBER122021***	135.37			
	CC-CANTEENSTAFF-FOOD HANDLE				
0000000397	10/06/2021 IRVING - VISA	41.48	A/P	CLEARED	10/06/2021
	AUGUST132021	24.98			
	CC-CANTEEN-ICE FOR EVENT				
	AUGUST142021	16.50			
	CC-CANTEEN-ICE FOR RIB FEST				
0000000398	10/06/2021 PAYPAL-VISA	228.85	A/P	CLEARED	10/06/2021
	SEPTEMBER092021	228.85			
	GG-TRAINING-EVENT ATLANTIC SO				
0000000399	10/06/2021 PIZZA DELIGHT-VISA	32.87	A/P	CLEARED	10/06/2021
	SEPTEMBER122021	32.87			
	CC-STAFF-FOOD SAFETY TRAINING				
0000000400	10/06/2021 QUALITY INN & SUITES	235.98	A/P	CLEARED	10/06/2021
	AUGUST202021	235.98			
	CC-STAFF-TRAINING EXPENSE				
0000000401	10/06/2021 TEAMVIEWER-VISA	723.00	A/P	CLEARED	10/06/2021
	SEPTEMBER082021	723.00			
	CC-LICENSES-TEAMVIEWER ACCOI				
0000000402	10/06/2021 THE 5 KINGS BREW PUB-VISA	36.23	A/P	CLEARED	10/06/2021
	SEPTEMBER012021	36.23			
	GG-LUNCH-FAREWELL LUNCH FOR				
0000000403	10/06/2021 WAL-MART-VISA	22.98	A/P	CLEARED	10/06/2021
	SEPTEMBER022021	22.98			
	GG-EVENTS-PLANNER				
	Total Issued (22):	\$6,511.40			
	Total Voided (0)	\$0.00			
	Grand Total:	\$6,511.40			
	Number of Cheques Listed:	22			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

September, 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:

September, 2021

Invoice #1494826 (Utility Payment Acceptance Fees)	<u>\$ 98.10</u>
Grand Total	<u><u>\$ 18,947.11</u></u>

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

September, 2021

Austin Young (Irving Randall Todd Scholarship - Cheque #104)	1,500.00
Volunteer Center of Charlotte County, Inc. (2021 Income Distribution, Cheque #105)	7,007.10
Total	\$ <u>8,507.10</u>



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



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: October 27, 2021
Subject: October Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 5 new Meters.
- b) Read all Meters.
- c) Provided support for Union St. Project.

2: Streets:

- a) Hauled pit run gravel.
- b) Patched streets.
- c) Assisted Fall Fair.
- d) Cut brush along streets and sidewalks.

3: Waste Water:

- a) Rodded 2 Sewer Laterals.
- b) Cleaned 3 Catch Basins.
- c) Flushed 4 Sewer Mains.
- d) Flushed 2 Sewer Laterals.

Project Updates – Town of St. Stephen

October 06, 2021

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

All water main and all storm sewer main have been installed on Union Street along with all curb and gutter & sidewalk. Contractor is currently focusing on reinstatement and asphalt placement.

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

Contract has been awarded. Contractor waiting for NB Power to de-energize the power source to relocate electrical service so that excavation can commence.

Intersection Upgrades at DQ / King Street – Project No. 21-1713

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

Future St. Stephen

As of October 21, 2021

Economic Development Report

Housing

- St. Stephen Inn purchase complete, conversion process beginning, some units still available in the interim

Population Growth

- Welcome St. Stephen soft launch date will be October 26.
- Charlotte County Job Connections fair was held Oct. 6-8. There was much more participation than the one in June, we are currently reviewing results.

Commercial/Small Business Growth

- Greco building and 385 Milltown Blvd going for tax sale October 27 at the Delta in Saint John

Tourism

- Final stakeholder engagement session held October 8 for community input, final report and recommendations coming November 1.

Industrial Park

- Functional plan report almost complete.

Respectfully submitted by,



Kendall Kadatz, President

TOWN OF ST. STEPHEN

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2019	2020	2021	2022	2023	Total
Riverside Drive (East) Wastewater Pumping Station Replacement	\$22,265	\$1,880	\$555,000			\$579,145
Waterfront Enhancements (Phase II)	\$447	\$185,168				\$185,615
West Street Utility Renewal	\$5,471	\$448,293	\$72,222			\$525,986
King Street Wastewater Pumping Station Replacement					\$675,000	\$675,000
Maxwell Crossing Pump Station Roof Rehabilitation	\$239	\$55,443		\$10,000		\$65,682
Garcelon Civic Centre Pool Deck Refurbishment				\$217,766		\$217,766
						\$0
						\$0
						\$0
						\$0
Total Capital Expenditures	\$28,422	\$690,784	\$627,222	\$227,766	\$675,000	\$2,249,194

SOURCE OF FUNDS	2019	2020	2021	2022	2023	Total
GTF Agreement 2019-2023	\$304,238	\$304,238	\$318,067	\$318,067	\$331,896	\$1,576,506
2018 Top Up Allocation	\$358,876					\$358,876
CCBF 2020-2021 Top Up Funding			\$308,401			\$308,401
GTF Bank Account	\$634,692	\$381,135	\$754	\$90,301	\$343,104	\$0
Interim Financing						\$0
Capital Reserve Fund						\$0
Operating Fund						\$0
Long Term Borrowing						\$0
Others (specify) Interest Earned		\$5,411				\$5,411
Total Sources of Funds	\$28,422	\$690,784	\$627,222	\$227,766	\$675,000	\$2,249,194

Town of St. Stephen

**Five-Year Capital Investment Plan
for the GTF Administrative
Agreement**

(Revision 2)

2019 – 2023

Department of Environment and Local Government

INTRODUCTION

The *Town of St. Stephen* has prepared a five-year Capital Investment Plan for the years 2019 – 2023 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Attached spreadsheet)

COUNCIL RESOLUTION TO BE FORWARDED SEPARATELY

PROJECTS

1) Riverside Drive (East) Wastewater Pumping Station Replacement

Project Category (*select one*):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input checked="" type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

The wastewater pumping station located on the eastern end of Riverside Drive is more than 50 years old and has required significant maintenance effort in recent years for continued operation. Proposed upgrades include construction of a new wet well complete with pumps and equipment, control panel and valve chamber or building.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Reduction in KWH consumed year after replacement versus year before replacement

Year	GTF Contribution	Total Cost
2019	22,265	22,265
2020	1,880	1,880
2021	555,000	555,000
2022		
2023		

2) Waterfront Enhancements (Phase II)

Project Category (Select one):

- | | | | |
|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| Drinking water | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input checked="" type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

This project includes the installation of a new hardscape surface, enhancement of trails and drainage improvements adjacent to the Town wharf and farmer’s market green space.

EIA Required Tender Required

Expected Outcome:

Improved Tourist Facility

Proposed indicator(s):

Number of residents who benefit from improved tourist facility

Year	GTF Contribution	Total Cost
2019	447	447
2020	179,757	185,168
2021		
2022		
2023		

3) West Street Utility Renewal

Project Category (Select one):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input checked="" type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

This project includes replacement of approximately 290 lineal metres of water main, 131 lineal metres of sanitary sewer pipe and minor drainage improvements. The work will also consist of reconstruction of the existing road.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of lineal metres of water main replaced
 Number of lineal metres of sewer main replaced

Year	GTF Contribution	Total Cost
2019	5,471	5,471
2020	448,293	448,293
2021	72,222	72,222
2022		
2023		

4) King Street Wastewater Pumping Station Replacement

Project Category (Select one):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input checked="" type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

The wastewater pumping station located on King Street adjacent to Billy Weston Brook is more than 40 years old and is frequently flooded by the adjacent brook. Proposed upgrades include construction of a new wet well complete with pumps and equipment, a new control panel to be elevated above historical flood levels and reconfiguration of site piping.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

Number of Wastewater Pumping Stations Replaced

Year	GTF Contribution	Total Cost
2019		
2020		
2021		
2022		
2023	675,000	675,000

5) Maxwell Crossing Pump Station Roof Rehabilitation

Project Category (Select one):

- | | | | |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water | <input checked="" type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater | <input type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

The Maxwell Crossing pumping station located on at the Maxwell Crossing wellfield was built in 1906. The roof is in poor condition and beyond the end of its useful life. It is a significant component of this piece of critical water infrastructure and will be replaced under this project.

EIA Required Tender Required

Expected Outcome:

Cleaner Water

Proposed indicator(s):

of water system facilities improved

Year	GTF Contribution	Total Cost
2019	239	239
2020	55,443	55,443
2021		
2022	10,000	10,000
2023		

6) Garcelon Civic Center Pool Deck Refurbishment

Project Category (Select one):

- | | | | |
|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| Drinking water | <input type="checkbox"/> | Recreational Infrastructure | <input checked="" type="checkbox"/> |
| Wastewater | <input type="checkbox"/> | Cultural Infrastructure | <input type="checkbox"/> |
| Local roads and bridges | <input type="checkbox"/> | Tourism Infrastructure | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/> | Solid waste | <input type="checkbox"/> |
| Capacity building | <input type="checkbox"/> | Brownfield Redevelopment | <input type="checkbox"/> |
| Disaster mitigation | <input type="checkbox"/> | Public transit | <input type="checkbox"/> |
| Sport Infrastructure | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/> |

Project Description:

Refurbishment of the pool deck will including removing the concrete pool deck to a depth of approximately 250 mm to structural concrete and replaced with new substrate and decking material

EIA Required Tender Required

Expected Outcome:

Improved Recreational Facility

Proposed indicator(s):

of recreational facilities improved

Year	GTF Contribution	Total Cost
2019		
2020		
2021		
2022	\$218,213	\$218,213
2023		



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 17-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff:
Date of Meeting: Wednesday, October 27th, 2021
Subject: Decision Item – Automatic Floor Scrubber emergency expenditure

Recommendation for Resolution: That the amount of \$14,250 (fourteen thousand, two hundred and fifty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

BACKGROUND

The GCC automatic floor scrubber is used in all areas of the facility with rubber floors, we have encountered issues with our 8-year-old machine for a few months until it finally broke down in August. A new and larger commercial auto scrubber was trialed and proved to be a time saving addition, the decision was made to purchase the new scrubber as an emergency unbudgeted expense. We would like to use the general operating reserve fund for the purchase of this piece of equipment.

OPTIONS

Option 1—approve the recommendation: That Town Council approves the recommendation to use funds from the general operating reserve fund for this purchase.

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



**Town of St. Stephen
REQUEST FOR DECISION
Report: CAO 14-21**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff:
Date of Meeting: October 27, 2021
Subject: Conserve the Court Advisory Committee

Recommendation: That Council appoints the following individuals to the Advisory Committee for the Conserve the Court Program:

Robert Otto;
Carol Kelly;
David Ganong;
Richard Fulton; and
David Archambault

BACKGROUND:

The Conserve the Court Program was established as a mechanism to fund conservation efforts related to the “World’s Oldest Basketball Court”. As part of this program, a Committee was established to make recommendations to the Town as to the most appropriate actions to meet the mandates of the program.

In recognition of the significant role that Canada 1st Basketball has played in moving this project forward, CAO requested that they nominate candidates to serve on the Advisory Committee. On October 11, 2021, CAO received the list of nominees.