



St. Stephen Town Council
AGENDA

Wednesday, November 24, 2021, 5:00 p.m.
Moosehead Room at the Garcelon Civic Center

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

	Pages
A. CALL TO ORDER	
B. MOMENT OF REFLECTION	
C. ADDITION OF LATE ITEMS	
D. ADOPTION OF AGENDA	
<u>Proposed Resolution:</u>	
That the Agenda for the Regular Council Meeting of November 24, 2021, be approved.	
E. MAYOR'S COMMENTS/PROCLAMATIONS	
F. DISCLOSURE OF CONFLICT OF INTEREST	
G. PUBLIC AND/OR STATUTORY HEARINGS	
1. <u>Eastern Charlotte Waterways - Project: Village Car Share</u>	4
H. ADOPTION OF MINUTES	
1. <u>Special Council Meeting</u>	5
<u>Proposed Resolution:</u>	
That the Minutes of the Special Council Meeting held on October 22, 2021, be approved as presented.	
2. <u>Regular Council Meeting</u>	7
<u>Proposed Resolution:</u>	
That the Minutes of the Regular Town Council meeting on October 27, 2021, be approved as presented	
I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS	
J. CORRESPONDENCE	
<u>Proposed Resolution:</u>	
That the following items be received for information.	

1.	<u>Saint John Regional Hospital Foundation</u>	13
	A thank you card to Mayor and Council for its ongoing commitment and support of the Saint John Regional Hospital Foundation.	
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	15
b.	Planning Report	16
c.	Community Services Report	38
d.	Protective Services Report	41
e.	Treasurer's Report	46
f.	Public Works Report	68
g.	Future St. Stephen Report	70
2.	<u>Requests for Decisions</u>	
a.	Clearing of Brush - Waterfront Sections of Coastal Link Trail	71
	<u>Proposed Resolution:</u>	
	That Town Council provides direction to administration on the clearing of brush, shrubs and trees on the waterfront sections of the Coastal Link Trail.	
b.	Charlotte County Hospital Foundation Board Member	72
	<u>Proposed Resolution:</u>	
	That Council, upon the recommendation of the Board of Trustees of the Charlotte County Hospital Foundation, Inc., appoints Elaina Scullin for a three-year term ending in 2024.	
c.	Transfer to Utility Operating Reserve	73
	<u>Proposed Resolution:</u>	
	That the amount of \$40,000 (forty thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund.	
d.	COVID-19 Vaccination Policy	74
	<u>Proposed Resolution:</u>	
	That Town Council, at the recommendation of the Joint Health & Safety Committee, approves a mandatory Covid-19 Vaccination Policy for the Town of St. Stephen.	

e. Potential Dog Park

Proposed Resolution:

That Town Council approves, in principle, the creation of a dog park within the Elm Street Nature Park (ESNP). Funding for this project will be the responsibility of the St. Stephen Dog Club (Club). The Club also has the approval to fundraise using supporting resources from the Town.

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 Litigation
2. Acquisition or Disposition of Land

P. RECONVENE TO REGULAR MEETING**Q. ADJOURNMENT**Proposed Resolution:

That the meeting be adjourned at ____ pm



November 1, 2021

RE: Project : Village Car Share

Dear Council Members and Mayor,

On behalf of Eastern Charlotte Waterways (ECW), an environmental non-profit organization located at Blacks Harbour, I am writing this letter to request an opportunity to present the organization's current project - the Project : Village Car Share.

Project : Village Car Share will soon launch its pilot program in Charlotte County. We have identified a number of community organizations and industry partners to be the early adopters of the carsharing service and will be participating in the project's pilot run. After the pilot run phase, the carsharing service will be available for public use.

We recognize the need to present this to the St. Stephen Town Council to provide you with the project details and its development, and more importantly to encourage support and participation from the leaders of the municipality. We are looking forward to sharing with you the good things happening in our community.

We thank you for taking the time to consider our request and look forward to continuing to work with the Town of St. Stephen. Should you have any questions regarding this request or Project : Village Car Share, please do not hesitate to reach out and call us at (506) 456-6001 or send an email to rumlas@ecw.ngo.

Best regards,

Rose Beltran Umlas

Rose Beltran Umlas

Project Manager,

Eastern Charlotte Waterways



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

**October 22, 2021, 1:00 p.m.
Moosehead Room at the Garcelon Civic Center**

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

Members Absent: Mayor A. MacEachern

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

A. CALL TO ORDER

Deputy Mayor Wheaton called the meeting to order.

B. MOMENT OF REFLECTION

C. ADDITION OF LATE ITEMS

D. ADOPTION OF AGENDA

RES. NO. 137/21

Moved by Councillor Hyslop

Seconded by Councillor Harding

That the Agenda for the Special Council Meeting of Friday, October 22, 2021, be approved.

MOTION CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

1. Presentation of the 2020 Audited Financial Statements - Teed Saunders Doyle

RES. NO. 138/21

Moved by Councillor Thiessen

Seconded by Councillor Harding

That the audited 2020 Consolidated Financial Statements be approved as presented.

MOTION CARRIED

- H. ADOPTION OF MINUTES**
- I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**
- J. CORRESPONDENCE**
- K. BYLAWS, PERMITS, AND POLICIES**
- L. NEW BUSINESS**
- M. QUESTION PERIOD**
- N. MAYOR AND COUNCILLOR ITEMS/REPORTS**
- O. NOTICE OF CLOSED MEETING**
- P. RECONVENE TO REGULAR MEETING**
- Q. ADJOURNMENT**

RES. NO. 139/21

Moved by Councillor Harding

Seconded by Councillor Parker

That the meeting be adjourned at 1:42 pm.

MOTION CARRIED

Mayor

Town Clerk



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

**October 27, 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, S. Morton, Director of Protective Services, K. Sumner, Director of Community Services

Staff Absent: T. Tozer, Director of Corporate Services, 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

D. ADOPTION OF AGENDA

RES. NO. 140/21

Moved by Councillor Harding

Seconded by Councillor Chisholm

That the Agenda for the Regular Council Meeting of October 27, 2021, be approved.

MOTION CARRIED

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**

RES. NO. 141/21

Moved by Councillor Parker

Seconded by Deputy Mayor Wheaton

That the Minutes of the Regular Council Meeting held on September 29, 2021, be approved as presented.

MOTION CARRIED

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

J. CORRESPONDENCE

RES. NO. 142/21

Moved by Councillor Harding

Seconded by Councillor Thiessen

That the following item be received for information.

MOTION CARRIED

1. **RCMP - J Division Quarterly Report**

K. BYLAWS, PERMITS, AND POLICIES

L. NEW BUSINESS

1. **Departmental Reports**

RES. NO. 143/21

Moved by Deputy Mayor Wheaton

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 Decisions

- a. Final Revision of Updated Gas Tax Fund (GTF) Plan

RES. NO. 144/21

Moved by Councillor Hyslop

Seconded by Councillor Harding

That the document entitled *Town of St. Stephen Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023 (Revision 2)* be adopted.

MOTION CARRIED

- b. Automatic Floor Scrubber Emergency Expenditure

RES. NO. 145/21

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

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.

MOTION CARRIED

- c. Conserve the Court Advisory Committee

RES. NO. 146/21

Moved by Deputy Mayor Wheaton

Seconded by Councillor Harding

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

N. MAYOR AND COUNCILLOR ITEMS/REPORTS

1. Councillor Thiessen

- Attended Council meetings
- Attended unveiling of Loyalist Landing plaque
- Attended Vibrant Regional Planning meeting

2. Councillor Parker

- Attended Council meetings
- Phone calls RE paving on Milltown Blvd. (good) and questions about the Town's work to attract doctors to St. Stephen
- Thank you for veterans banners

3. Councillor Harding

- Milltown Blvd. paving is excellent - praised Kathy Bockus for her work on this project
- St. Stephen has never been on a better track - from resident

4. Councillor Chisholm

- Greg Hooper's projects have been great for the Town of St. Stephen
- Attended all Council meetings
- Received positive and negative feedback from residents on several issues
- Meeting with revitalized Dog Park group this week

5. Deputy Mayor Wheaton

6. Councillor Hyslop

- 1st Thursday of month Canada 1st Basketball meeting
- Attended closing tourism strategy meeting
- Attended meetings of council

- Save our Communities and Neighbourhoods meeting
- Attended AGM Charlotte County Museum
- Museum closing to the public for the season except for school tours
- St. Stephen Community Christmas meeting
- Shopped locally at the Army Navy Surplus store
- Addressed public concerns

7. Mayor MacEachern

- Thanked Deputy Mayor for attending events and meetings in his absence
- Attended the Passamaquoddy panel unveiling on the Coastal Trail
- Attended the Loyalist plaque unveiling
- Attended tourism meetings
- Attended policing meetings
- Attended CCH Foundation fundraising day
- Attended doctor recruiting meetings and thanked Dr. Acheson and Dr. Stewart for their years of service to our community
- Attended NB Power public meeting for Lepreau

O. NOTICE OF CLOSED MEETING

RES. NO. 147/21

Moved by Councillor Hyslop

Seconded by Councillor Parker

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

MOTION CARRIED

1. Potential Land Disposition

2. Financial Matter

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

RES. NO. 148/21

Moved by Councillor Thiessen

Seconded by Councillor Chisholm

That the meeting be adjourned at 6:42 p.m.

MOTION CARRIED

Mayor

Town Clerk



Thank You


SAINT REGIONAL HOSPITAL FOUNDATION
FONDATION DEL'HOSPITAL SAINT REGIONAL JOHN
www.thegive.ca

Mayor & Council,

Thanks so much for your continued support of the SJRH Foundation!

It is through the generosity of donors like you that helps to ensure our hospital continues to provide the best standard of care to New Brunswickers right here at home.

With gratitude,

Andrea
Watling

Dear Friend,

Thank you for your ongoing commitment and support of the Saint John Regional Hospital.

As life is slowly returning to a new normal, we've made the careful decision to pause our annual Donor Appreciation Dinner once again.

Throughout the pandemic, our hearts have been warmed by your generosity and kindness. In the spirit of celebrating the great things we've accomplished together through the power of philanthropy, we invite you to read about life-saving donor generosity and the impact on patients and their families at www.thegive.ca/givehealthnb.

We hope next year will see us together again, able to gather and share in person. Until then, thanks again for all you've done to advance, inspire, and create a healthier future.

With Gratitude,



President & CEO



Board Chair



Town of St. Stephen
INFORMATIONAL REPORT
Report: CAO 16-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: November 24th, 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 2022 Municipal Budgets was completed during this reporting period. Many thanks go out to entire administrative team that worked hard to prepare these documents for Council's consideration.
- 2) First meeting of the "Conserve the Court" Advisory Committee was held during this reporting period.
- 3) CAO and Director of Community Services participated in a call with NB Power representatives to discuss logistical issues related to the decommissioning of the Milltown Dam. The goal of this meeting was to establish a baseline from which we can ensure public safety during this expected work.
- 4) The Government of New Brunswick is requesting municipalities align their COVID-19 vaccination policies with their own. To adopt this approach would make vaccinations mandatory for employment with the Town of St. Stephen. Any member of staff not fully vaccinated would be placed on "unpaid leave". At my request, this proposal was forwarded for consideration by the Town's Joint Health and Safety Committee. A recommendation from them is later on the agenda.
- 5) On November 18th, the Government of New Brunswick released their white paper on municipal reform. This document outlines the reformation plan which the government will implement in the coming years. The following are of particular interest in this very early stage:
 - The local government of our area will be significantly expanded. The new boundaries will include the Town of St. Stephen, 78% of LSD Western Charlotte, LSD of Saint Stephen, LSD Dufferin, 70% of LSD Saint David, and LSD Dennis-Weston.
 - Estimated population of the new municipal entity is 8,119
 - Estimated total assessment of new municipal entity is \$611,824,069 (current is \$368,217,350)
 - Elections for the Council of the new municipal entity will be held in November of 2022. Thus ending the term of the current St. Stephen Council.

There is much to assess in this White paper. The CAO and administrative team will be undertaking work to prepare as much as possible so that we are well positioned to make a smooth transition to the new municipal entity.



Southwest New Brunswick Service Commission

As of November 19th, 2021

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- The new St. Stephen representative on PRAC, Mat Rouleau, has been appointed to serve a 4-year term and had his first meeting at the November 18th 2021 PRAC meeting;
- PRAC approved 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 approved 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;
- Worked with the Municipal Capital Borrowing Board to demonstrate how a municipality could use CMHC funding to facilitate infrastructure development on raw land for housing;
- SNBSC is researching best-practices in pedestrian-oriented transportation design standards that may be useful for consideration in upcoming St. Stephen developments.

Development Update

- One hundred and thirty-seven (137) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$ 2,843,598.79, total permit revenue for Town: \$ 15,073.75);
- Ten (10) new permits approved for zoning in reporting period;
- Five (5) development permits issued to date in 2021 (unchanged in report period);
- Two (2) new subdivision plans approved to date in 2021 (unchanged in report period);
- Sixteen (16) sign permits issued to date in 2021 (unchanged in report period).

Enforcement Support Update

- Communicating with the Town's Protective Services Department to assist with municipal planning by-law enforcement actions.

Respectfully submitted by,

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

Southwest New Brunswick Service Commission
Zoning Reviews

Month: ALL 2021
Town of St. Stephen

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

Mar. 31/21	13 Main S.t, St. Stephen	Heat Pump	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
APRIL						
Jan. 04/21	59 Hawthorne Ave, St. Stephen	Concrete slab & Addition	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Mar. 30/21	43 Riverside Drive, St. Stephen	Balcony	\$ 2,600.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 1/21	3 Abbot St., St. Stephen	Heat Pump	\$ 4,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 1/21	78 Prince William St., St. Stephen	Deck and garage	\$ 22,300.00	\$ 111.50	Review complete, sent to Manzer	
Apr. 7/21	139 Pleasant St., St. Stephen	Addition	\$ 8,000.00	\$ 40.00	Review complete, sent to Manzer	
Apr. 9/21	141 King St., St. Stephen	Alteration/repair to commercial structure	\$ 300,000.00	\$ 1,250.00	Review complete, sent to Manzer	
Apr. 9/21	56 Duke St., St. Stephen	Heat Pump	\$ 4,800.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 12/21	124 King St., St. Stephen	Deck	\$ 3,500.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 12/21	9 Murchie Ave., St. Stephen	Demolition of a single family dwelling	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 13/21	49 Hill St., St. Stephen	garage	\$ 35,000.00	\$ 175.00	Review complete, sent to Manzer	
Apr. 14/21	95 Marks St., St. Stephen	garage	\$ 12,000.00	\$ 60.00	Review complete, sent to Manzer	
Apr. 14/21	31 Church St, St. Stephen	baby barn	\$ 2,500.00	\$ 25.00	Review complete, sent to Manzer	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	
Oct. 18/21	44 Churchill St., St. Stephen	Clap Boards	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 22/21	15 Churchill St., St. Stephen	Renovations for a 4 unit dwelling	\$ 80,000.00	\$ 400.00	Review complete, sent to Manzer	
Oct. 25/21	7 Ross Ave., St. Stephen	Demolition	\$ 6,500.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 26/21	16 Route 170, St. Stephen	Door and window replacement	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 8/21	99 King St., St. Stephen	Alteration/repair	\$ 80,000.00	\$ 160.00	Review complete, sent to Manzer	Fee Doubled
Oct. 6/21	252 Milltown Blvd., St. stephen	Foundation repari	\$ 13,500.00	\$ 67.50	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	
NOVEMBER						
Nov. 2/21	80 Prince William St., St. Stephen	Heat Pump	\$ 13,780.00	\$ 68.90	Review complete, sent to Manzer	
Nov. 5/21	45 Parkwood Dr., St. Stephen	Detached garage	\$ 10,000.00	\$ 50.00	Review complete, sent to Manzer	
Nov.9/21	59 Queen St. W., St. Stephen	attached deck	\$ 4,500.00	\$ 25.00	Review complete, sent to Manzer	

go towards dwelling when they apply.

**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 sig	same	\$ 50.00	ISSued SP-33-21

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	
Oct. 18/21	44 Churchill St., St. Stephen	Clap Boards	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 22/21	15 Churchill St., St. Stephen	Renovations for a 4 unit dwelling	\$ 80,000.00	\$ 400.00	Review complete, sent to Manzer	
Oct. 25/21	7 Ross Ave., St. Stephen	Demolition	\$ 6,500.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 26/21	16 Route 170, St. Stephen	Door and window replacement	\$ 5,000.00	\$ 25.00	Review complete, sent to Manzer	
Oct. 8/21	99 King St., St. Stephen	Alteration/repair	\$ 80,000.00	\$ 160.00	Review complete, sent to Manzer	Fee Doubled
Oct. 6/21	252 Milltown Blvd., St. stephen	Foundation repara	\$ 13,500.00	\$ 67.50	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	
NOVEMBER						
Nov. 2/21	80 Prince William St., St. Stephen	Heat Pump	\$ 13,780.00	\$ 68.90	Review complete, sent to Manzer	
Nov. 5/21	45 Parkwood Dr., St. Stephen	Detached garage	\$ 10,000.00	\$ 50.00	Review complete, sent to Manzer	
Nov.9/21	59 Queen St. W., St. Stephen	attached deck	\$ 4,500.00	\$ 25.00	Review complete, sent to Manzer	

**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	



Town of St. Stephen Information Report to Council Report: CMS 18-21



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: November 24th, 2021
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

Past Month's Tasks:

- a. The town's Tourism initiative and draft report continues to be developed.
- b. The 2022 operational and capital budget has been finalized.
- c. Dave Beach and I met with the Coastal Link Trail to discuss a potential location for a bike rack.
- d. Deputy Mayor Wheaton and I met with Juliet Bartlett, the 150th anniversary videographer to discuss the final product as this was due in September and it is needed before the year end.
- e. There is new momentum behind the potential dog park as they have new volunteers, they've identified Elm Street Nature Park as the preferred location for a dog park, Councillor Chisholm and I met with them on Nov 2.
- f. I have researched potential Skate Sharpeners for the GCC, costs range from \$3-\$4000.
- g. I met with Deputy Mayor Wheaton and Jenn, the Town Horticulturist about the Turning the Corner project to discuss plans for the remaining funds left over from the initial grants.
- h. I have drafted a new airport runway safety policy; this has been sent to the Joint Health & Safety committee for their feedback.
- i. The Bateau now has a cover for the winter, the cover will extend the life of the boat.
- j. Jeff and I attended a meeting with NB Power to discuss the Milltown Dam project.
- k. I led the NB Smart Energy Communities Accelerator (SECA) workshop on goal setting with the help of Deputy Mayor Wheaton, Chief Morton, Alex Henderson, Kendall Kadatz, and Rory Pickard from Dillon Construction. Further workshops are planned for the new year, the SECA benchmark is awarded to communities for energy efficiency policies and best practices.
- l. The Border Arena Review Committee is developing their recommendations and they will be presented to Council at the December meeting.

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

Administration & Accounting

Monthly Projects (October 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 (October 2021):

- h. Due to the "Green Phase" staff have stopped tracking for COVID (as per provincial guidelines)
- i. The Fitness Center had approx. 1297 member's check-in.

Aquatics & Programming

Past Month's Events:

- a. Emily Brown, and Rodney Justason were moved from working under a student status to working under a contract, as neither employee is longer a student at this point.
- b. An "audit" of the Sunday swimming lessons was conducted due to concerns raised by a couple of parents, and Aaron, regrading the quality of Supervision and Instruction. This was conducted by Emily Brown, the Lead Supervisor, and a report of what was seen, with recommendations will be submitted through the last week of November.

Update on Aquatic Programming:

- a. The scheduled NLS course was unable to run due to a lack of enrollment.
- b. A new Bronze Medallion/Cross course has been scheduled to run in January.
- c. A new National Lifeguard Service course has been scheduled to run through February.
- d. The rescheduled Water Safety Instructor is being targeted to run through March, with the dates yet to be finalized by the instructor.

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 and is working well.
- e. Security guards still hired to do proof of vaccination and IDs upon entry to the facility 7 days a week.
- f. Vaccine clinics are on going.
- g. Attended weekly CS team meeting.
- h. Attending 2021 Atlantic Asset Management Conference end of Nov.
- i. Attended Rec NB meetings

Five Kings building

- j. Touched base with business owner things are going well.
- k. The insulation project from the summer seems to be making a difference
- l. Will be doing HVAC upgrades in spring 2022.

Library

- a. Public Bathrooms are now closed for the season.
- b. Orkin is scheduled to do another pest survey.

RCMP building.

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

Events Development

Past Events:

- a. Chocolate Recipe Contest – Began in February and runs monthly, with 1 winner per month plus a grand prize winner in December (for 12 recipes total). We will retain the rights to all submitted recipes and can compile a cookbook in the future. Joint venture between the Town and the Chocolatier.
- b. Loyalist Landing Site Plaque Unveiling – October 24th

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

- a. Nov 12-14 - Veteran's Cup hockey tournament (Ice Dogs)
- b. November 19th – Walk of Lights – Town. Moonlight Madness – Chamber and BIA. The Artificially Hip Concert, sponsored by the Irishmen, at the GCC (3rd floor).
- c. Nov 19-21 – SSHS hockey tournament
- d. November 24th - Make your own Christmas Ornament – GCC
- e. November 26th - Black Friday Market at the GCC – sponsored by Julia Cleghorn for Fundy Transition House
- f. December 3rd – Christmas Parade
- g. December 4th – Santa's Arrival – GCC
- h. December 11th – ANICA from AGT concert (Full Circle Opening). Tickets will be on sale mid-October. 3rd floor - GCC.
- i. December 31st – 2021 wrap-up with Mayor and staff + St. Stephen 150 documentary release – 12-3pm, 3rd floor GCC (replacing Jan. 1st Levee this year).

Additional Information:

- a. Covid clinics moved back upstairs to 3rd floor – currently held semi-monthly.
- b. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- c. Senior Hockey League - Irishmen games start November 13 with games with 11 games scheduled through the end of February.

Respectfully submitted,
Kev Sumner - Director of Community Services



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



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, November 24, 2021
Subject: Protective Services Report

Recommendation: That this report be received for informational purposes.

Fire Chief Report

1. Alarms were:	Town Alarms	4
	Out of Town Alarms	5
	Total	9

Alarms	# Calls	# FF	# Hours
1. MVA	4	49	49
2. Chimney Fire	1	16	16
3. Hog Fuel Fire	1	11	33
4. Structure Fire	2	13	23
5. Vehicle Fire	1	13	13
Total			
SSFD	9		
Other FD	22		
St Stephen PW	3		
St Andrews PW	5		
Total calls dispatched	39	(October 21 – November 15)	

2. Fire Department Activities

1. Monthly meeting.
2. Fire extinguisher program.
3. 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. Semi-annual payroll submission for volunteers.
4. Senior Management Team meetings.
5. NBCC Association Training Representative duties.
6. Director of Protective Services duties. (Building and By-law)
7. JHSC meetings and related work.
8. TOSS Health and Safety Plan development.
9. NB SECA meetings and assessment review.
10. Regional Health Officer conference call.
11. 2022 Protective Services Budget.
12. Construction detail meetings with Pierce Mfg. for Ladder Truck.
13. HR related issues.
14. Emera Pipeline Community Liaison Committee meeting.

4. Other

At the request of the Treasurer please consider this as written notification of an unbudgeted expenditure related to the demolition of 62 Church Street on July 26th under emergency circumstances resulting from a structure fire. Council was notified verbally at the July 28th meeting of Council.

Sincerely,

Fire Chief Sean Morton

Bylaw Enforcement Report

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

Assist other Dept. (3)

Received a call from a gentleman with regards to a building permit.

Directed him to the building inspector.

Received a call with regards to certain building codes.

Passed onto the building inspector.

Received a call from the BIA with regards to parking on Milltown Blvd.

Informed her the biggest problem with parking is done the business owners themselves. She has sent out an email to them.

Assist general public (9)

(1) Received a complaint of roofers on King St. not wearing proper safety gear on the roof. This complaint was passed onto Work Safe NB.

(2) Received a call from a lady inquiring about a special fire permit in Town.

Message was given to the Fire Chief and he responded to her.

(3) Received a complaint from a citizen with regards to a person sleeping in the band stand.

Called the young man's father and he looked after the situation by getting his son out of there.

(4) Received a complaint of a travel trailer in a yard.

Patrol to the area and it was determined that someone is living in the trailer. This matter is still under investigation.

(5) Received a call from a lady with regards to a hedge set back from property line.

Informed was passed onto her.

(6) Received a call from a lady over a property line dispute.

Informed her she would have to get it surveyed by a licensed surveyor.

(7) Received a complaint of squatters taking over a house in Milltown.

Informed the complaint this would have to be investigated by the RCM Police.

(8) Received a call from a lady with regards to the picketers on King St.

Informed her so long as they are moving there is really nothing that we can do unless they are obstructing people.

(9) Received a call inquiring if you can hunt within the Town limits.

Informed the caller that you can not hunt with in the Town limits.

Parking (9)

Eight warnings given to people parking illegally at the mall, and Milltown Blvd.

Complaint of a vehicle blocking a driveway on King St. Patrol made but the vehicle had moved.

Dog Complaints (1)

(1) 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.

Regards,

Brent MacDougall

By Law Enforcement

Report of the Animal Control Officer

I patrolled the town daily and I responded to all calls and complaints. I received numerous calls on missing cats and dogs. A couple of barking dog complaints were filed, and warnings were given. A loose dog at the Milltown school was returned to the owners. Received a call of a loose dog at Tim Hortons and spoke to the owner about keeping the dog on a leash.

Regards,

Mike Shannon

Animal Control Officer

Building Inspection Report

The month of October brought in a total of 22 (twenty-two) permits which represents \$651,500.00 (six hundred and fifty-one thousand and five hundred dollars) in building costs. The total for the year is 131 (one hundred and thirty-one) permits at a total amount of \$4,964,383.29 (four million, nine hundred & sixty-four thousand, three hundred and eighty-three dollars & 29 cents).

No (0) Stop Work Orders were issued in the month October. My office has 5 (five) properties we are dealing with under the Unsightly By-Law which are active and in process.

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

Zero (0) Building Permit waivers for electrical needs were issued.

All required reports were filed with the appropriate government agencies

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

Respectively Submitted,

Manzer Young

Building Inspector

Town of St. Stephen



**Town of St. Stephen
Information Report to Council
Report: TR 17-21**



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: November 24, 2021
Subject: TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) October 2021 cheque register listing
C) September 2021 Statements of Revenue and Expenditure

Recommendation: That this report be received for informational purposes.

A) Staff Activity since last report:

1) Monthly accounting procedures:

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

- 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 25 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 102 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 December 31, 2020.
 - Department Head and Council Statements to September 30, 2021

2) Meetings:

- a) Senior Managers staff meetings.
- b) Accounting Team staff meetings.
- c) CPA professional development courses.
- d) Special Council Meeting-Audit-October 22, 2021.
- e) Special Council Meeting-Budget-November 10, 2021.
- f) Implementation of Customer Portal and Recreation Services software-Ongoing meetings.

3) Projects:

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

- b) Staff cross training-Ongoing.

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

- d) Multiple HST remittances-Ongoing.
- e) Various insurance issues-Ongoing.
- f) Administering the Charles F Todd Trust Fund-Ongoing.
- g) 2020 audit procedures-Complete.
- h) 2022 Budget procedures-In progress.
- i) Renewal of RBC and Scotiabank banking agreements-In progress.
- j) Transition to Customer Portal and Recreation Services software-In progress.

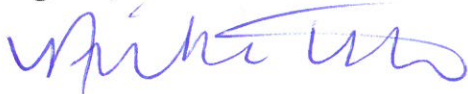
B) October 2021 Cheque Register Listing

MEMORANDUM

TO: TIM TOZER, TREASURER
FROM: NIKKI MOTT, ADMIN. & ACCOUNTING COORDINATOR
SUBJECT: OCTOBER 2021 CHEQUE REGISTER LISTING
DATE: NOVEMBER 16, 2021

Please find the October 2021, Cheque Register Listing with Paid Bills in the amount of \$1,360,774.24 (One Million, Three Hundred and Sixty Thousand, Seven Hundred Seventy-four Dollars and Twenty-four Cents).

Regards,



Nikki Mott
Admin. & Accounting Coordinator

Town of St. Stephen

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

Cheques from 0000000001 to 0000028335 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 9:30:14AM 11/17/2021

Page 1 of 7

Number	Issued	Amount	SC	Status	Status Date
0000028140	10/01/2021 RANDY'S TOWING 6112021 PS-BUILDINGINSPECTOR-UNSLIGH'	11,247.87 11,247.87	A/P	OUT-STD	10/01/2021
0000028142	10/04/2021 CARQUEST 14838-161706 TS-#23-TIE ROD END 14838-162031 TS-AIRPORT MOWER-1L 2STROKE 14838-162032 TS-AIRPORT MOWER-COAT & PROT 14838-162334 TS-#401-CARBURETO FLOAT 14838-163749 TS-#10-HYRDAULIC FITTINGS 284309 RC-#309-L&G SILVER, 6 MONTHS 284310 RC-#309-L&G GOLD, 12 MONTHS 284318 RC-#309-CORE RETURN	532.63 211.12 10.40 18.08 198.69 11.25 74.57 18.87 -10.35	A/P	OUT-STD	10/04/2021
0000028143	10/04/2021 FUNDY BUILDING INSPECTION 21-199 PS-BUILDINSPECTOR-SEP 19 - OCT	2,484.00 2,484.00	A/P	OUT-STD	10/04/2021
0000028144	10/04/2021 JEFF RENAUD SEPTEMBER2021 GG-CAO-TRAVEL ALLOWANCE FOR	250.00 250.00	A/P	OUT-STD	10/04/2021
0000028145	10/04/2021 JOAN MERRILL AUG30-SEP19/21 RC-LIBRARY-JANITORIAL SERVICES	247.00 247.00	A/P	OUT-STD	10/04/2021
0000028146	10/04/2021 KONICA MINOLTA BUSINESS SOLUTIONS 275377484 GG-ADMIN-COPIER MAINTENANCE I	302.43 302.43	A/P	OUT-STD	10/04/2021
0000028147	10/04/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUM 15795 PS-BYLAWS-SEP 24 - OCT 01/21 FEE	1,610.00 1,610.00	A/P	OUT-STD	10/04/2021
0000028148	10/04/2021 MEGA-LAB MANUFACTURING CO. LTD. 162041 PS-FIRE-AEROSAN SPRAY	267.95 267.95	A/P	OUT-STD	10/04/2021
0000028149	10/04/2021 MICHELLE VEST 50.96 CC-CANTEEN-SUPPLIES	50.96 50.96	A/P	OUT-STD	10/04/2021
0000028150	10/04/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 494994 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	10/04/2021
0000028151	10/04/2021 PITNEY WORKS SEPTEMBER132021 GG/RC-ADMIN-POSTAGE METER RE	253.78 253.78	A/P	OUT-STD	10/04/2021
0000028152	10/04/2021 SMET MONUMENTS 2001-41179 GG-EVENTS-COMMUNITY CHRISTM.	686.55 686.55	A/P	OUT-STD	10/04/2021
0000028153	10/04/2021 SOURCE ONE SUPPLIES 27691 CC-BUILDING-BATH TISSUE, PAPER	1,372.13 1,372.13	A/P	OUT-STD	10/04/2021
0000028154	10/04/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17841 CC-POWER-TROUBLESHOT POWEF	86.25 86.25	A/P	OUT-STD	10/04/2021
0000028155	10/04/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 244012 PS-FIRE-BUCKET SIT	195.50 195.50	A/P	OUT-STD	10/04/2021
0000028156	10/04/2021 ST. STEPHEN AREA CHAMBER 3510 GG-CIVIC-2021 GOLF TOURNAMENT	200.00 200.00	A/P	OUT-STD	10/04/2021
0000028157	10/04/2021 UNIFIRST CANADA LTD. 7100261616 CC-FRONTLOBBY-FLOOR MATS 7100262383 CC-FRONTLOBBY-FLOOR MATS	218.85 126.67 92.18	A/P	OUT-STD	10/04/2021
0000028158	10/04/2021 VALLEY EQUIPMENT LTD IY36456 TS-#6-HOSES	110.33 110.33	A/P	OUT-STD	10/04/2021
0000028159	10/04/2021 YELLOW PAGES GROUP INV02219609 PS-FIRE-DIGITAL & MEDIA LISTING F	41.59 41.59	A/P	OUT-STD	10/04/2021
0000028160	10/04/2021 ACCT 8025-280	1,430.41	A/P	OUT-STD	10/04/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000028335 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 9:30:14AM 11/17/2021

Page 2 of 7

Number	Issued	Amount	SC	Status	Status Date
	SEPTEMBER2021 LOCAL 770 UNION DUES-SEPTEMBE	1,430.41			
0000028161	10/04/2021 YELLOW PAGES GROUP	11.04	A/P	OUT-STD	10/04/2021
	INV02249414 GG-ADMIN-911 LISTING FOR SEPTE	11.04			
0000028162	10/04/2021 ACCT #903240047015	260.00	A/P	OUT-STD	10/04/2021
	SEPTEMBER2021 VOLUNTEER FIRE MEMBERSHIP DE	260.00			
0000028163	10/04/2021 ACCT #903240047015	178.10	A/P	OUT-STD	10/04/2021
	SEPTEMBER2021DIS VOLUNTEER FIRE DISABILITY DEDL	178.10			
0000028164	10/06/2021 iIMAGINE	12,636.49	A/P	OUT-STD	10/06/2021
	32 RC-TOURISMPPLAN-50% OF DESTIN/	12,636.49			
0000028183	10/13/2021 ALL GAS TANKS	31.09	A/P	OUT-STD	10/13/2021
	111378 TS-SHOP-6 PACK MIX OIL	20.80			
	111455 TS-SHOP-HOOK END	10.29			
0000028184	10/13/2021 AQUAM	216.26	A/P	OUT-STD	10/13/2021
	345446 CC-POOL-SUPERTENSIONER BLUE	216.26			
0000028185	10/13/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD.	753.72	A/P	OUT-STD	10/13/2021
	01P66051 TS-SHOP-RAGS	45.43			
	02P54146 RC-#309-OIL FILTERS, BLADES, SHC	708.29			
0000028186	10/13/2021 BELL ALIANT	2,983.66	A/P	OUT-STD	10/13/2021
	06336721SEP21 TS-AIRPORT-LANDLINE PHONES	169.87			
	11368891SEP21 GG-TOWNHALL-LANDLINE PHONES	1,007.70			
	11378668SEP21 TS/PS-199UNIONST-LANDLINE PHOI	370.79			
	11395944SEP21 PS-FIRE-LANDLINE PHONES	884.88			
	15772965SEP21 RC-REC/POOL-TELEPHONES	271.66			
	47424130SEP21 CC-ADMIN-LANDLINE PHONES	278.76			
0000028187	10/13/2021 BRUNET INC.	1,577.09	A/P	OUT-STD	10/13/2021
	51535 GG-ADMIN-MAXGALAXY DATABASE	327.75			
	51536 GG-ADMIN-DEVICE WENT OFFLINE	13.66			
	51537 TS-AIRPORT-SETUP NEW PC	81.94			
	51539 GG-ADMIN-WATCHGUARD FIREBOX	693.74			
	IN51794 TS-AIRPORT-REFURBISHED LAPTOI	460.00			
0000028188	10/13/2021 CANADIAN SPRINGS	3.45	A/P	OUT-STD	10/13/2021
	19003632091221 PS-RCMP-PAPER INVOICE FEE	3.45			
0000028189	10/13/2021 CARMICHAEL ENGINEERING LTD.	3,128.00	A/P	OUT-STD	10/13/2021
	FR-1745139 CC-HEATPUMPS-REPAIRS	3,128.00			
0000028190	10/13/2021 CHANDLER	2,104.50	A/P	OUT-STD	10/13/2021
	2217714 PS-FIRE-PAGERS	2,104.50			
0000028191	10/13/2021 CIBC MELLON GLOBAL SECURITIES NBMF0218002	30,965.82	A/P	OUT-STD	10/13/2021
	SEPTEMBER2021 GG-PENSIONPLANCONTRIBUTIONS	30,965.82			
0000028192	10/13/2021 CINTAS CANADA LIMITED	318.95	A/P	OUT-STD	10/13/2021
	5076010466 CC-BUILDING-FIRST AID SUPPLIES	318.95			
0000028193	10/13/2021 CUMING'S FIRE & SAFETY EQUIPMENT LTD.	11,137.93	A/P	OUT-STD	10/13/2021
	C074765 PS-FIRE-BUNKER SUITS	6,349.15			
	C075599 PS-FIRE-MTFS-800-DP 2.5" X 50" TR	4,788.78			
0000028194	10/13/2021 GEORGE APOPEI	120.00	A/P	OUT-STD	10/13/2021
	REFUND CC-SWIMLESSONS-REFUND	120.00			
0000028195	10/13/2021 IRVING ENERGY DISTRIBUTION AND MARKETING	957.56	A/P	OUT-STD	10/13/2021
	427188 CC/GG-BUILDING-NATURAL GAS	957.56			
0000028196	10/13/2021 JEREMY MCSHANE	89.60	A/P	OUT-STD	10/13/2021

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CHEQUE REGISTER

Printed: 9:30:14AM 11/17/2021

Page 3 of 7

Number	Issued	Amount	SC	Status	Status Date
	RAPIDCOVIDTESTS CC-BUILDING-PICKING UP RAPID CO	89.60			
0000028197	10/13/2021 KRISSE GIDDENS	60.00	A/P	OUT-STD	10/13/2021
	REFUND CC-SWIMLESSONS-PAID TWICE	60.00			
0000028198	10/13/2021 L.E.WHITTAKER CO., LTD.	86.25	A/P	OUT-STD	10/13/2021
	44387 PS-FIRE-HYDROSTATIC TESTING	86.25			
0000028199	10/13/2021 LIFESAVING SOCIETY - NB Branch	30.00	A/P	OUT-STD	10/13/2021
	7638A CC-POOL-LIFESAVING INSTRUCTOF	30.00			
0000028200	10/13/2021 MICHELLE VEST	494.20	A/P	OUT-STD	10/13/2021
	ATLANTICSUMMIT21 GG-EVENTS-EVENT ATLANTIC SUMI	494.20			
0000028201	10/13/2021 MINISTER OF FINANCE	288.00	A/P	OUT-STD	10/13/2021
	SEP24-OCT07/21 EMPLOYEE DEDUCTIONS-SEP 24 - O	288.00			
0000028202	10/13/2021 N. B. ELECTRIC POWER	12,493.66	A/P	OUT-STD	10/13/2021
	19051703OCT01 TS-AIRPORT-ELECTRICITY	166.21			
	19051801OCT21 TS-AIRPORT-ELECTRICITY	53.97			
	216000030308OCT21 TS-ST5-AREA LIGHTS	12,233.33			
	65083030OCT21 RC-PARKS-MILLTOWN BOAT LAUNC	40.15			
0000028203	10/13/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	10/13/2021
	495847 PS-RCMP-FLOOR MATS	46.74			
0000028204	10/13/2021 ORCHARD'S PAINT 2014 LTD.	1,087.45	A/P	OUT-STD	10/13/2021
	491877 RC-PARKS-TRAFFIC PAINT	1,092.44			
	794840ADJ* CC-ARENA-HST ADJUSTEMENT	-4.99			
0000028205	10/13/2021 ORR ELECTRIC & ALARM LTD.	816.69	A/P	OUT-STD	10/13/2021
	5016 TS-TRAFFICLIGHTS-CHANGED TRAI	587.59			
	5242 TS-TRAFFICLIGHTS-TOOK NUMBER	229.10			
0000028206	10/13/2021 PAYROLL TRANSFER	84,066.00	A/P	OUT-STD	10/13/2021
	PAY202021 GG-TRANSFER-SEP 24 - OCT 07/21	84,066.00			
0000028207	10/13/2021 PETTY CASH	137.35	A/P	OUT-STD	10/13/2021
	AUGRECIPEPRIZE GG-EVENTS-AUGUST RECIPE CONT	50.00			
	SEPRECIPECONTEST GG-EVENTS-SEPTEMBER RECIPE C	50.00			
	SEPTEMBER032021 GG-BYLA-W-REGISTERED LETTER	12.45			
	SEPTEMBER212021 GG-BUILDINGINSPECTOR-REGISTE	12.45			
	SEPTEMBER212021* GG-BUILDINGINSPECTOR-REGISTE	12.45			
0000028208	10/13/2021 RECEIVER GENERAL FOR CANADA	41,413.53	A/P	OUT-STD	10/13/2021
	PAY202021 GG-REMITTANCE-SEP 24 - OCT 07/2	41,413.53			
0000028209	10/13/2021 RIMKUS CONSULTING GROUP CANADA INC.	4,600.00	A/P	OUT-STD	10/13/2021
	MIS00050217 CC-POOL-POOL TILES ASSESSMEN	4,600.00			
0000028210	10/13/2021 SAUNDERS EQUIPMENT LTD.	84.24	A/P	OUT-STD	10/13/2021
	85501 CC-ZAMBONI-2 BOLT FLANGE BEAR	84.24			
0000028211	10/13/2021 SHANNON MICHAEL	1,616.45	A/P	OUT-STD	10/13/2021
	SEPTEMBER2021 PS-ANIMALCONTROL-MONTHLY VEI	1,616.45			
0000028212	10/13/2021 SMET MONUMENTS	2,387.46	A/P	OUT-STD	10/13/2021
	2001-40689 GG-EVENTS-SECOND BATEAU PLAC	686.55			
	2001-41389* GG-EVENTS-BATEAU PLAQUE	862.50			
	2001-41656 GG-EVENTS-LOYALIST PLAQUE	805.00			
	FC15777 GG-EVENTS-FINANCE CHARGES	33.41			
0000028213	10/13/2021 SOURCE ONE SUPPLIES	141.73	A/P	OUT-STD	10/13/2021
	27915 TS-SHOP-GARBAGE BAGS	141.73			
0000028214	10/13/2021 SOUTHERN SANITATION LTD.	15,721.94	A/P	OUT-STD	10/13/2021

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CHEQUE REGISTER

Printed: 9:30:14AM 11/17/2021

Page 4 of 7

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	187563	GG-TOWN-GARBAGE COLLECTION			
		15,721.94			
0000028215	10/13/2021	TOTAL FALL PROTECTION			
	1235866	PS-FIRE-FIRE EQUIPMENT INSPECT			
		707.83	A/P	OUT-STD	10/13/2021
0000028216	10/13/2021	WATER & ICE NORTH AMERICA INC.			
	52876	CC-POOL-AIR RELIEF SUPPORTS			
		55.20	A/P	OUT-STD	10/13/2021
0000028217	10/13/2021	IRVING ENERGY DISTRIBUTION AND MARKETING			
	741852	TS-ST5-DIESEL			
		2,767.34	A/P	OUT-STD	10/13/2021
0000028218	10/18/2021	A ONE PUMPING SERVICE LTD.			
	7943	PS-FIRE-FUND RAISER PORTABLE T			
		103.50	A/P	OUT-STD	10/18/2021
0000028219	10/18/2021	CARMICHAEL ENGINEERING LTD.			
	FR-17402323	CC-POOL-FAULTY COMPRESSOR IN			
		3,156.75	A/P	OUT-STD	10/18/2021
0000028220	10/18/2021	CLASSIC ASPHALT LTD.			
	21-042	TS-TRANS&DIST-ASPHALT			
		1,430.60	A/P	OUT-STD	10/18/2021
0000028221	10/18/2021	COCA COLA CANADA BOTTLING LIIMITED			
	15330204973	CC-CANTEEN-COCA COLA SUPPLIE			
		580.16	A/P	OUT-STD	10/18/2021
0000028222	10/18/2021	DEMPSEY'S PLUMBING & HEATING			
	6925	CC-POOL-FIXED COMMERCIAL TOIL			
		92.00	A/P	OUT-STD	10/18/2021
0000028223	10/18/2021	DOWNEY FORD SALES LTD.			
	33087	RC-#308-TPMS SENSOR			
		83.52	A/P	OUT-STD	10/18/2021
0000028224	10/18/2021	KONICA MINOLTA BUSINESS			
	8092852	GG-ADMIN-COPIER LEASE FOR AUC			
		267.43	A/P	OUT-STD	10/18/2021
0000028225	10/18/2021	MINISTER OF FINANCE			
	403	GG-COUNCIL-MUNICIPAL ORIENTAT			
		90.00	A/P	OUT-STD	10/18/2021
0000028226	10/18/2021	N. B. ELECTRIC POWER			
	18988703OCT21	TS/PS-199UNIONST-ELECTRICITY			
	71315207OCT21	PS-RCMP-ELECTRICITY			
	83278804OCT21	TS-ST5-PARKS SHED			
		2,071.86	A/P	OUT-STD	10/18/2021
		1,092.72			
		947.53			
		31.61			
0000028227	10/18/2021	RICHWIL TRUCK CENTRE LTD.			
	142358	TS-#7-HEAD MIRROR			
	CM141558	TS-#5-OIL SEALS, CORE RETURNS			
		516.46	A/P	OUT-STD	10/18/2021
		916.61			
		-400.15			
0000028228	10/18/2021	SERVICE NEW BRUNSWICK			
	20086ADDMEMJUL21	PS-FIREFIGHTERASSESSNOTICE-A			
	20086INTEREST21	PS-FIRE-INTEREST21			
		1,326.41	A/P	OUT-STD	10/18/2021
		1,312.50			
		13.91			
0000028229	10/18/2021	ST. CROIX PRINTING & PUBLISHING COMPANY LIMITEE			
	32645	CC-BUILDING-NO LOITERING SIGNS			
	32681	GG-ADMIN-REQUEST FOR LEAVE FOR			
	32685	PS-FIRE-BUILDING INSPECTION REI			
		469.02	A/P	OUT-STD	10/18/2021
		293.25			
		104.77			
		71.00			
0000028230	10/18/2021	The 5 Kings Brew Pub Inc.			
	OCT12/22	GG-150COMMITTEEJOINTEVENT-1/2			
		1,100.00	A/P	OUT-STD	10/18/2021
		1,100.00			
0000028231	10/18/2021	UNIFIRST CANADA LTD.			
	7100263167	CC-FRONTLOBBY-FLOOR MATS			
	7100263932	CC-FRONTLOBBY-FLOOR MATS			
		251.37	A/P	OUT-STD	10/18/2021
		131.37			
		120.00			
0000028232	10/18/2021	YELLOW PAGES GROUP			
	INV02274897	GG-TOWNHALL-YELLOW PAGES ME			
		89.96	A/P	OUT-STD	10/18/2021
		89.96			
0000028233	10/18/2021	ST. CROIX PUBLIC LIBRARY			
	OCT-DEC/21GRANT	GG-GRANT-OCTOBER - DECEMBER			
		9,661.75	A/P	OUT-STD	10/18/2021
		9,661.75			
0000028234	10/18/2021	FUNDY BUILDING INSPECTION			
	21-207	PS-BUILDINGINSPECTOR-OCT 03-16			
		2,484.00	A/P	OUT-STD	10/18/2021
		2,484.00			

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Page 5 of 7

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0000028235	10/18/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUM 15805 PS-BYLAW-OCT 04-15/21 FEE	1,610.00 1,610.00	A/P	OUT-STD	10/18/2021
0000028236	10/18/2021 N. B. ELECTRIC POWER 17935200OCT21 TS-KING/UNIONST-TRAFFIC LIGHT 18169205OCT21 RC-POOL-MILL LANE 50660140OCT0821 RC-PARKS-ROTARY CHANGING ROO 54187672OCT21 TS-KIN/QUEENST-TRAFFIC LIGHTS 55160607OCT21 RC-COTTONMILL-LIGHTS 55917471OCT21 TS-STW-WATERFRONT LIGHTS 57955782OCT21 RC--PARKS-CHOCOLATE PARK BAN 72924306OCT21 RC-PARKS-BANDSTAND 73006038OCT21 RC-LIBRARY-ELECTRICITY 82122207OCT21 RC-PARKS-BASKETBALL COURT 8496051OCT21 RC-PARKS-RIVERSIDE DR LIGHTS	1,460.92 42.32 157.33 27.52 41.37 41.69 73.01 29.41 46.40 898.51 27.36 76.00	A/P	OUT-STD	10/18/2021
0000028237	10/22/2021 RECEIVER GENERAL FOR CANADA PAY212021 GG-REMITTANCE- OCT 8-OCT 21/21	35,236.41 35,236.41	A/P	OUT-STD	10/22/2021
0000028238	10/27/2021 AIR LIQUIDE CANADA INC. 73436175 TS-SHOP-BLUESHIELD 8	173.62 173.62	A/P	OUT-STD	10/27/2021
0000028239	10/27/2021 AQUAM 348052 CC-POOL-DEMONSTATION MAT	408.64 408.64	A/P	OUT-STD	10/27/2021
0000028240	10/27/2021 BLAZE STUDIOS INC. 01553 GG-COUNCIL-ESCRIBE INTEGRATIC	143.75 143.75	A/P	OUT-STD	10/27/2021
0000028241	10/27/2021 BRIGGS PLUMBING INC. 1575121 PS-FIRE-REPAIRED LEAKING TOILE'	116.37 116.37	A/P	OUT-STD	10/27/2021
0000028242	10/27/2021 CHANDLER 2233251 PS-FIRE-DELIVERY CHARGE	40.25 40.25	A/P	OUT-STD	10/27/2021
0000028243	10/27/2021 CHARLOTTE COUNTY JANITORIAL 5043 PS-FIRE-JANITORIAL FOR SEPTEME 5045 PS-RCMP-JANITORIAL FOR SEPTEM 5053 TS-SHOP-JANITORIAL SERVICES- S	1,469.17 161.00 1,216.17 92.00	A/P	OUT-STD	10/27/2021
0000028244	10/27/2021 CINTAS CANADA LIMITED 5078055204PS PS-FIRE-FIRST AID SUPPLIES 5078055204TS TS-SHOP-FIRST AID SUPPLIES	559.73 95.78 463.95	A/P	OUT-STD	10/27/2021
0000028245	10/27/2021 DOW JENNIFER PRUNERS2021 RC-HORT-PRUNERS	48.30 48.30	A/P	OUT-STD	10/27/2021
0000028246	10/27/2021 HICKS MORLEY HAMILTON STEWART STORIE LLP 584569 GG-LEGAL-GENERAL	235.75 235.75	A/P	OUT-STD	10/27/2021
0000028247	10/27/2021 K & D PRATT 202310 PS-FIRE-BUNKER JACKET, BUNKER	2,856.49 2,856.49	A/P	OUT-STD	10/27/2021
0000028248	10/27/2021 KEITH'S BUILDING SUPPLIES 209718 CC-POOL-FLEX SEALANT 209895 TS-SHOP-DECK SCREWS	55.16 25.28 29.88	A/P	OUT-STD	10/27/2021
0000028250	10/27/2021 LIFESAVING SOCIETY - NB Branch 3623 CCPOOL-INSTRUCTOR TRAINER AP 7626A CC-POOL-STANDARD FIRST AID WI 7626A* CC-GCCMAINTENANCESTAFF-STAN 7626A** GG-EVENTSSTAFF-STANDARD FIRS 7626A-PW TS-TRAINING-STANDARD FIRST AID	888.85 60.00 417.85 123.30 20.55 143.85	A/P	OUT-STD	10/27/2021

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Page 6 of 7

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	7626A-RC RC-PARKS-TRAINING-STAND FIRST	123.30			
0000028251	10/27/2021 MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	10/27/2021
	RC00103712 CC-BUILDING-WATER COOLER REN	80.50			
0000028252	10/27/2021 MICHELLE VEST	617.71	A/P	OUT-STD	10/27/2021
	CANTEEN/WALKOFLIGHTS CC-EVENTS-CANTEEN/SP.EVENTS S	617.71			
0000028253	10/27/2021 MIDLAND COURIER	60.03	A/P	OUT-STD	10/27/2021
	10060419 TS-#13-FROM TOROMONT CAT MAR	60.03			
0000028254	10/27/2021 MILLTOWN MACHINE & FABRICATION LTD.	45.22	A/P	OUT-STD	10/27/2021
	22305 TS-SHOP-ANGLE IRONS, FLAT BAR	45.22			
0000028255	10/27/2021 MINISTER OF FINANCE	288.00	A/P	OUT-STD	10/27/2021
	OCT08-OCT21/21 EMPLOYEE DEDUCTIONS OCT 08 - 1	288.00			
0000028257	10/27/2021 ORKIN CANADA CORPORATION	261.05	A/P	OUT-STD	10/27/2021
	C-2821584 CC-BUILDING-PEST CONTROL	89.70			
	C-2821594 PS-FIRE-PEST CONTROL	171.35			
0000028258	10/27/2021 PRODUCTIVITY PLUS ACCOUNT	9.66	A/P	OUT-STD	10/27/2021
	AUGUSTINTEREST21 TS-#11-AUGUST INTEREST 2021	9.66			
0000028259	10/27/2021 PROVINCIAL BANDAG TIRES	1,304.10	A/P	OUT-STD	10/27/2021
	56228 TS-#5-TIRES	1,304.10			
0000028260	10/27/2021 SHARPE'S LAWN CARE	1,150.00	A/P	OUT-STD	10/27/2021
	1073 GG-INDUSTRIALPARKENTRANCE- V	1,150.00			
0000028261	10/27/2021 SOURCE ONE SUPPLIES	1,195.23	A/P	OUT-STD	10/27/2021
	28043 CC-BUILDING-PLASTIC BOTTLES, TF	36.87			
	28044 CC-BUILDING-SILICONE SPRAY	275.86			
	28054 GG-TRANSCANADATRAILGRANT-GA	141.73			
	28084 PS-FIRE-LAUNDRY DETERGENT	51.80			
	28089 CC-BUILDING-CLEAR GLOVES	688.97			
0000028262	10/27/2021 SOUTHERN SANITATION LTD.	15,721.94	A/P	OUT-STD	10/27/2021
	187612 GG-TOWN-GARBAGE COLLECTION	15,721.94			
0000028263	10/27/2021 SOUTH WEST COURIER	47.61	A/P	OUT-STD	10/27/2021
	20350 TS-#7 - FROM SAINT JOHN SPRINGV	47.61			
0000028264	10/27/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	9,793.40	A/P	OUT-STD	10/27/2021
	225169-225765 GG-TOWN-REGIONAL LANDFILL COI	9,793.40			
0000028265	10/27/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	11,116.90	A/P	OUT-STD	10/27/2021
	244647 PS-FIRE-LEARN THE SOUNDS OF FI	264.50			
	32695 CC-BUILDING-NO VACCINE, NO ADM	47.27			
	32705 GG-OFFICE-GENERIC WELCOME BL	77.05			
	32714 CC-BUILDING-MASK POSTERS	24.33			
	32755 CC-ARENA-SIGNAGE	10,703.75			
0000028266	10/27/2021 STATIONERY PLUS	576.37	A/P	OUT-STD	10/27/2021
	90278 PS-FIRE-PERMANENT MARKERS	11.12			
	90409 CC-ADMIN-HEADSET	52.60			
	90536 GG-ADMIN-FILE FOLDERS	14.65			
	91698 GG-TOWN HALL-LASER TONER	114.87			
	92097 CC-ADMIN-PRINTER	234.01			
	92389 GG-ADMIN-PAPER	17.63			
	92396 GG-ADMIN-LASER TONER	114.87			
	92808 TS-SHOP-WHITEBOARD CLEANER,	16.62			
0000028267	10/27/2021 THE MINISTER OF FINANCE AND TREASURY BOAR	299,792.75	A/P	OUT-STD	10/27/2021

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Page 7 of 7

Number	Issued	Amount	SC	Status	Status Date
	36424 PS-RCMP-JUL - SEP/21 POLICING C	299,792.75			
0000028268	10/27/2021 TK ELEVATOR (CANADA) LIMITED	392.22	A/P	OUT-STD	10/27/2021
	2018645 CC-ELEVATOR-REPAIR DUE TO VAN	392.22			
0000028269	10/27/2021 TOROMONT CAT (MARITIMES)	70.84	A/P	OUT-STD	10/27/2021
	AFC024414E TS-#13-KINGPIN BOLTS	70.84			
0000028270	10/27/2021 TROY LIFE & FIRE SAFETY LTD	661.25	A/P	OUT-STD	10/27/2021
	1000458174 CC-BUILDING-SEMI-ANNUAL WET IT	661.25			
0000028271	10/27/2021 UNIFIRST CANADA LTD.	84.55	A/P	OUT-STD	10/27/2021
	7100264744 CC-FRONTLOBBY-FLOOR MATS	84.55			
0000028272	10/27/2021 YELLOW PAGES GROUP	88.20	A/P	OUT-STD	10/27/2021
	INV02203826 GG-TOWNHALL-YELLOW PAGES ME	88.20			
0000028273	10/28/2021 N. B. ELECTRIC POWER	28,371.19	A/P	OUT-STD	10/28/2021
	10126106OCT21 TS-XING LIGHTS-KING ST	27.36			
	19055406OCT21 RC-ARENA-ELECTRICITY	376.89			
	54253127OCT21* CC-BUILDING-ELECTRICITY	27,886.52			
	54653258OCT21 TS-KING/SUPERSTORE-TRAFFIC LIC	80.42			
0000028274	10/28/2021 PAYROLL TRANSFER	78,371.17	A/P	OUT-STD	10/28/2021
	PAY212021 GG-TRANSFER-OCT 8 - OCT 21/21	78,371.17			
	Total Issued (114):	\$777,388.38			
	Total Voided (0):	\$0.00			
	Grand Total:	\$777,388.38			
	Number of Cheques Listed:	114			

* - 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 0000009389 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 10:57:49AM 11/16/2021

Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
0000009304	10/04/2021 ALL GAS TANKS 111034 SCD-DISPOSAL-SPINDLE ASSEMBL'	183.84 183.84	A/P	OUT-STD	10/04/2021
0000009305	10/04/2021 PITNEY WORKS SEPTEMBER132021* WS/SCD-ADMIN-POSTAGE METER R	513.22 513.22	A/P	OUT-STD	10/04/2021
0000009306	10/04/2021 SCP DISTRIBUTORS INC CANADA FF025520 WS-TRANS&DIST-RT 20L YELLOW 6: FF025716 WS-SOURCE-RT 20L YELLOW 63MM	1,024.65 -474.95 1,499.60	A/P	OUT-STD	10/04/2021
0000009307	10/04/2021 SOURCE ONE SUPPLIES 27919 SCD-DISPOSAL-PAPER TOWEL	55.48 55.48	A/P	OUT-STD	10/04/2021
0000009308	10/04/2021 THOMAS CONNICK 136 WS-WATERTOWER-MOWING FRON'	275.00 275.00	A/P	OUT-STD	10/04/2021
0000009333	10/13/2021 ALL GAS TANKS 111281 WS-SOURCE-SMOKE GLASSES, CAI	125.07 125.07	A/P	OUT-STD	10/13/2021
0000009334	10/13/2021 BELL ALIANT 11366812SEP21 WS-SOURCE-PUMP STATION 19002807SEP21 SCD-DISPOSAL-OLD BAY WASTEWA	324.07 136.87 187.20	A/P	OUT-STD	10/13/2021
0000009335	10/13/2021 BRUNET INC. 51536* WS/SCD-ADMIN-DEVICE WENT OFFI 51539* WS/SCD-ADMIN-WATCHGUARD FIRE	707.39 13.65 693.74	A/P	OUT-STD	10/13/2021
0000009336	10/13/2021 EMCO CORPORATION 125213001875 WS-TRANS&DIST-SERVICE TUBES	241.41 241.41	A/P	OUT-STD	10/13/2021
0000009337	10/13/2021 N. B. ELECTRIC POWER 36869807OCT21 WS-3-119MAXWELLCROSSING-BUIL 50228902OCT21 WS-MAXWELLCROSSING-PUMP 52557428oct21 SCD-218OLDBAYRD-WASTEWATER 53473043OCT21 WS-SOURCE-CHLORINE RESIDUAL 61230004OCT21 WS-MAXWELLCROSSING-PUMP 82291006OCT21 WS-SOURCE-RESERVOIR	16,560.76 908.62 164.14 12,226.29 29.72 3,061.53 170.46	A/P	OUT-STD	10/13/2021
0000009338	10/13/2021 RESEARCH & PRODUCTIVITY COUNCIL 332102 WS-SOURCE-DRINKING WATER LAE 332506 WS-SOURCE-DRINKING WATER TES	1,165.50 315.74 849.76	A/P	OUT-STD	10/13/2021
0000009339	10/13/2021 SOURCE ATLANTIC 4024542 WS-TRANS&DIST-JACKET, BIB PANT	243.06 243.06	A/P	OUT-STD	10/13/2021
0000009340	10/13/2021 XPLORNET INV39408293 WS-MAXWELLCROSSING-SATELLITI	204.11 204.11	A/P	OUT-STD	10/13/2021
0000009341	10/18/2021 ALL GAS TANKS 111746 WS-SOURCE-STIHL BLOWER	252.94 252.94	A/P	OUT-STD	10/18/2021
0000009342	10/18/2021 A ONE PUMPING SERVICE LTD. 21962 SCD-SEWER-JET-RODDER AND OPE 21965 SCD-DISPOSAL-JET-RODDER AND C 21966 SCD-DISPOSAL-JET-RODDER AND C	1,983.75 345.00 1,293.75 345.00	A/P	OUT-STD	10/18/2021
0000009343	10/18/2021 NULANTIC WATER INC. NU101212 SCD-DISPOSAL-METER GASKETS, F	242.43 242.43	A/P	OUT-STD	10/18/2021
0000009344	10/18/2021 PITNEY BOWES LEASING 3201807550 WS-ADMIN-POSTAGE METER LEASE	578.74 578.74	A/P	OUT-STD	10/18/2021
0000009345	10/18/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 32681* WS/SCD-ADMIN-REQUEST FOR LEA	104.76 104.76	A/P	OUT-STD	10/18/2021

* - 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 0000009389 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 10:57:49AM 11/16/2021

Page 2 of 3

Number	Issued	Amount	SC	Status	Status Date
0000009346	10/18/2021 STRESCON LIMITED 50415706 SCD-DISPOSAL-FRAMES AND COVE	437.00 437.00	A/P	OUT-STD	10/18/2021
0000009347	10/18/2021 WOLSELEY CANADA INC. 1140214 WS-TRANS&DIST-ADAPTERS 1140215 WS-TRANS&DIST-SERVICE LINE TUI 1170970 WS-TRANS&DIST-DECHLORINATION 1181608 WS-TRANS&DIST-BOOT COVERS 1197056 WS-TRANS&DIST-FLANGE ADAPTEF	2,069.24 582.74 493.35 427.89 36.26 529.00	A/P	OUT-STD	10/18/2021
0000009348	10/18/2021 N. B. ELECTRIC POWER 53123617OCT21 SCD-ST5-DECHLORINATION CHAME 53158875OCT21 SCD-ST5-BUDD AVE LIFT STATION 54807440OCT21 SCD-ST5-159A MILLTOWN BLVD. LIF 56356048OCT21 SCD-ST5-18 RIVERSIDE DR LIFT ST/ 61224002OCT21 SCD-ST5-358A MILLTOWN BLVD LIF 61236008OCT21 SCD-ST5-BUDD AVE LIFT STATION 76139807OCT21 SCD-ST5-5-4 RIVERSIDE DR LIFT ST 84934906OCT21 SCD-ST5-6-58A RIVERSIDE DR LIFT 84943406OCT21 WS-ST5-TODD HILL RESERVOIR	5,044.77 128.03 3,034.52 33.66 33.66 1,048.74 377.97 117.28 106.08 164.83	A/P	OUT-STD	10/18/2021
0000009349	10/27/2021 A ONE PUMPING SERVICE LTD. 21983 SCD-DISPOSAL-JET-RODDER AND C	690.00 690.00	A/P	OUT-STD	10/27/2021
0000009350	10/27/2021 ATERA ENVIRO INC. 20211005S WS-SOURCE-PALINTEST KEMIO DIS	3,190.10 3,190.10	A/P	OUT-STD	10/27/2021
0000009351	10/27/2021 CINTAS CANADA LIMITED 5078055271 WS-TRANS&DIST-FIRST AID SUPPLI	468.12 468.12	A/P	OUT-STD	10/27/2021
0000009352	10/27/2021 DOWNEY FORD SALES LTD. 33074 WS-#102-TPMS SENSOR KIT	83.52 83.52	A/P	OUT-STD	10/27/2021
0000009353	10/27/2021 HARRIS INDUSTRIAL TESTING SERVICES LTD. 8291 SCD-DISPOSAL-EFFLUENT TEST	287.50 287.50	A/P	OUT-STD	10/27/2021
0000009354	10/27/2021 KEITH'S BUILDING SUPPLIES 209828 WS-TRANS&DIST-10 PIECE PHILLIP	30.87 30.87	A/P	OUT-STD	10/27/2021
0000009355	10/27/2021 LIFESAVING SOCIETY - NB Branch 7626A-UTI WS-TRANS&DIST-TRAINING-STAND,	82.20 82.20	A/P	OUT-STD	10/27/2021
0000009356	10/27/2021 MCGIBBON INDUSTRIES LTD. 36 WS-TRANS&DIST-GRAVEL	1,794.00 1,794.00	A/P	OUT-STD	10/27/2021
0000009357	10/27/2021 MEGA-LAB MANUFACTURING CO. LTD. 162367 WS-TRANS&DIST-12L CASE OF BOW	257.60 257.60	A/P	OUT-STD	10/27/2021
0000009358	10/27/2021 N. B. ELECTRIC POWER 61204006OCT21 SCD-ST5-2-216 KING ST LIFT STATIC	212.39 212.39	A/P	OUT-STD	10/27/2021
0000009359	10/27/2021 RESEARCH & PRODUCTIVITY COUNCIL 332988 WS-SOURCE-DRINKING WATER LAE 333571 WS-SOURCE-DRINKING WATER LAE 333972 WS-SOURCE-DRINKING WATER LAE	2,198.81 473.62 1,696.89 28.30	A/P	OUT-STD	10/27/2021
0000009360	10/27/2021 SAINT JOHN LABORATORY SERVICES LTD. 830-21 SCD-DISPOSAL-TREATMENT PLANT	1,394.72 1,394.72	A/P	OUT-STD	10/27/2021
0000009361	10/27/2021 SOURCE ATLANTIC 4043056 SCD-DISPOSAL-SOFT SHELL JACKE	465.10 465.10	A/P	OUT-STD	10/27/2021
0000009362	10/27/2021 STATIONERY PLUS 89680 WS-TRANS&DIST-PENCIL, PAPER CI	133.13 6.65	A/P	OUT-STD	10/27/2021

* - 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 0000009389 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 10:57:49AM 11/16/2021

Page 3 of 3

Number	Issued		Amount	SC	Status	Status Date
	90513	WS-SOURCE-BATTERIES, MARKER	94.24			
	90536*	WS/SCD-ADMIN-FILE FOLDERS	14.62			
	92389*	WS/SCD-ADMIN-PAPER	17.62			
		Total Issued (35):	\$43,625.25			
		Total Voided (0):	\$0.00			
		Grand Total:	\$43,625.25			
		Number of Cheques Listed:	35			

* - 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 0000000072 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 10:58:20AM 11/16/2021

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000070	10/13/2021 TOWN OF ST. STEPHEN 29000.00***	29,000.00 29,000.00	A/P	OUT-STD	10/13/2021
		Total Issued (1):			
		\$29,000.00			
		Total Voided (0):			
		\$0.00			
		Grand Total:			
		\$29,000.00			
		Number of Cheques Listed:			
					1

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000000116 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 11:17:28AM 11/16/2021

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
	<i>Combined Sewer Separation & Water Main Renewal - Union St. - West to Boundary</i>				
0000000114	10/12/2021	FAIRVILLE CONSTRUCTION LTD.			
	QM-3644-02	Project#203763 Combined Sewer Sep	344,168.73	A/P	OUT-STD 10/12/2021
			344,168.73		
		Total Issued (1):	\$344,168.73		
		Total Voided (0):	\$0.00		
		Grand Total:	\$344,168.73		
		Number of Cheques Listed:	1		

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000000117 dated between 10-01-2021 and 10-31-2021

CHEQUE REGISTER

Printed: 11:17:48AM 11/16/2021

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000113	10/12/2021	147,500.89	A/P	OUT-STD	10/12/2021
	QM-3644-02*	147,500.89			
	Project#203763 Combined Sewer Sep				
	<i>Combined Sewer Saperation & Waterz Main Renewal - Union St (West to Boundary)</i>				
	FAIRVILLE CONSTRUCTION LTD.				
	Total Issued (1):	\$147,500.89			
	Total Voided (0):	\$0.00			
	Grand Total:	\$147,500.89			
	Number of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

October, 2021

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,248.34
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,828.37
Total	\$ 19,076.71

SERVICE NEW BRUNSWICK:

October, 2021

Invoice #1505696 (Utility Payment Acceptance Fees)	\$ 14.28
Grand Total	\$ 19,090.99

C) September 2021-Statements of Revenue and Expenditure

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

	Actual To Date For the Nine Months Ending September 30, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Taxes	4,142,875	5,523,832	\$1,380,957	75%
Services Provided to Other Governments	169,509	236,293	66,784	72%
Sale of Services	209,266	400,400	191,134	52%
Other Revenue From Own Sources	141,597	197,455	55,858	72%
Unconditional Grants	1,522,156	1,466,987	-55,169	104%
Conditional Transfers	15,353	4,200	-11,153	366%
Other Transfers	1,211,203	1,641,623	430,420	74%
Total Revenue	<u>7,411,959</u>	<u>9,470,790</u>	<u>2,058,831</u>	<u>78%</u>
Expenditure				
General Government Services	785,672	1,110,315	324,643	71%
Protective Services	1,697,138	2,388,671	691,533	71%
Transportation Services	1,398,192	2,269,423	871,231	62%
Environmental Health Services	212,154	305,723	93,569	69%
Environmental Development Services	302,853	479,806	176,953	63%
Recreational and Cultural Services	1,497,694	2,169,859	672,165	69%
Fiscal Services	666,081	738,993	72,912	90%
Other	2,267	8,000	5,733	28%
Total Expenditures	<u>6,562,051</u>	<u>9,470,790</u>	<u>2,908,739</u>	<u>69%</u>
Surplus (Deficit)	<u>\$849,908</u>	<u>\$0</u>		

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

	Actual To Date For the Nine Months Ending September 30, 2021	Budget For the Year Ending December 31, 2021	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,689,537	\$2,182,200	\$492,663	77%
Other Revenue From Own Source	\$168,062	\$207,600	39,538	81%
Total Revenue	<u>1,857,599</u>	<u>2,389,800</u>	<u>532,201</u>	<u>78%</u>
Expenditures				
Water Supply	\$796,748	\$1,182,674	385,926	67%
Sewerage Collection and Disposal	\$475,377	\$744,702	269,325	64%
Fiscal Services	\$386,256	\$462,424	76,168	84%
Total Expenditures	<u>1,658,381</u>	<u>2,389,800</u>	<u>731,419</u>	<u>69%</u>
Surplus (Deficit)	<u>\$199,218</u>	<u>\$0</u>		



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



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: November 24, 2021
Subject: November Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 9 new Meters.
- b) Flushed water mains.
- c) Repaired 5 laterals.
- d) Repaired 2 Hydrants.

2: Streets:

- a) Hauled winter sand.
- b) Patched streets.
- c) Put up Legion Banners.
- d) Removed floating slip from wharf.

3: Waste Water:

- a) Videoed 2 Sewer Laterals.
- b) Repaired 2 Manholes.
- c) Regular Maintenance.
- d) There was an unbudgeted expenditure for manhole frames and covers for the Milltown Blvd Paving Project.

Project Updates – Town of St. Stephen

November 02, 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

Contractor to address deficiencies in the spring of 2022.

Riverside Drive WWPS Replacement – Project No. 19-9953

All underground work complete. Building placed, contractor currently focusing on mechanical and electrical work.

Future St. Stephen

As of November 15, 2021

Economic Development Report

Housing

- St. Stephen Inn conversion in process.
- Exploring options for transitional housing with John Howard Society.

Population Growth

- Welcome St. Stephen soft launched at the end of October and is now bringing on volunteers and newcomers. The program description and newcomer registration form can be found at <http://futureststephen.ca/welcome-st-stephen-newcomer-connection-program/>.

Commercial/Small Business Growth

- Greco building and 385 Milltown Blvd did not sell at tax sale, Greco will be reoffered in January, and work continues to get 20 King St listed for the April 2022 tax sale.
- Sessions for local employers being coordinated on topics including vaccine policy through our labour development contract with Working NB.

Tourism

- Final report from consultant being reviewed prior to determining next steps.

Industrial Park

- Functional plan final report being reviewed.

Respectfully submitted by,



Kendall Kadatz, President



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 19-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff:
Date of Meeting: Wednesday, November 24th, 2021
Subject: Decision Item – Clearing of brush from the trail

Recommendation: That Town Council provides direction to administration on the clearing of brush, shrubs and trees on the waterfront sections of the Coastal Link Trail.

BACKGROUND

After the recent clearing of the brush, shrubs and trees on the trail adjacent to the hotel development, the Town staff received mixed feedback about the other sections of the trail. The area behind Somethings Brewing and Scoops being the next potential areas to be cleared as we have a Watershed and Watercourse Alteration (WAWA) permit.

The feedback we received has ranged from...

1. Keeping the trees and brush in place so that the mud flats at low tide are not seen.
2. Remove all the brush, shrubs and trees so that the entire river can be seen.
3. Take away sections especially around the section around the Beacon apartments.

OPTIONS

Option 1—Clear the trail in sections: That Town Council approves that only limited sections of brush be removed, so not to affect the trail and riverbank

Option 2—Leave the trail in its current state: That Town Council approves that no additional clearing be made.

Option 3 – Clear the trail completely: That Town Council identify approves that all the brush be removed at ground level so that the root systems stay intact.



THE CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

4 Garden Street | St. Stephen, NE | E3L 2L9 | (506) 466-4433

Incorporated April 15, 1992

November 15, 2021

Town of St. Stephen
22 Budd Avenue
St. Stephen, N. B.
E3L 1E9

Town of St. Stephen
RECEIVED
NOV 16 2021

Dear Council:

I am writing to advise you that we have a vacant town position on our board and was putting forth Elaina Scullin being appointed to the Board of Trustees of the Charlotte County Hospital Foundation, Inc.. This appointment is to be made by the Council of the Town of St. Stephen and is for a three year term.

Could you bring this matter before your next Council meeting for either approval or denial. If denied may we please have a name for the position that you approve of.

Thank you for your attention to this matter and if you have any questions, please feel free to contact me.

Sincerely,

Melanie Cameron

Secretary

/mdc

PC: File



Town of St. Stephen
REQUEST FOR DECISION
Report: CAO 15-21



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff:
Date of Meeting: November 24, 2021
Subject: Transfer to Utility Operating Reserve

Recommendation: That the amount of \$40,000 (forty thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund

BACKGROUND:

On November 10th, Council for the Town of St. Stephen adopted the 2022 Municipal Budgets. Within the adopted Utility Capital Budget it was proposed that \$40,000 from the 2021 Water and Sewerage Operating fund be transferred into a reserve so that it could be utilized in support of the initiation of the new “drive by” meter reading program.

OPTIONS:

Option 1: Approve the recommendation in accordance with the previously approved plan.

Option 2: Reject the recommendation. In selecting this option alternative source of funding would need to be identified in support of the project, or the project would need to be abandoned.

JHSC Recommendation Form

The JHSC, in its efforts to help management improve health and safety practices, forwards the following recommendation for consideration. Thank you for your attention to this matter.

To: Jeff Renaud, Chief Administrative Officer Town of St. Stephen Alison Estey, HR Manager Town of St. Stephen	Date: November 4, 2021
From: Town of St. Stephen's Joint Health & Safety Committee	Members: Sean Morton, Jennifer Dow, Kev Sumner, Donnie Merritt, Dave Beach, Neil Morrow (Guest), Alison Estey
Employer Rep. Co-chair: Sean Morton, SSFD	Employee Rep. Co-chair: Joey Richardson, SSFD (Absent)
Please respond by:	
Health, Safety or Environmental Concern (Detail concern including background information and any related legislation or industry standard currently in place to address this issue): GNB has requested that municipalities adopt mandatory Covid-19 vaccination policies.	
Committee Recommendation: The JHSC recommends the TOSS adopt a mandatory Covid-19 vaccination policy.	

Copies to: Joint Health and Safety Committee Members
Employer Response: Accept Recommendation _____ Alternate Recommendation _____ Reject Recommendation _____



Town of St. Stephen
REQUEST FOR DECISION
Report: CMS 20-21



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff:
Date of Meeting: Wednesday, November 24th, 2021
Subject: Decision Item – Potential Dog Park

Recommendation: That Town Council approves in principle the creation of a dog park within the Elm Street Nature Park (ESNP). Funding for this project will be the responsibility of the St. Stephen Dog Club (Club). The Club also has the approval to fundraise using supporting resources from the Town.

BACKGROUND

Councillor Chisholm and I met with the interested citizens group on November 2nd to discuss the new momentum behind the dog park project. If a dog park were established at the ESNP this would not impact our current maintenance of the park as it is mowed every 3-4 weeks during the fastest grass growing months of the summer, the cost of landscaping could potentially be carried out by town staff.

The Club stated that they would prefer fundraising to commence in 2021 with funds collected being payable to and retained by the Town of St. Stephen as restricted funds for the dog park development. They would also like a letter from the Town to assist with the fundraising campaign, the use of Town logos could be included with the letter.

OPTIONS

Option 1—approve the recommendation: That Town Council approves the concept of a dog park at the preferred location of the Elm Street Nature Park and the Club can go ahead and fundraise using supporting resources from the town.

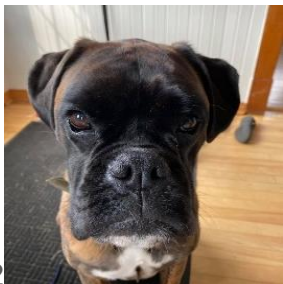
Option 2— Reject the recommendation: The Town Council does not approve this conceptual proposal of a dog park.



St. Stephen Dog Club

ST. STEPHEN DOG PARK PROPOSAL

To Town of St. Stephen



2

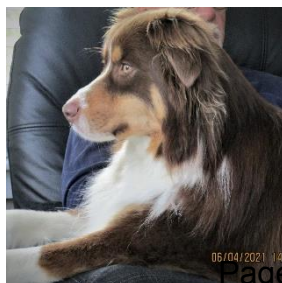
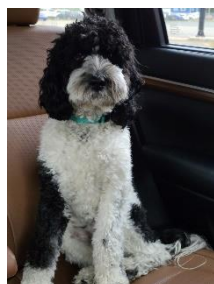




TABLE OF CONTENTS

1. Introduction.....	3
2. Proposal	3
Rationale	3
Benefits	4
Mission:	4
Users.....	4
Goals and Objectives	4
Structure.....	4
Dog Park Layout.....	5
Rules and Regulations	5
Dog License Fees	6
Grand Opening.....	6
Timeline.....	6
3. Progress to Date.....	6
4. Community Survey	8
Survey Questions:	8
Results Summary	8
5. Alignment to Municipal Plan	10
6. Financial Plan	11
Projected Start-Up Budget	12
7. Conclusion.....	13

1. INTRODUCTION

The St. Stephen Dog Club (SSDC) would like to invite the Town of St. Stephen to partner with us in building a dog park for area residents and visitors. Dog parks are catalysts for building community, connections, and helping to provide better mental and physical health to multi-generational users.

Based on discussions with local pet owners and regional dog park organizers, we anticipate that a reasonable financial investment from the community would provide our Town with a safe outdoor space for citizens of all ages to interact, exercise and socialize with their dogs.

St. Stephen is a community of approximately 4500 residents, and Town amenities include the Garcelon Civic Centre, several parks, access to the historical St. Croix River, and some of the most wonderful people in New Brunswick. By adding a dog park, the Town will be providing an additional amenity to further the Town's Municipal Plan objectives.

We are asking the Town to provide a portion of land and parking at the Elm Street Park for the dog park and the Town commitment to ongoing maintenance and upkeep to ensure the sustainability of this park. The SSDC is committed to raising the funds necessary to build the park, removing this burden from the Town.

2. PROPOSAL

Rationale The SSDC would like to have an off-leash dog park constructed in the Town. Towns throughout New Brunswick have found that dog parks are used daily year-round and is a wonderful place to bring people together. The SSDC proposes that a dedicated, secure, and safe dog park for owners to socialize and exercise their dogs off-leash would be well utilized, a goal in the Municipal Plan.

St. Stephen Dog Club (SSDC)



Follow Us on Facebook
facebook.com/groups/ssdogpark

Fun Facts

Club created in December 2017.
January 2019 15 Members
January 2020 181 Members
March 2020 215 Members
July 2020 247 Members
November 2021 390 Members

Founding Members

Sheila Brooks Karen Petersen
Tina Blair Kelly Price-Harrell

2021 ad hoc Dog Park Committee

Sheila Brooks Karen Peterson
Adam Murray Jane Wilson
Elizabeth Hyslop Mary Johnson
Meg Ritcey

Town Representation:

Phil Chisholm Kev Sumner

Advisory Members

Tanva Herrington Tina Blair

Benefits: After consultation with dog owners in St. Stephen and area, other Municipalities, feedback from our growing SSDC, and additional research, we have identified the benefits of a dog park as:

- Provide a safe space for dogs to exercise and roam freely,
- Allow dogs to socialize with other dogs, reducing stress and aggression,
- Offer owners a place to be physically active with their pets (so important with Covid),
- Function as a catalyst for building community,
- Help newcomers connect with others in Town in a safe and opening environment,
- Make available opportunities for owners to socialize,
- Are multi-generational meeting spaces,
- Mitigate the practice of dog owners using recreational facilities as exercise space, lessening the friction between schools, parks and community groups and dog owners,
- Attract travelers into the Town by providing a place for their dogs
- Enhances under-utilized green spaces.

Currently there are 18 established dog parks in NB, with several others in the works. As noted above, the SSDC contacted towns with dog parks and of approximately the same size of St. Stephen, including Sussex, Grand Bay-Westfield, Edmundston, Shediac, Woodstock, Bathurst, and Hampton. A common recommendation we received was that the key to an effective community project is full ownership of the dog park by the Town, with oversight given to a volunteer committee, such as SSDC, and the dog park rules self-enforced by users of the dog park.

Mission: Provide a safe, enclosed outdoor facility in St. Stephen for the socialization of dogs and their owners.

Users: The dog park will be accessible to multi-generational residents and visitors to the Town.

Goals and Objectives:

1. SSDC will collaborate with the Town in matters of design, fundraising and construction of a new dog park with the projected opening date of May 20, 2022.
2. Fundraise for start-up costs and future facility improvements.
3. Support continued improvement and community stewardship of the park.
4. Advocate continued positive park use and promote dog licensing.

Structure: The SSDC will act in a volunteer capacity on behalf of the Town, will not enter into contracts or agreements on behalf of the Town, and all funds raised must be payable to and managed by the Town. The Town's Municipal Insurance Policy would extend to provide coverage for the park and assets. Town will provide a letter of authority confirming the SSDC is permitted to solicit funds for the dog park, the land, and general maintenance: mowing the park in the summer, including a buffer area outside the fence to prevent ticks in the park.

Dog Park Layout

The proposed dog park in Elm Street Park would be located 178 m (582 ft) from the parking area and entrance, in partially cleared area on the right of the existing main path. The dog park will be located to the left of the trees planted by the Boy Scouts and the 'Nature's Backpack' youth summer programs. The dog park would not impact these areas.

Proposal Site and Features



Design:

- Total Area: 2715 sq.m. / 29,250 sq.ft.
- Large & Small Dog Sections.
- Double gate entrance into each section.
- Natural shade and obstacles (raised mounds and trees).
- Water Feature (i.e. rain barrel)
- Seating & shelter
- Leash Hooks.
- Clearly posted rules.

Legend:

- White: Fence
- Yellow: Gate
- Red: Service entrance
- Brown: Path
- Orange: Pet Waste Systems
- Blue: Seating
- Pink: Boy Scott Trees & Youth Programming

Fixtures:

- Fencing (White) 255 m / 835 ft
- Gates
 - 3 gates at main access (Yellow)
 - 1 large gate for equipt access (Red)
- 4 Seating Areas (Blue) – combination of benches and shelters.
- 2 Dog Waste Systems (sign, garbage can & bags) (Orange)
- Water Feature – a natural collections system that can be removed in the winter.

Possible Features:

- Solar Lights
- Trail Camera

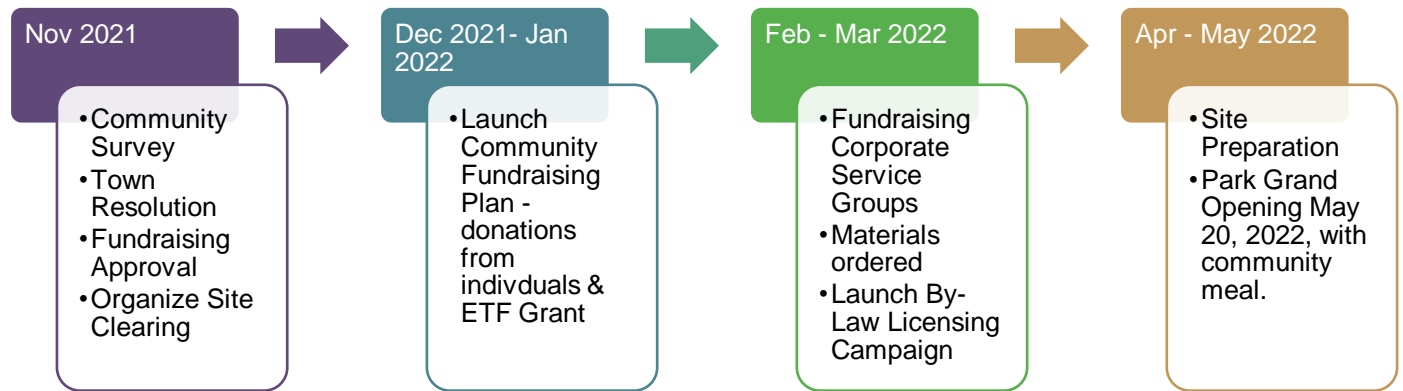


Rules and Regulations: The dog park rules would be posted at the site in accordance with Town by-laws and any insurance requirements.

Dog License Fees: The Committee will promote the BY-LAW NO S-8, A BY-LAW REGULATING THE KEEPING AND CONTROLLING OF ANIMALS and encourage the compliance to the by-law. We propose that the **licensing fees** be collected and allocated for dog park enhancements.

Grand Opening: May 20, 2022.

Timeline: The Committee proposes the following timeline:



3. PROGRESS TO DATE

Early in their development, the SSDC recognized the need for a community dog park and the resultant benefits to the Town. The SSDC has conducted research on locations, gathered suggestions for rules and regulations, developed a proposed timeline, and a carefully considered budget. A proposal was presented to Council in June 2020, amended in July 2020, and a second proposal was presented in August 2020 resulting in the Town's creation of an ad hoc Dog Park Committee (Committee). The Committee is comprised of members of the SSDC, Councilor Phil Chisholm, and staff member Kev Sumner, Director of Community Services.

The Committee conducted the assessment of six (6) potential sites:

1. St. Stephen Airport – rejected based on it being outside the Town limits.
2. CN Property across the street from the SPCA – rejected based on CN requiring the Town to lease the land at an annual cost.
3. Land behind the SPCA – rejected as the traffic would disturb the SPCA animals.
4. Rotary Field (Legion) – rejected due to limited space.
5. Salmon Falls (Milltown Dam) – rejected as land being restored to Peskotomuhkati Nation.
6. Elm Street Park – determined to be the most viable option based on:
 - a. Town owned land
 - b. Existing Park in a residential area
 - c. Mostly cleared area that is level with a small, wooded area
 - d. Minimal landscaping needed
 - e. Parking available
 - f. Good access for people with mobility issues
 - g. Not a known area for ticks
 - h. Large enough space to accommodate a large breed and small breed dog park

In November, 2021, the Committee met at the Elm Street Park site and agreed to move forward with this location as the site for the proposed new St. Stephen Dog Park.

4. COMMUNITY SURVEY

The SSDC conducted a survey on social media, primarily Facebook, to collect the community’s input on the dog park development. Based on a population of ~4,500, the goal was to have 450 surveys completed. The survey asked respondents for their home postal code and length of residency in the Town. Responses were collected from 5pm, November 12 to 5pm November 16, 2021.

435 Responses were received, of which 323 were from St. Stephen, 61 from surrounding areas, 3 from visitors, and 48 not providing a postal code.

Based on the information collected from this community survey, we have identified that a fenced, secure dog park within St. Stephen is an amenity that residents and users want



#	Survey Questions:	Results Summary
1	How many dogs are in your home (including dogs you own or other dogs in the building)?	92% have dogs = 613 to 768 dogs
2	Do you believe there are benefits if St. Stephen were to have an enclosed area for dogs?	98% said yes
3	Should there be a separate area for small dogs or dogs being newly socialized?	89% want two sections
4	What amenities or features would you recommend?	Water, Poop Bags, Seating
5	How long have you lived in St. Stephen?	68% Residents 11+ years
6	What is your postal code?	74% Town Residents

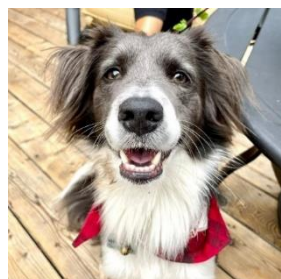
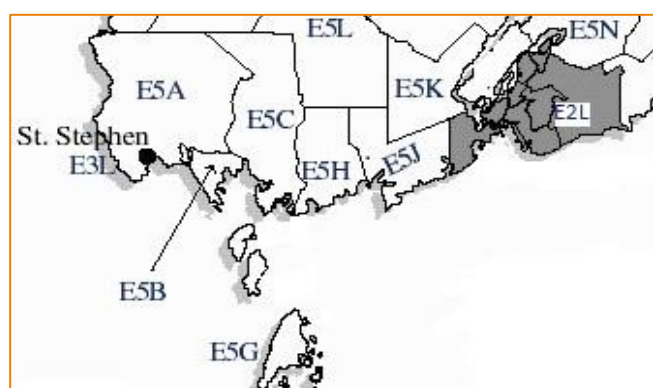
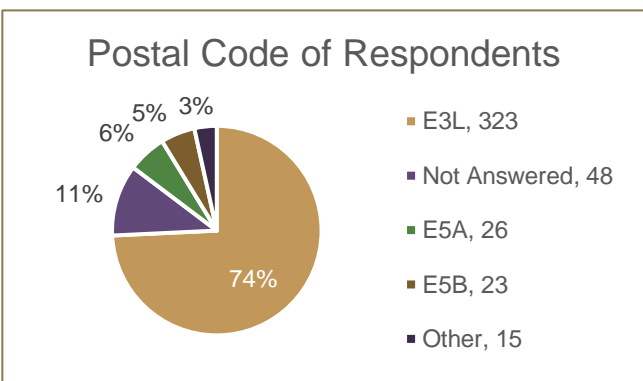
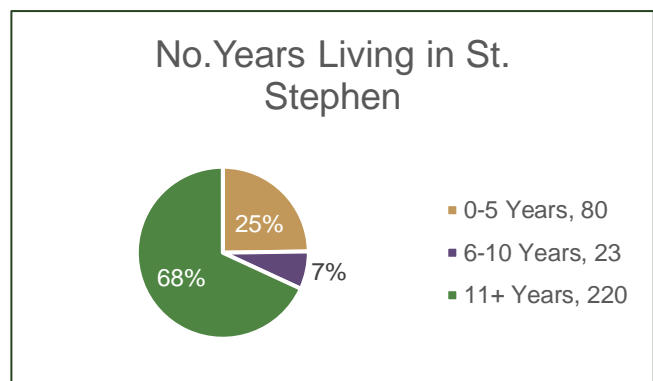
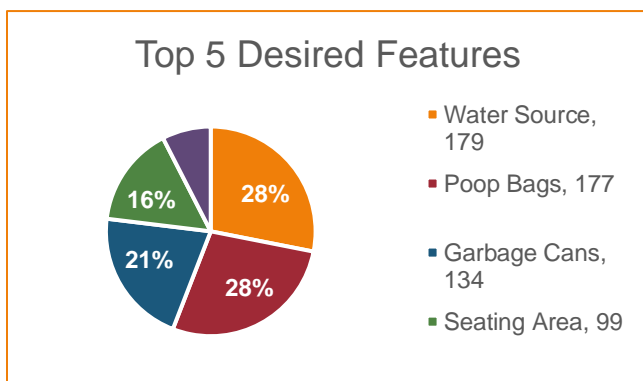
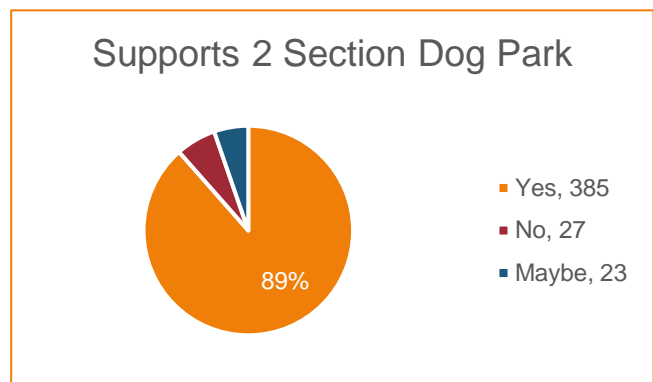
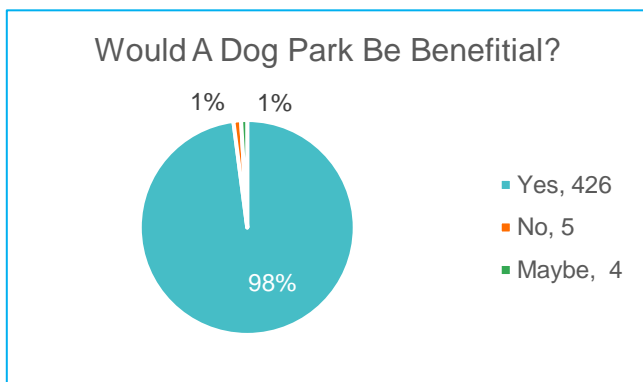
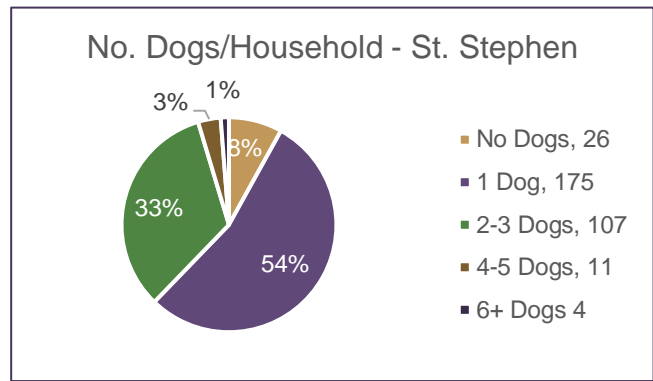
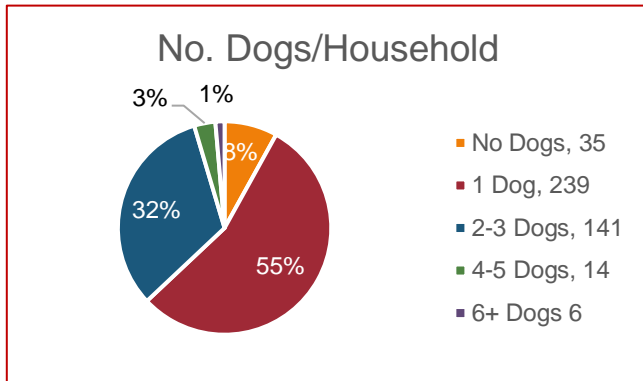


Figure 1: Visual Results of Survey Responses



Supporting Town of St. Stephen Municipal Plan

Town of St. Stephen - Municipal Plan: By-law No. M-2, 2020, Pages 8-9, 14-16

4. RESIDENTIAL DEVELOPMENT

4.1 Preamble

Smart Growth Principles and Sustainable Design

Smart Growth is an emerging trend to create places that encourage people to live, work and play within the same area.

Policy RD-7

Council shall encourage secondary, institutional, and recreational uses in residential areas that do not degrade the existing character of the neighborhood.

Proposals

4) Council will provide park, recreation and institutional uses including, parks ... may be located within residential areas provided that:

- a. The use does not conflict with neighbouring uses.
- b. The dominant use within the area continues to be residential; and
- c. Adequate pedestrian and vehicular access and on-site parking can be provided.

Town of St. Stephen - Municipal Plan:
By-law No.M-1, 2011, Pages 24-26
By-law No. M-2, 2020, Pages 22-24

7.0 COMMUNITY AND INSTITUTIONAL USES

7.1 Preamble

Areas of community use ... recreational facilities throughout the Town. These facilities are vital to the health, the well-being, and the ability of the Town to retain existing residents and attract new residents and visitors of all ages and physical abilities.

7.1.1 Parkland, Fields, and Open Space

... The Elm Street Park has been neglected in recent years with trails being closed. These trails represent an excellent opportunity to encourage activities and interaction with natural environment. The Town will likely need to secure additional funding for the revitalization of the park and begin to promote the public park as one of the recreational focal points of the Town.

The Town will need to assess these parcels and determine whether there are more appropriate uses for these areas such as dog parks or simply preserve them as available green space for any recreational activity.

7.2 Goal

To provide the Town with quality parks and trails, recreational facilities and institutional facilities while streamlining the costs associated with maintaining them.

5. ALIGNMENT TO MUNICIPAL PLAN

Based on the review of the 2011 and 2020 St. Stephen Municipals Plans (Plan), the Committee has identified an opportunity to assist the Town in meeting the objectives, as noted to the right in Section 4 of the 2020 Plan and Section 7 of the 2011 and 2020 Plan. A dog park would align with the Municipal Plan as follows:

Residential Development

The dog park would be located within a residential area, which conforms to the 'Smart Growth Principle' for residents to live and play in the same area (4.1).

Incorporating a dog park within an existing park means that the dog park would not degrade the existing character of the neighbourhood (RD-7, Proposal 4a-b). The site is flat and easily accessible, and the park currently has a Town owned parking lot (Proposal 4c)

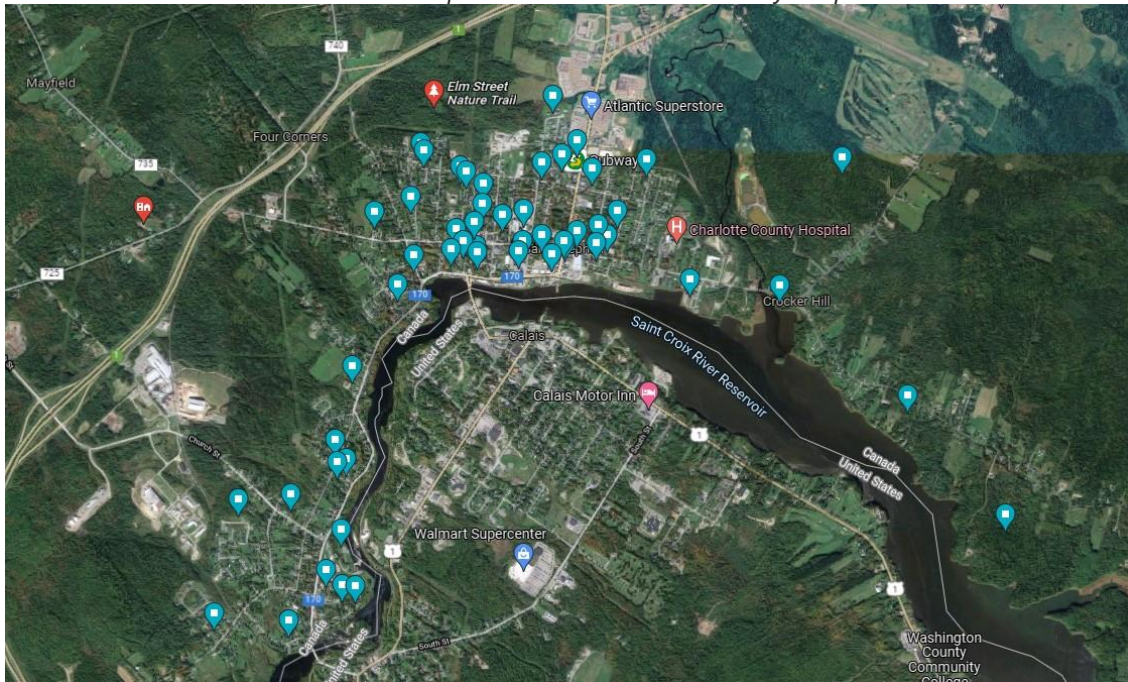
Community Uses

A dog park would provide a recreational facility available to residents and visitors to engage in outdoor physical activity (7.1). The increased traffic and utilization of the Elm Street Park will increase awareness of its trails, and natural beauty. In

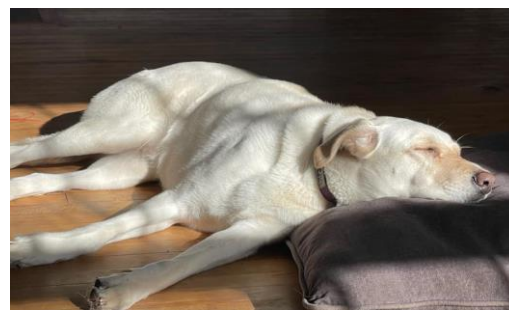
addition, the increase in Park usage will provide additional stewards to monitor the Park, thereby reducing the potential for vandalism (7.1.1).

Incorporating the dog park section in Elm Street Park would not increase the land already owned and maintained by the Town and the Committee will raise the funds for the set-up costs (7.2 Goal).

Photos 1: Great St. Stephen with Blue Icons for Survey Respondents.



Based on these observations, the Committee is confident that the Town Council will agree and authorize the planning, fundraising and construction of the Elm Street Dog Park.



6. FINANCIAL PLAN

The Committee will raise the funds necessary for the set-up costs and construction through community fundraising, grant applications, and corporate sponsorships.

Fundraising Ideas:

- Memorial Wall plaque sales
- Buy-A-Meter of Fence
- Donation of goods or services i.e., picnic shelters, benches, etc.

St. Stephen Dog Club

Dog Park Plan 2021-2022

The Committee will not hold a bank account and the Town would collect, administer, hold In Trust as restricted funds specifically held for the dog park, and issue tax receipts for donations.

Projected Start-Up Budget

Projected Start-Up Budget			
Elm Street Dog Park	Budget Amount		\$ 57,000
Revenue	Details	AMOUNT	SUBTOTAL
Grants			
Environmental Trust Fund, PNB	Building Sustainable Communities Increasing Environmental Awareness	\$ 25,000	
Community Development Fund, RDC	Vibrant Communities	\$ 2,500	
Community Investment Fund, RDC	Community Growth Initiatives	\$ 2,500	
Inclusive Community Rec Infrastructure Fund, PNB	Accessible Infrastructure	\$ 5,000	
Donations	Cash Donations from Community	\$ 2,500	
Sales	Buy a Yard of Fence @ \$50/Yd	\$ 5,000	
	Memorial Plaques @ \$50 each	\$ 2,500	
Service Groups	Rotary Group	\$ 2,300	
	Kiwanis	\$ 1,000	
In-Kind Donations	Town Labour & Insurance	\$ 4,250	
	Other	\$ 1,000	
HST Rebate		\$ 3,249	
SUBTOTAL			\$ 56,799
Expenses	Details	AMOUNT	SUBTOTAL
Town Labour & Equipment	Site Clearing *8 hours, 4 Staff, Equip	\$ 1,000	
	Administration	\$ 2,500	
Insurance		\$ 750	
Equipment & Fixtures			
Fencing	Fencing, gates, installation	\$ 36,000	
Shelters	Gazebo	\$ 1,900	
Picnic Tables	Quantity two	\$ 530	
Benches	Quantity two	\$ 1,325	
Pet Waste Stations	Quantity two	\$ 1,425	
Signage		\$ 500	
Rainwater Collection	Quantity two	\$ 635	
Misc. Supplies		\$ 1,000	
HST		\$ 6,497	
Landscaping		\$ 1,000	
Consultant(s)	Design, Permits, etc.	\$ 1,000	
SUBTOTAL			\$ 56,062

7. CONCLUSION

We are hopeful that Town Council will support the resolution to allocate the portion of the Elm Street Park for the development of a dog park and arrange with Corporate Services to make the necessary arrangements to manage the funds raised by the Committee.

On behalf of the Committee, the community, and the pups, thank you for taking the time to review our proposal.

