



St. Stephen Town Council  
AGENDA

Wednesday, December 29, 2021, 5:00 p.m.  
Moosehead Room at the Garcelon Civic Center

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

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	Pages
A. CALL TO ORDER	
B. MOMENT OF REFLECTION	
C. ADDITION OF LATE ITEMS	
D. ADOPTION OF AGENDA	
<u>Proposed Resolution:</u>	
<b>That</b> the Agenda for the Regular Council Meeting of December 29, 2021, be approved.	
E. MAYOR'S COMMENTS/PROCLAMATIONS	
F. DISCLOSURE OF CONFLICT OF INTEREST	
G. PUBLIC AND/OR STATUTORY HEARINGS	
1. <u>Vibrant Communities Presentation - Raymond Funk</u>	4
H. ADOPTION OF MINUTES	
1. <u>Special Council Meeting</u>	39
<u>Proposed Resolution:</u>	
<b>That</b> the Minutes of the Special Council Meeting held on November 10, 2021, be approved as presented.	
2. <u>Special Council Meeting</u>	43
<u>Proposed Resolution:</u>	
<b>That</b> the Minutes of the Special Council Meeting held on November 12, 2021, be approved as presented.	
3. <u>Regular Council Meeting</u>	45
<u>Proposed Resolution:</u>	
<b>That</b> the Minutes of the Regular Council Meeting held on November 24, 2021, be approved as presented.	
I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS	

<b>J.</b>	<b>CORRESPONDENCE</b>	
1.	<u>Saint John Regional Hospital</u> Thank you to the Town of St. Stephen for its ongoing commitment and support of the Saint John Regional Hospital.	52
<b>K.</b>	<b>BYLAWS, PERMITS, AND POLICIES</b>	
<b>L.</b>	<b>NEW BUSINESS</b>	
1.	<u>Departmental Reports</u> <u>Proposed Resolution:</u> <b>That</b> the Departmental Information Reports be acknowledged and received.	
a.	CAO Report	54
b.	Planning Report	55
c.	Community Services Report	64
d.	Protective Services Report	69
e.	Treasurer's Report	74
f.	Public Works Report	107
g.	Future St. Stephen Report	109
2.	<u>Requests for Decisions</u>	
a.	Transfer to General Capital Reserve - 2021 Budget <u>Proposed Resolution:</u> <b>That</b> the amount of \$196,234.00 (one hundred and ninetysix thousand two hundred and thirtyfour dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund.	110
b.	Transfer from General Capital Reserve Fund - Traffic Signal Upgrades - King Street at Charlotte Mall <u>Proposed Resolution:</u> <b>That</b> the amount of \$36,682.59 (thirtysix thousand six hundred and eightytwo dollars and fiftynine cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for traffic signal upgrades King Street at Charlotte Mall.	111
c.	Transfer from General Capital Reserve Fund Waterfront Revitalization (Wharf Area) <u>Proposed Resolution:</u> <b>That</b> the amount of \$23,383.99 (twentythree thousand three hundred and eightythree dollars and ninety nine cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization (Wharf Area) Project.	112

- d. Transfer to Water and Sewerage Capital Reserve 2021 Budget 113  
Proposed Resolution:  
**That** the amount of \$10,000.00 (Ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.
- e. Transfer from the General Operating Reserve Website Redesign 114  
Proposed Resolution:  
**That** the amount of \$6,859.87 (six thousand eight hundred and fifty-nine dollars and eighty-seven cents) be transferred from the General Operating Reserve Fund to the General Operating Fund.

**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 Council Proceed to Closed Session

**P. RECONVENE TO REGULAR MEETING**

**Q. ADJOURNMENT**

Proposed Resolution:

That the meeting be adjourned at \_\_\_\_ pm

 <p><b>Pillar 1 – Income Security</b> Supporting New Brunswickers to move through the income security continuum and providing adequate income support to those who cannot work.</p>	 <p><b>Pillar 2 – Coordination of Programs and Services</b> Helping New Brunswickers access the programs and services they need. <i>Led by the departments in GNB</i></p>	 <p><b>Pillar 3 – Inclusion and Healthy Communities</b> Helping New Brunswickers live with dignity.</p>
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**Pillar 1 – Income Security**

Income Security is about the adequacy of income to meet one’s needs. Income can come from various sources including employment earnings, progressive taxation policies, and targeted financial transfers from all levels of government. Income security is a priority that requires both public and private sector leadership.

Regional Priority	Actions	Primary Partners and Volunteer Resources (For all priorities)	Planned outcomes
<p><b>Social Enterprise</b></p> <p>3. Make investments through a new social finance fund to increase the capacity and sustainability of social enterprises within non-profit organizations in New Brunswick.</p>	<p>SE1: Foster collaboration and discussion around gaps, needs and opportunities for Social Enterprise development within Charlotte County.</p>	<p>CBDC, ACOA, PETL, High Schools, Municipalities, NBCC, SSU, FCF, Chambers of Commerce, local economic development organizations, RSC, Local SE practitioners, Pond Deshpande Centre, VCCC/ESIC</p>	<p>Increase opportunities for social enterprises to be a conduit for impact in our communities. Increase awareness and support of Local Social Enterprises.</p>
	<p>SE2: Collect and share resources that will help Social Enterprises to start or address SE specific questions.</p>	<p>Pond Deshpande Centre, VCCC/ESIC, CBDC, RDC, Chambers of Commerce, local economic development organizations, Local SE practitioners, CRA, LearnSphere, Cooperative Enterprise Council of NB</p>	<p>Increase understanding of the funding options and resources for organizations to start and continue a social enterprise successfully. Increase understanding of the risks and structures associated with Social Enterprise.</p>

**Pillar 2 – Coordination of Programs and Services**

Coordination of programs and services is about making information easy to find and understand and simplifying application processes. It is about streamlining service delivery and ensuring that New Brunswickers know about important supports that exist and how to access those that they are eligible for. Improved coordination will reduce duplication and result in better outcomes and increased collaboration between organizations and sectors.

Regional Priority	Actions	Primary Partners and Volunteer Resources (For all priorities)	Planned outcomes
<i>Led by the departments in GNB</i>			

**Pillar 3 – Inclusion and Healthy Communities**

Healthy communities are about creating and improving the physical and social environments where New Brunswickers feel included. It is about the equitable access to health services, educational opportunities, healthy food options, leisure activities, adequate and safe housing, etc. It is creating an environment where individuals can live and thrive with dignity.

Regional Priority	Actions	Primary Partners and Volunteer Resources (For all priorities)	Planned outcomes
<b>Mental Health</b>  6. Improve access to mental health and addictions services and reduce wait times.	MH1: Support and promote community-based initiatives aimed at improving mental health and wellness. (eg. senior wellness that addresses isolation, etc.)	Community groups, support groups, non-profits, municipalities, schools, VCCC	Increase the number of community-based initiatives aimed at improving mental health and wellness. Existing supports are known, supported and utilized.
	MH2: Foster collaboration and conversation around mental health and wellness resources, approaches (incl. trauma-informed approaches) and improvements.	SD, CMHA, Horizon Health, Wellness Centres, Counselors, MH services, community groups, businesses, municipalities, VCCC	Increase knowledge of existing services, increase collaboration and support for existing needs. Increase uptake of existing MH training, increase understanding of MH and reduction of stigma.
	MH3: Become more aware of policy or reforms that would positively impact people's mental health and well-being.	Horizon Health, CMHA, MH services, SD, VCCC, community groups, businesses, municipalities	Increase strategic advocacy on policy change.

Regional Priority	Actions	Primary Partners and Volunteer Resources (For all priorities)	Planned outcomes
<b>Transport</b>  7. Develop and implement regional transportation plans to increase accessibility, affordability and availability of transportation services.	T1: Foster collaboration in the development of active transport opportunities in the region.	RSC, Municipalities, Dept. Environment and Local Gov't, Community groups	Increase the number of people using active transport.
	T2: Foster collaboration and support for existing transportation resources to coordinate, develop recommended services (infrastructure, communications, delivery & technology) and explore/leverage opportunities.	VCCC, CDAR, worker buses, Kingsbrae bus, BGCCC bus, Project Village Car Share, Municipalities, Businesses, volunteers	Coordination and optimization of current resources. Increased number of affordable and accessible transportation options, increased number of people using services.
	T3: Support further development of Charlotte Dial-A-Ride.	CDAR, VCCC, United Way, Municipalities	Increase ridership, increase volunteers.
<b>Sport, recreation and leisure activities</b>  8. Work with partners to provide inclusive opportunities for sport, recreation and leisure activities for low income New Brunswickers.	R1: Foster and support the development of sport, recreation and leisure resources that are low-cost or free and are available and accessible to all.	Municipalities, service groups, rec program orgs, sport associations, SD, Food banks, Community School Coordinators, RSC, Schools, Boys & Girls Club, Big Brothers Big Sisters, Activity Centre, non-profits, parents/guardians, VCCC	Increase the number of recreation options that are low-cost or free, available and accessible. Increase knowledge and support of recreational options.
	R2: Foster collaboration to connect transportation options to recreation opportunities, supporting access.	Sport associations, municipalities, service groups, community transportation options, schools.	Increase accessibility of recreation options to those with limited access to transportation.
	R3: Foster collaboration and support around sport, recreation and leisure spaces that encourage: low maintenance, easy-access, multi-generational gathering, and community ownership.	RSC, Municipalities, service groups, clubs, non-profits, community groups	Increase recreation options that are low maintenance, easy-access, multi-generational and community owned.
<b>School Food Programs</b>	SCF1: Foster collaboration and support for coordination needs around school food programs.	Schools, community school coordinators, funding partners, donors, Heart & Stroke Foundation, Coalition for Healthy School Food, FFANB, VCCC	Increase the coordination support for school food programs.

9. Support children and youth by ensuring there are school food programs in all New Brunswick Schools.	SCF2: Support the development of a regional food network in Charlotte County	VCCC, Horizon Health, Food Banks, School Food Coordinators, Community Gardens, farmers, educators, dieticians etc.	Increased collaboration, awareness and communication around food security
	SCF3: Share opportunities (resources, best practices, 'calls to action') from provincial and federal food groups with school food program providers and local/provincial govt	FFANB, Food Security Network/VCCC, Coalition for Healthy School Food, Food Banks, School Food Coordinators	Increased capacity for school food programs.
	SCF4: Foster collaboration around opportunities to support school food programs: supplies, distribution, greenhouse/gardens, learning opportunities etc.	Schools, non-profits, service groups, community, community school coordinators, FFANB, Food Network, business, media, VCCC	Increase community collaboration in School Food Programs and increase adequate and appropriate support.

**Community Development**

Regional Priority	Actions	Primary Partners and Volunteer Resources (For all priorities)	Planned outcomes
<b>Network Communication &amp; Information</b>	CD1: Continue development of an inspirational communication strategy for VCCC	VCCC Committee, partners, local media	Community is well-informed and inspired by VCCC and partner's work, as well as opportunities available.
	CD2: Engage RSC, municipalities, chambers, non-profits etc., for relevant poverty issues to be a regular agenda item	VCCC, RSC, Chambers of Commerce, Municipalities, non-profits	Increase poverty reduction understanding and engagement across sectors
	CD3: Convene regional data committee, develop plan for collection, housing and dissemination of information.	VCCC, RSC, Horizon Health, ESIC, 211, Municipalities, SSU, NBCC, other non-profits	Relevant and Accessible Data Sources for Charlotte County
	CD4: Advocate to have community members with lived experience and living experience of poverty at the table of working groups who are working on poverty related issues.	Activity Centre, MES, BHS, Social Development, CC Adult Learning Centre, other non-profits	Increase # of people with lived and living experience of poverty at the table.

<b>Building Regional Capacity</b>	CD5: Explore and foster collaboration around shared human resources, like board, staffing and local expertise.	Non-profits, VCCC, RSC, local gov't, Economic/Community Development groups,	Increase the number of organizations working together, increase organizational capacity by optimizing resources.
	CD6: Host Regional high-level conference to engage sectors in needs, opportunities and capacity building around poverty reduction.	VCCC, Horizon Health, non-profits, municipalities, schools, businesses, community groups etc.	Increase the number of organizations working together, increase poverty reduction understanding and engagement
	CD7: Foster workshops/conversations across communities, engaging different groups around poverty reduction.	VCCC, Horizon Health, non-profits, municipalities, schools, businesses, community groups etc.	Increase the number of organizations working together, increase poverty reduction understanding and engagement
	CD8: Explore and share ongoing training and learning opportunities for capacity building in non-profits and community leaders	VCCC, LearnSphere, United Way	Increase number of non-profits and leaders involved in capacity building, increased knowledge and skills for executive directors, boards and community leaders
<b>Regional Resiliency Planning</b>	CD9: Collaborate with Regional Resiliency committee to determine cross-over in priorities and optimize resources.	VCCC, Regional Resiliency team	Increase strategic funding in the region.
<b>Housing</b>	CD10: Foster collaboration around regional housing initiatives to support affordable housing.	VCCC, Horizon Health, RSC, Municipalities, Future St. Stephen, Regional Housing Working Group, St. Croix Valley Housing, CC Housing, NB Housing, CMHC, Habitat for Humanity, SD, NB Non-profit Housing Association	Communities informed on housing needs
<b>Community Economic Development</b>	CD11: Continue collaboration in start up of co-working space, non-profit collaborative working spaces, and innovative cross-sector hubs	VCCC, Future St. Stephen, Chambers of Commerce, Business Improvement Areas, Common Roots, other local and regional entities	Influence/align collaboration and relationship across and within sectors.

# COMMUNITY PROFILE:

# CHARLOTTE COUNTY

Population(2016):

**25,428**

Population Change  
(from 2011):

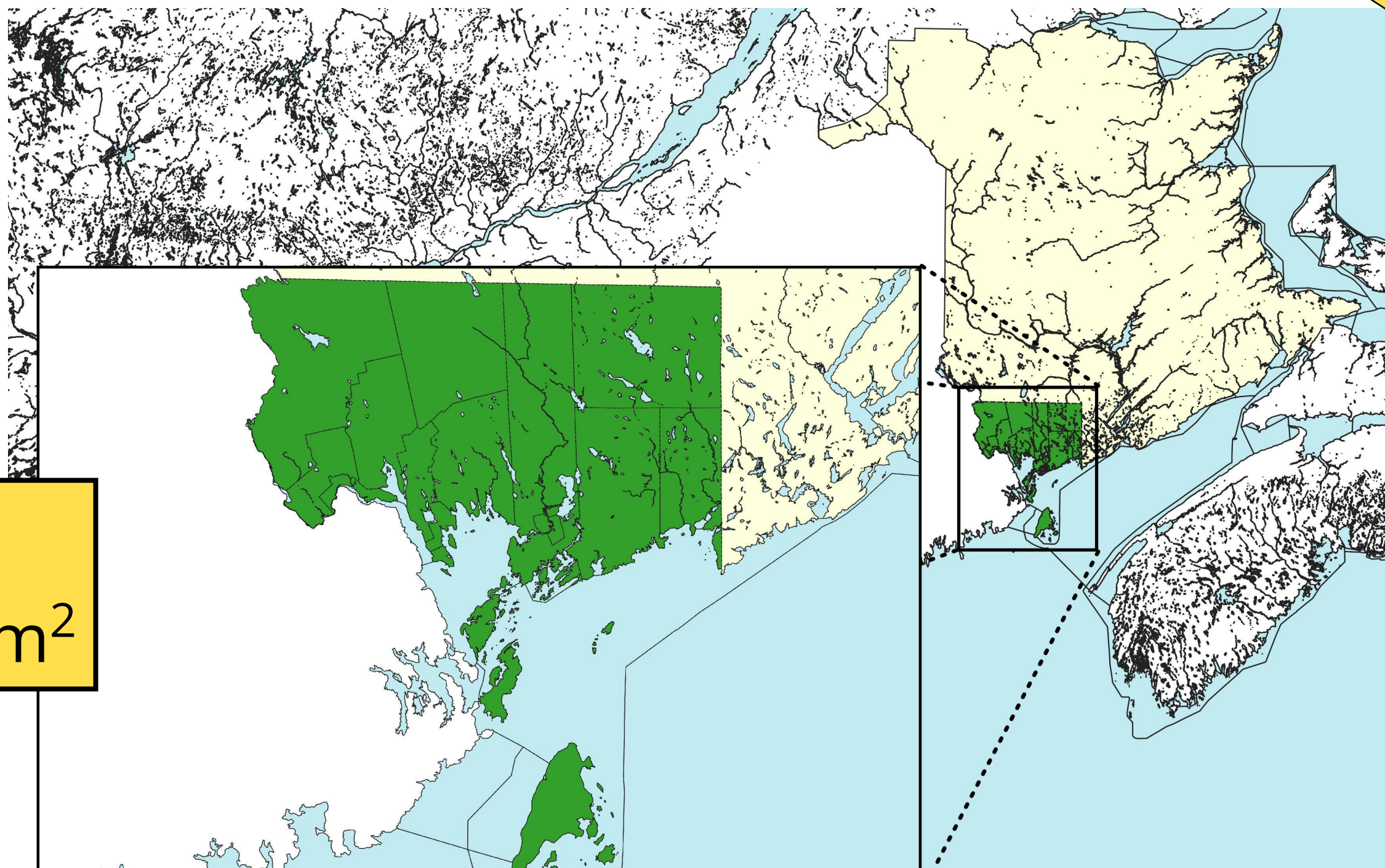
**-4.2%**

Land Area:

**3426.97 Km<sup>2</sup>**

Population Density:

**9.06** people per Km<sup>2</sup>



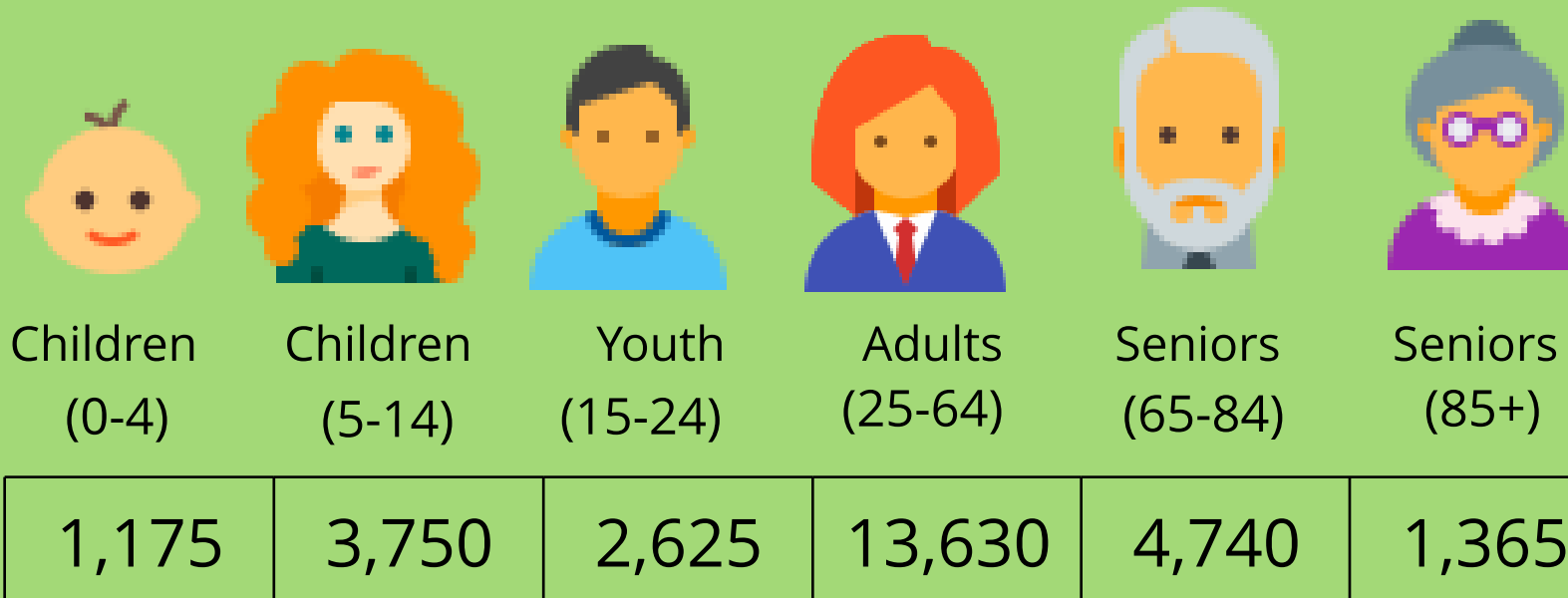
**Overall  
Poverty Rate**

**18.4%**

**Child Poverty  
Rate**

**27.5%**

## Population by Age Group



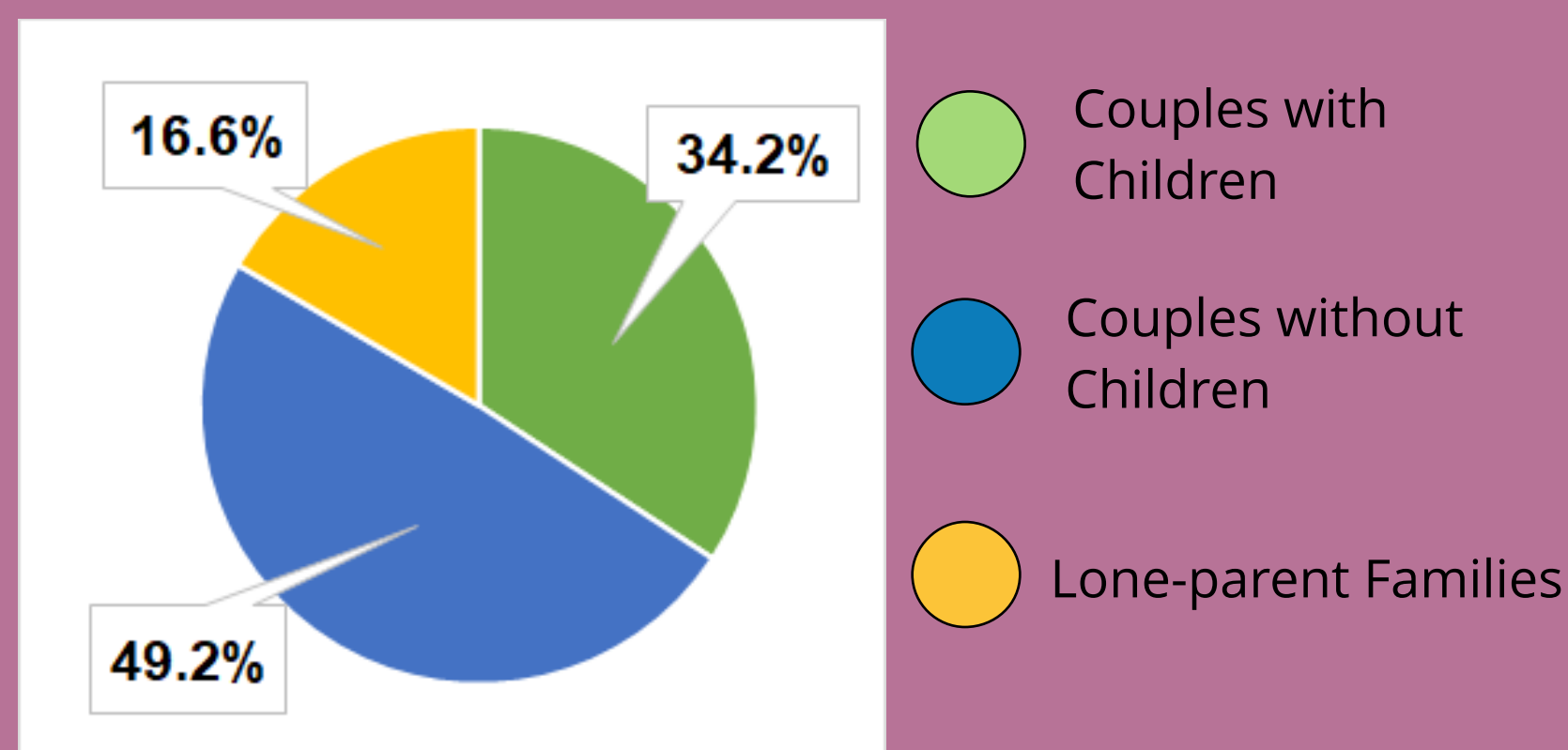
**19.6%**

of youth aged 15-29  
are not in education,  
employment, or  
training (NEET)

**15.4%**

of households  
spend over  
30% of their  
income on  
shelter costs

## Family Composition



**10.0%** of households moved  
over the past year

**27.6%** of households  
moved over the  
past five years

2016 Census	Canada	New Brunswick	Charlotte County	Western Charlotte	Eastern Charlotte
<b>Demographics:</b>					
Population	35,151,728	747,101	25,428	14,434	10,994
Population Change (from 2011)	5.0%	-0.5%	-4.2%	-5.4%	-3.0%
Population Density (pop/km <sup>2</sup> )	3.9	10.5	9.06	8.39	6.15
Land Area (km <sup>2</sup> )	8,965,588.85	71,388.81	3426.97	1,638.67	1,788.30
Children 0-4	1,898,790	34,365	1,175	660	520
Children 5-14	3,940,775	76,130	3,750	2,105	1,655
Youth 15-24	4,268,850	82,050	2,625	1,505	1,140
Adults 25-64	19,107,680	405,770	13,630	7,670	6,005
Seniors 65-84	5,164,850	131,165	4,740	2,765	1,950
Seniors 85+	770,780	17,620	685	420	245
<b>Family Characteristics:</b>					
Couples with Children	42.7%	36.4%	34.2%	34.0%	34.5%
Couples Without Children	40.9%	47.4%	49.2%	48.6%	49.9%
Lone-parent families	16.4%	16.2%	16.6%	17.4%	15.6%
<b>Housing Characteristics:</b>					
Renters	31.8%	25.0%	18.4%	19.8%	16.6%
Owners	67.8%	74.4%	81.6%	80.1%	83.9%
Housing stock built before 1960	22.2%	24.0%	35.6%	36.4%	34.2%
Housing stock built in the past 10 years	14.6%	12.5%	8.4%	8.3%	8.6%
Housing that is not suitable	4.9%	2.3%	2.6%	2.6%	2.9%
Housing stock in need of major repair	6.5%	8.3%	10.6%	10.2%	11.2%
Households spending 30% or more of their income on shelter costs	24.1%	16.8%	15.4%	17.9%	12.2%
<b>Highest Level of Education:</b>					
Less than High School	11.5%	13.8%	14.4%	12.7%	16.8%
High School Diploma (or GED)	23.7%	28.5%	33.3%	31.9%	35.2%
Post-secondary Certification	64.8%	57.6%	52.3%	55.8%	47.9%
<b>Youth Not in Education, Employment or Training (NEET):</b>					
15-29 year olds (%)	11.2%	14.8%	19.6%	20.7%	17.7%
<b>Movers:</b>					
Households who moved over the past year	13.0%	11.4%	10.0%	10.2%	9.8%
Households who moved over the past 5 years	38.2%	30.9%	27.6%	28.0%	27.5%
<b>Immigrants:</b>					
Immigrants	21.9%	4.6%	7.0%	8.0%	5.6%
Recent Immigrants (2011-2016)	3.5%	1.3%	1.4%	1.1%	1.9%
<b>Visible Minorities:</b>					
(%) of Population	22.3%	3.4%	2.1%	1.2%	3.2%
<b>2016 Poverty Rate: Census Families Low-income Measure-After tax (CFLIM-At)</b>					
Overall	16.8%	17.1%	18.4%	21.2%	15.3%
Child (0-17)	19.6%	22.8%	27.5%	N/A	N/A*
Senior (65+)	13.0%	14.2%	13.0%	N/A	N/A*
<b>2016 Poverty Rate: Low-income Measure-After Tax (LIM-At)</b>					
Overall	14.2%	17.1%	14.1%	16.4%	10.5%
Child (0-17)	17.0%	22.2%	21.9%	N/A	N/A*
Senior (65+)	14.5%	20.2%	4.3%	N/A	N/A*

\* These figures cannot be reported due to suppression. Suppression occurs as part of Statistics Canada's mandate to maintain privacy.

# COMMUNITY PROFILE:

# EASTERN CHARLOTTE COUNTY



Human  
Development  
Council

Population(2016):

**10,944**

Population Change  
(from 2011):

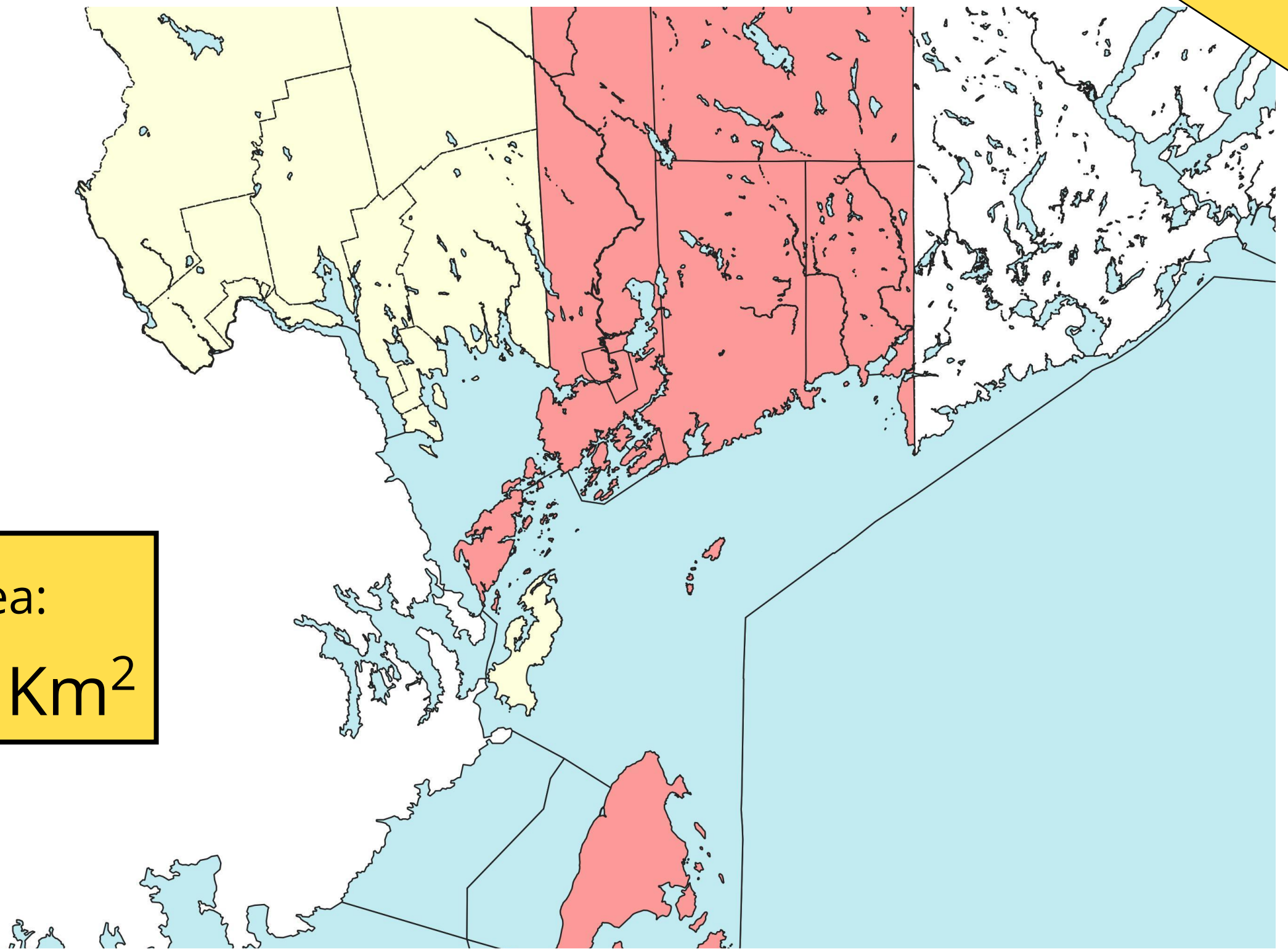
**-3.0%**

Land Area:

**1788.30 Km<sup>2</sup>**

Population Density:

**6.15** people per Km<sup>2</sup>



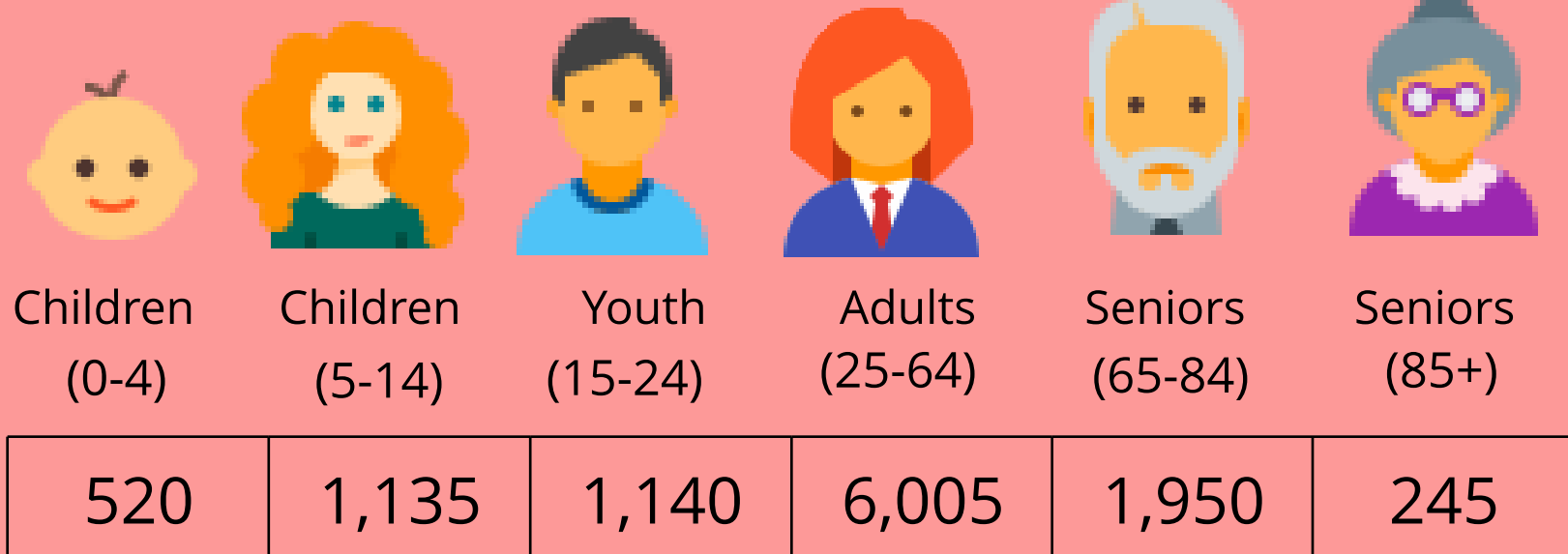
**Overall  
Poverty Rate**

**15.3%**

**Child Poverty  
Rate**

**N/A\***

## Population by Age Group



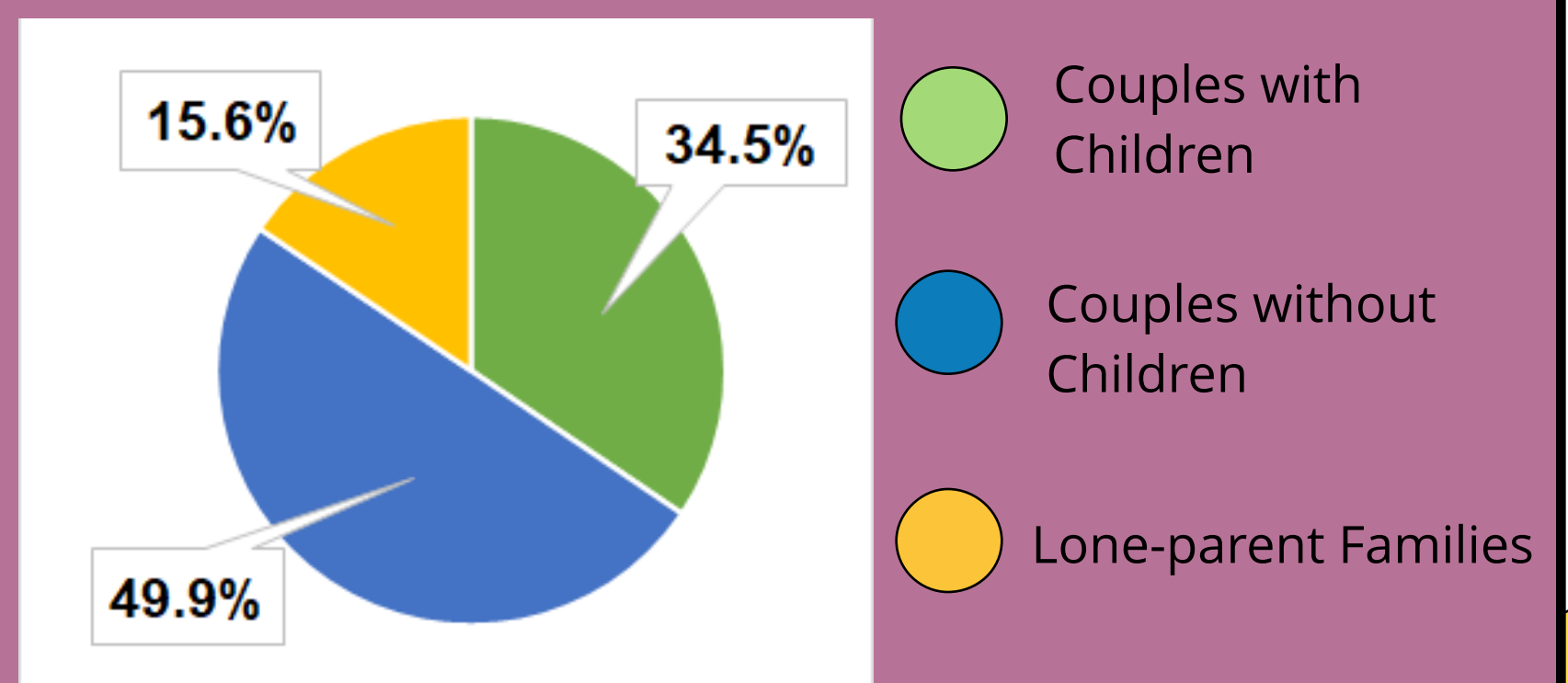
**17.7%**  
of youth aged 15-29  
are not in education,  
employment, or  
training (NEET)

**15.4%**



of households  
spend over  
30% of their  
income on  
shelter costs

## Family Composition



**9.8%** of households moved  
over the past year



**27.5%** of households  
moved over the  
past five years

2016 Census	Canada	New Brunswick	Charlotte County	Eastern Charlotte	Blacks Harbour	St. George	Grand Manan
<b>Demographics:</b>							
Population	35,151,728	747,101	25,428	10,994	894	1,517	2,360
Population Change (from 2011)	5.0%	-0.5%	-4.2%	-3.0%	-9.0%	-1.7%	-0.7%
Population Density (pop/km <sup>2</sup> )	3.9	10.5	9.06	6.15	9.06	16.17	152.77
Land Area (km <sup>2</sup> )	8,965,588.85	71,388.81	3426.97	1,788.30	98.70	93.8	15.4
Children 0-4	1,898,790	34,365	1,175	520	45	70	145
Children 5-14	3,940,775	76,130	2,575	1,135	100	155	240
Youth 15-24	4,268,850	82,050	2,625	1,140	95	190	265
Adults 25-64	19,107,680	405,770	13,630	6,005	485	790	1,250
Seniors 65-84	5,164,850	131,165	4,740	1,950	150	270	390
Seniors 85+	770,780	17,620	685	245	45	70	165
<b>Family Characteristics:</b>							
Couples with Children	42.7%	36.4%	34.2%	34.5%	34.0%	37.9%	50.0%
Couples Without Children	40.9%	47.4%	49.2%	49.9%	40.0%	44.8%	34.3%
Lone-parent families	16.4%	16.2%	16.6%	15.6%	26.0%	17.2%	15.7%
<b>Housing Characteristics:</b>							
Renters	31.8%	25.0%	18.4%	16.6%	25.0%	26.8%	16.7%
Owners	67.8%	74.4%	81.6%	83.9%	75.0%	74.0%	83.3%
Housing stock built before 1960	22.2%	24.0%	35.6%	34.2%	53.9%	32.0%	41.7%
Housing stock built in the past 10 years	14.6%	12.5%	8.4%	8.6%	0.0%	8.6%	7.9%
Housing that is not suitable	4.9%	2.3%	2.6%	2.9%	3.9%	3.9%	2.3%
Housing stock in need of major repair	6.5%	8.3%	10.6%	11.2%	11.8%	12.6%	13.9%
Households spending 30% or more of their income on shelter costs	24.1%	16.8%	15.4%	12.2%	14.5%	19.5%	8.8%
<b>Highest Level of Education:</b>							
Less than High School	11.5%	13.8%	14.4%	16.8%	23.0%	13.0%	21.9%
High School Diploma (or GED)	23.7%	28.5%	33.3%	35.2%	38.0%	29.5%	29.8%
Post-secondary Certification	64.8%	57.6%	52.3%	47.9%	38.0%	56.2%	48.3%
<b>Youth Not in Education, Employment or Training (NEET):</b>							
15-29 year olds (%)	11.2%	14.8%	19.6%	17.7%	32.0%	14.3%	24.1%
<b>Movers:</b>							
Households who moved over the past year	13.0%	11.4%	10.0%	9.8%	9.1%	10.7%	11.4%
Households who moved over the past 5 years	38.2%	30.9%	27.6%	27.5%	30.6%	32.4%	33.6%
<b>Immigrants:</b>							
Immigrants	21.9%	4.6%	7.0%	5.6%	7.3%	8.5%	3.0%
Recent Immigrants (2011-2016)	3.5%	1.3%	1.4%	1.9%	2.2%	4.8%	0.4%
<b>Visible Minorities:</b>							
(%) of Population	22.3%	3.4%	2.1%	3.2%	6.7%	5.8%	0.9%
<b>2016 Poverty Rate: Census Families Low-income Measure-After tax (CFLIM-At)</b>							
Overall	16.8%	17.1%	18.4%	15.3%	17.6%	15.0%	14.0%
Child (0-17)	19.6%	22.8%	27.5%	N/A*	29.4%	23.9%	16.7%
Senior (65+)	13.0%	14.2%	13.0%	N/A*	13.3%	13.3%	11.8%
<b>2016 Poverty Rate: Low-income Measure-After Tax (LIM-At)</b>							
Overall	14.2%	17.1%	14.1%	10.5%	13.2%	10.6%	10.8%
Child (0-17)	17.0%	22.2%	21.9%	N/A*	17.6%	17.4%	13.3%
Senior (65+)	14.5%	20.2%	4.3%	N/A*	N/A*	N/A*	5.9%

\* These figures cannot be reported due to suppression. Suppression occurs as part of Statistics Canada's mandate to maintain privacy.

# COMMUNITY PROFILE:

# WESTERN CHARLOTTE COUNTY



Population(2016):

**14,434**

Population Change  
(from 2011):

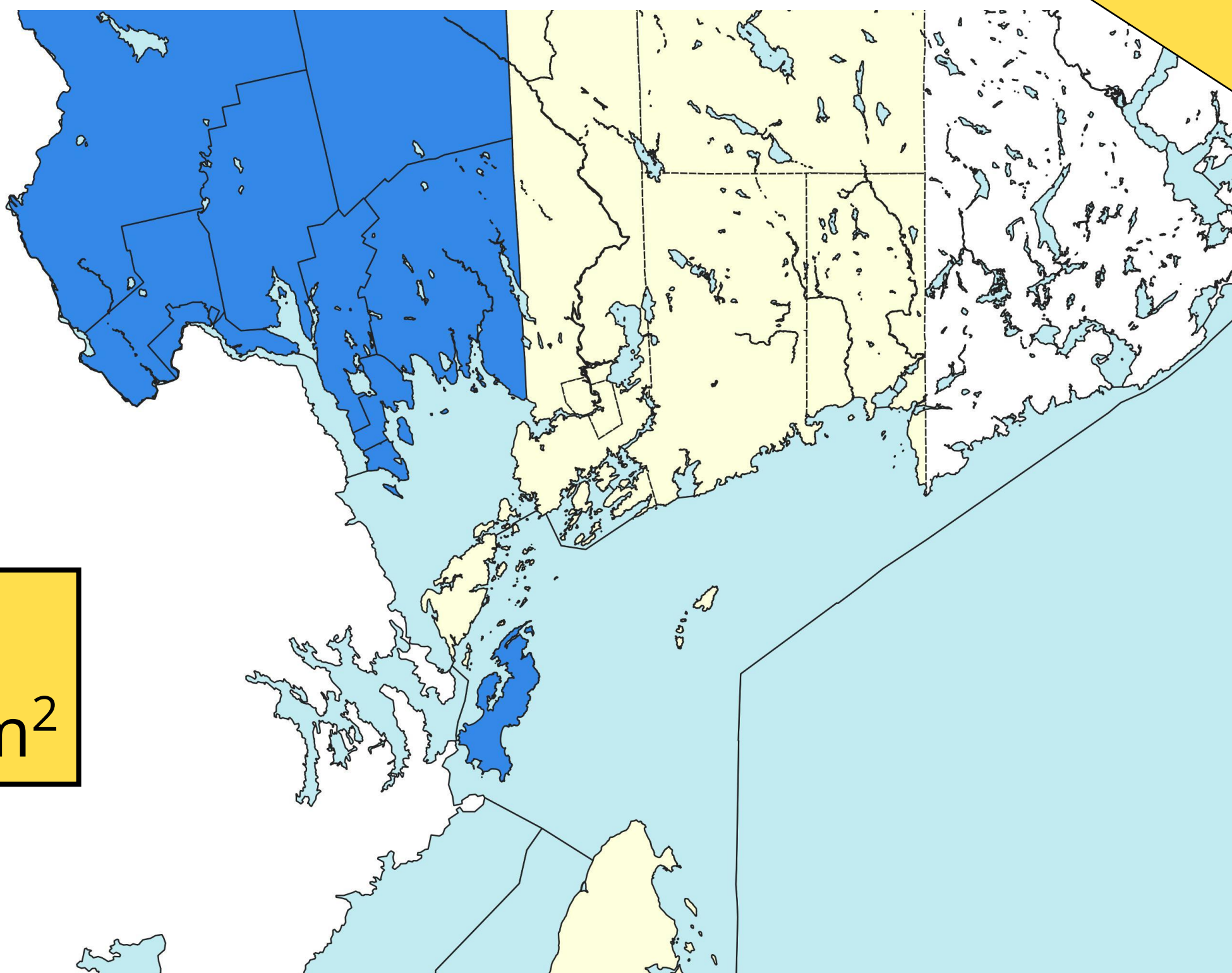
**-5.4%**

Land Area:

**1638.67 Km<sup>2</sup>**

Population Density:

**8.39** people per Km<sup>2</sup>



**Overall  
Poverty Rate**

**21.2%**

**Child Poverty  
Rate**

**N/A\***



**20.7%**

of youth aged 15-29  
are not in education,  
employment, or  
training (NEET)

**17.9%**



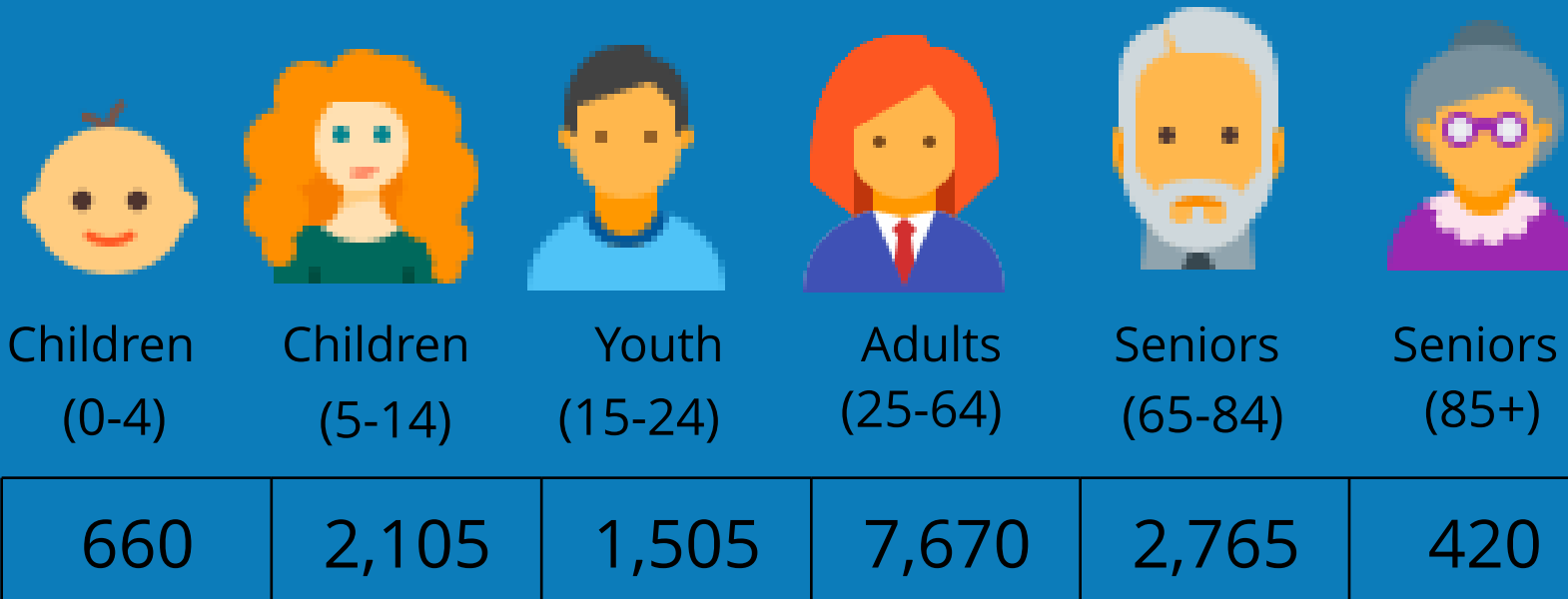
of households  
spend over  
30% of their  
income on  
shelter costs



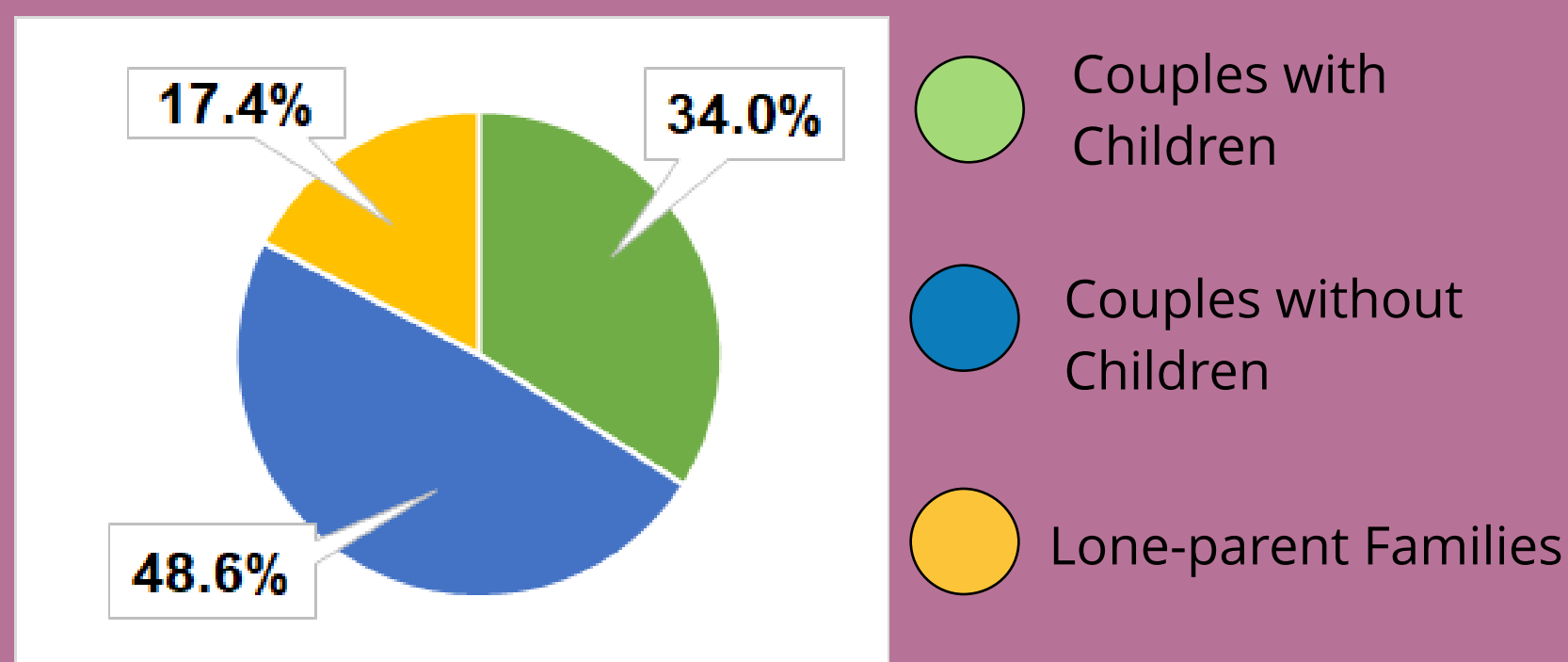
**10.2%** of households moved  
over the past year

**28.0%** of households  
moved over the  
past five years

## Population by Age Group



## Family Composition



2016 Census	Canada	New Brunswick	Charlotte County	Western Charlotte	Campobello Island	Saint Andrews	St. Stephen
<b>Demographics:</b>							
Population	35,151,728	747,101	25,428	14,434	872	1,786	4,415
Population Change (from 2011)	1,675,040	-4,070	-4.2%	-5.4%	-5.7%	-5.5%	-8.3%
Population Density (pop/km <sup>2</sup> )	3.9	10.5	9.06	8.39	98.7	213.9	326.6
Land Area (km <sup>2</sup> )	8,965,588.85	71,388.81	3426.97	1,638.67	39.67	8.35	13.52
Children 0-4	1,898,790	34,365	1,175	660	50	65	215
Children 5-14	3,940,775	76,130	3,750	2,105	100	150	510
Youth 15-24	4,268,850	82,050	2,625	1,505	85	210	480
Adults 25-64	19,107,680	405,770	13,630	7,670	450	815	2,245
Seniors 65-84	5,164,850	131,165	4,740	2,765	165	445	795
Seniors 85+	770,780	17,620	658	420	55	175	355
<b>Family Characteristics:</b>							
Couples with Children	42.7%	36.4%	34.2%	34.0%	37.3%	31.4%	34.4%
Couples without Children	40.9%	47.4%	49.2%	48.6%	41.2%	56.2%	40.9%
Lone-parent families	16.4%	16.2%	16.6%	17.4%	21.6%	12.4%	24.7%
<b>Housing Characteristics:</b>							
Renters	31.8%	25.0%	18.4%	19.8%	8.0%	27.0%	36.3%
Owners	67.8%	74.4%	81.6%	80.1%	92.0%	73.0%	63.8%
Housing stock built before 1960	22.2%	24.0%	35.6%	36.4%	34.7%	49.1%	55.5%
Housing stock built in the past 10 years	14.6%	12.5%	8.4%	8.3%	6.7%	5.0%	6.0%
Housing that is not suitable	4.9%	2.3%	2.6%	2.6%	2.6%	2.6%	2.6%
Housing stock in need of major repair	6.5%	8.3%	10.6%	10.2%	12.0%	8.2%	9.5%
Households spending 30% or more of their income on shelter costs	24.1%	16.8%	15.4%	17.9%	9.2%	18.9%	27.6%
<b>Highest Level of Education:</b>							
Less than High School	11.5%	13.8%	14.4%	12.7%	12.1%	4.3%	13.8%
High School Diploma (or GED)	23.7%	28.5%	33.3%	31.9%	44.0%	17.9%	31.7%
Post-secondary Certification	64.8%	57.6%	52.3%	55.8%	44.0%	78.4%	54.5%
<b>Youth Not in Education, Employment or Training (NEET):</b>							
15-29 years old (%)	11.2%	14.8%	19.6%	20.7%	32.0%	13.5%	23.9%
<b>Movers:</b>							
Households who moved over the past year	13.0%	11.4%	10.0%	10.2%	4.2%	13.2%	12.9%
Households who moved over the past 5 years	38.2%	30.9%	27.6%	28.0%	22.8%	34.2%	35.4%
<b>Immigrants:</b>							
Immigrants	21.9%	4.6%	7.0%	8.0%	34.3%	7.8%	6.9%
Recent Immigrants (2011-2016)	3.5%	1.3%	1.4%	1.1%	4.7%	0.6%	1.4%
<b>Visible Minorities:</b>							
(%) of Population	22.3%	3.4%	2.1%	1.2%	0.0%	2.4%	1.9%
<b>2016 Poverty Rate: Census Families Low-income Measure-After tax (CFLIM-At)</b>							
Overall	16.8%	17.1%	18.4%	21.2%	19.1%	12.4%	26.1%
Child (0-17)	19.6%	22.8%	27.5%	N/A*	27.8%	10.9%	38.0%
Senior (65+)	13.0%	14.2%	13.0%	N/A*	N/A*	6.0%	16.5%
<b>2016 Poverty Rate: Low-income Measure-After Tax (LIM-At)</b>							
Overall	14.2%	17.1%	14.1%	16.4%	15.7%	8.3%	20.4%
Child (0-17)	17.0%	22.2%	21.9%	20.8%	22.2%	6.5%	31.5%
Senior (65+)	14.5%	20.2%	4.3%	1.8%	N/A*	N/A*	5.2%

\* These figures cannot be reported due to suppression. Suppression occurs as part of Statistics Canada's mandate to maintain privacy.



# Vibrant Communities Charlotte County





# Presentation Objectives

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- VCCC: who we are, what we do
- Poverty rates in Charlotte County & St. Stephen
- VCCC's Regional Plan update
- How can we work together?



# Vibrant Communities of Charlotte County

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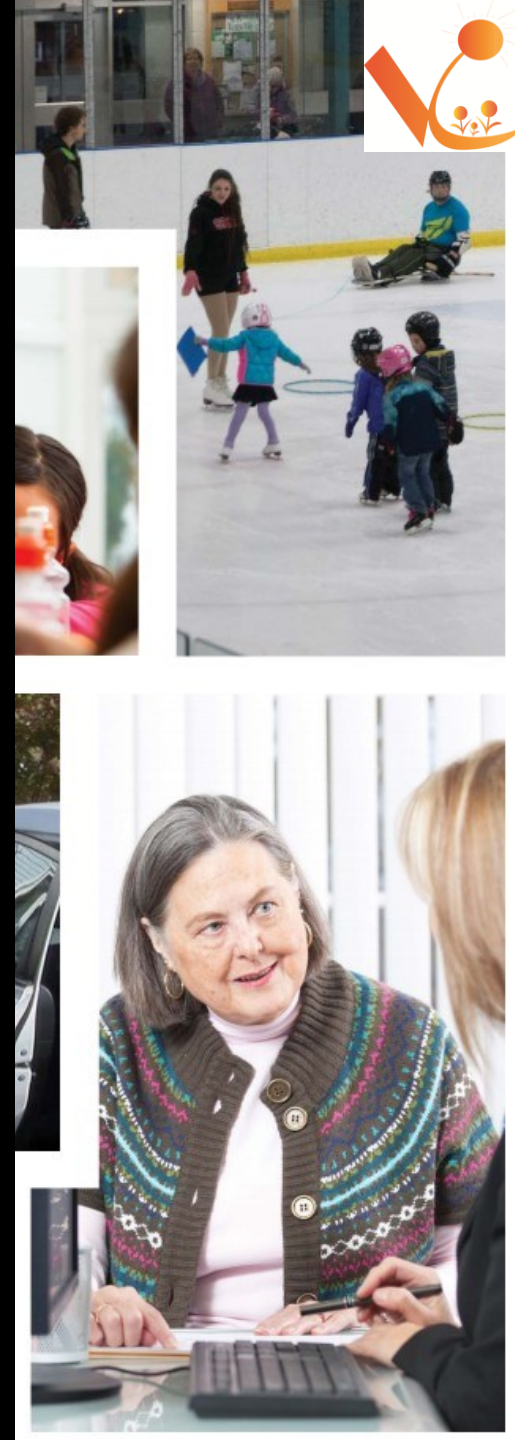
- VCCC is a nonprofit organization that supports poverty reduction in Charlotte County.
- We're one of 12 Community Inclusion Networks (CINs) across NB established to reduce poverty.
- Supported by the Province and act as a conduit for ESIC funding into the region.
- *Goal: reducing poverty through fostering connection, collaboration and empowering our communities.*



# What Guides our Work?

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1. The NB Economic & Social Inclusion Act
2. Regional and Provincial Plans, led by the input from our communities
3. VCCC's Strategy
  - Community priorities
  - Inform, Inspire, Build Capacity for Change





# Examples of Supported Projects

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- Literacy/Numeracy programs for kids
  - Pre-employment training for individuals with barriers
  - Business Bootcamp
  - Charlotte Dial A Ride
  - Youth Transitional Housing
  - Project : Village
  - Capacity building, training, workshops
  - Sharing funding opportunities
  - Convening conversations around poverty related issues and community development opportunities
  - Regional Poverty Reduction Planning
- 





## Successes

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### Charlotte Dial A Ride

- Volunteer-based transportation
- Drivers donate their time and use of their own vehicles
- 8,167 trips in 2019-2020
- 4,130 trips in 2020-2021, safe transport/deliveries amidst Covid19
- Partners with St. Stephen & St. George Food Banks, and other organizations across the county

---

Strategy: Build Capacity through ESIC funding  
Priority Area: Transportation





# Successes

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## Senior Support Funding – Covid19 Response

- VCCC led a team to administer \$10,000 into the community for isolated seniors across the region reaching 500+ seniors.
- Supported care kits, nursing/special care homes, Campobello ferry tickets, grocery cards, technology, activity packs, expansion of Meals on Wheels.

---

Strategy: Build Capacity – support/connection/collaboration  
Priority Area: Health, Food Security, Transportation





## Successes

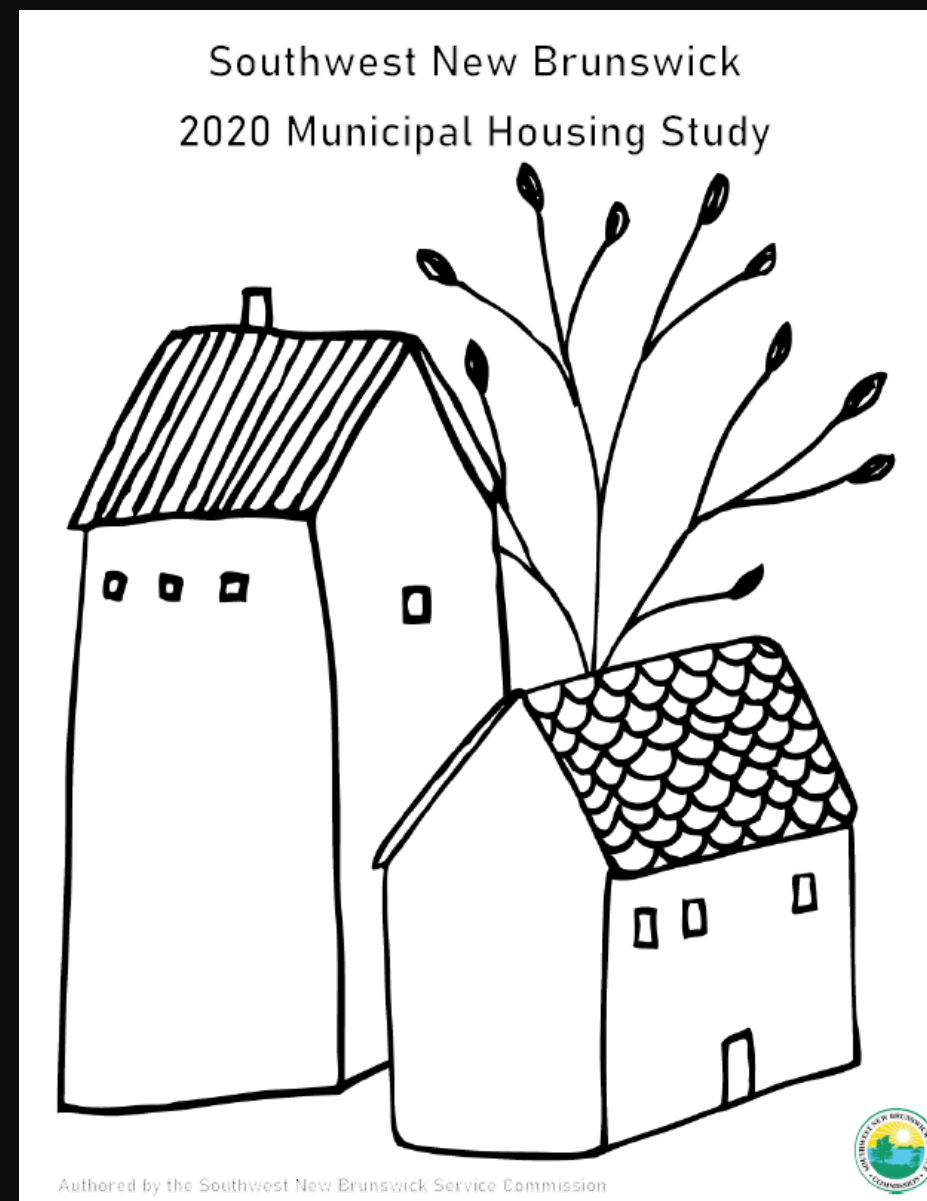
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### Southwest NB Housing Study 2020

- VCCC was part of the working group which produced a housing market study for 7 municipalities in SWNB.
- The study helped quantify the needs and enhanced efforts across the county as communities tackle the housing issue.
- We are still supporting ongoing work around collecting housing data.

---

Strategy: Inform; Build Capacity  
Priority Area: Housing





# Poverty Stats for Charlotte County

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# Poverty – Charlotte County

- **17.5%** is the **overall poverty rate** in Charlotte County (MBM measure)
- **1 in 4 children** (age 0-14) live in poverty (28.8%)
- **18.3% of women** and **16.7% of men** live below the poverty line
- **1 in 9 seniors** live below the poverty line (11.2%)
- **More than 20% of recent immigrants**, who immigrated between 2011-2016, live in poverty (23.2%)
- **1 in 4 indigenous persons** live below the poverty line (26.9%) \* (compare to 1 in 7 for non-indigenous persons) \*The data do not include on-reserve populations.

Source: Snapshot on Poverty, Statistics Canada, Census 2016. The 2016 Census collects 2015 income data. In 2018, Canada identified the Market Basket Measure (MBM) as Canada's official poverty line. The MBM measures poverty based on the cost of a specific basket of goods and services representing a modest standard of living.

- **1 in 5 youth** (15–29-year-olds) are **not** in education, employment, or training -- 19.4% CC, 14.8% NB
- **HOUSING: 1 in 7** households spend over **30%** of their income on shelter costs (15.4%)
- **HOUSING: Renters 18.4%, Owners 81.6%**

Source: Community Profile Charlotte County (2016), Human Development Council, Census 2016.



# Demographics

## St. Stephen 2016

- Population in decline
- More lone-parent families compared to most areas in CC (24%)
- More renters compared to all areas in CC (36%)
- 1 in 4 households spend 30% or more of their income on shelter costs (higher % than CC, NB, CA averages)

2016 Census	Canada	New Brunswick	Charlotte County	Western Charlotte	Campobello Island	Saint Andrews	St. Stephen
<b>Demographics:</b>							
Population	35,151,728	747,101	25,428	14,434	872	1,786	4,415
Population Change (from 2011)	1,675,040	-4,070	-4.2%	-5.4%	-5.7%	-5.5%	-8.3%
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Youth 15-24	4,268,850	82,050	2,625	1,505	85	210	480
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Seniors 65-84	5,164,850	131,165	4,740	2,765	165	445	795
Seniors 85+	770,780	17,620	658	420	55	175	355
<b>Family Characteristics:</b>							
Couples with Children	42.7%	36.4%	34.2%	34.0%	37.3%	31.4%	34.4%
Couples without Children	40.9%	47.4%	49.2%	48.6%	41.2%	56.2%	40.9%
Lone-parent families	16.4%	16.2%	16.6%	17.4%	21.6%	12.4%	24.7%
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Renters	31.8%	25.0%	18.4%	19.8%	8.0%	27.0%	36.3%
Owners	67.8%	74.4%	81.6%	80.1%	92.0%	73.0%	63.8%
Housing stock built before 1960	22.2%	24.0%	35.6%	36.4%	34.7%	49.1%	55.5%
Housing stock built in the past 10 years	14.6%	12.5%	8.4%	8.3%	6.7%	5.0%	6.0%
Housing that is not suitable	4.9%	2.3%	2.6%	2.6%	2.6%	2.6%	2.6%
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Households spending 30% or more of their income on shelter costs	24.1%	16.8%	15.4%	17.9%	9.2%	18.9%	27.6%

Source: "Community Profiles" produced by the Saint John Human Development Council



# Demographics

## St. Stephen 2016

- Slightly below NB average education
- 23.9% of those aged 15-29 are not in education, employment or training
- Immigration higher than NB average
- 1 in 5 households are living in poverty (LIM-AT)

2016 Census	Canada	New Brunswick	Charlotte County	Western Charlotte	Campobello Island	Saint Andrews	St. Stephen
<b>Highest Level of Education:</b>							
Less than High School	11.5%	13.8%	14.4%	12.7%	12.1%	4.3%	13.8%
High School Diploma (or GED)	23.7%	28.5%	33.3%	31.9%	44.0%	17.9%	31.7%
Post-secondary Certification	64.8%	57.6%	52.3%	55.8%	44.0%	78.4%	54.5%
<b>Youth Not in Education, Employment or Training (NEET):</b>							
15-29 years old (%)	11.2%	14.8%	19.6%	20.7%	32.0%	13.5%	23.9%
<b>Movers:</b>							
Households who moved over the past year	13.0%	11.4%	10.0%	10.2%	4.2%	13.2%	12.9%
Households who moved over the past 5 years	38.2%	30.9%	27.6%	28.0%	22.8%	34.2%	35.4%
<b>Immigrants:</b>							
Immigrants	21.9%	4.6%	7.0%	8.0%	34.3%	7.8%	6.9%
Recent Immigrants (2011-2016)	3.5%	1.3%	1.4%	1.1%	4.7%	0.6%	1.4%
<b>Visible Minorities:</b>							
(%) of Population	22.3%	3.4%	2.1%	1.2%	0.0%	2.4%	1.9%
<b>2016 Poverty Rate: Census Families Low-income Measure-After tax (CFLIM-At)</b>							
Overall	16.8%	17.1%	18.4%	21.2%	19.1%	12.4%	26.1%
Child (0-17)	19.6%	22.8%	27.5%	N/A*	27.8%	10.9%	38.0%
Senior (65+)	13.0%	14.2%	13.0%	N/A*	N/A*	6.0%	16.5%
<b>2016 Poverty Rate: Low-income Measure-After Tax (LIM-At)</b>							
Overall	14.2%	17.1%	14.1%	16.4%	15.7%	8.3%	20.4%
Child (0-17)	17.0%	22.2%	21.9%	20.8%	22.2%	6.5%	31.5%
Senior (65+)	14.5%	20.2%	4.3%	1.8%	N/A*	N/A*	5.2%

\* These figures cannot be reported due to suppression. Suppression occurs as part of Statistics Canada's mandate to maintain privacy.



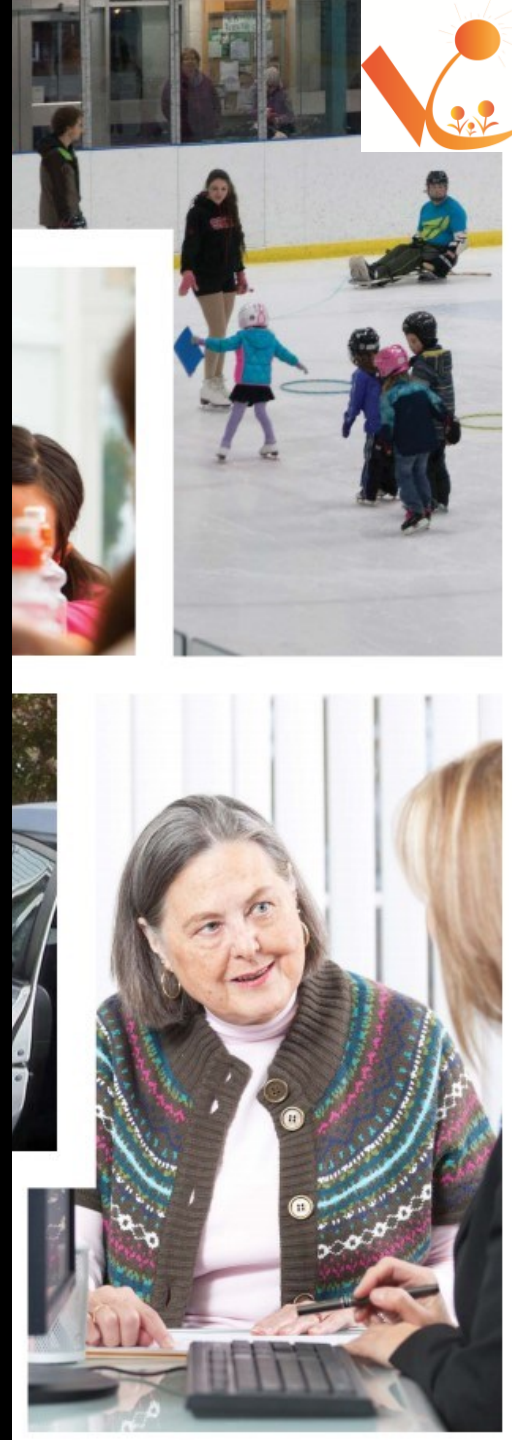
# Regional Plan for Poverty Reduction

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# VCCC Regional Plan 2021

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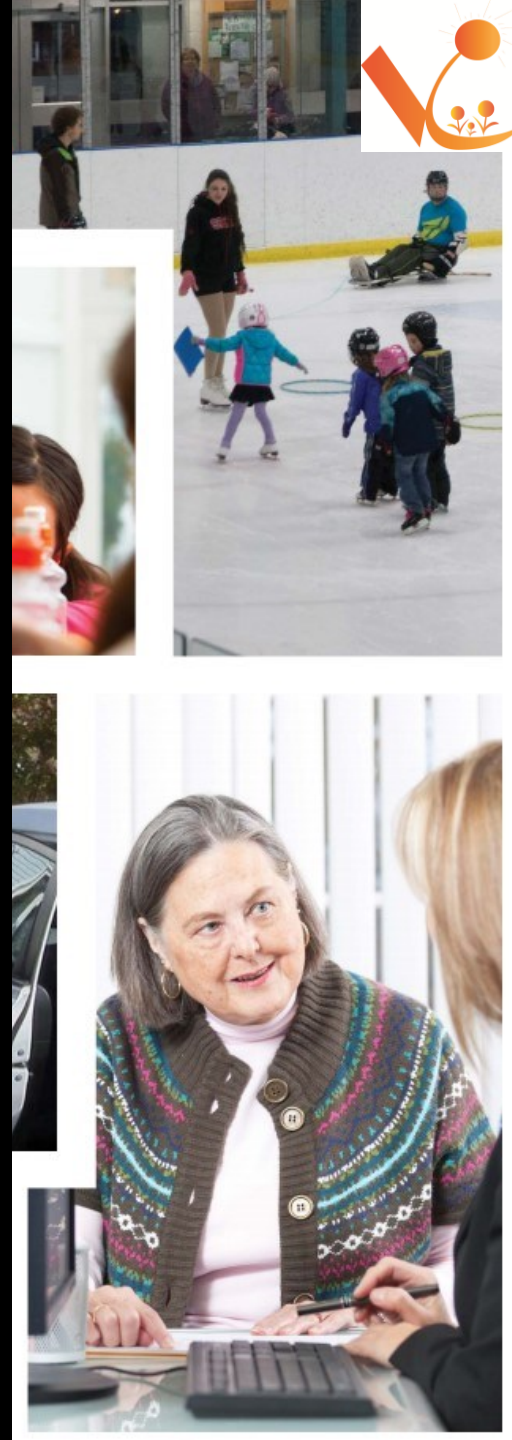
- Provincial Plan (OPT3) released March 2019
- 5 Priority areas for CIN's to focus on:
  - Social Enterprise
  - Mental Health
  - Transportation
  - School Food Programs
  - Sport, Recreation and Leisure
- Asked to develop Regional plans with communities in Fall 2021



# VCCC Regional Plan 2021

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- VCCC hosted consultations October-November 2021
- Cross-sectoral: Citizen, Non-profit, Business & Gov't
- Actions and outcomes derived from the input gathered
- Approach considers VCCC's role + cross sectoral support
- Formal launch in January 2022





# How We Can Work Together

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# Working Together

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- VCCC wants to **inform, inspire, build capacity** for positive change in St. Stephen.
  - VCCC wants to foster **working together across sectors**: citizens, business, non-profit and all levels of government.
  - St. Stephen Council is in a unique position to know and respond to the needs of the residents.
- 





# Working Together

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What are some ways VCCC can support?

- Communication: connect to information, resources, issues, successes, opportunities
  - Inform Council on poverty levels
  - Collaborate on key community indicators
  - Collaborate on enhancing community capacity and inclusion.
  - Collaborate on Regional Plan
- 





# Questions?

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# Vibrant Communities Charlotte County



*Thank-you for your time!*



# Presenter

- Raymond Funk, Coordinator
  - 506-321-2297, [ray@vibrantcc.ca](mailto:ray@vibrantcc.ca)
- Office: 93 Milltown Blvd, 3<sup>rd</sup> floor, St. Stephen NB
- Mail: P.O. Box 145, St. Stephen NB, E3L 2X1



# VCCC Directors

- The VCCC Board of Directors represent:
  - All regions of Charlotte County
  - Non-profit, Government, Business and Individual sectors
    - Including those with lived experience with poverty
- From left to right: Briana Cowie, Rebecca McSheffery, Sylvia Humphries (Chair), Wayne Dempsey, Suren Yoga Nathan (not in photo - Tiffany Bell-Clift, Peter Justason & Kim Reeder)



## VCCC Strategy

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***Inform Change*** – collecting and sharing knowledge and best practices

***Inspire Change*** – building a poverty reduction movement, celebrating successes

***Build Capacity for Change*** – supporting, connecting and collaborating to empower community





# Community Priorities

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- Transportation
- Food Security
- Housing
- Education/Learning (incl. Health)
- Community Economic Development





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

**November 10, 2021, 5:00 p.m.  
Moosehead Room at the Garcelon Civic Center**

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

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

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

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**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. 149/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Harding

That the Agenda for the Special Council Meeting of November 10, 2021, be approved.

**MOTION CARRIED**

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

**F. DISCLOSURE OF CONFLICT INTEREST**

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

- 1. **By-Law No. A-7.16 - A By-Law to Impose a Special Business Improvement Levy for 2022 - First Reading**

**RES. NO. 150/21**

**Moved by** Councillor Parker

**Seconded by** Deputy Mayor Wheaton

That Bylaw No. A-7.16, "A Bylaw to Impose a Special Business Improvement Levy for 2022", be given first reading.

**MOTION CARRIED**

- 2. **By-Law No. A-7.16 - A By-Law to Impose a Special Business Improvement Levy for 2022 - Second Reading**

**RES. NO 151/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Thiessen

That Bylaw No. A-7.16, "A By-Law to Impose a Special Business Improvement Levy for 2022", be given second reading

**MOTION CARRIED**

- L. NEW BUSINESS

- 1. **Request for Decisions**

- a. Approval of the 2022 General Operating Fund Budget

**RES. NO. 152/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

**THAT** the sum of \$9,915,644 (nine million, nine hundred and fifteen thousand, six hundred and forty-four dollars) be the total operating budget of the local government, that the sum of \$5,817,834 (five

million, eight hundred and seventeen thousand, eight hundred and thirty-four dollars) be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.5800 (one dollar and fifty-eight cents).

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of St. Stephen.

**MOTION CARRIED**

- b. Approval of the 2022 General Capital Budget

**RES. NO. 153/21**

**Moved by** Councillor Parker

**Seconded by** Councillor Thiessen

**That** the 2022 General Capital Budget be approved as presented.

**MOTION CARRIED**

- c. Approval of the 2022 Water and Sewerage Operating Fund Budget

**RES. NO. 154/21**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Chisholm

**THAT** pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the St. Stephen utility for the ensuing year would consist of total revenues of \$2,639,700 (two million, six hundred and thirty-nine thousand, seven hundred dollars), and total expenditures of \$2,639,700 (two million, six hundred and thirty-nine thousand, seven hundred dollars).

**MOTION CARRIED**

- d. Approval of the 2022 Water and Sewerage Capital Budget

**RES. NO. 155/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Parker

**That** the 2022 Water and Sewerage Capital Budget be approved as presented.

**MOTION CARRIED**

- e. Schedule "A" - By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges

**RES. NO. 156/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Chisholm

**That** the revised Schedule "A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective January 1, 2022.

**MOTION CARRIED**

**M. QUESTION PERIOD**

No questions from the Facebook Live feed.

**N. MAYOR AND COUNCILLOR ITEMS/REPORTS**

**O. NOTICE OF CLOSED MEETING**

**P. RECONVENE TO REGULAR MEETING**

**Q. ADJOURNMENT**

**RES. NO. 157/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Thiessen

That the meeting be adjourned at 6:19 pm.

**MOTION CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



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

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

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

Members Absent: Councillor K. Parker

Staff Present: J. Renaud, CAO/Town Clerk

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

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**A. CALL TO ORDER**

Mayor MacEachern called the meeting to order

**B. MOMENT OF REFLECTION**

**C. ADDITION OF LATE ITEMS**

**D. ADOPTION OF AGENDA**

**RES. NO. 158/21**

**Moved by** Councillor Chisholm

**Seconded by** Deputy Mayor Wheaton

That the Agenda for the Special Council Meeting of November 12th, 2021, be approved.

**MOTION CARRIED**

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

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

- 1. **Bylaw A-7.16--A Bylaw to Impose a Special Business Improvement Levy for 2022**

**RES. NO. 159/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

That Bylaw A-7.16, being a bylaw to impose a special business improvement levy for 2022, be given third and final reading.

**MOTION CARRIED**

- L. NEW BUSINESS
- M. RECONVENE TO REGULAR MEETING
- N. ADJOURNMENT

**RES. NO. 160/21**

**Moved by** Councillor Thiessen

**Seconded by** Councillor Chisholm

That the meeting be adjourned at 12:03 pm.

**MOTION CARRIED**

---

Mayor

---

Town Clerk



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

**November 24, 2021, 5:00 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, S. Morton, Director of Protective Services, K. Sumner, Director of Community Services

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

---

**A. CALL TO ORDER**

Deputy Mayor Wheaton called the meeting to order.

**B. MOMENT OF REFLECTION**

Deputy Mayor Wheaton requested a moment of reflection.

**C. ADDITION OF LATE ITEMS**

**D. ADOPTION OF AGENDA**

**RES. NO. 161/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Chisholm

**That** the Agenda for the Regular Council Meeting of November 24, 2021, be approved.

**MOTION CARRIED**

**E. MAYOR'S COMMENTS/PROCLAMATIONS**

**F. DISCLOSURE OF INTEREST**

**G. PUBLIC AND/OR STATUTORY HEARINGS**

1. Eastern Charlotte Waterways - Project: Village Car Share

**H. ADOPTION OF MINUTES**

1. **Special Council Meeting**

**RES. NO. 162/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

**That** the Minutes of the Special Council Meeting held on October 22, 2021, be approved as presented.

**MOTION CARRIED**

2. **Regular Council Meeting**

**RES. NO. 163/21**

**Moved by** Councillor Thiessen

**Seconded by** Councillor Parker

**That** the Minutes of the Regular Town Council meeting on October 27, 2021, be approved as presented

**MOTION CARRIED**

**I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

**J. CORRESPONDENCE**

**RES. NO. 164/21**

**Moved by** Councillor Parker

**Seconded by** Councillor Chisholm

That the following items be received for information.

**MOTION CARRIED**

1. **Saint John Regional Hospital Foundation**

**K. BYLAWS, PERMITS, AND POLICIES**

**L. NEW BUSINESS**

**1. Departmental Reports**

**RES. NO. 165/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Harding

**That** the Departmental Information Reports be acknowledged and received.

**MOTION CARRIED**

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

**2. Requests for Decisions**

- a. Clearing of Brush - Waterfront Sections of Coastal Link Trail

**RES. NO. 166/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Chisholm

**That** Town Council approves that all brush be removed at ground level so that the root systems stay intact.

**MOTION CARRIED**

- b. Charlotte County Hospital Foundation Board Member

**RES. NO. 167/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Parker

**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.

**MOTION CARRIED**

- c. Transfer to Utility Operating Reserve

**RES. NO. 168/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Chisholm

**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.

**MOTION CARRIED**

- d. COVID-19 Vaccination Policy

**RES. NO. 169/21**

**Moved by** Councillor Thiessen

**Seconded by** Councillor Hyslop

**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.

**MOTION CARRIED**

- e. Potential Dog Park

**RES. NO. 170/21**

**Moved by** Councillor Chisholm

**Seconded by** Councillor Hyslop

**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.

**MOTION CARRIED**

**M. QUESTION PERIOD**

No questions from the Facebook Live feed.

**N. MAYOR AND COUNCILLOR ITEMS/REPORTS**

**1. Councillor Thiessen**

- Attended all meetings of Council
- Confirmed Vibrant Communities presentation to Town Council be postponed to December 2021

**2. Councillor Parker**

- Attended all Council meetings
- Attended Remembrance Day Ceremony
- Took calls about projects in Town and the waterfront trail

**3. Councillor Harding**

- Attended all meetings of Council
- Addressing concerns of drugs in the community
- Shopped locally at High Tides

**4. Councillor Chisholm**

- Attended all meetings of Council
- Attended meetings with Dog Park group
- Will attend upcoming Wall of Fame meeting

**5. Councillor Hyslop**

- Attended all meetings of Council
- Attended 1st Irishmen hockey game
- Attended Artificially Hip concert at the Garcelon Civic Center
- Attended Charlotte County Museum meeting
- Attended Canada 1st Basketball Meeting

**6. Deputy Mayor Wheaton**

- Attended all meetings of Council

- Met with Director of Community Services and Town Horticulturist on Turning the Corner site landscaping
- Attended Veterans dinner at the St. Stephen Legion
- Attended Remembrance Day Ceremony at the Milltown Cenotaph and laid wreath on behalf of the Town of St. Stephen
- Attended virtual Energy Mapping Workshop
- Attended 1st Irishmen hockey game at the Garcelon Civic Center
- Attended meeting with group addressing physician crisis in our community
- Attended meeting with a Mental Health Awareness Group
- Attended Zone 4 virtual meeting to discuss the White Paper
- Attended AGM for the Chocolate Fest
- Attended the Walk of Lights and Moonlight Madness
- Noted that Santa's Helpers will now be aired on December 12th
- Noted that the Christmas Parade was cancelled due to Public Safety concerns with Covid-19 guidelines
- Promoted Shop Local and Christmas promotions

**O. NOTICE OF CLOSED MEETING**

**RES. NO. 171/21**

**Moved by** Councillor Parker

**Seconded by** Councillor Chisholm

**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 Litigation**
2. **Acquisition or Disposition of Land**

**P. RECONVENE TO REGULAR MEETING**

1. **Conserve the Court**

**RES. NO. 172/21**

**Moved by** Councillor Chisholm  
**Seconded by** Councillor Hyslop

**That** Council approve the Agreement of Purchase for 6 King Street in the form presented to Council and directs the Mayor and Chief Administrative Officer to execute all necessary documents.

**MOTION CARRIED**

**Q. ADJOURNMENT**

**RES. NO. 173/21**

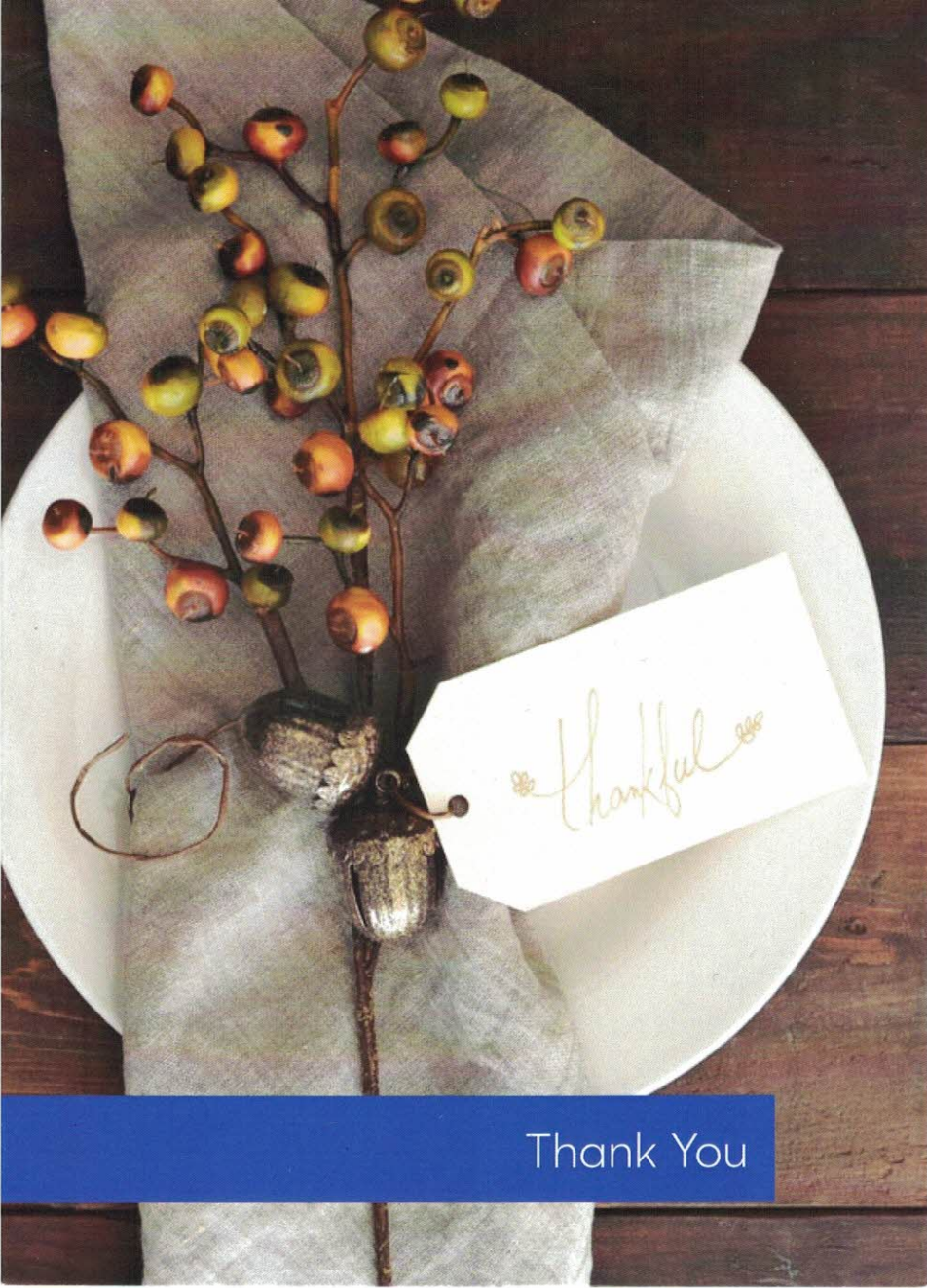
**Moved by** Councillor Parker  
**Seconded by** Councillor Thiessen

**That** the meeting be adjourned at 7:28 p.m.

**MOTION CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



Thank You

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](http://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 17-21**



**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** December 29th, 2021  
**Subject:** CAO REPORT

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**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) The purchase of the property at 6 King Street closed during this reporting period. Project planning is currently underway and will be initiated in early 2022.
- 2) Per Council direction, staff were advised of the impending policy change which will require all staff to be vaccinated against COVID-19. In accordance with the new protocol all staff must have at least one dose by December 31st, 2021. Failure to meet this deadline will result in un-vaccinated staff being placed on unpaid leave.
- 3) During this reporting period the Government of New Brunswick passed Bill 82, "An Act Respecting Local Governance Reform". This new legislation is the enabling legislation for for the implementation of the actions set out in the previously released White Paper.

The next significant step in this process will be the appointment by the Province of the "transition facilitators". Once appointed these facilitators will work with municipalities in preparing for the transition to the new entity.

- 4) Multiple inquiries related to the potential development of the land immediately east of Beacon apartments have been received. Given this interest, administration is preparing a Request for Proposals document which, if approved by Council, would initiate a public process by which Council can determine the development proposal that is the greatest benefit to the community. Administration expects to be in a position to release, pending authorization, the RFP in January 2022.
- 5) Despite it becoming fairly normalized in our operations, the continually developing COVID-19 restrictions require significant time to analyze and amend operational procedures where necessary. As always, we continue to strive to provide the best municipal services, while remaining compliant with public health directives.



# Southwest New Brunswick Service Commission

As of December 23<sup>rd</sup>, 2021

## PLANNING & DEVELOPMENT REPORT

### *Town Planning Update*

- SNBSC Development Officer approved a minor variance for proposed residential redevelopment of 433 Milltown Blvd. (old Knights of Pythias building) on December 17<sup>th</sup> 2021, providing relief from the requirement to have private entrances into each of the proposed ground-floor residential apartment suites;
- Provided an early draft of a secondary municipal plan by-law for the St. Stephen Business Park that is currently under review by the Town administration;
- Met with the Provincial planning director and planning directors around NB to discuss the new planning legislation and upcoming regulations associated with local government reform.

### *Development Update*

- One hundred and forty-three (143) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2021 (total est. construction value \$ 2,987,160.04, total permit revenue for Town: \$ 15,824.01);
- Six (6) new permits approved for zoning in reporting period;
- Five (5) development permits issued to date in 2021 (unchanged in report period);
- Three (3) subdivision plans approved to date in 2021 (one parcel created in report period);
- Seventeen (17) sign permits issued to date in 2021 (one new sign for 204 Milltown Blvd.).

### *Enforcement Support Update*

- Communicating with the Town's Protective Services Department on possible ways that the By-law Enforcement Officer can be empowered to more quickly act on sign by-law infractions.

Respectfully submitted by,

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

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

Southwest New Brunswick Service Commission  
Zoning Reviews

Month: ALL 2021  
Town of St. Stephen

DATE RECEIVED	CONSTRUCTION ADDRESS	TYPE OF STRUCTURE	ESTIMATED VALUE	FEE PAID	STATUS	NOTES
<b>JANUARY</b>						
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	
<b>FEBRUARY</b>						
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
<b>MARCH</b>						
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	
<b>APRIL</b>						
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	
<b>MAY</b>						
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	
<b>JUNE</b>						
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	
<b>JULY</b>						

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	
<b>AUGUST</b>						
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	
<b>SEPTEMBER</b>						
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	
<b>OCTOBER</b>						
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	
<b>NOVEMBER</b>						
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.



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Kev Sumner, Director of Community Services  
**Resource Staff:** Aaron Muzzatti, Jeremy McShane & Michelle Vest  
**Date of Meeting:** December 29th, 2021  
**Subject:** Community Services Monthly Report

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**Recommendation:** That this report be received for information.

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### Community Services

#### Past Month's Tasks:

- a. The new COVID restrictions that were mandated on Dec 12<sup>th</sup> have drastically reduced our programming and foot traffic, our staff have worked very well in interpreting the new rules.
- b. The town's Tourism report has been received and shared with the community, we have hosted stakeholder meetings so we could receive their feedback on the report.
- c. I have carried out the annual evaluations for the three GCC Coordinators (Aaron in Aquatics, Jeremy with GCC Maintenance and Michelle with Events). My staff have worked very well in a tough year for us all, with the 150<sup>th</sup> Anniversary and the COVID restrictions.
- d. I assisted Chief Morton with a Human Resources issue within the Public Works department.
- e. We had to suspend a member of the public for trying to enter the GCC during an SSSH game, they did not have their proof of vaccine and entered through a fire exit. We were able to monitor them through our camera system and they were asked to leave.
- f. The province has reached out to the Town regarding the Visitor Information Center (VIC) near the highway, they are looking into options for a VIC in St. Stephen and what the current issues are and how a VIC could serve the community better.
- g. The supporting resources for the Dog Park in Elm Street Nature Park have been shared with the Dog Club, they are starting their fundraising project.
- h. I have started researching skate sharpeners for the GCC, this would be potentially located in the old pro-shop and would be staffed by students on select nights of the week and weekends.
- i. The Border Arena Review Committee (BARC) final recommendations report has been attached.
- j. The Waterfront Trail was closed for the season on November 29<sup>th</sup>, the trail will not be cleared of snow as it is part of the Trans Canada Trail and snowmobiles are allowed on there.
- k. I have started a rationalization review of our Parks and Green Spaces, plus I have researched solutions to the Schafer Beetle problems ahead of the spring.
- l. We have submitted our NB SECA goals and recommendations to the project administrator for 2022.
- m. I will start a review of the GCC Preventative Maintenance procedures with Jeremy so we can document our best practices and areas where we need to develop in 2022.

#### Meetings & other activities:

- a. Community Service departmental meetings every Tuesday at 9am.
- b. Senior Management Team meetings every Tuesday morning at 10am.
- c. Monthly Joint Health & Safety Meetings at 199 Union St, first Weds of month.
- d. Fundy Recreation Professionals Assoc. (FRPA) zoom meeting every third month
- e. Monthly Town Council meeting
- f. Basketball Court meeting with the C1B1 working group

## **Aquatics & Programming**

### Past Month's Events:

- a. An evaluation of all three Unionized staff, with action plans centred around communication, and a continuation of Lifesaving/first aid training was decided upon/recommended to each.
- b. With the Sunday lesson's audit completed and submitted, new policies have been enacted to improve the quality of instruction, and an instructor's meeting is set to take place in early January of 2022.

### Update on Aquatic Programming:

- a. As a result of the COVID-19 measures introduced on December 13<sup>th</sup>, the Winter 2022 session of swimming lessons had their starting date pushed back.
- b. All Aquafit classes were suspended as a result of tighter COVID-19 restrictions imposed by the Government of New Brunswick.
- c. All Lifesaving and Lifeguarding courses remain unaffected by the tighter COVID-19 related precautions. This will be reassessed as/if needed.

## **Operations and Maintenance**

### Garcelon Civic Center

- a. Ongoing preventative maintenance in building.
- b. Regular preventive maintenance completed on Arena dehumidifiers as well as Dectron unit in penthouse, Dectron requires further maintenance early in the New Year.
- c. security guards still hired to do COVID vaccination proof and ID checks during our busy hour, however will be reduced following the new restrictions for COVID in the province.
- d. Vaccine clinics are on going.
- e. Attended weekly Community Service team meeting.
- f. Attended 2021 Atlantic Asset Management Conference.
- g. Attended Rec NB board of directors meeting.

### 5 Kings building

1. Touched base with business owner things are going well.
2. Looked into the car charging station that is attached to the building power, there is a local car that is plugging in over night, business owner has concerns on what the cost to her power bill is. Will continue to investigate.

### Library

- a. Lighting issue under the canopy outside, electrical contractor to look into this issue.
- b. Concerns came forward about the parking situation when the GCC is busy, we are having some vehicles park in the library only spots that are not using the library, also vehicles are parking longer then the posted "1 hour Parking" that is also beside the library. Issue has been passed on to By-Law enforcement.

### RCMP building.

1. Exterior front door needed adjustment, Contractor was on site and adjusted the door.
2. Interior single door going leading to secure area was out of adjustment, contractor went to site and adjusted the door.

The Town has recently acquired the worlds oldest basketball court which is located in 6 King street, we will be doing asset assessment, will inventory all mechanical assets with in the building and current state of 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. Nov 12-14 - Veteran’s Cup hockey tournament (Ice Dogs)
- c. November 19<sup>th</sup> – Walk of Lights – Town. Moonlight Madness – Chamber and BIA. The Artificially Hip Concert, sponsored by the Irishmen, at the GCC (3<sup>rd</sup> floor).
- d. Nov 19-21 – SSHS hockey tournament
- e. November 24<sup>th</sup> - Make your own Christmas Ornament – GCC
- f. November 26<sup>th</sup> - Black Friday Market at the GCC – sponsored by Julia Cleghorn for Fundy Transition House
- g. December 4<sup>th</sup> – Santa’s Arrival – GCC
- h. December 11<sup>th</sup> – ANICA from AGT concert (Full Circle Opening). Tickets will be on sale mid-October. 3<sup>rd</sup> floor - GCC.
- i. Irishmen games – November 13<sup>th</sup>, 27<sup>th</sup> , December 4<sup>th</sup>, 11<sup>th</sup>

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

- a. December 31<sup>st</sup> – 2021 wrap-up with Mayor and staff + St. Stephen 150 documentary release – changed to online release. Teaser promo videos (3) released over the Christmas break plus documentary released on 31<sup>st</sup>.

#### **Additional Information:**

- b. Covid clinics moved back upstairs to 3<sup>rd</sup> floor – currently held weekly
- c. All 150 Merchandise available for sale at the GCC; booklets only for sale at various locations around town.
- d. 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



# FINAL RECOMMENDATION | DECEMBER 2021

# THE BORDER ARENA REVIEW COMMITTEE



## BACKGROUND

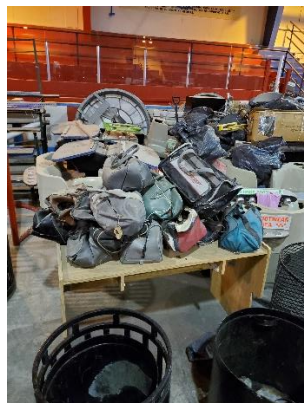
The purpose and core responsibilities of the Border Arena Review Committee (BARC) was to determine the best use of the building and property at the Border Arena site on King Street. The committee met throughout the year to discuss potential options for the former arena, the BARC members included

Mayor Allan MacEachern (ex-officio),  
Chairperson Councillor Phil Chisholm,  
Councillor Ken Parker,  
Member at large Megan Lewis,  
Member at Large Jeff Gregor and  
Kev Sumner, Director of Community Services of the Town of St. Stephen.

Presenters including Future St. Stephen and the Regional Services Commission joined the BARC to discuss regionalization, the demand for low-cost or rental housing and economic development. As outlined in the BARC Terms of References the committee had to submit a final recommendation report to Council in time for the 2022 municipal budget and for the end of the year.

The Committee understands that the Border Arena in its current status is not a viable facility to host members of the general public. The redevelopment costs to bring the arena up to code would be extensive, the 2016 study by architects Murdoch & Boyd established that electrical, mechanical and construction costs plus those for new furnishings, finishes, thermal and moisture protection would be approximately \$2 million. The arena has deteriorated even further in the five years since the study was undertaken, the floor is currently used for storage with all departments of the Town using the available space.

Community Services uses the arena to store picnic tables, benches, lawncare equipment and vehicles, events equipment, garbage cans and bleachers. Protective Services houses two antique fire engines on the floor, Public Works has seasonal equipment and vehicles, infrastructure equipment and manholes. The Corporate Services department use the mezzanine area to store their boxes of financial records.



A number of suggestions for the use of the Border Arena in its current state were given to the Town through our website and social media when we advertised that positions on the Border Arena Review Committee were available. Here are a list of the suggestions –

- Entertainment centre or Movie Theatre, trampoline park or rock climbing wall centre.
- Indoor fieldhouse with field turf or batting cage, or pickleball court
- Affordable housing such as townhouses or apartments for low income or middle class families
- Rollerblading arena, bowling alley or laser tag or arcade.
- Hockey rink or ball hockey rink
- A factory where lots of people can be employed
- A hotel would be great or homeless shelter

## RECOMMENDATIONS

In carrying out its duties, the Committee would like to recommend the following based on the insights we received from the professionals that presented to us and the information included in the 2016 Border Arena Town Hall renovations report.

- The Border Arena does not provide a basic level of service for the general public at present.
- The Border Arena in its current state will continue to serve as a storage facility for the Town of St. Stephen until a time that the Town receives a proposal for an alternative use of the facility. If and when we receive such a proposal and it is approved by Council it is recommended that adequate time is given for alternative storage sites for the equipment be given.
- The cost of converting the arena into a sustainable facility for the optimal use by the general public whether for recreation, meeting place or other opportunities is considerable and should not be carried out. The arena is not hooked to a water and heating supply's and bathrooms, lighting, fireproofing, flooring and roofing will require renovating. Fire and security alarm and CCTV cameras will also be required
- The Town of St. Stephen is currently served with the Garcelon Civic Center as the primary location for recreation in Charlotte County. Renovating or redeveloping the Border Arena facility into a secondary recreation would not be economically viable.
- With the Government of New Brunswick recently introducing new municipal reform it is unclear how this will affect the town at present. The Town of St. George in recent years had been researching a new fieldhouse, the committee felt that for future relations with their community it was not worth pursuing a recreational facility that would compete with their potential project.
- Dillon Engineering concluded in the 2016 Border Arena structural review that in 2016 there were no observations made that would indicate any major structural problems and only minor deficiencies were observed. These included areas of corrosion under the steel deck at the front of the arena, cracks in the concrete on the ice surface floor and on the roof the steel frames, purlins and foundations made need reviewing. As over five years have passed these issues have to be considered.
- Potential uses for the location could include housing, with the demand for low cost rentals or lower class housing in St. Stephen this use would be valuable to the community. Kendall with Future St. Stephen is in regular contact with potential housing developers and the Border Arena has been discussed.
- Commercial business – With the convenient location of the arena next to the rail lines, the King Street (which connects with the highway) and centrally located for foot traffic there is huge potential for the arena location to converted or renovated into a commercial business location.



## Town of St. Stephen Information Report to Council Report: Protective Services 17-21



**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, December 29, 2021  
**Subject:** Protective Services Report

**Recommendation:** That this report be received for informational purposes.

### Fire Chief Report

<b>1. Alarms were:</b>	Town Alarms	12
	Out of Town Alarms	3
	<b>Total</b>	<b>15</b>

Alarms	# Calls	# FF	# Hours
1. MVA	2	20	20
2. Vehicle Fire	1	13	13
3. Ambulance Assist	2	13	13
4. Alarm	4	38	38
5. NB Power	1	5	5
6. Unknown Odor	2	9	9
7. Nuisance Fire	2	18	18
8. Kitchen Fire	1	7	7

<b>Total</b>			
SSFD	15		
Other FD	23		
St Stephen PW	6		
St Andrews PW	1		
<b>Total calls dispatched</b>	<b>45</b>		(November 16 – December 20)

### 2. Fire Department Activities

1. Monthly meeting.
2. Fire extinguisher program.
3. Distribute blankets from Insurance Bureau of Canada to area FDs.

4. Building preparations for new ladder truck.
5. Fire Prevention Week prize presentations with Sparky at SSES.

### **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. Fundy Firefighters Association Meeting.
7. Provincial Training Advisory Committee (Office of Fire Marshal).
8. Director of Protective Services duties. (Building and By-law)
9. JHSC meetings and related work.
10. TOSS Health and Safety Plan development (Lockout Tagout, Workplace Violence Policies).
11. NB SECA meetings and assessment review.
12. Regional Health Officer conference call.
13. Construction detail meetings with Pierce Mfg. for Ladder Truck.
14. HR related investigation and disciplinary hearing.
15. Milltown Dam CLC meeting.
16. Hotspot Parking webinar.
17. Fleet Maintenance software research.
18. Arauco fire pump contingency plan visit discussions.
19. Insecure housing issues.
20. Entity 57 related research, planning and discussions.
21. Meeting with Regional Fire Marshal on current issues.
22. Updates from Regional Emergency Measures Coordinator.
23. Presentation of Fire Safety Gazette prize winners as SSES.
24. Escribe training
25. NB Flood Hazard Maps information session.
26. Emera Pipeline Community Liaison Committee meeting.

Sincerely,

Fire Chief Sean Morton

## Bylaw Enforcement Report

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

### Assist other Dept. (4)

Received a call with regards to an abandoned vehicle at the GCC.

Arrangements made to have it removed.

Received a call from public works about a car parked overnight on Abbott Crt.

Notice placed on vehicle with regards to overnight parking.

Received a call from public works about large rocks placed at the edge of the road on Schoodic St.

Spoke to the lady and she had no problem with the town moving them, so they do not create a hazard.

### Assist Public (16)

(1) Received a complaint from a lady about a person cutting down trees on Milltown Blvd. that are not on his property.

Informed her that we do not have a bylaw pertaining to this and if he is, it would be a civil matter between the property owners.

(2) Received a call from a lady complaining about stuff being put onto her car while she was at the coffee shop. This office received multiple calls on this.

Spoke with the owner of a business on the Blvd. about this and it appears as though it was a mixture of particles off the Maple trees and bird droppings.

(3) Received a call about permits for selling Christmas trees.

Informed the gentleman that one is not needed.

(4) Received a call with regards to selling apples in town.

Informed the called that no permit is required.

(5) Received a call from a lady with regards to having Nigerian Dwarf Goats in her yard.

Information was passed onto the zoning dept.

(6) Received a request from a lady from Heritage NB.

Passed onto zoning.

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

Informed the complainant this would have to be looked into by the RCM Police.

(8) Received an email from a gentleman with a complaint towards his landlord over rent.

Informed him that he would have to contact the rentals an office with his concerns.

(9) Received a call inquiring about parking permits within the Town.

Informed the caller that we provide free parking in the downtown area.

(10) During patrols noticed several new signs on King St., with no notification in this office with regards to issued permits.

After checking with the businesses, I was informed by most of them they have there permits or were not required.

(11) Spent most of the month dealing with an ongoing signage issue with a business in Town. Hopefully, the problem has been rectified.

### **Parking (7)**

Seven warnings given to people parking illegally at the mall, and blvd.

### **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, I responded to all calls and complaints. Two dogs were picked up this month, one was a beige colored female from St. James St. Dog was kept for five days and then turned over to the shelter to find a new home. The other dog was at the day care and was returned to the owner the same day. No Bill submitted

Regards

Mike Shannon

Animal Control Officer

## Building Inspection Report

The month of October brought in a total of 8 (eight) permits which represents \$221,433.25 (two hundred and twenty-one thousand and four hundred & thirty-three dollars & twenty-five cents) in building costs. The total for the year is 117 (one hundred seventeen) permits at a total amount of \$4,534,316.54 (four million, five hundred & thirty-four thousand, three hundred and sixteen & 54 cents).

No (0) Stop Work Orders were issued in the month October. My office has 3 (three) properties we are dealing with under the Unsightly By-Law which are active and in process.

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

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 18-21**



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**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:** December 29, 2021  
**Subject:** TREASURER INFORMATIONAL REPORT  
A) Staff activity since last report  
B) November 2021 cheque register listing  
C) October 2021 Statements of Revenue and Expenditure

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**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 October-December 2021-In Progress.
  
- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to October 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 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 104 employees.

- d) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
  - Finalized Month end completed to January 31, 2021.
  - Department Head and Council Statements to October 31, 2021

**2) Meetings:**

- a) Senior Managers staff meetings.
- b) Accounting Team staff meetings.
- c) Council Meeting-November 24, 2021.
- d) Informational meeting with Hartland CAO-December 3, 2021.
- e) Informational meeting with Scotiabank representative-December 7, 2021.
- f) Escribe training session-December 14, 2021.
- g) Implementation of Customer Portal and Recreation Services software-Ongoing meetings.

**3) Projects:**

- a) Capital Projects-Analysis, MCBB application and projection, tendering, approval, and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 2) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 3) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 4) Designated Highway-Milltown Blvd (Boundary Street to Hill Street).
  - 5) Waterfront Revitalization.
  - 6) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
  - 7) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
  - 8) West Street Utility Renewal (GTF).
  - 9) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
  - 10) W.F. Ganong Commemorative Statue.
  - 11) Single Axle Aerial Platform Fire Truck.
  - 12) Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary).
  - 13) All Season Dump Body.
  - 14) 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) 2022 Budget procedures-In progress.
- h) Renewal of RBC and Scotiabank banking agreements-In progress.
- i) Transition to Customer Portal and Recreation Services software-In progress.

**B) November 2021 Cheque Register Listing**

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**MEMORANDUM**

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**TO:** TIM TOZER, TREASURER  
**FROM:** NIKKI MOTT, ADMIN. & ACCOUNTING COORDINATOR  
**SUBJECT:** NOVEMBER 2021 CHEQUE REGISTER LISTING  
**DATE:** DECEMBER 21, 2021

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Please find the November 2021, Cheque Register Listing with Paid Bills in the amount of \$1,674,454.66 (One Million, Six Hundred Seventy-Four Thousand, Four Hundred Fifty-Four Dollars and Sixty-Six Cents).

Regards,



Nikki Mott  
Admin. & Accounting Coordinator

Town of St. Stephen

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

Cheques from 0000000001 to 0000028539 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

Printed: 4:21:41PM 12/20/2021

Page 1 of 12

Number	Issued	Amount	SC	Status	Status Date
026465	11/30/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBHINT2021* GG-SERIES "BH"-INTEREST	3,469.75 3,469.75	A/P	OUT-STD	11/30/2021
026467	11/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT2021* GG-SERIES "BK"-INTEREST	1,905.25 1,905.25	A/P	OUT-STD	11/15/2021
026475	11/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT2021* GG-SERIES "BV"-INTEREST	9,890.50 9,890.50	A/P	OUT-STD	11/14/2021
026476	11/30/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBHPRI2021 GG-SERIES "BH"-PRINCIPAL	35,000.00 35,000.00	A/P	OUT-STD	11/30/2021
0000028275	11/02/2021 ACCT #903240047015 OCTOBER2021 VOLUNTEER FIRE MEMBERSHIP DL OCTOBER2021DIS VOLUNTEER FIRE DISABILITY DEDL	477.26 260.00 217.26	A/P	OUT-STD	11/02/2021
0000028276	11/02/2021 ACCT 8025-280 OCTOBER2021 LOCAL 770 UNION DUES-OCTOBER	1,415.79 1,415.79	A/P	OUT-STD	11/02/2021
0000028277	11/02/2021 AIR LIQUIDE CANADA INC. 73451768 TS-SHOP-BLUESHIELD, ALMIGN AR 73481983 TS-SHOP-CYLINDERS	421.65 26.23 395.42	A/P	OUT-STD	11/02/2021
0000028278	11/02/2021 BRIGGS PLUMBING INC. 1575188 PS-FIRE-COPPER PIPE, NIPPLE, AD/	310.84 310.84	A/P	OUT-STD	11/02/2021
0000028279	11/02/2021 CANADIAN SPRINGS 19100841100121TS TS-SHOP-WATER	32.88 32.88	A/P	OUT-STD	11/02/2021
0000028280	11/02/2021 COX ELECTRONICS & COMMUNICATIONS 1-053530 PS-FIRE-WEBCAM, FEES COMP ACC	58.24 58.24	A/P	OUT-STD	11/02/2021
0000028281	11/02/2021 HOLLAND FUELS LTD. 30566 TS/PS-199UNIONST-HEATING FUEL	28.65 28.65	A/P	OUT-STD	11/02/2021
0000028282	11/02/2021 JEFF RENAUD OCTOBER2021 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	11/02/2021
0000028283	11/02/2021 KONICA MINOLTA BUSINESS 8201270 GG-TOWN HALL-COPIER LEASE NO	283.89 283.89	A/P	OUT-STD	11/02/2021
0000028284	11/02/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9308852250 TS-SHOP-3/4" HEATER VALVE, MANI 9308864937 TS-SHOP-HEX NUTS, WASHERS, SC 9308882118 TS-SHOP-WEATHERPACK SEAL	813.40 224.32 567.43 21.65	A/P	OUT-STD	11/02/2021
0000028285	11/02/2021 LSW WEAR PARTS LTD. 63010 TS-#6,#7,#5-PLOW BLADES	5,134.75 5,134.75	A/P	OUT-STD	11/02/2021
0000028286	11/02/2021 MILLTOWN MACHINE & FABRICATION LTD. 22138 TS-ST5-#11 1/2 FLAT BAR AND LABC	54.77 54.77	A/P	OUT-STD	11/02/2021
0000028287	11/02/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 496705 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	11/02/2021
0000028288	11/02/2021 PCS SALES (CANADA) LTD. 6342725 TS-ST5-DEICING SALT 6342726 TS-ST5-DEICING SALT	4,116.06 2,050.36 2,065.70	A/P	OUT-STD	11/02/2021
0000028289	11/02/2021 PRO-TECH SANITATION LTD. 316710 CC-BUILDING-VACUUM BAGS	101.67 101.67	A/P	OUT-STD	11/02/2021
0000028290	11/02/2021 SAKO INDUSTRIAL SUPPLY 8290 TS-SHOP-TACKY IMPACT GREASE	422.05 422.05	A/P	OUT-STD	11/02/2021
0000028291	11/02/2021 SHANNON MICHAEL OCTOBER2021 PS-ANIMAL CONTROL-MONTHLY VE	1,616.45 1,616.45	A/P	OUT-STD	11/02/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000028539 dated between 11-01-2021 and 11-30-2021

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Number	Issued	Amount	SC	Status	Status Date
0000028292	11/02/2021 SOURCE ONE SUPPLIES	289.33	A/P	OUT-STD	11/02/2021
	28083 TS-SHOP-BATH TISSUE, PAPER TOV	164.73			
	28128 PS-FIRE-PAPER TOWEL	48.86			
	28180 CC-ARENA-MOPS	75.74			
0000028293	11/02/2021 SOURCE ATLANTIC	238.41	A/P	OUT-STD	11/02/2021
	4043051 TS-SHOP-LANYARD,4FT,SHOCK,ABC	128.56			
	4045750 TS-ST5-TSHIRTS	109.85			
0000028294	11/02/2021 SPEEDY GLASS	98.39	A/P	OUT-STD	11/02/2021
	8768-400071 CC-FRONTDOOR-FUSE FOR THE FF	98.39			
0000028295	11/02/2021 UNIFIRST CANADA LTD.	92.18	A/P	OUT-STD	11/02/2021
	7100265533 CC-FRONTLOBBY-FLOOR MATS	92.18			
0000028296	11/02/2021 VALLEY EQUIPMENT LTD	125.19	A/P	OUT-STD	11/02/2021
	IY38203 TS-#6-MOUNTING STRAP-AIR T	125.19			
0000028297	11/08/2021 AARON MUZZATTI	26.54	A/P	OUT-STD	11/08/2021
	SWIMLESSONS CC-POOL-HOLLOWEEN CANDY FOR	26.54			
0000028298	11/08/2021 BELL MOBILITY INC.	1,335.82	A/P	OUT-STD	11/08/2021
	523889487OCT21CC CC-ADMIN-CELL PHONE CHARGES	158.64			
	523889487OCT21GG GG/PS/RC/TS-ADMIN-CELL PHONE (	1,177.18			
0000028299	11/08/2021 CAIN INSURANCE SERVICES LTD. (Low Risk Facility)	1,050.00	A/P	OUT-STD	11/08/2021
	15616 GG-INSURANCE-RENEWAL OF LOW	1,050.00			
0000028300	11/08/2021 CANADIAN SPRINGS	3.45	A/P	OUT-STD	11/08/2021
	19003632101021 PS-RCMP-PAPER INVOICE FEE	3.45			
0000028301	11/08/2021 CARQUEST	314.45	A/P	OUT-STD	11/08/2021
	14838-164402 PS-FIRE-FUEL FILTER, OIL FILTERS	52.14			
	14838-164744 RC-PARKS-HUB ASSEMBLY	-370.59			
	14838-164827 TS-#12-NON FOULERS	18.04			
	14838-165072 TS-#12-PIGTAIL CONNECTOR	110.88			
	14838-165102 TS-#1-DRUMS, BRAKE SHOE SET	291.16			
	14838-165103 TS-#1-WHEEL CYLINDERS	40.64			
	14838-165167 TS-SHOP-DUAL HEAD AIR CHUCK	13.79			
	14838-165818 TS-AIRPORT-CARB KIT	158.39			
0000028302	11/08/2021 CHAMPION COMMERCIAL PRODUCTS INC.	477.30	A/P	OUT-STD	11/08/2021
	549592 CC-ARENA-BATTERIES	477.30			
0000028303	11/08/2021 CIBC MELLON GLOBAL SECURITIES NBMF0218002	30,849.30	A/P	OUT-STD	11/08/2021
	OCTOBER2021 GG-PENSIONPLANCONTRIBUTIONS	30,849.30			
0000028304	11/08/2021 FUNDY BUILDING INSPECTION	2,484.00	A/P	OUT-STD	11/08/2021
	21-218 PS-BUILDING INSPECTOR-OCT 17-3	2,484.00			
0000028305	11/08/2021 HOLLAND FUELS LTD.	1,449.93	A/P	OUT-STD	11/08/2021
	30910 TS/PS-199 UNION ST-HEATING FUEL	1,449.93			
0000028306	11/08/2021 IRVING ENERGY DISTRIBUTION AND MARKETING	2,537.60	A/P	OUT-STD	11/08/2021
	129604 TS-ST5 DIESEL	2,536.51			
	OCT2021INTEREST TS-ST5-OCT INTEREST 2021	1.09			
0000028307	11/08/2021 L.E.WHITTAKER CO., LTD.	138.00	A/P	OUT-STD	11/08/2021
	44518 PS-FIRE-CYLINDER HYDROSTATIC	138.00			
0000028308	11/08/2021 LifeWorks (Canada) Ltd. - M2121 2020 Audit Actuarial Valuation	11,500.00	A/P	OUT-STD	11/08/2021
	1490943 GG-PENSION-ACTUARIAL VALUATIC	11,500.00			
0000028309	11/08/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUM	1,610.00	A/P	OUT-STD	11/08/2021
	15815 PS-BYLAW-OCT 18-29 FEE	1,610.00			

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Town of St. Stephen

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Number	Issued	Amount	SC	Status	Status Date
0000028310	11/08/2021 MACFARLANDS LTD 06M306792 TS-#28-WINTER TIRES	1,159.34 1,159.34	A/P	OUT-STD	11/08/2021
0000028311	11/08/2021 MINISTER OF FINANCE OCT22-NOV4/21 EMPLOYEE DEDUCTIONS OCT 22-N	288.00 288.00	A/P	OUT-STD	11/08/2021
0000028312	11/08/2021 PAYROLL TRANSFER PAY222021 GG-TRANSFER-OCT 22/21 TO NOV 4	76,253.52 76,253.52	A/P	OUT-STD	11/08/2021
0000028313	11/08/2021 PITNEY WORKS OCTOBER132021 GG-ADMIN-COPIER FINANCE CHAR	29.96 29.96	A/P	OUT-STD	11/08/2021
0000028314	11/08/2021 PRO-TECH SANITATION LTD. 317115 CC-BUILDING-AUTOMATIC FLOOR S	16,387.50 16,387.50	A/P	OUT-STD	11/08/2021
0000028315	11/08/2021 PRODUCTIVITY PLUS ACCOUNT SEPTEMBERINTEREST TS-#11-SEPTEMBER INTEREST 2021	7.26 7.26	A/P	OUT-STD	11/08/2021
0000028316	11/08/2021 PROVINCIAL BANDAG TIRES 56608 TS-#5-TIRES	1,304.10 1,304.10	A/P	OUT-STD	11/08/2021
0000028317	11/08/2021 RECEIVER GENERAL FOR CANADA PAY222021 GG-REMITTANCE-OCT 22-NOV 4/21	33,705.41 33,705.41	A/P	OUT-STD	11/08/2021
0000028318	11/08/2021 ROYAL CANADIAN LEGION #9 63 GG-CIVIC-2021 MEMORIAL WREATH	45.00 45.00	A/P	OUT-STD	11/08/2021
0000028319	11/08/2021 ROYAL CANADIAN LEGION #48 OCT082021 GG-CIVIC-REMEMBRANCE DAY WRE	50.00 50.00	A/P	OUT-STD	11/08/2021
0000028320	11/08/2021 SEAN MORTON MEETINGS-HALLOWEEN PS-FIRE-CHAMBER GOLF, LUNCH M	77.69 77.69	A/P	OUT-STD	11/08/2021
0000028321	11/08/2021 SERVICE NEW BRUNSWICK CUB6902021 PS-FIRE-1953 MACK FIRE TRUCK	19.00 19.00	A/P	OUT-STD	11/08/2021
0000028322	11/08/2021 SOURCE ONE SUPPLIES 28158 CC-ARENA-GARBAGE BAGS	115.92 115.92	A/P	OUT-STD	11/08/2021
0000028323	11/08/2021 SOURCE ATLANTIC 4055528 TS-STC-CLOTHING 4055568 TS-STC-CLOTHING	579.05 109.85 469.20	A/P	OUT-STD	11/08/2021
0000028324	11/08/2021 SOUTHWEST CONCRETE & CONS LTD IN000012040 TS-STC-CURB REPAIR MILLTOWN BI IN000012041 TS-STC-REPAIR SIDEWALK MILLTOV IN000012158 TS-STC-SAND	46,536.10 27,719.80 6,900.00 11,916.30	A/P	OUT-STD	11/08/2021
0000028325	11/08/2021 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 2021-04 GG-TOWN-PLANNING SERVICES, LC	18,276.50 18,276.50	A/P	OUT-STD	11/08/2021
0000028326	11/08/2021 SPARTAN FITNESS 345391 CC-FIRST AID-THUMB SWITCH 345392 CC-FIRST AID-BATTERY	594.32 447.65 146.67	A/P	OUT-STD	11/08/2021
0000028327	11/08/2021 SPEEDY GLASS 8768-401031 CC-ARENA-MIRROR	133.69 133.69	A/P	OUT-STD	11/08/2021
0000028328	11/08/2021 TLC SECURITY 358 CC-BLDG-SECURITY 362 CC-BUILDING-COVID SECURITY	2,003.76 1,092.96 910.80	A/P	OUT-STD	11/08/2021
0000028329	11/08/2021 UAP INC. 961-534649 PS-#203-MOLDED COOLANT HOSE 961-534775 TS-SHOP-CAP ADAPTER, PLUG ADA 961-534908 RC-#307-TIRE PRESSURE MONITOR 961-534935 TS-#1-AIR FILTER, OIL FILTER	1,396.13 31.03 7.69 84.64 11.90	A/P	OUT-STD	11/08/2021

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Number	Issued		Amount	SC	Status	Status Date
	961-534944	RC-#307-AIR FILTER, OIL FILTER	18.47			
	961-534947	TS-#1-AIR FILTER, OIL FILTER	-11.90			
	961-535034	RC-PARKS-HALOGEN CAPSULES	14.49			
	961-535062	TS-#13-LUBE FILTER	10.68			
	961-535222	PS-FIRE-HALOGEN SEALED BEAMS	31.37			
	961-535298	TS-#1-BRAKE PADS	45.07			
	961-535304	TS-SHOP-CRIMPED 3 BRUSHES	19.04			
	961-535309	TS-#1-BRAKE CALIPERS, CORE DEF	367.63			
	961-535328	TS-#1-FRONT BRAKE ROTERS	155.80			
	961-535383	TS-#1-REAR BRAKE SHOE HARDWA	20.45			
	961-535423	TS-#1-PIPE ASSEMBLY, MUFFLER QI	394.97			
	961-535513	TS-SHOP-BATTERY POST CLEANER	12.87			
	961-535996	TS-SHOP-3/8 NPT DIE, 1/2 NPT DIE	152.32			
	961-536355	TS-SHOP-REPAIR PARTS, SHOP SUF	29.61			
0000028330	11/08/2021	UNIFIRST CANADA LTD.	<b>92.18</b>	A/P	OUT-STD	11/08/2021
	7100266345	CC-LOBBY-FLOOR MATS	92.18			
0000028331	11/08/2021	WURTH CANADA LIMITED	<b>237.76</b>	A/P	OUT-STD	11/08/2021
	24551782	TS-SHOP-HAND CLEANER, ERGOPC	237.76			
0000028332	11/08/2021	YELLOW PAGES GROUP	<b>41.17</b>	A/P	OUT-STD	11/08/2021
	INV02292222	PS-FIRE-DIGITAL + MEDIA LISTING C	41.17			
0000028333	11/08/2021	MINISTER OF FINANCE AND TREASURY BOARD	<b>38.00</b>	A/P	OUT-STD	11/08/2021
	19582022	TS-SHOP-INSPECTION STATION	38.00			
0000028334	11/08/2021	MINISTER OF FINANCE AND TREASURY BOARD	<b>460.00</b>	A/P	OUT-STD	11/08/2021
	19582022*	TS-ST5-INSPECTION STICKERS FOF	460.00			
0000028335	11/17/2021	ADMIRAL INVESTIGATIONS ATLANTIC INC. (Security)	<b>2,135.34</b>	A/P	OUT-STD	11/17/2021
	32204	CC-BLDG-COVID VACCINATION SCR	567.42			
	32205	CC-BLDG-COVID VACCINATION SCR	900.92			
	32206	CC-BLDG-COVID VACCINATION SCR	667.00			
0000028336	11/17/2021	AQS AIR QUALITY SERVICES INC.	<b>1,322.50</b>	A/P	OUT-STD	11/17/2021
	132919	PS-RCMP-DUCT CLEANING	1,322.50			
0000028337	11/17/2021	BELL ALIANT	<b>3,040.42</b>	A/P	OUT-STD	11/17/2021
	06336721OCT21	TS-AIRPORT-LANDLINE PHONE	169.87			
	11368891OCT21	GG-TOWN HALL-LANDLINE PHONES	1,065.15			
	11378668OCT21	TS/PS-199 UNION ST-LANDLINE PHC	371.33			
	11395944OCT21	PS-FIRE-LANDLINES	885.41			
	15772965OCT21	RC-REC/POOL-TELEPHONES	271.60			
	47424130OCT21	CC-ADMIN-LANDLINE PHONES	277.06			
0000028338	11/17/2021	CANADIAN TIRE	<b>2,555.25</b>	A/P	OUT-STD	11/17/2021
	N17752894	TS-SHOP-BATTERY	11.49			
	N17752936	RC-MILLPOOL-ANTIFREEZE	22.95			
	N17752938	RC-SPLASHPAD-ANTIFREEZE	22.95			
	N17752964	RC-#438-MUFFLER, CLAMPS, HARDI	111.42			
	N17752968	CC-ZAMBONI-DEGREASER, FLUID F	43.09			
	N18207018	TS-SHOP-WATER, NUTS, WASHERS	82.37			
	N18207055	TS-SHOP-WELDER	689.94			
	N18207186	PS-FIRE-WINTERPROOF, POLYCAST	17.23			
	N18207187	RC-PARKS-WATER, ANT OUT	43.14			
	N18207197	TS-#29-FUEL FILTERS	18.25			
	N18207198	TS-SHOP-THINNER	28.74			

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Number	Issued		Amount	SC	Status	Status Date
	N18207498	TS-SHOP-CALV CBL, ALU DUPLEX S	10.64			
	N18207505	GG-EVENTS-HALLOWEEN DECORA	126.39			
	N18207517	TS-SHOP-DRILL	287.49			
	N18207522	TS-SHOP-CLEANING SUPPLIES	93.01			
	N18207537	TS-SHOP-PAINT, PAINT SUPPLIES	32.68			
	N18207546	TS-SHOP-WATER	76.68			
	N18207548	CC-ARENA-MOUNTING TAPE	56.28			
	N18207557	GG-EVENTS-CHRISTMAS DECORAT	642.47			
	N18207558	RC-PARKS-ADHES, FLOOR PL4	25.25			
	N18207559	TS-SHOP-WELD ROD	10.34			
	N18207585	TS-SHOP-SCREWS	7.46			
	N18207589	GG-AQUATICS-HANDY HOOKS	14.93			
	N18207592	TS-SHOP-WATER, HARNESS RINGS	80.06			
0000028339	11/17/2021	CANADIAN RED CROSS	<b>1,113.96</b>	A/P	OUT-STD	11/17/2021
	CRC-395364	CC-POOL-WATER SAFETY INSTRUC	1,113.96			
0000028340	11/17/2021	CANADIAN SPRINGS	<b>32.88</b>	A/P	OUT-STD	11/17/2021
	19100841110121TS	TS-SHOP-WATER	32.88			
0000028341	11/17/2021	CARMA Charlotte County	<b>25.00</b>	A/P	OUT-STD	11/17/2021
	DONATION	GG-DONATION-IN MEMORY DONNA	25.00			
0000028342	11/17/2021	CARQUEST	<b>223.28</b>	A/P	OUT-STD	11/17/2021
	14838-168342	RC-#309-MOWER CTL 0148-42	100.46			
	14838-168399	RC-#309-CTL 0697-42 MOWER	122.82			
0000028343	11/17/2021	CUSTOM EMBROIDERY PLUS	<b>103.50</b>	A/P	OUT-STD	11/17/2021
	756	TS-SHOP-FACE MASKS	103.50			
0000028344	11/17/2021	DILLON CONSULTING LIMITED	<b>10,350.00</b>	A/P	OUT-STD	11/17/2021
	241658	GG-INDUSTRIAL PARK FUNCTIONAL	10,350.00			
0000028345	11/17/2021	DISHER CONSTRUCTION INC.	<b>920.00</b>	A/P	OUT-STD	11/17/2021
	183	TS-ST5-BUCKET TRUCK	920.00			
0000028346	11/17/2021	DOWNEY FORD SALES LTD.	<b>83.52</b>	A/P	OUT-STD	11/17/2021
	33259	TS-#23-KIT - TPMS SENSOR	83.52			
0000028347	11/17/2021	FUNDY BUILDING INSPECTION	<b>2,484.00</b>	A/P	OUT-STD	11/17/2021
	21-229	PS-BUILDING INSPECTOR-OCT 31-N	2,484.00			
0000028348	11/17/2021	FUTURE NETS & SUPPLIES LTD.	<b>1,006.25</b>	A/P	OUT-STD	11/17/2021
	23277	TS-ST5-REMOVE DOCKS	1,006.25			
0000028349	11/17/2021	IRVING ENERGY DISTRIBUTION AND MARKETING	<b>12,396.66</b>	A/P	OUT-STD	11/17/2021
	239539	TS-ST5-GAS	9,571.38			
	428784	CC/GG-BUILDING-NATURAL GAS	1,403.29			
	529883	TS-ST5-DIESEL	1,421.99			
0000028350	11/17/2021	KEM CANADA MFG	<b>1,195.37</b>	A/P	OUT-STD	11/17/2021
	134668	TS-SHOP-WASH N WAX, ENVIRO RE	1,195.37			
0000028351	11/17/2021	KENT BUILDING SUPPLIES	<b>1,957.00</b>	A/P	OUT-STD	11/17/2021
	1003750256	TS-SHOP-SNAP-OFF BLADES	21.79			
	1003820923	TS-SHOP-PLUMBING ANTIFREEZE	30.98			
	1003837211	PS-FIRE-BUNGEE CORDS, TARPS	40.20			
	1003839195	PS-FIRE-CEMENT BLOCKS	6.52			
	1003925487	TS-SHOP-36" PICK HANDLE	20.31			
	1004008650	PR-WALKING TRAIL-WOOD-LUMBEF	134.72			
	1004019081	PS-WALKING TRAIL-PRESSURE TRE	160.64			

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Number	Issued		Amount	SC	Status	Status Date
	1004026686	TS-SHOP-HAMMER DRILL BIT	22.34			
	1004028157	TS-SHOP-MASONRY DRILL BIT	22.34			
	1004070800	PR-WALKING TRAIL- PRESSURE TRI	24.83			
	1004081182	TS-SHOP-HEX LAG SCREWS	36.79			
	1004092272	CC-BUILDING-SHEETROCK DUST C	16.01			
	1004124771	TS-SHOP-PROPANE REFILL	28.69			
	1004154029	PR-WALKING TRAIL-PRESSURE TRE	44.38			
	1004158355	TS-SHOP-GALVANIZED NAILS, WOO	171.63			
	1004176960	PS-FIRE-PROPANE REFILL	28.69			
	1004248337	TS-SHOP-WOOD FILLER	6.73			
	1004266233	TS-SHOP-5"X8 HOLE DISC ALUMINU	21.38			
	1004355652	TS-SHOP-PRESSURE TREATED DEC	10.68			
	1004367229	TS-SHOP-PRESSURE TREATED DEC	8.54			
	1004374330	TS-SHOP-WASHERS, HEX NUTS, BC	9.51			
	1004378649	TS-SHOP-DRILL BIT	26.73			
	1004401053	PS-WALKING TRAIL-SCREWS/WOOI	72.05			
	1004456396	TS-SHOP-METAL SCREW-5/PACK	10.89			
	1004462895	TS-SHOP-SEALANT, ADHESIVE	34.13			
	1004465094	TS-SHOP-BLOCK ADHESIVE, SEALA	17.07			
	1004470208	TS-SHOP-BATTERIES	230.00			
	1004479870	TS-SHOP-PLYWOOD	253.64			
	1004488278	CC-ARENA-ROTARY TOOL KIT, ACCE	131.53			
	1004512503	TS-SHOP-ADHESIVE, GROUT, TROM	62.17			
	1004513953	TS-SHOP-NON SHRINK GROUT	85.96			
	1004558266	TS-SHOP-PAINTERS TAPE, SEALAN	91.26			
	1004621665	TS-SHOP-RECIPROCATING BLADES	96.21			
	1C000304028	TS-SHOP-HAMMER DRILL BIT	-22.34			
0000028352	11/17/2021	LIBERTY UTILITIES	<b>1,400.56</b>	A/P	OUT-STD	11/17/2021
		2021102101008-1016227-0	1,400.56			
		00				
0000028353	11/17/2021	MACDOUGALL PROFESSIONAL SECURITY & DOCUM	<b>1,610.00</b>	A/P	OUT-STD	11/17/2021
		15825	1,610.00			
		PS-BYLAW-OCT 31-NOV 13/21				
0000028354	11/17/2021	MCINNES COOPER	<b>2,210.60</b>	A/P	OUT-STD	11/17/2021
		2021025324	479.90			
		GG-TOWN SOLICITOR-GENERAL				
		2021025335	1,730.70			
		GG-TOWN SOLICITOR-DEVELOPMEI				
0000028355	11/17/2021	MICHELLE VEST	<b>987.09</b>	A/P	OUT-STD	11/17/2021
		412.37	412.37			
		CC-CANTEEN-SUPPLY RUN				
		CHRISTMASDECOR	574.72			
		GG-CHRISTMAS DECORATIONS				
0000028356	11/17/2021	MIDLAND COURIER	<b>60.63</b>	A/P	OUT-STD	11/17/2021
		10065578	60.63			
		PS-SSFD-TO LEAVITT SAFETY				
0000028357	11/17/2021	N. B. ELECTRIC POWER	<b>14,589.43</b>	A/P	OUT-STD	11/17/2021
		18988703NOV21	1,183.51			
		TS/PS-199 UNION ST-ELECTRICITY				
		19051703NOV21	161.01			
		TS-AIRPORT-ELECTRICITY				
		19051801NOV21	52.39			
		TS-AIRPORT-ELECTRICITY				
		216000030308NOV21	12,232.30			
		TS-ST5-AREA LIGHTS				
		65083030NOV21	40.15			
		RC-PARKS-MILLTOWN BOAT LAUNC				
		71315207NOV21	812.58			
		PS-RCMP-ELECTRICITY				
		83278804NOV21	107.49			
		TS-ST5-PARKS-SHED				
0000028358	11/17/2021	ORKIN CANADA CORPORATION	<b>261.05</b>	A/P	OUT-STD	11/17/2021

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Town of St. Stephen

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Number	Issued		Amount	SC	Status	Status Date
	C-2907615	CC-BUILDING-PEST CONTROL	89.70			
	C-2917909	PS-FIRE-PEST CONTROL	171.35			
0000028359	11/17/2021	ORR ELECTRIC & ALARM LTD.	<b>792.58</b>	A/P	OUT-STD	11/17/2021
	5340	TS-ST5-REPLACED STREET LIGHT	296.40			
	5375	TS-LIGHTS-MILLTOWN BLVD.	496.18			
0000028360	11/17/2021	RELIABLE HEATING AND MECHANICAL LTD.	<b>224.25</b>	A/P	OUT-STD	11/17/2021
	20294	TS-199 UNION ST-FURNACE REPAIR	224.25			
0000028361	11/17/2021	RICHWIL TRUCK CENTRE LTD.	<b>641.63</b>	A/P	OUT-STD	11/17/2021
	142850	TS-#7-BRAKES, SEALSET	339.57			
	142878	TS-#7-FILTERS	215.05			
	142879	TS-#5-FILTER-LUB	87.01			
0000028362	11/17/2021	ROYAL CANADIAN LEGION #9	<b>45.00</b>	A/P	OUT-STD	11/17/2021
	64	PS-FIRE-2021 MEMORIAL WREATH	45.00			
0000028363	11/17/2021	SAFETY SOURCE LTD.	<b>110.40</b>	A/P	OUT-STD	11/17/2021
	NB-00882819	PS-FIRE-PADDED RATCHET SUSPEI	110.40			
0000028364	11/17/2021	SAUNDERS EQUIPMENT LTD.	<b>1,634.55</b>	A/P	OUT-STD	11/17/2021
	85848	CC-ARENA-IMPELLER, VALVE, ADAP	1,634.55			
0000028365	11/17/2021	SOURCE ONE SUPPLIES	<b>721.18</b>	A/P	OUT-STD	11/17/2021
	28233	CC-ARENA-SOAP DISPENSER	86.07			
	28237	CC-ARENA-SHAMPOO, HAND SOAP	422.37			
	28238	CC-ARENA-HAND TOWELS	40.24			
	28239	CC-ARENA-EARPLUGS	172.50			
0000028366	11/17/2021	SOURCE ATLANTIC	<b>277.65</b>	A/P	OUT-STD	11/17/2021
	4063996	TS-ST5-CLOTHES	134.47			
	4063998	TS-ST5-CLOTHES	143.18			
0000028367	11/17/2021	SOUTHWEST CONCRETE & CONS LTD	<b>10,798.80</b>	A/P	OUT-STD	11/17/2021
	IN000011772	PS-CHURCH ST DEMO-DANGEROUS	310.50			
	INV000011755	PS-CHURCH ST DEMO-DANGEROUS	10,488.30			
0000028368	11/17/2021	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE	<b>10,273.64</b>	A/P	OUT-STD	11/17/2021
	225973-226468	GG-TOWN-REGIONAL LANDFILL COI	10,273.64			
0000028369	11/17/2021	STATIONERY PLUS	<b>598.77</b>	A/P	OUT-STD	11/17/2021
	93190	GG-TOWN HALL-PENS	8.03			
	93242	GG-ADMIN-STICK-ON NOTES, CORF	16.09			
	93693	GG-ADMIN-PENS	3.26			
	93918	GG-TOWN-PAPER, STAPLES, PENS	125.88			
	94040	GG-TOWN HALL-LASER TONERS	215.95			
	94084	GG-TOWN HALL-DEBENTURE CHEQ	20.94			
	94188	GG-TOWN-#9 ENVELOPES, PENS	2.17			
	95049	GG-TOWN-LABELS, RULER, HIGHLIK	38.40			
	95206	GG-TOWN-DRUM UNIT	149.49			
	95333	GG-TOWN HALL-PENS	18.56			
0000028370	11/17/2021	SWEENEY INTERNATIONAL MARINE CORP <i>Vessel &amp; Operator Services</i>	<b>690.00</b>	A/P	OUT-STD	11/17/2021
	117	TS-ST5-WHARF ASSISTANCE	690.00			
0000028371	11/17/2021	TIM TOZER	<b>17.12</b>	A/P	OUT-STD	11/17/2021
	17.12	GG-CANADA POST-2021 DEBENTUR	17.12			
0000028372	11/17/2021	TLC SECURITY	<b>1,593.90</b>	A/P	OUT-STD	11/17/2021
	365	CC-BUILDING-VACCINATION SECUR	796.95			
	368	CC-BLDG-COVID VACCINATION SCR	796.95			

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0000028373	11/17/2021 TOROMONT CAT (MARITIMES)	<b>12,188.09</b>	A/P	OUT-STD	11/17/2021
	PSAF0220929 PS-#205-WORN CORE	-1,441.53			
	PSAF0221130 TS-#13-HOSES	178.16			
	PSAF0221209 TS-#13-TUBES	274.87			
	PSAF0226023 TS-#13-BATTERY, LATCH, WASHERS	609.17			
	PSAF0226024 TS-#13-LOCKNUT	2.40			
	PSAF0226025 TS-#13-LINK	4.23			
	PSAF0226089 TS-#13-BRACKET, BOX AS, COVER,	3,035.75			
	PSAF0226220 TS-#13-PUMP, DEPOSIT CHG	4,066.49			
	PSAF0226742 TS-#13-SEAL-O-RINGS, GASKET PUI	320.56			
	PSAF0226743 TS-#13-BUSHING	20.84			
	PSAF0226840 TS-#13-HOSE	57.90			
	PSAF0226841 TS-#13-SEAL, O-RINGS	38.80			
	PSAF0226903 TS-#13-COMPRESSOR, CORE AS	4,958.51			
	PSAF0227276 TS-#13-SEAL-LIP	61.94			
0000028374	11/17/2021 UAP INC.	<b>406.91</b>	A/P	OUT-STD	11/17/2021
	961-536922 TS-SHOP-LATEX GLOVES	50.58			
	961-536923 TS-SHOP-LATEX GLOVES	-25.29			
	961-537029 TS-SHOP-APPLICATOR	7.69			
	961-537125 RC-#302, #308-SPIN-ON LUBE	13.98			
	961-537260 TS-SHOP-OIL ABSORBA	76.50			
	961-537537 TS-SHOP-SOCKET, SKT 10MM, 8MM	18.14			
	961-537614 TS-SHOP-HEAVY DUTY CABLE	31.30			
	961-537729 TS-SHOP-KLEEN-FLO	22.99			
	961-537944 TS-SHOP-2-12 EXTENSION, SOCKET	51.03			
	961-538162 TS-SHOP-GASKET MAKER, CARTRII	44.48			
	961-538182 TS-SHOP-ADHESIVE SEALA, CARTR	29.24			
	961-538183 TS-SHOP-CARTRIDGE GUNS	-25.81			
	961-538688 TS-#12-BRACKET-HANGER	26.50			
	961-538733 TS-#12-UNIV SYN ATF	85.58			
0000028375	11/17/2021 UNIFIRST CANADA LTD.	<b>259.80</b>	A/P	OUT-STD	11/17/2021
	7100267135 CC-LOBBY-FLOOR MATS	129.90			
	7100267957 CC-LOBBY-FLOOR MATS	129.90			
0000028376	11/17/2021 YELLOW PAGES GROUP	<b>99.24</b>	A/P	OUT-STD	11/17/2021
	INV02319475 GG-TOWN HALL-911 LISTING OCT 21	11.04			
	INV02342676 GG-TOWN HALL-YP MEDIA OCT 202	88.20			
0000028381	11/24/2021 ACCESS	<b>55.18</b>	A/P	OUT-STD	11/24/2021
	NBS0778736 CC-BUILDING-65 GALLON BIN	55.18			
0000028382	11/24/2021 AIR LIQUIDE CANADA INC.	<b>27.09</b>	A/P	OUT-STD	11/24/2021
	73574459 TS-SHOP-BLUESHIELD, ARGON	27.09			
0000028383	11/24/2021 A PLUS UPHOLSTERY & DETAILING	<b>57.50</b>	A/P	OUT-STD	11/24/2021
	202502 TS-SHOP-SEW ROPE IN BANNER	57.50			
0000028384	11/24/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD.	<b>2,466.01</b>	A/P	OUT-STD	11/24/2021
	02P54817 RC-PARKS-MOWER FILTERS, ELEME	915.38			
	02P54841 RC-#309-BRACKET, PULLEY, WHEEL	609.96			
	02P54859 RC-#309-PULLEY TENSION, BUSING	601.84			
	02P54864 RC-#309-ARM, PULLEY, BUSHING	166.54			
	02P54918 RC-#309-PULLEY	172.29			
0000028385	11/24/2021 BELL MOBILITY INC.	<b>1,243.41</b>	A/P	OUT-STD	11/24/2021

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	523889487NOV21CC*	CC-ADMIN-CELL PHONE CHARGES	158.64			
	523889487NOV21GG	GG/PS/RC/TS-ADMIN CELL PHONE C	1,084.77			
0000028386	11/24/2021	BRIGGS PLUMBING INC.	<b>998.38</b>	A/P	OUT-STD	11/24/2021
	1575328	PS-FIRE-FILTRATION SYSTEM	894.94			
	1575346	RC-LIBRARY-LEAKING FLUSH	103.44			
0000028387	11/24/2021	BRUNET INC.	<b>2,515.04</b>	A/P	OUT-STD	11/24/2021
	51989	TS-AIRPORT-NEW DESKTOP	245.81			
	51991	GG-TOWN-FINANCE LAPTOP	245.81			
	51993	GG-TOWN-WATCHGUARD FIREBOX.	700.06			
	IN52403	GG-FINANCE-LAPTOP	1,323.36			
0000028388	11/24/2021	CERTIFIED TRACKING SOLUTIONS, INC.	<b>1,430.72</b>	A/P	OUT-STD	11/24/2021
	334094	GG-FLEET-TITAN PRO AIRTIME	1,430.72			
0000028389	11/24/2021	CHARLOTTE COUNTY JANITORIAL	<b>1,408.75</b>	A/P	OUT-STD	11/24/2021
	5069	PS-FIRE-CLEANING	201.25			
	5071	PS-RCMP-JANITORIAL	1,092.50			
	5079	TS-SHOP-JANITORIAL	115.00			
0000028390	11/24/2021	COCA COLA CANADA BOTTLING LIIMITED	<b>622.81</b>	A/P	OUT-STD	11/24/2021
	15330205148	CC-CANTEEN-COKE PRODUCTS	622.81			
0000028391	11/24/2021	CUSTOM EMBROIDERY PLUS	<b>80.07</b>	A/P	OUT-STD	11/24/2021
	761	TS-SHOP-WORK LOGO	80.07			
0000028392	11/24/2021	HICKS MORLEY HAMILTON STEWART STORIE LLP	<b>282.90</b>	A/P	OUT-STD	11/24/2021
	587849	GG-LEGAL-GENERAL	282.90			
0000028393	11/24/2021	IRVING ENERGY DISTRIBUTION AND MARKETING	<b>3,364.38</b>	A/P	OUT-STD	11/24/2021
	921693	TS-ST5-DIESEL	3,360.02			
	NOV2021INTEREST	TS-ST5-NOVEMBER INTEREST 2021	4.36			
0000028394	11/24/2021	KONICA MINOLTA BUSINESS SOLUTIONS	<b>230.34</b>	A/P	OUT-STD	11/24/2021
	275956312	GG-TOWN HALL-COPIER MAINTENA	230.34			
0000028395	11/24/2021	KONICA MINOLTA BUSINESS	<b>267.43</b>	A/P	OUT-STD	11/24/2021
	8227492	GG-TOWN HALL-COPIER LEASE	267.43			
0000028396	11/24/2021	LAWSON PRODUCTS, INC. (ONTARIO_	<b>433.18</b>	A/P	OUT-STD	11/24/2021
	9308954091	TS-SHOP-SCREWS, NUTS, WASHER	423.08			
	9308963176	TS-SHOP-WEATHERPACK TERM-SH	10.10			
0000028397	11/24/2021	LIFESAVING SOCIETY - NB Branch	<b>30.00</b>	A/P	OUT-STD	11/24/2021
	3652	CC-AQUATICS-LEADERSHIP CERTIF	30.00			
0000028398	11/24/2021	MARITIME COFFEE SERVICE	<b>80.50</b>	A/P	OUT-STD	11/24/2021
	RC00104805	CC-ARENA-WATER COOLER RENTA	80.50			
0000028399	11/24/2021	MILLTOWN MACHINE & FABRICATION LTD.	<b>616.40</b>	A/P	OUT-STD	11/24/2021
	22361	TS-#13-BACKHOE HOUSING	616.40			
0000028400	11/24/2021	N. B. ELECTRIC POWER	<b>26,420.16</b>	A/P	OUT-STD	11/24/2021
	10126106NOV21	TS-XING LIGHTS-KING STREET	27.36			
	17935200NOV21	TS-KING/UNION ST-TRAFFICE LIGHT	42.63			
	18169205NOV21	RC-POOL-MILL LANE	129.00			
	19055406NOV21	RC-ARENA-ELECTRICITY	376.89			
	50660140NOV21	RD-PARKS-ROTARY CHANGING RO	27.52			
	54187672NOV21	TS-KING/QUEEN ST TRAFFIC LIGHT	41.22			
	54253127NOV21	CC-BUILDING-ELECTRICITY	24,610.70			
	54653258NOV21	TS-KING/SUPERSTORE-TRAFFIC LIC	77.89			
	55160607NOV21	RC-COTTON MILL LIGHTS	39.80			

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	55917471NOV21	TS-ST5-WATERFRONT LIGHTS	67.19			
	57955782NOV21	RC-PARKS-CHOC PARK BANDSTAN	29.24			
	72924306NOV21	RC-PARKS-BANDSTAND	43.88			
	73006038NOV21	RC-LIBRARY-ELECTRICITY	805.05			
	82122207NOV21	RC-PARKS-BASKETBALL COURT	27.36			
	84960501NOV21	RC-PARKS-RIVERSIDE DR LIGHTS	74.43			
0000028401	11/24/2021	NEW SYSTEM LAUNDRY & CLEANERS LTD. 498451 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	11/24/2021
0000028402	11/24/2021	OK TIRE & AUTO SERVICE IN059117 RC-#310-SPORT TRAIL LH	144.33 144.33	A/P	OUT-STD	11/24/2021
0000028403	11/24/2021	ORR ELECTRIC & ALARM LTD. 5163 TS-ST5-STREET LIGHTS 5401 TS-ST5-TRAFFIC LIGHT AT PIZZA DE	1,087.59 989.00 98.59	A/P	OUT-STD	11/24/2021
0000028404	11/24/2021	PAYROLL TRANSFER PAY232021 GG-TRANSFER-NOV.5/21 TO NOV.18	80,266.34 80,266.34	A/P	OUT-STD	11/24/2021
0000028405	11/24/2021	PCS SALES (CANADA) LTD. 6358558 TS-ST5-SALT	2,051.03 2,051.03	A/P	OUT-STD	11/24/2021
0000028406	11/24/2021	ROYAL DOOR LIMITED W35169 CC-ARENA-DOORS	3,605.19 3,605.19	A/P	OUT-STD	11/24/2021
0000028407	11/24/2021	SOURCE ONE SUPPLIES 28269 RC-TRAIL CANADA-GARBAGE BAGS	39.20 39.20	A/P	OUT-STD	11/24/2021
0000028408	11/24/2021	STRESCON LIMITED 50421975 TS-ST5-STORM PIPE	3,415.50 3,415.50	A/P	OUT-STD	11/24/2021
0000028409	11/24/2021	TK ELEVATOR (CANADA) LIMITED 2023962 CC-BUILDING-ELEVATOR MAINTENA	1,267.39 1,267.39	A/P	OUT-STD	11/24/2021
0000028410	11/24/2021	TLC SECURITY 372 CC-SECURITY-COVID VACCINATION	1,013.26 1,013.26	A/P	OUT-STD	11/24/2021
0000028411	11/24/2021	TODD'S CYCLE WORKS 24624 PS-FIRE-OIL CHANGE, GREASE & W	82.78 82.78	A/P	OUT-STD	11/24/2021
0000028412	11/24/2021	TOROMONT CAT (MARITIMES) PSAF0227947 TS-#13-GASKET COVER	134.29 134.29	A/P	OUT-STD	11/24/2021
0000028413	11/24/2021	ULTRA ALARM SERVICES VFP173240 CC-BLDG-FIRE ALARM INSPECTION	1,138.50 1,138.50	A/P	OUT-STD	11/24/2021
0000028414	11/24/2021	UNIFIRST CANADA LTD. 7100268789 CC-LOBBY-FLOOR MATS	129.90 129.90	A/P	OUT-STD	11/24/2021
0000028415	11/24/2021	MINISTER OF FINANCE NOV5-NO18/21 EMPLOYEE DEDUCTIONS NOV 5/21	288.00 288.00	A/P	OUT-STD	11/24/2021
0000028416	11/24/2021	RECEIVER GENERAL FOR CANADA PAY232021 GG-REMITTANCE-NOV 5/21 TO NOV	33,722.76 33,722.76	A/P	OUT-STD	11/24/2021
0000028417	11/26/2021	MCINNES COOPER "IN TRUST" <i>Land &amp; Building</i> PID01301795 GG-LANDPURCHASE-6 KING ST FR :	250,168.38 250,168.38	A/P	OUT-STD	11/26/2021
0000028418	11/30/2021	ACCT #903240047015 NOVEMBER2021 VOLUNTEER FIRE MEMBERSHIP DL NOVEMBER2021DIS VOLUNTEER FIRE DISABILITY DEDL	459.47 250.00 209.47	A/P	OUT-STD	11/30/2021
0000028419	11/30/2021	ACCT 8025-280 NOVEMBER2021 LOCAL 770 UNION DUES-NOVEMBEI	1,404.53 1,404.53	A/P	OUT-STD	11/30/2021
0000028420	11/30/2021	ADMIRAL INVESTIGATIONS ATLANTIC INC. 32239 CC-BLDG-COVID VACCINATION SCR	1,801.82 1,134.82	A/P	OUT-STD	11/30/2021

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	32285	CC-SECURITY-COVID VACCINATION			
		667.00			
0000028421	11/30/2021	AGRI-MECHANICAL LTD.			
	62672	TS-#401-FLOAT, CARB KIT			
		260.25	A/P	OUT-STD	11/30/2021
0000028422	11/30/2021	A PLUS UPHOLSTERY & DETAILING			
	202505	GG-EVENTS-BATEAU COVER			
		2,760.00	A/P	OUT-STD	11/30/2021
0000028423	11/30/2021	AQUAM			
	350211	CC-POOL-STRAPS FOR AQUAFITNE			
		180.90	A/P	OUT-STD	11/30/2021
0000028424	11/30/2021	BRIGGS PLUMBING INC.			
	1575391	TS-199 UNION ST-REPAIR WATER LE			
		251.67	A/P	OUT-STD	11/30/2021
0000028425	11/30/2021	BRUNET INC.			
	51990	CC-ADMIN-RESET PASSWORD FOR			
	51992	CC-TROUBLESHOOT GCC NETWORK			
		81.94	A/P	OUT-STD	11/30/2021
0000028426	11/30/2021	CANADIAN SPRINGS			
	19003632110721	PS-RCMP-PAPER INVOICE FEE			
		6.90	A/P	OUT-STD	11/30/2021
0000028427	11/30/2021	CINTAS CANADA LIMITED			
	5083301172CC	CC-BUILDING-FIRST AID SUPPLIES			
	5083301172PS	PS-FIRE-FIRST AID SUPPLIES			
	5083301172TS*	TS-SHOP-FIRST AID SUPPLIES			
		1,975.87	A/P	OUT-STD	11/30/2021
0000028428	11/30/2021	FUNDY BUILDING INSPECTION			
	21-241	PS-BUILDING INSPECTOR-NOV 14 T			
		2,569.00	A/P	OUT-STD	11/30/2021
0000028429	11/30/2021	GREENLAW'S GARAGE LTD.			
	9891	TS-#23-BALANCE TIRES			
	9944	TS-#1-BALANCE TIRES			
		69.00	A/P	OUT-STD	11/30/2021
0000028430	11/30/2021	HOLLAND FUELS LTD.			
	30991	TS/PS-199 UNION ST-HEATING FUEL			
		883.12	A/P	OUT-STD	11/30/2021
0000028431	11/30/2021	JEFF RENAUD			
	NOVEMBER2021	GG-CAO-MONTHLY VEHICLE ALLOW			
		250.00	A/P	OUT-STD	11/30/2021
0000028432	11/30/2021	KEITH'S BUILDING SUPPLIES			
	209891	PR-AMERLOCK POSTS FOR WALKIN			
	210783	TS-SHOP-DULUX PAINT			
	210963	RC-TENNIS COURT/LIBRARY-SEALA			
	211094	RC-PARKS-SEALANT			
	211124	TS-SHOP-REBAR			
		596.39	A/P	OUT-STD	11/30/2021
0000028433	11/30/2021	LEVITT SAFETY LIMITED			
	1302893-00	TS-SHOP-SENSOR, OXYGEN			
		494.43	A/P	OUT-STD	11/30/2021
0000028434	11/30/2021	MACDOUGALL PROFESSIONAL SECURITY & DOCUM			
	15835	PS-BYLAW-NOV 14 TO NOV 27/21			
		1,610.00	A/P	OUT-STD	11/30/2021
0000028435	11/30/2021	MADD CANADA			
	91376	PS-FIRE-MADD MESSAGE YEARBOC			
		136.85	A/P	OUT-STD	11/30/2021
0000028436	11/30/2021	MCINNES COOPER			
	2021028334	GG-LEGAL-GENERAL			
		1,391.70	A/P	OUT-STD	11/30/2021
0000028437	11/30/2021	MICHELLE VEST			
	526.30	CC-CANTEEN-SUPPLIES			
		526.30	A/P	OUT-STD	11/30/2021
0000028438	11/30/2021	RICHWIL TRUCK CENTRE LTD.			
	143061	TS-#7-LINK, STEER			
		189.54	A/P	OUT-STD	11/30/2021
0000028439	11/30/2021	SAFETY SOURCE LTD.			
	NB-00883098	PS-FIRE-COVERALLS			
	NS-00883134	PS-FIRE-GLOVES, HELMETS			
		3,639.26	A/P	OUT-STD	11/30/2021
		2,224.76			
		1,414.50			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028539 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
0000028440	11/30/2021 SHANNON MICHAEL NOVEMBER2021 PS-ANIMAL CONTROL-MONTHLY VE	1,616.45 1,616.45	A/P	OUT-STD	11/30/2021
0000028441	11/30/2021 SOURCE ONE SUPPLIES 28285 RC-LIBRARY-GLOVES, PAPER TOWE	174.89 174.89	A/P	OUT-STD	11/30/2021
0000028442	11/30/2021 SOUTHERN SANITATION LTD. 187895 GG-GARBAGE COLLECTION FOR OK	15,721.94 15,721.94	A/P	OUT-STD	11/30/2021
0000028443	11/30/2021 SPEEDY GLASS 8768-403241 TS-SHOP-STEEL DOORS 8768-403591 TS-DECORATIVE LIGHTS-CENOTAPI	2,191.35 2,117.75 73.60	A/P	OUT-STD	11/30/2021
0000028444	11/30/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 245431 GG-CIVIC-HALLOWEENAD 245672 GG-CIVIC-HALLOWEENAD 246154 GG-CIVIC-REMEMBRANCE DAY 32787 GG-CIVIC-FALL YARD CLEANUP NOT CN-39 CC-ARENA SIGNAGE CREDIT	102.23 74.75 69.00 230.00 369.15 -640.67	A/P	OUT-STD	11/30/2021
0000028445	11/30/2021 ST. STEPHEN FIRE DEPARTMENT BUCKETSIT2021 PS-BUCKET SIT PROCEEDS FOR 20	9,490.00 9,490.00	A/P	OUT-STD	11/30/2021
0000028446	11/30/2021 STRESCON LIMITED 50422886 TS-STC-STORM PIPE	1,311.00 1,311.00	A/P	OUT-STD	11/30/2021
0000028447	11/30/2021 UNIFIRST CANADA LTD. 7100269637 CC-LOBBY-FLOOR MATS	129.90 129.90	A/P	OUT-STD	11/30/2021
0000028448	11/30/2021 WURTH CANADA LIMITED 24594134 TS-SHOP-ECO SUPER SPRAY	142.35 142.35	A/P	OUT-STD	11/30/2021
0000028449	11/30/2021 YELLOW PAGES GROUP INV02363058 PS-FIRE-DIGITAL & MEDIA LISTING I	41.17 41.17	A/P	OUT-STD	11/30/2021
<b>Total Issued (175):</b>		<b>\$897,431.29</b>			
<b>Total Voided (0):</b>		<b>\$0.00</b>			
<b>Grand Total:</b>		<b>\$897,431.29</b>			
<b>Number of Cheques Listed:</b>		<b>175</b>			

\* - 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 0000009453 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008707	11/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT2021*** WS-SERIES "BK"-INTEREST	1,233.36 1,233.36	A/P	CLEARED	11/30/2021
008709	11/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT2021***** WS-SERIES "BV"-INTEREST	11,785.66 11,785.66	A/P	CLEARED	11/30/2021
008715	11/15/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT2021**** SCD-SERIES "BK"-INTEREST	5,618.64 5,618.64	A/P	CLEARED	11/30/2021
008723	11/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT2021*** SCD-SERIES "BV"-INTEREST	887.09 887.09	A/P	CLEARED	11/30/2021
0000009363	11/02/2021 CHLORATECH INC. 104358 WS-SOURCE-GASKET HEADS	533.60 533.60	A/P	CLEARED	11/30/2021
0000009364	11/02/2021 CINTAS CANADA LIMITED 5078055281 WS-TRANS&DIST-FIRST AID SUPPLI	468.12 468.12	A/P	CLEARED	11/30/2021
0000009365	11/02/2021 COLE-PARMER CANADA COMPANY 00686496 WS-SOURCE-CHLOROSENSE SENS	3,355.01 3,355.01	A/P	CLEARED	11/30/2021
0000009366	11/02/2021 DOWNEY FORD SALES LTD. 33192 WS-#102-TIRES	1,327.38 1,327.38	A/P	CLEARED	11/30/2021
0000009367	11/02/2021 GALBRAITH CONSTRUCTION LTD. J000615 WS-TRANS&DIST-ASPHALT	17,213.29 17,213.29	A/P	CLEARED	11/30/2021
0000009368	11/02/2021 MARITIME BLOWER REPAIR INC 5372 SCD-DISPOSAL-TEMPERATURE SW	2,042.06 2,042.06	A/P	CLEARED	11/30/2021
0000009369	11/02/2021 PUROLATOR COURIER LTD. 448634951 SCD-DISPOSAL-TO HARRIS INDUST	188.01 188.01	A/P	CLEARED	11/30/2021
0000009370	11/02/2021 RESEARCH & PRODUCTIVITY COUNCIL 334561 WS-SOURCE-DRINKING WATER LAE 335176 WS-SOURCE-DRINKING WATER LAE	629.15 313.41 315.74	A/P	CLEARED	11/30/2021
0000009371	11/02/2021 SOURCE ATLANTIC 4051146 WS-TRANS&DIST-WORK SHIRTS	216.20 216.20	A/P	CLEARED	11/30/2021
0000009372	11/02/2021 SOUTHWEST ELECTRIC & SECURITY INC. 17890 WS-SOURCE-RESET FAULT ON VFD	86.25 86.25	A/P	CLEARED	11/30/2021
0000009373	11/02/2021 TOTAL FALL PROTECTION 1235869 SCD-DISPOSAL-HARNESS INSPECT	453.68 453.68	A/P	CLEARED	11/30/2021
0000009374	11/02/2021 WOLSELEY CANADA INC. 1246540 WS-TRANS&DIST-ROAD LEVELLER 1263506 WS-TRANS&DIST-BOOT COVERS, IN	377.07 280.03 97.04	A/P	CLEARED	11/30/2021
0000009375	11/08/2021 A ONE PUMPING SERVICE LTD. 22007 WS-TRANS&DIST-DAYLIGHT GAS LI	457.70 457.70	A/P	CLEARED	11/30/2021
0000009376	11/08/2021 BELL MOBILITY INC. 523889487OCT21UTI WS/SCD-ADMIN-CELL PHONE CHAR	921.61 921.61	A/P	CLEARED	11/30/2021
0000009377	11/08/2021 CARQUEST 14838-151799 WS-#102-TIE RODS, TIEROD END AL 14838-153384 WS-#305-SEMI LOAD CAL 14838-154586 WS-#20-HEADLAMP SCREWS 14838-156893 WS-#305-RAD FAN ASSEMBLY 14838-162061 WS-#20-OIL FILTERS, FUEL FILTER 14838-162062 WS-#20-FUEL FILTER 14838-165232 SCD-DISPOSAL-MUFFLER, PIPE, SP 14838-165928 WS-#102-STEERING STABILIZER, C	609.78 -688.32 148.64 10.79 171.18 72.45 13.36 268.88 206.57	A/P	CLEARED	11/30/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000009453 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	14838-166048	WS-#102-CENTER/DRAG LINK	213.77			
	14838-166049	WS-#102-BALL JOINT	64.64			
	14838-166054	WS-#102-CENTER/DRAG LINK	-213.77			
	14838-166058	WS-#102-TIE ROD END	94.44			
	14838-166100	WS-#102-CENTER/DRAG LINK	213.77			
	14838-166132	WS-#102-TIE ROD ADJSTG SLEEVE	33.38			
0000009378	11/08/2021	CINTAS CANADA LIMITED	<b>256.84</b>	A/P	CLEARED	11/30/2021
	5079840345	WS-TRANS&DIST-FIRST AID SUPPLI	128.42			
	5079840345WS	WS-TRANS&DIST-FIRST AID SUPPLI	128.42			
0000009379	11/08/2021	HOLLAND FUELS LTD.	<b>963.96</b>	A/P	CLEARED	11/30/2021
	30904	WS-MAXWELLXING-FUEL	963.96			
0000009380	11/08/2021	MARITIME BLOWER REPAIR INC	<b>13,538.36</b>	A/P	CLEARED	11/30/2021
	5371	SCD-DISPOSAL-REPAIR DISPLACEM	13,538.36			
0000009381	11/08/2021	MILLTOWN MACHINE & FABRICATION LTD.	<b>172.78</b>	A/P	CLEARED	11/30/2021
	22331	WS-TRANS&DIST-FABRICATE BRAS:	172.78			
0000009382	11/08/2021	SCP DISTRIBUTORS INC CANADA	<b>1,499.60</b>	A/P	CLEARED	11/30/2021
	FF026204	WS-SOURCE-RT 20L YELLOW 63MM	1,499.60			
0000009383	11/08/2021	SOURCE ONE SUPPLIES	<b>123.59</b>	A/P	CLEARED	11/30/2021
	28181	WS-SOURCE-PAPER TOWEL, DISINF	123.59			
0000009384	11/08/2021	SOUTHWEST CONCRETE & CONS LTD	<b>971.75</b>	A/P	CLEARED	11/30/2021
	IN000012208	WS-TRANS&DIST-145 CASE-MCCOL	971.75			
0000009385	11/08/2021	STRESCON LIMITED	<b>7,532.50</b>	A/P	CLEARED	11/30/2021
	50415705	SCD-DISPOSAL-FRAMES, GRATES, ,	7,532.50			
0000009386	11/08/2021	TOWN OF ST. STEPHEN	<b>79,350.17</b>	A/P	CLEARED	11/30/2021
	79350.17	WS-FUNDTRANSFER-TO GENERAL I	79,350.17			
0000009387	11/08/2021	UAP INC.	<b>653.11</b>	A/P	CLEARED	11/30/2021
	961-534534	WS-#102-TIRE PRESSURE MONITOF	78.72			
	961-535258	WS-#20-ADAPTER, COUPLINGS, HO	189.70			
	961-535505	TS-#14-OIL FILTER, DUAL FOOT CHL	27.80			
	961-535567	SCD-#4-CABIN AIR FILTER, SPARK P	88.06			
	961-535622	WS-#105-AIR FILTER, FUEL FILTER, (	49.76			
	961-535623	WS-#105-SWAY BAR LINKS	98.79			
	961-535777	WS-#20-RADIATOR CAP	7.35			
	961-536269	WS-#102-SWAY BAR FUSHING	25.82			
	961-536353	WS#102-SWAY BAR FRAME BUSHIN	25.82			
	961-536354	WS-#102-SWAY BAR FRAME BUSHIN	-25.82			
	961-536463	WS-#102-RIGHT OUTER TID ROD	87.11			
0000009388	11/08/2021	WOLSELEY CANADA INC.	<b>136.78</b>	A/P	CLEARED	11/30/2021
	1285597	WS-TRANS&DIST-1/2" MAIN STOP	136.78			
0000009389	11/17/2021	ALL GAS TANKS	<b>40.25</b>	A/P	CLEARED	11/30/2021
	112002	WS-#305-DAKOTA STRAP	40.25			
0000009390	11/17/2021	BELL ALIANT	<b>324.07</b>	A/P	CLEARED	11/30/2021
	11366812OCT21	WS-SOURCE-PUMP STATION	136.87			
	19002807OCT21	SCD-DISPOSAL-OLD BAY WWTP	187.20			
0000009391	11/17/2021	CANADIAN TIRE	<b>2,472.43</b>	A/P	CLEARED	11/30/2021
	N17752928	WS-SOURCE-MOTHERS SPRAY, SHK	58.57			
	N17752929	WS-TRANS&DIST-USB CHARGER	14.94			
	N17752939	WS-SOURCE-TORCHES, MAGNET, C	83.56			

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Town of St. Stephen

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

Cheques from 0000000001 to 0000009453 dated between 11-01-2021 and 11-30-2021

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Number	Issued		Amount	SC	Status	Status Date
	N17752989	SCD-DISPOSAL-BUCKET, LIDS	18.35			
	N18207004	WS-#102-4-WHEEL THRUST ALIGNM	91.99			
	N18207029	SCD-DISPOSAL-BUCKETS AND LIDS	30.99			
	N18207171	WS-TRANS&DIST-HOSE REEL	175.93			
	N18207191	SCD-#4-TIRES, WHEEL BALANCING	1,191.84			
	N18207199	WS-TRANS&DIST-WATER, FILTER	295.87			
	N18207467	WS-TRANS&DIST-WATER	38.34			
	N18207500	SCD-DISPOSAL-TAPE, DUST PAN, KI	36.75			
	N18207538	SCD-DISPOSAL-TAPE, THREAD ROE	17.80			
	N18207553	WS-SOURCE-LIGHT BULBS, CABLE	120.74			
	N18207569	WS-SOURCE-CLEANING SUPPLIES	166.53			
	N18207586	WS-TRANS&DIST-FEBREEZE, TARP	130.23			
0000009392	11/17/2021 CARQUEST 14838-168199	WS-#105-PSA GLDDISK ROLL, PSA	115.89 115.89	A/P	CLEARED	11/30/2021
0000009393	11/17/2021 COLE-PARMER CANADA COMPANY 00687781	WS-SOURCE-CHLOROSENSE SENS	1,045.49 1,045.49	A/P	CLEARED	11/30/2021
0000009394	11/17/2021 CUSTOM EMBROIDERY PLUS 757	WS-TRANS&DIST-EMBROIDERED H/	428.90 428.90	A/P	CLEARED	11/30/2021
0000009395	11/17/2021 DALE MATHESON'S TOWING 4567	SCD-#4-PAINT REAR PASSENGER D	253.00 253.00	A/P	CLEARED	11/30/2021
0000009396	11/17/2021 KENT BUILDING SUPPLIES 1004582420	WS-TRANS & DIST-PAINT, WOOD FIL	56.19 56.19	A/P	CLEARED	11/30/2021
0000009397	11/17/2021 N. B. ELECTRIC POWER 36869807NOV21 50228902NOV21 52557428NOV21 53473043NOV21 61230004NOV21 82291006NOV21	WS-3-119 MAXWELL CROSSING-BUI WS-MAXWELL CROSSING-PUMP SCD-218 OLD BAY RD-WASTE WATE WS-SOURCE-CHLORINE RESIDUAL WS-MAXWELL CROSSING PUMP WS-SOURCE-RESERVOIR	13,540.73 854.80 156.71 9,286.35 32.23 3,051.50 159.14	A/P	CLEARED	11/30/2021
0000009398	11/17/2021 PROVINCIAL BANDAG TIRES 56775	WS#20-TIRES	7,444.18 7,444.18	A/P	CLEARED	11/30/2021
0000009399	11/17/2021 RESEARCH & PRODUCTIVITY COUNCIL 335979 336533 336820	WS-SOURCE-DRINKING WATER LAE WS-SOURCE-DRINKING WATER LAE WS-SOURCE-DRINKING WATER LAE	1,262.98 473.62 473.62 315.74	A/P	CLEARED	11/30/2021
0000009400	11/17/2021 SAINT JOHN LABORATORY SERVICES LTD. 890-21	SCD-DISPOSAL-TREATMENT PLANT	1,522.66 1,522.66	A/P	OUT-STD	11/17/2021
0000009401	11/17/2021 STATIONERY PLUS 93190* 93242* 93412 93693* 93918* 94084* 94188* 94526 94661 95049* 95333*	WS/SCD-TOWN HALL-PENS WS/SCD-ADMIN-STICK-ON NOTES, C SCD-DISPOSAL-MOUSE WS/SCD-ADMIN-PENS WS/SCD-TOWN-STAPLES, PENS, HIK WS/SCD-TOWN HALL-DEBENTURE C WS/SCD-TOWN-#9 ENVELOPES, PEI WS/SCD-TOWN-UTILITY ENVELOPE: WS-SOURCE-BATTERIES, PENS WS/SCD-TOWN-LABELS, RULER, HIK WS/SCD-TOWN HALL-PENS	445.55 8.02 16.08 18.10 3.26 125.88 20.93 86.79 42.31 67.21 38.41 18.56	A/P	CLEARED	11/30/2021

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Town of St. Stephen

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

Cheques from 0000000001 to 0000009453 dated between 11-01-2021 and 11-30-2021

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Number	Issued	Amount	SC	Status	Status Date
0000009403	11/17/2021 UAP INC.	<b>209.45</b>	A/P	CLEARED	11/30/2021
	961-537613 WS-#102-SWAY BAR FRAME BUSHIN	-25.82			
	961-538566 WS-#305-BODY MOUNT KIT	86.37			
	961-538571 WS-TRANS&DIST-BRAKE CLEANER	25.70			
	961-538618 WS-#105-PRIMER, TAPE, ABRASIVE	123.20			
0000009404	11/17/2021 STILWELL, DAVID & CHERYL & C/O HOME ALONE PF	<b>223.60</b>	A/R	OUT-STD	11/17/2021
	2021480327 PREP - 00790044.00	223.60			
0000009405	11/17/2021 MARSHALL, TODD & C/O HOME ALONE PROPRTIE	<b>324.32</b>	A/R	OUT-STD	11/17/2021
	2021480332 PREP - 00710112.02	324.32			
0000009406	11/24/2021 BELL MOBILITY INC.	<b>876.23</b>	A/P	CLEARED	11/30/2021
	523889487NOV21UTI* WS/SCD-ADMIN CELL PHONE CHAR	876.23			
0000009407	11/24/2021 BRIGGS PLUMBING INC.	<b>310.50</b>	A/P	OUT-STD	11/24/2021
	1575322 SCD-DISPOSAL-AUGER LINE FOR R	310.50			
0000009408	11/24/2021 BRUNNET INC.	<b>700.07</b>	A/P	OUT-STD	11/24/2021
	51993* WS/SCD-TOWN-WATCHGUARD FIRE	700.07			
0000009409	11/24/2021 CHLORATECH INC.	<b>2,174.11</b>	A/P	OUT-STD	11/24/2021
	104379 WS-SOURCE-PROFILE CLAMP, MEM	2,174.11			
0000009410	11/24/2021 DISHER CONSTRUCTION INC.	<b>2,737.00</b>	A/P	OUT-STD	11/24/2021
	191 SCD-DISPOSAL-CLEANING EDGE OI	2,737.00			
0000009411	11/24/2021 GALBRAITH CONSTRUCTION LTD.	<b>6,323.44</b>	A/P	OUT-STD	11/24/2021
	J000666 SCD-STS-ASPHALT	6,323.44			
0000009412	11/24/2021 MEGA-LAB MANUFACTURING CO. LTD.	<b>1,154.14</b>	A/P	OUT-STD	11/24/2021
	162612 SCD-DISPOSAL-CAPTIVE 8	947.14			
	162613 WS-SOURCE-ORANGE JR, VANILLA	207.00			
0000009413	11/24/2021 N. B. ELECTRIC POWER	<b>5,633.79</b>	A/P	CLEARED	11/30/2021
	53123617NOV21 SCD-STS-DECHLORINATION CHAME	135.44			
	53158875NOV21 SCD-STS-BUDD AVE LIFT STATION	3,043.38			
	54807440NOV21 SCD-STS-159A MILLTOWN BLVD LIF	38.38			
	56356048NOV21 SCD-STS-18 RIVERSIDE DR LIFT ST/	32.09			
	61204006NOV21 SCD-STS-2-216 KING ST LIFT STATIC	219.40			
	61224002NOV21 SCD-STS-358A MILLTOWN BLVD LIF	963.41			
	61236008NOV21 SCD-STS-BUDD AVE LIFT STATION	860.63			
	76139807NOV21 SCD-STS-5-4 RIVERSIDE DR LIFT ST	55.69			
	84934906NOV21 WS-STS-TODD RESERVOIR	128.12			
	84943406NOV21 WS-STS-TODD RESERVOIR	157.25			
0000009414	11/24/2021 SOURCE ATLANTIC	<b>293.83</b>	A/P	CLEARED	11/30/2021
	4076024 WS-TRANS&DIST-CLOTHES	293.83			
0000009415	11/24/2021 THE PANEL SHOP	<b>951.05</b>	A/P	OUT-STD	11/24/2021
	ITPS003631 WS-SCADA-TROUBLESHOOT CHLOI	951.05			
0000009416	11/24/2021 TOWN OF ST. STEPHEN	<b>8,986.66</b>	A/P	CLEARED	11/30/2021
	8986.66 WS-FUNDTRANSFER-TO UTILITY CA	8,986.66			
0000009417	11/24/2021 WOLSELEY CANADA INC.	<b>125.34</b>	A/P	OUT-STD	11/24/2021
	1358934 WS-TRANS&DIST-PIVOTING FLASHL	125.34			
0000009418	11/24/2021 XPLORNET	<b>204.11</b>	A/P	OUT-STD	11/24/2021
	INV39866120 WS-MAXWELL CROSSING-SATELLIT	204.11			
0000009419	11/30/2021 CARVER MATERIALS CANADA LTD	<b>2,402.23</b>	A/P	OUT-STD	11/30/2021
	1180 SCD-DISPOSAL-SEWER-STONE, BA:	2,402.23			
0000009420	11/30/2021 CINTAS CANADA LIMITED	<b>289.80</b>	A/P	OUT-STD	11/30/2021

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Town of St. Stephen

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

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Number	Issued	Amount	SC	Status	Status Date
	5083301172WS WS-TRANS&DIST-FIRST AID	289.80			
0000009421	11/30/2021 COLE-PARMER CANADA COMPANY	<b>2,388.00</b>	A/P	OUT-STD	11/30/2021
	00688828 WS-SOURCE-CHLOROSENSE SENS	2,388.00			
0000009422	11/30/2021 HARTLAND ARMATURE WORKS LIMITED	<b>1,652.15</b>	A/P	OUT-STD	11/30/2021
	3877424 SCD-DISPOSAL-REPAIR PUMP UNIT	1,652.15			
0000009423	11/30/2021 KEITH'S BUILDING SUPPLIES	<b>771.30</b>	A/P	OUT-STD	11/30/2021
	210752 WS-SOURCE-VILLA BALL	45.99			
	210787 WS-SOURCE-KEYS, GLUE	26.35			
	211210 WS-TRANS&DIST-MARKING FLAG, C	43.64			
	211211 WS-TRANS&DIST-AERAT DBL/MALE/	12.39			
	211221 WS-SOURCE-PLYWOOD, LUMBER	605.74			
	211258 WS-SOURCE-BUSHING HEX, COPPE	37.19			
0000009424	11/30/2021 N. B. SOUTHERN RAILWAY COMPANY LIMITED	<b>115.00</b>	A/P	OUT-STD	11/30/2021
	86378 WS-STS-UNDERGROUND PIPE MP 2	115.00			
0000009425	11/30/2021 RESEARCH & PRODUCTIVITY COUNCIL	<b>315.74</b>	A/P	OUT-STD	11/30/2021
	337896 WS-SOURCE-DRINKING WATER LAE	315.74			
0000009426	11/30/2021 RICHWIL TRUCK CENTRE LTD.	<b>9,775.97</b>	A/P	OUT-STD	11/30/2021
	142933 WS-#20-GASKETS, OIL, PUMP KIT, C	9,775.97			
0000009427	11/30/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIMIT	<b>48.13</b>	A/P	OUT-STD	11/30/2021
	32824 WS/SCD-TOWN-FOLDING WATER BI	48.13			
0000009428	11/30/2021 TOWN OF ST. STEPHEN	<b>828.00</b>	A/P	OUT-STD	11/30/2021
	828.00 WS-FUND TRANSFER TO GCC- DOV	828.00			
0000009429	11/30/2021 WOLSELEY CANADA INC.	<b>2,532.16</b>	A/P	OUT-STD	11/30/2021
	1401752 WS-TRANS&DIST-METER SETTER	2,532.16			
	<b>Total Issued (70):</b>	<b>\$234,901.54</b>			
	<b>Total Voided (0):</b>	<b>\$0.00</b>			
	<b>Grand Total:</b>	<b>\$234,901.54</b>			
	<b>Number of Cheques Listed:</b>	<b>70</b>			

\* - 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 0000000073 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

Printed: 4:23:04PM 12/20/2021

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Number	Issued		Amount	SC	Status	Status Date
0000000071	11/08/2021	TOWN OF ST. STEPHEN	26,000.00	A/P	OUT-STD	11/08/2021
	26000.00	GG-FUNDTRANSFER-GENERAL OPE	26,000.00			
		<b>Total Issued (1):</b>	<b>\$26,000.00</b>			
		<b>Total Voided (0):</b>	<b>\$0.00</b>			
		<b>Grand Total:</b>	<b>\$26,000.00</b>			
		<b>Number of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000000421 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

Printed: 4:24:01PM 12/20/2021

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Number	Issued	Amount	SC	Status	Status Date
0000000404	11/05/2021 AIM NETWORK-VISA SEPT302021 CC-ARENA-2021 ATLANTIC ASSET M	672.75 672.75	A/P	OUT-STD	11/05/2021
0000000405	11/05/2021 AMAZON MARKETPLACE-VISA OCT042021 GG-150-COSTUME CREDIT OCT052021 CC-CANTEEN SUPPLIES-COFFEE OCT052021* CC-CANTEEN-KEURIG COFFEE MA OCT112021* RC-POOL EQUIPMENT-BANKERS BC SEPT162021 CC-BUILDING-DISPOSABLE FACE M SEPT202021 CC-BUILDING-THERMAL IMAGING C SEPT232021 GG-ADMIN-COFFEE SEPT292021* CC-BUILDING-DISPOSABLE FACE M	864.60 -13.74 89.98 96.59 95.44 62.20 450.94 20.99 62.20	A/P	OUT-STD	11/05/2021
0000000406	11/05/2021 ATLANTIC SUPERSTORE-VISA SEPT292021** CC-CANTEEN SUPPLIES- PILLSBUR	45.00 45.00	A/P	OUT-STD	11/05/2021
0000000407	11/05/2021 CANADAHELPS.ORG-VISA OCTOBER152021 GG-CIVIC-"IN MEMORY" DONATION	25.00 25.00	A/P	OUT-STD	11/05/2021
0000000408	11/05/2021 CPANB-VISA SEPTEMBER212021* GG-ASSTTREASURER-PROFESSION	661.25 661.25	A/P	OUT-STD	11/05/2021
0000000409	11/05/2021 MCDONALD'S-VISA OCTOBER112021 GG-CAO-WORKING LUNCH-BUDGET OCTOBER142021 GG-CAO-WORKING LUNCH-BUDGET OCTOBER152021 GG-CAO-WORKING LUNCH-COVID C SEPTEMBER152021 GG-MAYOR-LUNCH MEETING	54.59 11.76 13.67 17.23 11.93	A/P	OUT-STD	11/05/2021
0000000410	11/05/2021 RECREATION NEW BRUNSWICK-VISA SEPT292021 CC-ARENA-VIRTUAL CONFERENCE	373.75 373.75	A/P	OUT-STD	11/05/2021
0000000411	11/05/2021 SCOTIABANK-VISA SEPTEMBER282021* GG-VISA-ANNUAL FEE	75.00 75.00	A/P	OUT-STD	11/05/2021
0000000412	11/05/2021 SOBEYS WHOLESALE-VISA SEPT272021 CC-CANTEEN SUPPLIES- CANDY, PC	226.97 226.97	A/P	OUT-STD	11/05/2021
0000000413	11/05/2021 ST. STEPHEN GUARDIAN - VISA SEPT242021 CC-BUILDING-FIRST AID SUPPLIES-	22.99 22.99	A/P	OUT-STD	11/05/2021
0000000414	11/05/2021 SUBWAY-VISA OCTOBER15 GG-CAO-WORKING LUNCH MEETING	11.89 11.89	A/P	OUT-STD	11/05/2021
0000000415	11/05/2021 THE 5 KINGS BREW PUB-VISA SEPTEMBER212021 GG-MAYOR & CAO LUNCH MEETING	45.54 45.54	A/P	OUT-STD	11/05/2021
0000000416	11/05/2021 TIM HORTONS-VISA OCTOBER152021 GG-ADMIN-STAFF APPRECIATION SEPTEMBER172021 GG-MAYOR-SANTA'S HELPERS SMIL SEPTEMBER292021 GG-MAYOR-SUICIDE PREVENTION I	100.59 23.98 65.36 11.25	A/P	OUT-STD	11/05/2021
0000000417	11/05/2021 ULTRAMAR - ST STEPHEN-VISA OCT142021 CC-CANTEEN SUPPLIES-MILK AND C	13.67 13.67	A/P	OUT-STD	11/05/2021
0000000418	11/05/2021 WESTIN HOTELS & RESORTS-VISA OCT112021 GG-ED COORDINATOR-EVENT ATLA	418.08 418.08	A/P	OUT-STD	11/05/2021
0000000419	11/05/2021 ZOOM-VISA OCTOBER152021 GG-COUNCIL BROADCASTING SOFT	23.00 23.00	A/P	OUT-STD	11/05/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000000421 dated between 11-01-2021 and 11-30-2021

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
		<b>Total Issued (16):</b>			
		<b>\$3,634.67</b>			
		<b>Total Voided (0):</b>			
		<b>\$0.00</b>			
		<b>Grand Total:</b>			
		<b>\$3,634.67</b>			
		<b>Number of Cheques Listed:</b>			
		<b>16</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

BK10 - Utility Credit Card Clear Bank [13-329-2221115]

Cheques from 0000000001 to 0000000010 dated between 11-01-2021 and 11-30-2021

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
0000000009	11/05/2021 AMAZON MARKETPLACE-VISA SEPT232021* WS/SCD-ADMIN-COFFEE	21.00 21.00	A/P	OUT-STD	11/05/2021
Total Issued (1):		\$21.00			
Total Voided (0):		\$0.00			
Grand Total:		\$21.00			
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 0000000133 dated between 11-01-2021 and 11-30-2021

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**CHEQUE REGISTER**

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<b>Number</b>	<b>Issued</b>	<b>Amount</b>	<b>SC</b>	<b>Status</b>	<b>Status Date</b>
0000000115	11/16/2021 FAIRVILLE CONSTRUCTION LTD. QM-3644-03 Project#20-3763 Combined Sewer Sep	<b>219,995.29</b> 219,995.29	A/P	OUT-STD	11/16/2021
0000000117	11/22/2021 DILLON CONSULTING LIMITED 241485 Project#203763 Union Street Combiner	<b>14,651.00</b> 14,651.00	A/P	OUT-STD	11/22/2021
0000000119	11/23/2021 DILLON CONSULTING LIMITED 243443 Project#203763 Union Street Combiner	<b>36,788.50</b> 36,788.50	A/P	OUT-STD	11/23/2021
0000000121	11/24/2021 DILLON CONSULTING LIMITED 244446 Project#203763 Union Street Combiner	<b>41,377.00</b> 41,377.00	A/P	OUT-STD	11/24/2021
0000000123	11/24/2021 DILLON CONSULTING LIMITED 246869 Project#203763 Union Street Combiner	<b>29,355.57</b> 29,355.57	A/P	OUT-STD	11/24/2021
<b>Total Issued (5):</b>		<b>\$342,167.36</b>			
<b>Total Voided (0):</b>		<b>\$0.00</b>			
<b>Grand Total:</b>		<b>\$342,167.36</b>			
<b>Number of Cheques Listed:</b>		<b>5</b>			

\* - 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 0000000134 dated between 11-01-2021 and 11-30-2021

CHEQUE REGISTER

Printed: 4:23:42PM 12/20/2021

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Number	Issued	Amount	SC	Status	Status Date
0000000116	11/16/2021 FAIRVILLE CONSTRUCTION LTD. QM-3644-03* Project#20-3763 Combined Sewer Sep	94,283.71 94,283.71	A/P	OUT-STD	11/16/2021
0000000118	11/22/2021 DILLON CONSULTING LIMITED 241485* Project#203763 Union Street Combiner	6,279.00 6,279.00	A/P	OUT-STD	11/22/2021
0000000120	11/23/2021 DILLON CONSULTING LIMITED 243443* Project#203763 Union Street Combiner	15,766.50 15,766.50	A/P	OUT-STD	11/23/2021
0000000122	11/24/2021 DILLON CONSULTING LIMITED 244446* Project#203763 Union Street Combiner	17,733.00 17,733.00	A/P	OUT-STD	11/24/2021
0000000124	11/24/2021 DILLON CONSULTING LIMITED 246869* Project#203763 Union Street Combiner	12,580.99 12,580.99	A/P	OUT-STD	11/24/2021
Total Issued (5):		\$146,643.20			
Total Voided (0):		\$0.00			
Grand Total:		\$146,643.20			
Number of Cheques Listed:		5			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**CHAMBERS OF COMMERCE:**

**November, 2021**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,248.34
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,253.28
<b>Total</b>	<b><u>\$ 18,501.62</u></b>

**SERVICE NEW BRUNSWICK:**

**November, 2021**

Invoice #1516644 (Utility Payment Acceptance Fees)	<u>\$ 953.98</u>
<b>Grand Total</b>	<b><u><u>\$ 19,455.60</u></u></b>

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

**November, 2021**

Chance Richardson (Irving Randall Todd Scholarship - Cheque #106)	2,000.00
RC Legion Milltown Branch No. 48 - Poppy Fund - Cheque #107	200.00
Hope Daigle (Frances Esther Todd Scholarship - Cheque #108)	2,000.00
<b>Total</b>	<b>\$ 4,200.00</b>

**C) October 2021-Statements of Revenue and Expenditure**

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

	<b>Actual To Date For the Ten Months Ending October 31, 2021</b>	<b>Budget For the Year Ending December 31, 2021</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	4,603,194	5,523,832	\$920,638	83%
Services Provided to Other Governments	169,508	236,293	66,785	72%
Sale of Services	254,728	400,400	145,672	64%
Other Revenue From Own Sources	165,974	197,455	31,481	84%
Unconditional Grants	1,644,405	1,466,987	-177,418	112%
Conditional Transfers	15,353	4,200	-11,153	366%
Other Transfers	1,341,474	1,641,623	300,149	82%
<b>Total Revenue</b>	<b>8,194,636</b>	<b>9,470,790</b>	<b>1,276,154</b>	<b>87%</b>
<b>Expenditure</b>				
General Government Services	844,826	1,110,315	265,489	76%
Protective Services	1,774,757	2,388,671	613,914	74%
Transportation Services	1,561,376	2,269,423	708,047	69%
Environmental Health Services	236,685	305,723	69,038	77%
Environmental Development Services	325,533	479,806	154,273	68%
Recreational and Cultural Services	1,650,468	2,169,859	519,391	76%
Fiscal Services	702,192	738,993	36,801	95%
Other	3,179	8,000	4,821	40%
<b>Total Expenditures</b>	<b>7,099,016</b>	<b>9,470,790</b>	<b>2,371,774</b>	<b>75%</b>
<b>Surplus (Deficit)</b>	<b>\$1,095,620</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Ten Months Ending October 31, 2021</b>	<b>Budget For the Year Ending December 31, 2021</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$1,742,306	\$2,182,200	\$439,894	80%
Other Revenue From Own Source	\$178,499	\$207,600	29,101	86%
<b>Total Revenue</b>	<u>1,920,805</u>	<u>2,389,800</u>	<u>468,995</u>	<u>80%</u>
<b>Expenditures</b>				
Water Supply	\$887,491	\$1,182,674	295,183	75%
Sewerage Collection and Disposal	\$544,934	\$744,702	199,768	73%
Fiscal Services	\$398,657	\$462,424	63,767	86%
<b>Total Expenditures</b>	<u>1,831,082</u>	<u>2,389,800</u>	<u>558,718</u>	<u>77%</u>
<b>Surplus (Deficit)</b>	<u>\$89,723</u>	<u>\$0</u>		



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



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**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:** December 29, 2021  
**Subject:** December Council Meeting

---

**Recommendation:** That this report be received for informational purposes.

**1: Water system:**

- a) Installed 9 new Meters.
- b) Repaired 10 Meters.
- c) Repaired 3 laterals.
- d) Started new Meter System trial.

**2: Streets:**

- a) Hauled winter sand.
- b) Patched streets.
- c) Took down Legion Banners.
- d) Equipment maintenance for winter .
- e) Plowed and Sanded streets.

**3: Waste Water:**

- a) Videoed 3 Sewer Laterals.
- b) Repaired 3 Sewer Laterals.
- c) Videoed 3 Sewer Laterals.
- d) Changed Blower #1 at Lagoons.

## Project Updates – Town of St. Stephen

December 06, 2021

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

All underground work complete. Contractor off-site until spring 2022 to complete asphalt type “D” 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 and mechanical work complete. Contractor currently focusing on completion of electrical work.

# Future St. Stephen

As of December 22, 2021

## Economic Development Report

### Housing

- Ongoing dialogue with several potential developers
- Working on development scheme by-law with service commission and CAO

### Population Growth

- Welcome St. Stephen has registered 15 newcomer families so far, pairing them with volunteers when requested. The program description and newcomer registration form can be found at <http://futureststephen.ca/welcome-st-stephen-newcomer-connection-program/>. Interested volunteers can contact us at [welcome@chocolatetown.ca](mailto:welcome@chocolatetown.ca)
- Local physician recruitment group is actively pursuing potential doctors and locations for a collaborative clinic

### Commercial/Small Business Growth

- Greco will be reoffered at the tax sale in January
- 20 King St cannot be listed for tax sale
- Sessions for local employers are being coordinated on relevant topics, including vaccine policy, through our labour development contract with Working NB
- Met with Community Development Eastern Charlotte and economic development representatives from municipalities in Charlotte County on regional collaboration
- Meetings with Vibrant Communities, United Way and Regional Resiliency Committee on capacity building initiatives for local organizations
- Province has agreed on affordable day care plan with the federal government, the Boys and Girls Club has been contacted regarding their interest in expanding their efforts

### Tourism

- Local stakeholder consultations were held for feedback on the final report, next steps are being worked on together with Community Services
- C1BI is finalizing their Phase 1 goals and moving on to Phase 2, which includes securing provincial and federal government funding

### Industrial Park

- Functional plan is finalized, secondary plan is being worked on currently

Respectfully submitted by,



Kendall Kadatz, President



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** December 29, 2021  
**Subject:** Transfer to General Capital Reserve-2021 Budget

---

**Recommendation For Resolution:**

**That the amount of \$196,234.00 (one hundred and ninety-six thousand two hundred and thirty-four dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund.**

**BACKGROUND**

In the 2021 General Operating Fund Budget \$196,234.00 was budgeted to be transferred into the General Capital Reserve Fund. These funds were also identified in the information for the approved 2022 General Capital Budget, and will be noted in the General Capital Reserve Fund.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

Option 1-Approve the recommendation and direction: Approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount to the General Capital Reserve Fund or provide different direction.



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



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** December 29, 2021  
**Subject:** Transfer from General Capital Reserve Fund-Traffic Signal Upgrades-King Street at Charlotte Mall

---

**Recommendation For Resolution:**

**That the amount of \$36,682.59 (thirty-six thousand six hundred and eighty-two dollars and fifty-nine cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for traffic signal upgrades-King Street at Charlotte Mall.**

**BACKGROUND**

In 2021 upgrades were made to the traffic signals on King Street at the Charlotte Mall totaling \$36,682.59, including engineering and construction costs. Funding was to be from the General Capital Reserve Fund and was identified in the information for the approved 2022 General Capital Budget.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

Option 1-Approve the recommendation: Approve the recommendation.

Option 2-Transfer a different amount: Council may determine to transfer a different amount or provide different direction.



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** December 29, 2021  
**Subject:** Transfer from General Capital Reserve Fund-Waterfront Revitalization (Wharf Area)

---

**Recommendation For Resolution:**

**That the amount of \$23,383.99 (twenty-three thousand three hundred and eighty-three dollars and ninety-nine cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization (Wharf Area) Project.**

**BACKGROUND**

In 2020-2021 costs were incurred for the Waterfront Revitalization (Wharf Area) Project, with the Town share (1/3) being \$23,383.99. Funding was to be from the General Capital Reserve Fund and was identified in the information for the approved 2022 General Capital Budget.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

Option 1-Approve the recommendations: Approve the recommendation.

Option 2-Transfer a different amount: Council may determine to transfer a different amount or provide different direction.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 22-21**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** December 29, 2021  
**Subject:** Transfer to Water and Sewerage Capital Reserve-2021 Budget

---

**Recommendation For Resolution:**

**That the amount of \$10,000.00 (Ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.**

**BACKGROUND**

In the 2021 Water and Sewerage Operating Fund budget \$10,000.00 was budgeted to be transferred into the Water and Sewerage Capital Reserve Fund. These funds were included in the amount noted for future capital replacement needs at the wastewater treatment plant in the information for the approved 2022 Utility Capital Budget, and will be noted in the Water and Sewerage Capital Reserve Fund.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

Option 1-Approve the recommendation and direction: Approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount to the Water and Sewerage Capital Reserve Fund or provide different direction.



**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 23-21**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** December 29, 2021  
**Subject:** Transfer from the General Operating Reserve-Website Redesign

---

**Recommendation For Resolution:**

**That the amount of \$6,859.87 (six thousand eight hundred and fifty-nine dollars and eighty-seven cents) be transferred from the General Operating Reserve Fund to the General Operating Fund.**

**BACKGROUND**

In 2021 the final costs were incurred for the Website Redesign project which was spread over 2019-2021. Total cost was \$37,224.87, with the 2021 portion of the cost being \$6,859.87. Funding assistance was to be from the General Operating Reserve Fund and was identified in the information for the approved 2022 General Capital Budget.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

Option 1-Approve the recommendation: Approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount from the General Operating Reserve Fund or provide different direction.