



St. Stephen Town Council  
AGENDA

Wednesday, January 26, 2022, 5:00 p.m.  
Moosehead Room at the Garcelon Civic Center

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

---

	Pages
A. CALL TO ORDER	
B. MOMENT OF REFLECTION	
C. ADDITION OF LATE ITEMS	
D. ADOPTION OF AGENDA	
<u>Proposed Resolution:</u>	
<b>THAT</b> the Agenda for the Regular Council Meeting of January 26, 2022, be approved.	
E. MAYOR'S COMMENTS/PROCLAMATIONS	
F. DISCLOSURE OF CONFLICT OF INTEREST	
G. PUBLIC AND/OR STATUTORY HEARINGS	
1. <u>Canada 1st Basketball Project Update</u>	7
H. ADOPTION OF MINUTES	
1. <u>Regular Council Meeting</u>	8
<u>Proposed Resolution:</u>	
<b>THAT</b> the Minutes of the Regular Council Meeting held on December 29, 2021, be approved as presented.	
I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS	
J. CORRESPONDENCE	
<u>Proposed Resolution:</u>	
<b>THAT</b> the following item be received for information.	
1. <u>Heritage Preservation Letter - Darren McCabe</u>	14
K. BYLAWS, PERMITS, AND POLICIES	
L. NEW BUSINESS	

1. Departmental Reports

Proposed Resolution:

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

- a. CAO Report
  - a. CAO 01-22 18
- b. Planning Report
  - a. Planning & Development Report 19
- c. Community Services Report
  - a. Aquatics Informational Report 30
  - b. EDC Informational Report 31
  - c. Community Services Monthly Report 32
  - d. Building services report 34
- d. Protective Services Report
  - a. January Report 36
- e. Treasurer's Report
  - a. Treasurer Informational Report 41
- f. Future St. Stephen Report
  - a. Future St. Stephen Economic Development monthly report 67
- g. Public Works Report 73

2. Requests for Decisions

- a. Royal Bank of Canada Borrowing Authority - CS-002-2022

Proposed Resolution:

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the “Corporation”) to borrow from the Royal Bank of Canada during the year ending December 31, 2022, the sum of \$1,319,850 (one million, three hundred and nineteen thousand eight hundred and fifty dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the said sum of \$1,319,850 (one million, three hundred and nineteen thousand eight hundred and fifty dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next.

- b. Tourism St. Stephen Tourism Initiative

Proposed Resolution:

**THAT Town Council establishes an ad hoc committee of Council to develop a tourism initiative for the community.**

## c. Scotiabank Borrowing Authority - CS-003-2022

Proposed Resolution:

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$396,626.00 (three hundred and ninety six thousand, six hundred and twenty six dollars), to meet current expenditures of the Corporation for the year 2022. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all the monies collected or received from any other source.

- d. 2 Armstrong Street 83  
Proposed Resolution:  
**THAT Council authorizes staff to undertake the necessary actions, up to and including demolition, to bring the property located at 2 Armstrong Street into bylaw compliance, in the most efficient and economical manner possible.**
- e. ACTIVEnet Recreation Management Software – Request for Decision 85  
Proposed Resolution:  
**THAT the Mayor and Clerk are authorized to enter into an agreement with ACTIVE Network, of Dallas, TX, on behalf of the Town of St. Stephen, for the implementation and subscription of ACTIVEnet Recreation Management Software Services for the agreed proposed pricing of \$39,303 plus tax which includes proposed implementation fees of \$31,353 and annual subscription costs of \$7,950.**
- f. Regional Fire Dispatch Contract 86  
Proposed Resolution:  
**THAT Council authorizes Mayor and Clerk to execute the necessary documents to transition to Regional Fire Dispatch through Saint John Public Safety Answering Point.**
- g. 19 Church St Zoning Bylaw Non-compliance 88  
Proposed Resolution:  
**THAT Council approves staff to act, up to and including court proceedings to bring 19 Church Street into compliance with Zoning Bylaw Z-2.**
- h. Built Heritage Program Grant TOSS-C1Bi 94  
Proposed Resolution:  
**THAT Council approves the application for the GNB Built Heritage Program Grant for 6 King Street.**
- i. Community Grants Fund 2022 100  
Proposed Resolution:  
**That Council approve the following Community Grants**

Boys & Girls Club	\$ 5,000
Charlotte County Museum (insurance)	\$ 2,800
Chocolate Festival	\$ 1,500
St. John Regional Hospital Foundation	\$ 3,000
*Charlotte County Hospital Foundation	\$ 3,000
Santa's Helpers	\$ 500
Sophia's Recovery Centre	\$ 5,000

**M. QUESTION PERIOD**

Town Clerk will monitor the Facebook Live feed for any questions pertaining to items on the agenda.

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

**O. NOTICE OF CLOSED MEETING**

Proposed Resolution:

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

1. Potential Land Acquisition/Disposition
2. Confidential Item

**P. RECONVENE TO REGULAR MEETING**

**Q. ADJOURNMENT**

Proposed Resolution:

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

## **Update to St. Stephen Town Council – January 26, 2022**

### **Canada 1<sup>st</sup> Basketball organization**

#### **Board members**

Robert Otto – Chair	Kendall Kadatz
Craig Young – Secretary	Cheri Russell
Don Walker – Treasurer	Tom Liston
Richard Fulton – President	Carol Kelly
David Hyslop – Council representative	Louise Sumner
David Ames	David Ganong
David Archambault	Rod Cumberland
Sarah Conley	Geoff Knight

#### **Others**

Dale Weeks	Darren McCabe
------------	---------------

#### **Action Teams**

Fundraising	Finance
History	Legal
External Engagement	Executive Committee
Communications	

#### **Recent Milestones**

1. Acquisition of the court building. Thanks to the Town's Conserve the Court Program and St. Croix Vocational Centre. We have also shared a commitment with SCVC that we stay engaged for mutual benefit.
2. Meeting of Phase 1 fundraising goal of \$1 million

#### **Next?**

1. Phase 2 fundraising
2. Design Development Phase

#### **Conserve the Court Program**

1. Purchase of Court building – complete
2. Completion of Heritage evaluation and preservation
3. Design Development Phase
4. Court building structural integrity checks and improvements



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

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

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

Members Absent: Councillor K. Parker

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

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

---

**A. CALL TO ORDER**

Mayor MacEachern called the meeting to order

**B. MOMENT OF REFLECTION**

Mayor MacEachern requested a moment of reflection.

**C. ADDITION OF LATE ITEMS**

**D. ADOPTION OF AGENDA**

**RES. NO. 174/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Chisholm

**That** the Agenda for the Regular Council Meeting of December 29, 2021, be approved.

**MOTION CARRIED**

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

**F. DISCLOSURE OF CONFLICT OF INTEREST**

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

1. **Vibrant Communities Presentation - Raymond Funk**

**H. ADOPTION OF MINUTES**

1. **Special Council Meeting**

**RES. NO. 175/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

**That** the Minutes of the Special Council Meeting held on November 10, 2021, be approved as presented.

**MOTION CARRIED**

2. **Special Council Meeting**

**RES. NO. 176/21**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Hyslop

**That** the Minutes of the Special Council Meeting held on November 12, 2021, be approved as presented.

**MOTION CARRIED**

3. **Regular Council Meeting**

**RES. NO. 177/21**

**Moved by** Councillor Thiessen

**Seconded by** Councillor Chisholm

**That** the Minutes of the Regular Council Meeting held on November 24, 2021, be approved as presented.

**MOTION CARRIED**

**I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

**J. CORRESPONDENCE**

Thank you card was acknowledged and received.

**1. Saint John Regional Hospital**

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

**L. NEW BUSINESS**

**1. Departmental Reports**

**RES. NO. 178/21**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Hyslop

**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. Transfer to General Capital Reserve - 2021 Budget

**RES. NO. 179/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Chisholm

**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.

**MOTION CARRIED**

- b. Transfer from General Capital Reserve Fund - Traffic Signal Upgrades - King Street at Charlotte Mall

**RES. NO. 180/21**

**Moved by** Deputy Mayor Wheaton

**Seconded by** Councillor Hyslop

**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.

**MOTION CARRIED**

- c. Transfer from General Capital Reserve Fund - Waterfront Revitalization (Wharf Area)

**RES. NO. 181/21**

**Moved by** Councillor Thiessen

**Seconded by** Councillor Harding

**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.

**MOTION CARRIED**

- d. Transfer to Water and Sewerage Capital Reserve - 2021 Budget

**RES. NO. 182/21**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Harding

**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.

**MOTION CARRIED**

- e. Transfer from the General Operating Reserve - Website Redesign

**RES. NO. 183/21**

**Moved by** Councillor Chisholm

**Seconded by** Deputy Mayor Wheaton

**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.

**MOTION CARRIED**

**M. QUESTION PERIOD**

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

**1. Councillor Thiessen**

- Attended all meetings of Council
- Discussed Vibrant Communities presentation with Raymond Funk

**2. Councillor Chisholm**

- Noted concerns of rising COVID-19 cases in our area and hopes everyone takes all necessary precautions
- Wished everyone a Happy and Safe New Year

**3. Councillor Harding**

- Thanked the Mayor for holiday gift card
- Dined locally at Carman's Diner and shopped locally at YUM-O Bakery
- Wished a Happy New Year to Mayor, Council, Staff, and residents

**4. Deputy Mayor Wheaton**

- Attended the November Town Council meetings
- Attended Neighbourhood Works (formerly CC Group Home) meetings
- Volunteered at Santa's arrival
- Attended "Anica" holiday concert at the Garcelon Civic Center
- Attended several Irishmen hockey games
- Attended Tourism Meeting to review proposal
- Attended several doctor recruitment meetings

- Worked on year end "St. Stephen 150" festivities that have been placed on hold
- Thanked staff and wished everyone a Happy New Year

**5. Councillor Hyslop**

- Attended Canada 1st Basketball meetings
- Attended Charlotte County Museum meeting
- Attended "Anica" holiday concert at the Garcelon Civic Center
- Attended several hockey games
- Attended all meetings of Council
- Wished everyone a Happy New Year

**6. Mayor MacEachern**

- Thanked Deputy Mayor Wheaton for her assistance with mayoral duties while he was with his family
- Attended Santa's Helpers at CHCO-TV
- Attended several meetings at the Town Hall
- Wished everyone a Happy New Year and thanked staff for a great year

**O. NOTICE OF CLOSED MEETING**

**P. RECONVENE TO REGULAR MEETING**

**Q. ADJOURNMENT**

**RES. NO. 184/21**

**Moved by** Councillor Harding

**Seconded by** Councillor Chisholm

That the meeting be adjourned at 6:11 p.m.

**MOTION CARRIED**

---

Mayor

---

Town Clerk

To the Mayor and Councillor of The Town of St. Stephen

Your Worship,

In consideration of the recent demolition of one of St. Stephen's historic landmark buildings, being the Robinson Building, it has been a stark and painful reminder that St. Stephen has nothing for safeguards to prevent this from being repeated, with further destruction of our built heritage without any community input or process. Therefore, it is my proposition that the town begin the process by a motion of council to form a Built Heritage Preservation Committee. Further to this, the town begin the process to develop a series of town bylaws which will not only support the work of a newly formed Built Heritage Preservation Committee, but provides a clear process by which all identified and registered historic properties must follow before any major renovation which will greatly impact the intrinsic historic character of the building. As well, the bylaw must protect the historic structure from demolition, unless it has been compromised beyond repair by fire or natural disaster.

The basic mission of the new committee would be to formulate the list of buildings and structures which are deemed historically significant to the town's history and its people. Most of the work on this list was previously completed by the community historian, the late Douglas Dougherty in 2007. It would be the responsibility of the committee to complete a compilation of historic properties and buildings, to be submitted to the town for review and approval. Once approved, it will be attached to the town Built Heritage Preservation Bylaw as the "Schedule of Historic Buildings and Properties". This schedule will remain flexible, with recommended changes being approved by council.

From the point of adoption of the bylaw, it will be the property owner's responsibility to approach the committee for consideration of requests for major changes to the historic structure which may alter the historic nature and value of the main structure. This will formulate a process before any permit is issued by the town. Under the bylaw, demolition of the main structure will be prohibited, notwithstanding extenuating circumstances resulting from fire and natural disasters. The upkeep and maintenance of these historic structures will be property owner responsibility. If the structure is not occupied for a period of 1 year and / or is not being maintained in a safe and adequate condition, he or she must mitigate the current condition, in cooperation with the heritage committee and/or community trust to discuss preservation and restoration options.

I further propose that a St. Stephen Heritage Trust be created. This trust will be based on that which current exists in the Town of St. Andrews. The St. Andrews Civic Trust, Inc. This is a charitable none-profit organization and is described as follows, verbatim from the Trust's website: ***"The Saint Andrews Civic Trust Inc. is a non-profit corporation which was founded in 1973 and is dedicated to the preservation of the Architectural Heritage and Cultural Landscape of Historic Saint Andrews New Brunswick. The Civic Trust has over the years operated and delivered programs and services according to a series of objectives which were established in the original documents of incorporation.***

***These objectives can be broadly described under the following headings: The promotion of public pride and interest in the history, tradition, and culture of the Saint Andrews area. Work which assists in preserving, restoring, building, or maintaining buildings, structures, and sites for historical and cultural purposes. The making, collection and preservation of photographs, drawings, documents, descriptions, and other records of our built heritage. The researching of the history, culture and traditions of the area and the publishing of books, pamphlets, brochures, or the production of technical materials which enhance the understanding of our heritage. The commemoration of our historic area by the production of signs, plaques, and inscriptions which describe our buildings and sites. Work with municipal councils and provincial legislators in drafting sound legislative guidelines which will ensure the protection of our rich heritage and assets”.***

With the creation of a civic trust, we will begin a process of preservation, protection and promotion of our historic sites, buildings and architecture, which is desperately needed in St. Stephen and would finally bring all our sites under an administrative body which will bring focus and support, through donations to the trust as well as grant support. I am willing to work on the creation of such trust.

In the greater picture and in more recent history, St. Stephen has continuously struggled with its identity. Because of this lack of identity, the development of our main streets and waterfront has been a hodgepodge of various developments over the years, few with continuity or theme. Over time this has rendered the front street with some odd structures with little symmetry or character, often clad in unappealing tin, vinyl siding and modern white vinyl windows which devalue the historic appeal of the structure. Other properties remain vacant, open spaces like holes in the downtown. In many years' past, our main streets had a continuous theme which were 2-storey structures with a brick façade on the front with retail space on the street level and living space on the second floor. Every building was built based on this concept design and all had symmetry and cohesion. It was a theme of our downtown core, until the 1930's.

Sadly, this all began to change with the Water St fires of 1931 and 1933. When those buildings came down it put families out on the streets, looking for new places to live. It also put many businesses temporarily out of business and people unemployed. In the hurried scramble to build back, the St. Stephen Development Corporation quickly put a plan together to get these businesses back up and running. To accomplish this in a timely manner they sacrificed the 2<sup>nd</sup> storey living space, otherwise it would have costed more time and money to construct. The result is what we now have along Milltown Blvd down near the bridge, a series of small, single storey shops. Which many have since been clad in unappealing metal siding.

Where am I going with all this? It is my believe that St. Stephen must revisit the original theme of the downtown, of which new development should follow, with the consideration of adopting a bylaw that would require new developments on King St and Milltown Blvd to follow a basic design, which would require 2-storey building with a front façade of brick/stone or a cultured brick/stone veneer. The street level would be retail space while the second level would be living space. The primary focus of the 2<sup>nd</sup> storey living space on Milltown Blvd would be the riverfront rather than the street. All future developments must be in design and symmetry to continuous building. This would provide a basic

direction of future construction along the front street and King and would provide appeal for a town which was once known for its charming downtown core. This will also provide additional living spaces in the downtown, which traditionally assisted small business retail. It was and still is a formula which worked.

In closing, I want to sincerely thank you and your council for your time, and it is my hope that you will give this concept and proposal your utmost consideration and support. I will make myself available to the council for a presentation and questions, if that is desired.

Yours Truly and Sincerely,

A handwritten signature in blue ink, appearing to read "Darren McCabe". The signature is fluid and cursive, with the first name "Darren" being more prominent than the last name "McCabe".

Darren McCabe





**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report: CAO-01-22**



**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** January 26th, 2022  
**Subject:** CAO REPORT

---

**Recommendation: That Council accept this report for informational purposes.**

The activities of the Office of the Chief Administrative Officer for the reporting period included the following:

- 1) During this reporting period the Government of New Brunswick implemented level 3 of the Covid Winter Plan. In accordance with the restrictions contained within that level, the Garcelon Civic Center was closed to the public with the exception of the Town Hall and Covid-19 Vaccination clinics. Additionally, many members of the administrative team have been asked to work remotely as much as possible. While this does have an impact upon the efficiency of our operation, this approach limits unnecessary contact between employees, which is a best practice at this time. This approach will be continually evaluated as part of ongoing risk assessments and government regulations.
- 2) The Town's mandatory vaccination policy was implemented on December 31st, 2021. I am happy to report that the vast majority of staff have elected to comply with the policy. An exceptionally small number of staff have been placed on unpaid leave in accordance with the policy.
- 3) On Friday, January 21st, the Transition Facilitator appointed by the Government of New Brunswick reached out for the purposes of establishing an initial meeting of a transition committee. At this time he has invited the Mayor and CAO to represent the Town of St. Stephen. This initial meeting is currently scheduled for Tuesday, January 25th, 2022. It is expected that more information regarding the planned transition process will be obtained during this introductory meeting.
- 4) The land located immediately east of the Beacon apartment buildings has been now been transferred back to the Town of St. Stephen in accordance with the terms of the development agreement. Administration believes this land to be appropriate for additional development. A Request for Proposal document is being drafted to open the land for development subject to Council approval.
- 5) The CAO has also been attempting to work in conjunction with our project partners at Canada 1s Basketball, with respect to the Conserve the Court program. Work continues towards finding the terms of a lease agreement which will allow both parties to undertake the work necessary on the facility while also abiding by various legal constraints on faced by the operations of the parties.



## Town of St. Stephen INFORMATIONAL REPORT

**To: Council**  
**From: Alex Henderson**  
**Resource Staff:**  
**Date of Meeting: January 26, 2022**  
**Subject: Planning & Development Report**

**Recommendation: That Council accept this report for informational purposes.**

*Town Planning Update*

- SNBSC met with CAO to chart possible planning by-law updates needed for 2022 in anticipation of upcoming new municipal entity;
- Development Officer provided interpretation to the Town building inspector on a property’s compliance with their variance terms and conditions;
- Met with FSS and CAO to review an early draft of a secondary municipal plan by-law for the St. Stephen Business Park that will later be brought to Council for consideration;
- Researching standards and best practices for private streets in subdivision accesses;
- PRAC will consider a variance and temporary use authorization application for the commercial signage at 1 Milltown Blvd. on Thursday January 20<sup>th</sup>.

*Year End Development Update*

- One hundred and forty-four (144) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector in 2021 (total est. construction value \$ 3,002,160.04, total permit revenue for Town: \$ 15,849.01);
- One (1) new building permit application approved for zoning in reporting period;
- Five (5) development permits issued in 2021;
- Four (4) subdivision plans approved in 2021 (one parcel created in report period);
- Seventeen (17) sign permits issued in 2021.

Year-end Total Combined Permit Construction Values in the Town of St. Stephen		
	2020	2021
Total Building Permits	\$11,354,112.59	\$ 3,002,160.04
	153	144

Respectfully submitted by:

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

Southwest New Brunswick Service Commission  
Zoning Reviews

Month: ALL 2021  
Town of St. Stephen

DATE RECEIVED	CONSTRUCTION ADDRESS	TYPE OF STRUCTURE	ESTIMATED VALUE	FEE PAID	STATUS	NOTES
<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	



**Southwest New Brunswick Service Commission  
Development Permits**

<b>DATE RECEIVED</b>	<b>DEVELOPMENT ADDRESS</b>	<b>PROPOSED DEVELOPMENT</b>	<b>FEE PAID</b>	<b>STATUS</b>	<b>COMMENTS</b>
Apr. 9/21	141 King St., St. Stephen	Change of use	\$ 50.00	Issued	
<b>MAY</b>					
Jan. 26/21	89 Prince William St., St Stephen	Public Storage	\$ 125.00	Issued	
<b>JUNE</b>					
June 10/21	57 King St., St. Stephen	Change of use	\$ 50.00	Issued	
<b>JULY</b>					
July 23/21	131 Queen St. W., St. Stephen	Alteration/repair for sa	\$ 25.00	Issued	
<b>AUGUST</b>					
Oct. 14/21	33 Wall St., St. Stephen	Parking spaces	\$ 50.00	Issued	

Southwest New Brunswick Service Commission  
Sign Permits

Month: ALL 2021  
Town of St. Stephen

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

Aug. 6/21	Aug. 6/21	N/A	16 King St., St. Stephen	Fascia Sign	Same	\$ 50.00	Issued SP-29-21
Aug. 13/21	Aug. 16/21	N/A	107 Milltown Blvd.,	Sandwich board	Same	\$ 50.00	ISSUED SP-30-21
Aug. 11/21	Aug. 16/21		Canadian Tire	Portable	Same	N/A	
<b>SEPTEMBER</b>							
1-Sep-20	Sept. 18/21	N/A	210 King St., St. Stephen	2 fascia & 2 sign box	Same	\$ 50.00	Issued SP-32-21
<b>OCTOBER</b>							
Sept. 30/21	Oct. 1/21	N/A	5 Route 170, St. Stephen	Point of purchase sign	same	\$ 50.00	ISSUED SP-33-21
<b>DECEMBER</b>							
Dec. 3/21	Dec. 3/21	N/A	204 Milltown Blvd., St. Stephen	Freestanding	N/A	50.00	Granted Dec. 7/21





## Town of St. Stephen INFORMATIONAL REPORT Report:

To: Kev Sumner  
From: Aaron G. Muzzatti  
Resource Staff:  
Date of Meeting: January 26, 2022  
Subject: Aquatics Informational Report

---

**Recommendation: That Council accept this report for informational purposes.**

### **Past Month's Events:**

- a. New policies enacted for Aquatic staff regarding use of cellphones, lesson planning, Supervisor check-in points with swimming instructors at three points through the session. These measures have been enacted as a result of the Sunday lessons audit performed by Emily Brown to ensure continued quality of our aquatic programming.
- b. COVID-19 restrictions remain in place with the enactment of phase two from GNB.
- c. We will be extending our Aquatic schedule by two additional weeks after two weeks have passed until restrictions surrounding COVID-19 change, and allow us to begin our regularly scheduled programming as normal.

### **Update on Aquatic Programming:**

- a. The Winter Session of swimming lessons remains suspended as a result of the phase two restrictions enacted by the Government of New Brunswick
- b. Private lessons are being reevaluated, with potential to resume following clarification from Sport and Recreation.
- c. Enrollment and Lifesaving and Lifeguarding courses remains low, in spite of paid work-term agreements (making the course free to participants), low general admission pricing, advertisement through schools in the area and application for/advertisement of high-school students receiving high-school credits by taking their Lifesaving, Lifeguarding and Instructing certifications.
- d. Bronze Medallion and Cross began on Friday, January 14<sup>th</sup> with 5 registrations.
- e. The Canadian Red Cross announced that it will be ending all of its aquatic programming (with the exception of First Nations communities) effective 2023. As a result of this, we have decided to build a in-house Swimming Lesson program based on the Red Cross standards. The new lessons program will be built by Aaron Muzzatti, with the help of Elizabeth (Maeve) Lee, Emily Brown, Dianne Morrison & Carrie Thibideau.



**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report: EDC 01-22**

**To: Jeff Renaud, Chief Administrative Officer**  
**From: Michelle Vest, Events Development Coordinator**  
**Resource Staff: N/A**  
**Date of Meeting: January 26, 2022**  
**Subject: EDC Informational Report**

---

**Recommendation: That Council accept this report for informational purposes.**

**1. Past Events:**

- a. Irishmen Games – December 4/11
- b. December 4<sup>th</sup> – Santa’s Arrival - GCC
- c. December 11<sup>th</sup> – ANICA from AGT concert (Full Circle Opening).
- d. December 31<sup>st</sup> – St. Stephen 150 documentary release – CANCELLED. Documentary was not provided by videographer by the 23<sup>rd</sup> deadline (note: we still have not received the video at the time of writing this report from Juliet Barlett and she has chosen to return the payment).

**2. Current & Future Events:**

- a. All public events currently on hold due to Omicron
- b. Hockey, swim and cheer continue at the GCC for those 12+. Operational plans have been confirmed by users.

**3. Additional Information:**

- a. Covid clinics – 6 scheduled for January, February still pending

Respectfully submitted,

Michelle Vest

Events Development Coordinator



## Town of St. Stephen INFORMATIONAL REPORT Report:

**To: Jeff Renaud, Chief Administrative Office**  
**From: Kev Sumner, Director of Community Services**  
**Resource Staff: Aaron Muzzatti, Jeremy McShane & Michelle Vest**  
**Date of Meeting: January 26, 2022**  
**Subject: Community Services Monthly Report**

---

**Recommendation: That Council accept this report for informational purposes.**

- a. The new COVID level 3 restrictions established on January 13<sup>th</sup> mean that the GCC has been closed since the following Saturday. The Community Services team quickly responded to the GNB rules in regard to staff scheduling and communicating it to the users.
- b. Tourism Initiative – The Accelerated Market Report (AMR) for the GCC received a 6 month review on Jan 13<sup>th</sup> with the tourism consultant. Plus on Jan 19<sup>th</sup> GNB hosted a workshop devoted to tourism data and how it can be used to attract new visitors to the Town.
- c. Kendall from Future St. Stephen, Michelle Vest and I have developed Terms of Reference for an ad hoc Tourism Initiative Committee of Town Council, the document is attached.
- d. The Canada Summer Jobs and NB SEED employment applications for Summer Students were completed in readiness for the year.
- e. Grant information and the process for applications for the Dog Park in Elm Street Nature Park have been shared with the Dog Club, they are starting their fundraising project.
- f. 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.
- g. Our staff has started a review of the GCC Preventative Maintenance procedures with Jeremy taken up new responsibilities as Facilities Maintenance Coordinator for all our Town buildings.
- h. ACTIVENet – I have attached a Request for Decision item in relation to finding a new provider for the GCC scheduling and invoicing software.
- i. The Canada First Basketball group has met with the Town Staff to coordinate the development of the building at 6 King Street, building management, grant coordination and communication are the items that have required work from the Community Services Dept.
- j. With the New year we re-allocated the Front Desk staff to be supervised by Michelle, from the Events Dept. This will help with staffing resources and it assists the Corporate Services Dept.
- k. I have started to develop a vehicle tender for the Community Services department, we are looking at an electric/hybrid vehicle to replace the 2006 Ford Escape.

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



**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report:**

**To: Kev Sumner**  
**From: Jeremy McShane**  
**Resource Staff:**  
**Date of Meeting: January 26, 2022**  
**Subject: Building services report**

---

**Recommendation: That Council accept this report for informational purposes.**

Garcelon civic center

1. Ongoing preventative maintenance in building.
2. Regular preventive maintenance completed on all four boilers completed.
3. Kube #6 is offline, parts ordered and will be running soon. Does not affect ice making abilities.
4. We have suspended the services of security guards at this point, we will re-evaluate.
5. Dectron air handling unit has had two equipment failures, parts are ordered and will be repaired once the parts all here. This unit exchanges the air and dehumidifies the air for the aquatics area, during the time this is down we are experiencing large amounts of condensation on certain surfaces, as well as some condensation runoff out of the unit through the ceiling in the PVR as well as the coat check.
6. Ceiling tiles are currently removed from all the coat check ceiling, and some water damaged ones in the PVR. Once repairs are complete on Dectron, the ceiling will be repaired.
7. Building will be closed Dec 25<sup>th</sup> and Dec 26<sup>th</sup>.
8. Vaccine clinics are on going.
9. Attended weekly CS team meeting.
10. Attended 2021 Atlantic Asset Management Conference.
11. Attended Rec NB meetings

5 Kings building

1. Touched base with business owner things are going well.
2. HVAC unit had some service work completed for the winter months, System was found to be low on refrigeration, as well as a bent fan again. Need to explore some type of covering for the bullpen to keep snow and ice from falling into the unit.
3. Purchased and Installed new heater hookups as a backup help for heating.
4. Will be following up late January 14.
5. Will be doing HVAC upgrades in spring 2022.

## Library

1. Ongoing issues with exterior locks, will be looking into getting all new commercial knobs on exterior doors.
2. Ongoing parking issues, I will be following up with Bi-law.
3. Works Dept have supplied salt to the staff for use around entrances.
4. Orkin is scheduled to do another pest survey.

## RCMP building.

1. Front door out of adjustment, dragging on the floor, Had contractor into adjust the doors.
2. Door leading to secure area also out of adjustment, had contractor on site to make adjustments.
3. Driveway elevations work still to be carried out on the south side of the building.



**Town of St. Stephen  
INFORMATIONAL REPORT  
Report:**

**To: CAO Renaud**  
**From: Sean Morton**  
**Resource Staff: Bylaw Enforcement and Building Inspection**  
**Date of Meeting: January 26, 2022**  
**Subject: January Report**

**Recommendation: That Council accept this report for informational purposes.**

**Fire Chief Report**

<b>1. Alarms were:</b>	Town Alarms	9
	Out of Town Alarms	2
	<b>Total</b>	<b>11</b>

Alarms	# Calls	# FF	# Hours
1. MVA	2	20	20
2. Ambulance Assist	1	13	13
3. Alarm	5	38	38
4. NB Power	1	5	5
5. Smell of Smoke	1	9	9
6. Rubbish Fire	1	18	18

<b>Total</b>			
SSFD	11		
Other FD	12		
St Stephen PW	6		
St Andrews PW	2		
<b>Total calls dispatched</b>	<b>31</b>	(December 21 – January 16)	

**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.

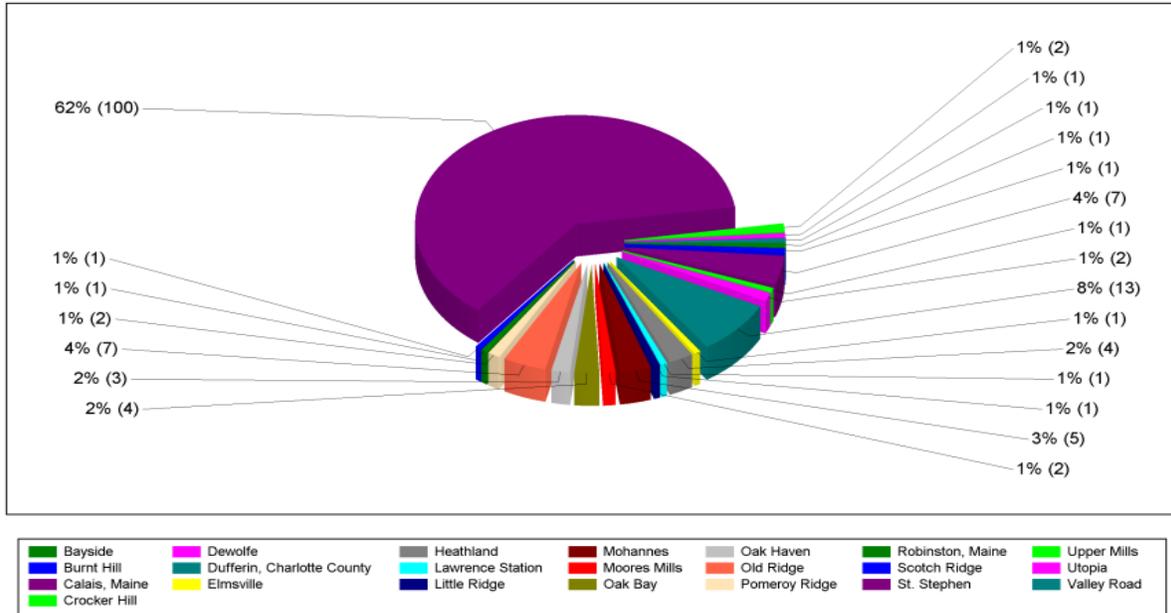
5. Fire Prevention Week prize presentations with Sparky at SSES.

### **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. Regional Health Officer conference call.
12. Milltown Dam CLC meeting.
13. Hotspot Parking follow up meeting.
14. Fleet Maintenance software research.
15. Entity 57 related research, planning and discussions.
16. Meeting with Regional Fire Marshal on current issues.
17. Charlotte County potable water delivery contingency planning meeting facilitated by REMC Rhonda Hulan.
18. Cross border response procedure review, in light of January 15<sup>th</sup> ArriveCan changes.

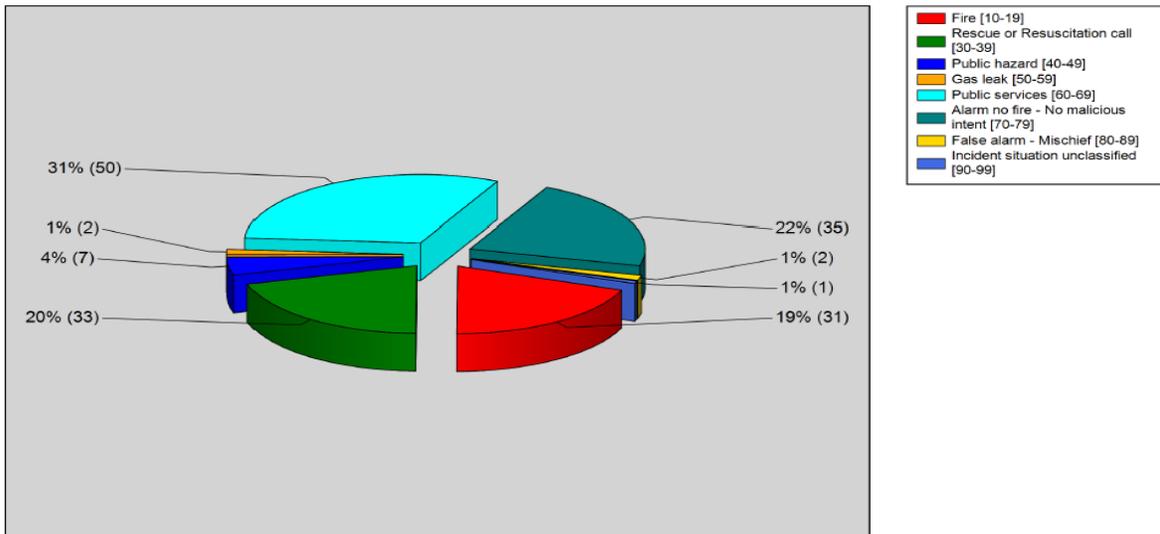
Incidents by Community (2021-01-01 - 2022-01-01)

Include Response Codes 91-96 (Training, Meeting, Voluntary, Maintenance, Administrative, On Call): No / Non



Incidents by Response Type for St. Stephen Fire Department (2021-01-01 - 2022-01-01)

Include Response Codes 91-96 (Training, Meeting, Voluntary, Maintenance, Administrative, On Call): No / Non



Sincerely,

Fire Chief Sean Morton

## **Bylaw Enforcement Report**

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

### **Assist other Dept. (3)**

Received a call with regards to overnight parking at the civic center.

Vehicles will be posted with the overnight parking notice.

Received a call from public works about a car blocking Moores lane.

Owner of vehicle was informed of the overnight parking.

Received a call from public works of overnight parking on St. James St.

Spoke with the owner and he will park elsewhere.

### **Assist general public (5)**

(1) Received numerous complaints with regards to a property on Milltown Blvd.  
Building Inspector and the development Office are looking into the matter.

(2) Received a call from a lady inquiring if the Town has a by-law regarding having rats for pets, as her tenant has a few.

Informed her that we do not have a rat pet by law, but who would want them for pets.

(3) Received a call about toxic smoke coming from a chimney on Porter St.

Numerous patrols made and all I could smell was wood smoke.

(4) issue with un-licensed portable signs in Town as been rectified.

The ongoing issue with a sign issue for a business in Town should be rectified this month.

(5) Spent most of the month dealing with a travel trailer in Town being used as a livable structure, This issue is ongoing and will have to be dealt with in the courts.

### **Parking (15)**

Seven warnings given to people parking illegally at the mall, and blvd. And numerous complaints of overnight parking

### **Dog Complaints (1)**

Regards,

Brent MacDougall, By Law Enforcement

### **Report of the animal control officer**

I answered all calls and patrolled the town each day. Very quiet this month. No animals impounded

Regards,

Mike Shannon

Animal Control Officer

### **Building Inspection Report**

The month of December brought in a total of 4 (four) permits which represents \$62,408.00 (sixty-two thousand and four hundred & eight dollars) in building costs. The total for the year is 121 (one hundred twenty-one) permits at a total amount of \$4,596,724.54 (four million, five hundred & ninety-six thousand, seven hundred and twenty-four & 54 cents).

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

Our office dealt with and has filed 6 (six) 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**  
**INFORMATIONAL REPORT**  
**Report: CS-001-2022**

**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 Administrative and Accounting Coordinator.**

**Date of Meeting: January 26, 2022**

**Subject: TREASURER INFORMATIONAL REPORT**

---

<b>Recommendation: That Council accept this report for informational purposes.</b>
--

**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 November 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 November 30, 2021.
  - Review of procedures for electronic payments-In progress.
  - Review for update of Purchasing Policy-In progress.
  - Implement new software and hardware for electronic paper cheque deposits-In progress.
  
- c) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
  - Bi-weekly 70 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 105 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 February 28, 2021.
  - Department Head and Council Statements to November 30, 2021

**2) Meetings:**

- a) Senior Managers staff meetings.
- b) Accounting Team staff meetings.
- c) Council Meeting-December 29, 2021.
- d) Implementation of Customer Portal and Recreation Services software-Ongoing meetings.

**3) Projects:**

- a) Capital Projects-Analysis, MCBB application and projection, tendering, approval, and processing of progress payments, grant remittance forms and debenture applications:
  - 1) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
  - 2) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
  - 3) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
  - 4) Designated Highway-Milltown Blvd (Boundry Street to Hill Street).
  - 5) Waterfront Revitalization.
  - 6) 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 Axel 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-Complete.

h) Transition to Customer Portal and Recreation Services software-In progress

---

---

**MEMORANDUM**

---

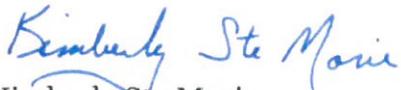
---

**TO:** TIM TOZER, TREASURER  
**FROM:** KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER  
**SUBJECT:** DECEMBER 2021 CHEQUE REGISTER LISTING  
**DATE:** JANUARY 18, 2022

---

Please find the December 2021, Cheque Register Listing with Paid Bills in the amount of \$1,973,247.72 (One Million, Nine Hundred Seventy-three Thousand, Two Hundred Forty-seven Dollars and Seventy-two Cents).

Regards,

  
Kimberly Ste Marie  
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 0000000001 to 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:24:50PM 01/18/2022

Page 1 of 8

Number	Issued	Amount	SC	Status	Status Date
026471	12/01/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBQINT2021* GG-SERIES "BQ"-INTEREST	323.75 323.75	A/P	OUT-STD	12/01/2021
026473	12/12/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBRINT2021* GG-SERIES "BR"-INTEREST	1,877.50 1,877.50	A/P	OUT-STD	12/12/2021
026480	12/12/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBRPRI2021 GG-SERIES "BR"-PRINCIPAL	19,000.00 19,000.00	A/P	OUT-STD	12/12/2021
026844	12/07/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBPINT2021* GG-SERIES "BP"-INTEREST	51,343.50 51,343.50	A/P	OUT-STD	12/07/2021
026845	12/07/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA SERIESBPPRI2021 GG-SERIES "BP"-PRINCIPAL	160,000.00 160,000.00	A/P	OUT-STD	12/07/2021
0000028450	12/07/2021 ADMIRAL INVESTIGATIONS ATLANTIC INC. 32337 CC-SECURITY-COVID-19 SCREENIN	1,134.82 1,134.82	A/P	OUT-STD	12/07/2021
0000028451	12/07/2021 A ONE PUMPING SERVICE LTD. 22046 TS-ST5-HYDRO VAC	915.40 915.40	A/P	OUT-STD	12/07/2021
0000028452	12/07/2021 BARTLETT MEMORIALS LTD. (COVID SECURITY SERVICES) 1002* GG-BUILDING-SECURITY GUARD CC	10,156.80 10,156.80	A/P	OUT-STD	12/07/2021
0000028453	12/07/2021 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P54910 RC-#309-SHAFT, BLADE BOLT, RING 02P54995 RC-#309-PIN JOINT 02P55028 RC-#309-PULLEY, WHEEL & TIRE AS 02P55094 RC-#309-MULCH KIT 02P55127 RC-#309-ARM, NUTS, WASHERS, BE	741.20 92.55 24.38 -164.31 285.20 503.38	A/P	OUT-STD	12/07/2021
0000028454	12/07/2021 BRUNET INC. 52436 GG-TOWN-WATCHGUARD FIREBOX	719.50 719.50	A/P	OUT-STD	12/07/2021
0000028455	12/07/2021 CIBC MELLON GLOBAL SECURITIES NBMF0218002 NOVEMBER2021 GG-PENSIONPLANCONTRIBUTIONS	30,864.38 30,864.38	A/P	OUT-STD	12/07/2021
0000028456	12/07/2021 CLASSIC ASPHALT LTD. 21-056 TS-ST5-ASPHALT	2,973.90 2,973.90	A/P	OUT-STD	12/07/2021
0000028457	12/07/2021 COCA COLA CANADA BOTTLING LIMITED 15330205207 CC-CANTEEN-POP	1,002.84 1,002.84	A/P	OUT-STD	12/07/2021
0000028458	12/07/2021 DISHER CONSTRUCTION INC. 199 TS-ST5-BUCKET TRUCK	552.00 552.00	A/P	OUT-STD	12/07/2021
0000028459	12/07/2021 HOLLAND FUELS LTD. 31164 TS/PS-199 UNION ST-HEATING FUEL 31392 TS/PS-199 UNION ST-HEATING FUEL	2,299.95 1,231.17 1,068.78	A/P	OUT-STD	12/07/2021
0000028460	12/07/2021 JEREMY MCSHANE 531.00 CC-OPERATION MANAGER-ASSET M	531.00 531.00	A/P	OUT-STD	12/07/2021
0000028461	12/07/2021 KONICA MINOLTA BUSINESS SOLUTIONS 276512339 GG-TOWN HALL-MONTHLY COPIER	421.27 421.27	A/P	OUT-STD	12/07/2021
0000028462	12/07/2021 LIBERTY UTILITIES 2021112202008-1016227-0 CC-BUILDING-NATURAL GAS 00	1,927.94 1,927.94	A/P	OUT-STD	12/07/2021
0000028463	12/07/2021 MAYFIELD GARDENS INC. 258-21 RC-HORTICULTURE-STAKES, GRAS	1,215.23 1,215.23	A/P	OUT-STD	12/07/2021
0000028464	12/07/2021 MCINNES COOPER 2021028340 GG-LEGAL-SALE LOT 2021-01 MILLT 2021028341 GG-LEGAL-FLOOT MITIGATION WOF	3,204.22 3,060.25 143.97	A/P	OUT-STD	12/07/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Page 2 of 8

Printed: 3:24:50PM 01/18/2022

Number	Issued	Amount	SC	Status	Status Date
0000028465	12/07/2021 MICHELLE VEST 274.29 CC/GG-CANTEEN AND EVENT SUPP	274.29 274.29	A/P	OUT-STD	12/07/2021
0000028466	12/07/2021 MINISTER OF FINANCE NOV19-DEC2/21 EMPLOYEE DEDUCTIONS NOV 19/2	288.00 288.00	A/P	OUT-STD	12/07/2021
0000028467	12/07/2021 NEW SYSTEM LAUNDRY & CLEANERS LTD. 499371 PS-RCMP-FLOOR MATS	46.74 46.74	A/P	OUT-STD	12/07/2021
0000028468	12/07/2021 PAYROLL TRANSFER PAY242021 GG-TRANSFER-NOV. 19/21 TO DEC.	113,066.17 113,066.17	A/P	OUT-STD	12/07/2021
0000028469	12/07/2021 PCS SALES (CANADA) LTD. 6372465 TS-ST5-SALT	2,056.36 2,056.36	A/P	OUT-STD	12/07/2021
0000028470	12/07/2021 RECEIVER GENERAL FOR CANADA PAY242021 GG-REMITTANCE-NOV. 19/21 TO DE	45,005.58 45,005.58	A/P	OUT-STD	12/07/2021
0000028471	12/07/2021 SAFETY SOURCE LTD. 2021-2892 PS-FIRE-FIRE HELMET WITH SHIELD	828.00 828.00	A/P	OUT-STD	12/07/2021
0000028472	12/07/2021 SANTA'S HELPERS 2021GRANT GG-COMMUNITY GRANT-2021 DONA	500.00 500.00	A/P	OUT-STD	12/07/2021
0000028473	12/07/2021 SAUNDERS EQUIPMENT LTD. 86085 CC-ZAMBONI-ARM, BOARD BRUSH	907.88 907.88	A/P	OUT-STD	12/07/2021
0000028474	12/07/2021 SERVICE NEW BRUNSWICK XV89242021 PS-FIRE-2021 KAWASAKI OFF ROAC	41.00 41.00	A/P	OUT-STD	12/07/2021
0000028475	12/07/2021 SOURCE ONE SUPPLIES 28275 TS-SHOP-KLEENEX	119.59 119.59	A/P	OUT-STD	12/07/2021
0000028476	12/07/2021 SOURCE ATLANTIC 4085787 TS-SHOP-HOSE	67.83 67.83	A/P	OUT-STD	12/07/2021
0000028477	12/07/2021 SPEEDY GLASS 8768-404141 TS-SHOP-WEATHER STRIPPING & C	694.12 694.12	A/P	OUT-STD	12/07/2021
0000028478	12/07/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 32898 CC-ARENA-AA DENTAL RINKBOARD	849.85 849.85	A/P	OUT-STD	12/07/2021
0000028479	12/07/2021 ST.STEPHEN DEVELOPMENT BOARD 105 GG-EVENTS-NARRATIVE RESEARCH	4,849.60 4,849.60	A/P	OUT-STD	12/07/2021
0000028480	12/07/2021 TEED SAUNDERS DOYLE & CO. 11071 GG-TREASURY-AUDIT EXAMINATIO	15,807.90 15,807.90	A/P	OUT-STD	12/07/2021
0000028481	12/07/2021 TLC SECURITY 375 CC-SECURITY-COVID 19 SCREENIN	967.73 967.73	A/P	OUT-STD	12/07/2021
0000028482	12/07/2021 TOROMONT CAT (MARITIMES) PSAF0228121 TS-#13-PUMP PSAF0228241 TS-#13-BOLTS, WASHERS, LOCKNU PSAF0228277 TS-#13-BOLTS	4,323.22 4,066.49 81.24 175.49	A/P	OUT-STD	12/07/2021
0000028484	12/07/2021 UNIFIRST CANADA LTD. 7100270479 CC-LOBBY-FLOOR MATS	129.90 129.90	A/P	OUT-STD	12/07/2021
0000028485	12/07/2021 WURTH CANADA LIMITED 24599951 TS-SHOP-HEX NUTS, BOLTS 24606267 TS-SHOP-GLOVES	96.85 41.65 55.20	A/P	OUT-STD	12/07/2021
0000028486	12/07/2021 YELLOW PAGES GROUP INV02389156 GG-TOWN HALL-911 LISTING NOV 2	11.04 11.04	A/P	OUT-STD	12/07/2021
0000028487	12/07/2021 RECEIVER GENERAL FOR CANADA (HST PURCHASE) PID01301795 GG-PURCHASE 6 KING STREET/PID	37,500.00 37,500.00	A/P	OUT-STD	12/07/2021
0000028488	12/08/2021 BRETT ESTEY	2,000.00	A/P	OUT-STD	12/08/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:24:50PM 01/18/2022

Page 3 of 8

Number	Issued		Amount	SC	Status	Status Date
	DEC112021	GG-EVENTS-DEC 11-2021 CHRISTM,	2,000.00			
0000028489	12/10/2021	TOWN OF ST. STEPHEN	<b>61,697.36</b>	A/P	OUT-STD	12/10/2021
	61697.36	GG-FUND TRANSFER-TO GENERAL	61,697.36			
0000028490	12/15/2021	ACCESS	<b>55.18</b>	A/P	OUT-STD	12/15/2021
	NBS0839788	CC-BLDG-65 GALLON BIN-SCHEDUL	55.18			
0000028491	12/15/2021	ADMIRAL INVESTIGATIONS ATLANTIC INC.	<b>800.40</b>	A/P	OUT-STD	12/15/2021
	32439	CC-SECURITY-COVID VACCINATION	800.40			
0000028492	12/15/2021	AIR LIQUIDE CANADA INC.	<b>27.60</b>	A/P	OUT-STD	12/15/2021
	73700071	TS-SHOP-BLUESHIELD 8, 22	27.60			
0000028493	12/15/2021	BELL ALIANT	<b>2,990.29</b>	A/P	OUT-STD	12/15/2021
	06336721NOV21	TS-AIRPORT-LANDLINE PHONE	175.62			
	11368891NOV21	GG-TOWN HALL-LANDLINE PHONES	1,007.77			
	11378668NOV21	TS/PS-199 UNION ST-LANDLINE PHC	370.40			
	11395944NOV21	PS-FIRE-LANDLINES	885.29			
	15772965NOV21	RC-REC/POOL-TELEPHONES	271.60			
	47424130NOV21	CC-ADMIN-LANDLINE PHONES	279.61			
0000028494	12/15/2021	BRUNSWICK FYR SYSTEMS DIVISION	<b>230.58</b>	A/P	OUT-STD	12/15/2021
	76228	CC-BLDG-FIRE SYSTEM INSPECTIO	230.58			
0000028495	12/15/2021	CANADIAN SPRINGS	<b>32.88</b>	A/P	OUT-STD	12/15/2021
	19100841120121TSS	TS-SHOP-WATER	32.88			
0000028496	12/15/2021	CARQUEST	<b>2,575.27</b>	A/P	OUT-STD	12/15/2021
	14838-168656	TS-#6-HOSE, COUPLING	70.21			
	14838-168899	TS-#22-DEX/MERC-18.9L	99.10			
	14838-169072	TS-#1-SUSPENSION CONTROL ARM	721.07			
	14838-169292	TS-#1-SUSPENSION CONTROL ARM	-721.07			
	14838-169397	TS-#105-PRIMER, LIMCO SUPREME	235.97			
	14838-169405	PS-FIRE-DOOR/COURTESY SW	45.06			
	14838-169423	RC-#304-XBO CHI240268C	590.57			
	14838-169512	TS-SHOP-HEAVY DUTY WORK STAN	126.47			
	14838-169519	RC-#304-FENDERS	113.69			
	14838-169608	TS-#23-HUB FORD 05	701.93			
	14838-170094	TS-#13-HOSE	33.47			
	14838-170514	TS-#7-HOSES, COUPLINGS, FITTING	226.00			
	14838-170516	TS-#7-HYD FITTING	13.73			
	14838-170543	TS-#7-COUPLING/ADAPTER, SPARK	319.07			
0000028497	12/15/2021	CHANDLER	<b>218.44</b>	A/P	OUT-STD	12/15/2021
	2257668	PS-FIRE-BOOTS	218.44			
0000028498	12/15/2021	CHARLOTTE COUNTY JANITORIAL	<b>1,324.21</b>	A/P	OUT-STD	12/15/2021
	5094	PS-FIRE-JANITORIAL	161.00			
	5096	PS-RCMP-JANITORIAL	1,163.21			
0000028499	12/15/2021	CONTROLS & EQUIPMENT LTD.	<b>520.95</b>	A/P	OUT-STD	12/15/2021
	63477	CC-ARENA-HEAT PUMPS	520.95			
0000028500	12/15/2021	DEMPSEY'S PLUMBING & HEATING	<b>505.31</b>	A/P	OUT-STD	12/15/2021
	7053	CC-ARENA-ZURN DIAPHRAGM KIT	505.31			
0000028501	12/15/2021	DILLON CONSULTING LIMITED	<b>3,162.37</b>	A/P	OUT-STD	12/15/2021
	246571	GG-SOLICITOR-ST. STEPHEN CONC	3,162.37			
0000028502	12/15/2021	FUNDY BUILDING INSPECTION	<b>2,484.00</b>	A/P	OUT-STD	12/15/2021
	21-248	PS-BUILDING INSPECTOR-NOV. 28	2,484.00			

\* - 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 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:24:50PM 01/18/2022

Page 4 of 8

Number	Issued	Amount	SC	Status	Status Date
0000028503	12/15/2021 HOLLAND FUELS LTD. 31483 TS/PS-199 UNION ST-HEATING FUEL	940.25 940.25	A/P	OUT-STD	12/15/2021
0000028504	12/15/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 344386 TS-STG-DIESEL 827133 TS-STG-GAS	8,560.16 2,234.22 6,325.94	A/P	OUT-STD	12/15/2021
0000028506	12/15/2021 KATEY DAY-REICK 150CHRISTMASCONCERT GG-EVENTS-DEC 11/21 150 CHRISTI	4,000.00 4,000.00	A/P	OUT-STD	12/15/2021
0000028507	12/15/2021 KEITH'S BUILDING SUPPLIES 211976 TS-SHOP-LETTER 3" SELF STICKING	20.49 20.49	A/P	OUT-STD	12/15/2021
0000028508	12/15/2021 KEVIN SUMNER 1CS200TRAINING RC-RECDIRECTOR-INCIDENT COMM	30.00 30.00	A/P	OUT-STD	12/15/2021
0000028509	12/15/2021 LAWSON PRODUCTS, INC. (ONTARIO_ 9309026279 TS-SHOP-HEX NUT 9309037361 TS-SHOP-BUTT CONNECTOR, CLAM	492.64 26.55 466.09	A/P	OUT-STD	12/15/2021
0000028510	12/15/2021 LIFESAVING SOCIETY-ONTARIO BRANCH M148578 CC-AQUATICS-SQUADRON 10 PACK	2,538.42 2,538.42	A/P	OUT-STD	12/15/2021
0000028511	12/15/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15845 PS-BYLA-W-NOV 28/21 TO DEC 11/21	1,610.00 1,610.00	A/P	OUT-STD	12/15/2021
0000028512	12/15/2021 MARITIME COFFEE SERVICE RC00105887 CC-BLDG-WATER COOLER RENTAL	80.50 80.50	A/P	OUT-STD	12/15/2021
0000028513	12/15/2021 MCINNES COOPER 2021031174 GG-SOLICITOR-GENERAL 2021031185 GG-SOLICITOR-DEVELOPMENT AGF	1,885.33 671.85 1,213.48	A/P	OUT-STD	12/15/2021
0000028514	12/15/2021 MICHELLE VEST 2208.35 CC-CANTEEN-LIQUOR AND FOOD S 95.20* CC-CANTEEN-SUPPLY RUN CANTEEN/CONCERT ED-COMMUNITY EVENTS-ANICA CO CANTEEN/CONCERT* CC-CANTEEN-SUPPLY RUN	2,486.82 2,208.35 95.20 144.07 39.20	A/P	OUT-STD	12/15/2021
0000028515	12/15/2021 MIDLAND COURIER 10074143 TS-SHOP-FROM SOURCE ATLANTIC	61.38 61.38	A/P	OUT-STD	12/15/2021
0000028516	12/15/2021 MILLTOWN MACHINE & FABRICATION LTD. 22421 TS-#7-HOT ROLLED ROUND BAR	49.50 49.50	A/P	OUT-STD	12/15/2021
0000028517	12/15/2021 MINISTER OF FINANCE DOT08110658-2021 TS-STG-2021-2022 YEARLY AREA OC	18.38 18.38	A/P	OUT-STD	12/15/2021
0000028518	12/15/2021 N. B. ELECTRIC POWER 18169205DEC21 RC-POOL-MILL LANE 19051703DEC21 TS-AIRPORT-ELECTRICITY 19051801DEC21 TS-AIRPORT-ELECTRICITY 216000030308DEC21 TS-STG-AREA LIGHTS 55160607DEC21 RC-COTTON MILL- LIGHTS 65083030DEC21 PC-PARKS-MILLTOWN BOAT LAUNC 72924306DEC21 RC-PARKS-BANDSTAND 82122207DEC21 RC-PARKS-BASKETBALL COURT 84960501DEC21 RC-PARKS-RIVERSIDE DR LIGHTS	12,899.84 116.40 243.98 59.32 12,232.30 49.88 40.15 53.50 27.36 76.95	A/P	OUT-STD	12/15/2021
0000028519	12/15/2021 ORKIN CANADA CORPORATION C-2956430 CC-BUILDING-PEST CONTROL C-2961845 PS-FIRE-PEST CONTROL	261.05 89.70 171.35	A/P	OUT-STD	12/15/2021
0000028520	12/15/2021 ORR ELECTRIC & ALARM LTD.	892.50	A/P	OUT-STD	12/15/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:24:50PM 01/18/2022

Page 5 of 8

Number	Issued		Amount	SC	Status	Status Date
	5436	TS-ST5-DECOR LIGHTS	812.66			
	5437	TS-ST5-DECOR LIGHTS	79.84			
0000028521	12/15/2021	PRIME LIFT	<b>353.63</b>	A/P	OUT-STD	12/15/2021
	8878	TS-SHOP-HOIST INSPECTION, SHOF	353.63			
0000028522	12/15/2021	PRINCESS AUTO	<b>356.48</b>	A/P	OUT-STD	12/15/2021
	2436923	TS-SHOP-PAINT SHAKER AIR, SCAL	356.48			
0000028523	12/15/2021	PROVINCIAL BANDAG TIRES	<b>2,234.03</b>	A/P	OUT-STD	12/15/2021
	57813	TS-#5,#7-TIRES	1,954.78			
	58830	TS-#7-11R22 TIRE	279.25			
0000028524	12/15/2021	SAKO INDUSTRIAL SUPPLY	<b>286.35</b>	A/P	OUT-STD	12/15/2021
	8373	TS-SHOP-PROXILAB-CS	286.35			
0000028525	12/15/2021	SAUNDERS EQUIPMENT LTD.	<b>219.55</b>	A/P	OUT-STD	12/15/2021
	86207	CC-ARENA-AQUA PRO CONNECTOF	219.55			
0000028526	12/15/2021	SEAN MORTON	<b>41.82</b>	A/P	OUT-STD	12/15/2021
	41.82	PS-FIRE-COFFEE/DONUTS FOR CRE	41.82			
0000028527	12/15/2021	SOURCE ONE SUPPLIES	<b>93.01</b>	A/P	OUT-STD	12/15/2021
	28316	CC-ARENA-SHAMPOO	93.01			
0000028528	12/15/2021	SOUTHWEST NEW BRUNSWICK SERVICE COMMIS	<b>11,910.32</b>	A/P	OUT-STD	12/15/2021
	226862-227670	GG-TOWN-REGIONAL LANDFILL CO	11,910.32			
0000028529	12/15/2021	ST.STEPHEN DEVELOPMENT BOARD	<b>21,244.27</b>	A/P	OUT-STD	12/15/2021
	OCT-DEC2021	GG-GRANT-OCTOBER TO DECEMBE	21,244.27			
0000028530	12/15/2021	ST. STEPHEN FIRE DEPARTMENT	<b>200.00</b>	A/P	OUT-STD	12/15/2021
	200.00	PS-BUCKET SIT DONATION FOR 20	200.00			
0000028531	12/15/2021	TLC SECURITY	<b>1,343.43</b>	A/P	OUT-STD	12/15/2021
	382	CC-SECURITY-COVID VACCINATION	1,343.43			
0000028532	12/15/2021	TODD'S CYCLE WORKS	<b>94.28</b>	A/P	OUT-STD	12/15/2021
	5741	TS-#29-PUMP	94.28			
0000028533	12/15/2021	TOROMONT CAT (MARITIMES)	<b>940.28</b>	A/P	OUT-STD	12/15/2021
	PSAF0225732	TS-#13-KINGPIN SEAL, SHIMS, WASI	948.83			
	PSAF0225733	TS-#13-BEARINGS	276.87			
	PSAF0225734	TS-#13-KINGPIN, SHIMS, PIN	754.39			
	PSAF0225735	TS-#13-KINGPIN	157.04			
	PSAF0225736	TS-#13-KINGPIN	157.04			
	PSAF0228563	TS-#13-MTG GP-BUCK, BCKT GP	2,817.50			
	PSAF0228636	TS-#13-PUMP/WORN CORE WARRAI	-4,066.49			
	PSAF0228722	TS-#13-WORN CORE RETURN	-1,352.57			
	PSAF0228995	TS-#13-V-BELT, FILTERS	230.49			
	PSAF0228996	TS-#13-V-BELT	38.73			
	PSAF0228997	TS-#13-VEE BELT RETURN	-36.54			
	PSAF0229041	TS-#13-VEE BELT SET RETURNED	-66.01			
	PSAF0229112	TS-#13-HOSE	51.37			
	PSAF0229113	TS-#13-KIT-SERVICE	200.48			
	WOAF0407501	TS-#13-TIMED ENGINE	829.15			
0000028534	12/15/2021	UNIFIRST CANADA LTD.	<b>253.48</b>	A/P	OUT-STD	12/15/2021
	7100271337	CC-LOBBY-FLOOR MATS	129.90			
	7100272210	CC-LOBBY-FLOOR MATS	123.58			
0000028535	12/15/2021	WURTH CANADA LIMITED	<b>268.74</b>	A/P	OUT-STD	12/15/2021
	24611929	TS-SHOP-HEAD BOLT FINE THREAC	268.74			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:24:50PM 01/18/2022

Page 6 of 8

Number	Issued	Amount	SC	Status	Status Date
0000028536	12/15/2021 YELLOW PAGES GROUP INV02416298 GG-TOWN HALL-YP MEDIA-NOV 202	88.20 88.20	A/P	OUT-STD	12/15/2021
0000028537	12/15/2021 CARMICHAEL ENGINEERING LTD. FR-1742806 CC-PREVENTIVE MAINTENANCE-BC FR-1742814 CC-PREVENTIVE MAINTENANCE-HE	7,320.90 3,660.45 3,660.45	A/P	OUT-STD	12/15/2021
0000028538	12/16/2021 TOWN OF ST. STEPHEN 49589.90 GOF-FUND TRANSFER-TO UTILITY (	49,589.90 49,589.90	A/P	OUT-STD	12/16/2021
0000028539	12/21/2021 ADAM MURRAY MEMBERSHIPREFUND CC-MEMBERSHIPS-ANNUAL MEMBE	553.00 553.00	A/P	OUT-STD	12/21/2021
0000028540	12/21/2021 ADMIRAL INVESTIGATIONS ATLANTIC INC. 32511 CC-SECURITY-COVID VACCINATION	800.40 800.40	A/P	OUT-STD	12/21/2021
0000028541	12/21/2021 ALL GAS TANKS 112420 TS-SHOP-.50 GAUGE PITCH LINK	37.35 37.35	A/P	OUT-STD	12/21/2021
0000028542	12/21/2021 CANADIAN SPRINGS 19003632120521 PS-RCMP-PAPER INVOICE FEE	3.45 3.45	A/P	OUT-STD	12/21/2021
0000028543	12/21/2021 CERTIFIED TRACKING SOLUTIONS, INC. 335856 GG-FLEET-TITAN PRO AIRTIME	1,430.72 1,430.72	A/P	OUT-STD	12/21/2021
0000028544	12/21/2021 CHARLOTTE COUNTY JANITORIAL 5104 TS-SHOP-JANITORIAL	92.00 92.00	A/P	OUT-STD	12/21/2021
0000028545	12/21/2021 COCA COLA CANADA BOTTLING LIIMITED 15330205272 CC-EVENTS-CANTEEN	1,136.45 1,136.45	A/P	OUT-STD	12/21/2021
0000028546	12/21/2021 FEDERATION OF CANADIAN MUNICIPALITIES INV-29495-KOL4P8 GG-CIVIC-2022-2023 MEMBERSHIP I	1,277.76 1,277.76	A/P	OUT-STD	12/21/2021
0000028547	12/21/2021 IRVING ENERGY DISTRIBUTION AND MARKETING 430599 CC/GG-BUILDING-NATURAL GAS 736153 TS-ST5-DIESEL	5,500.75 2,403.34 3,097.41	A/P	OUT-STD	12/21/2021
0000028548	12/21/2021 JASON RICHARDSON 1CS200TRAINING* PS-FIRE-INCIDENT COMMAND TRAIL	30.00 30.00	A/P	OUT-STD	12/21/2021
0000028550	12/21/2021 K & D PRATT 204872 PS-FIRE-HEADSTART FRX/DEFIBRIL	1,833.10 1,833.10	A/P	OUT-STD	12/21/2021
0000028551	12/21/2021 KENT BUILDING SUPPLIES 1004683352 RC-PARKS-SEALANT, PVC COVER 1004700284 CC-ARENA-DRYWALL, SANDER 1004797702 TS-SHOP-INSULATION 1004915443 TS-SHOP-TAPE MEASURE, KEYS, PI 1004915554 TS-SHOP-PLYWOOD 1004916219 TS-SHOP-FLUORESCENT BULB 1004949393 TS-SHOP-HEAVY STRAP HINGE 1004994838 RC-POOL-SUSPENSION STRAP, PIP 1005017600 RC-PARKS-RECIPROCATING BLADE 1005023557 PS-FIRE-STUD KILN DRIED 1005034200 TS-SHOP-BLADE PLUG, HOME AND 1005037331 TS-SHOP-RUBBER BLACK CONNEC 1005048702 TS-SHOP-SCREW BIT PUTTY KNIFE 1005060929 PS-FIRE-WATER 1005125373 TS-SHOP-JIG SAW BLADE 1C000386361 TS-SHOP-SPRUCE PLYWOOD STND	746.41 73.01 184.45 16.68 160.91 51.77 85.48 9.60 51.96 9.09 9.15 66.50 21.37 7.48 24.95 12.82 -38.81	A/P	OUT-STD	12/21/2021
0000028552	12/21/2021 KEVIN SUMNER	36.80	A/P	OUT-STD	12/21/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000028658 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:24 50PM 01/18/2022

Page 7 of 8

Number	Issued	Amount	SC	Status	Status Date
	36.80 GG-STAFF-PURCHASE CHIRSTMAS	36.80			
0000028553	12/21/2021 LAWSON PRODUCTS, INC. (ONTARIO_	135.49	A/P	OUT-STD	12/21/2021
	9309057682 TS-SHOP-HEX CAP SCREWS GRADI	49.80			
	9309067831 TS-SHOP-HEX NUTS GRADE 8 YELL	85.69			
0000028554	12/21/2021 MICHELLE VEST	396.58	A/P	OUT-STD	12/21/2021
	150CHRISTMASCONCERT ED-150 CONCERT AGREEMENT-ANI	396.58			
0000028555	12/21/2021 MINISTER OF FINANCE	288.00	A/P	OUT-STD	12/21/2021
	DEC3/21-DEC16/21 EMPLOYEE DEDUCTIONS DEC. 3/21	288.00			
0000028556	12/21/2021 N. B. ELECTRIC POWER	29,383.15	A/P	OUT-STD	12/21/2021
	10126106DEC21 TS-XING LIGHTS-KING ST	27.36			
	17935200DEC21 TS-KING/UNION ST-TRAFFIC LIGHTS	52.87			
	18988703DEC21 TS/PS-199 UNION ST- ELECTRICITY	1,291.96			
	19055406DEC21 RC-ARENA-ELECTRICITY	414.70			
	50660140DEC21 RC-PARKS-ROTARY CHANGING RO	27.36			
	54187672DEC21 TS-KING/QUEEN ST TRAFFIC LIGHT	51.29			
	54253127DEC21 CC-BUILDING-ELECTRICITY	24,720.17			
	54653258DEC21 TS-KING/SUPERSTORE-TRAFFIC LIC	96.31			
	55917471DEC21 TS-ST5-WATERFRONT LIGHTS	68.45			
	57955782DEC21 RC-PARKS-CHOCOLATE PARK BANI	29.24			
	71315207DEC21 PS-RCMP-ELECTRICITY	1,065.12			
	73006038DEC21 RC-LIBRARY-ELECTRICITY	1,510.18			
	83278804DEC21 TS-ST5-PARKS SHED	28.14			
0000028557	12/21/2021 PAYROLL TRANSFER	105,565.92	A/P	OUT-STD	12/21/2021
	PAY252021 GG-TRANSFER-DEC 3/21 TO DEC 16	105,565.92			
0000028558	12/21/2021 PCS SALES (CANADA) LTD.	4,084.04	A/P	OUT-STD	12/21/2021
	6376535 TS-ST5-DEICING SALT	2,039.02			
	6378119 TS-ST5-ROCK SALT	2,045.02			
0000028559	12/21/2021 PETTY CASH	126.67	A/P	OUT-STD	12/21/2021
	NOVEMBER012021 GG-BUILDING INSPECT-REGISTERE	24.89			
	NOVEMBER092021 GG-BUILDING INSPECT-REGISTERE	24.89			
	NOVEMBER152021 GG-BUILDING INSPECT-REGISTERE	12.44			
	NOVEMBER182021 GG-BUILDING INSPECT-REGISTERE	12.44			
	NOVEMBER222021 GG-BUILDING INSPECT-REGISTERE	26.12			
	NOVEMBER232021 GG-BUILDING INSPECT-REGISTERE	25.89			
0000028560	12/21/2021 PRODUCTIVITY PLUS ACCOUNT	5.08	A/P	OUT-STD	12/21/2021
	OCTOBERINTEREST TS-ST5-OCTOBER INTEREST	5.08			
0000028561	12/21/2021 RECEIVER GENERAL FOR CANADA	41,454.00	A/P	OUT-STD	12/21/2021
	PAY252021 GG-REMITTANCE-DEC 3/21 TO DEC	41,454.00			
0000028562	12/21/2021 RICHWIL TRUCK CENTRE LTD.	356.52	A/P	OUT-STD	12/21/2021
	143434 TS-#5-FILTERS	356.52			
0000028563	12/21/2021 SOURCE ONE SUPPLIES	270.41	A/P	OUT-STD	12/21/2021
	28378 CC-ARENA-RAGS	72.52			
	28384 CC-ARENA-MR. CLEAN MAGIC ERA	197.89			
0000028564	12/21/2021 SOUTHERN SANITATION LTD.	15,721.94	A/P	OUT-STD	12/21/2021
	188010 GG-GARBAGE COLLECTION FOR NC	15,721.94			
0000028565	12/21/2021 SPEEDY GLASS	86.25	A/P	OUT-STD	12/21/2021
	8768-405461 PS-RCMP-ADJUSTED BUILDING FRC	86.25			
0000028567	12/21/2021 TRP	563.67	A/P	OUT-STD	12/21/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**CHEQUE REGISTER**

Printed: 3:24:50PM 01/18/2022

Page 8 of 8

Number	Issued		Amount	SC	Status	Status Date
	52TRP901912	TS-#6-AIR BRAKE HOSES, AIR LINE,	-336.84			
	52TRP901994	PS-#205-LOW AIR PRESSURE SWIT	130.70			
	52TRP902716	TS-SHOP-SHOP RAGS	45.43			
	52TRP902955	TS-SHOP-COOLANT	177.93			
	52TRP903431	TS-#21-BATTERY, CORE	137.56			
	52TRP90385	TS-#22,#28-WORK LAMP/AMBER STI	408.89			
0000028568	12/21/2021 VIPOND INC.		<b>563.50</b>	A/P	OUT-STD	12/21/2021
	VFP174162	PS-RCMP-ANNUAL FIRE ALARM INS	563.50			
0000028569	12/29/2021 TOWN OF ST. STEPHEN		<b>196,234.00</b>	A/P	OUT-STD	12/29/2021
	196234.00	GOF-FUND TRANSFER-TO GENERA	196,234.00			
0000028570	12/30/2021 FUNDY BUILDING INSPECTION		<b>2,484.00</b>	A/P	OUT-STD	12/30/2021
	21-254	PS-BUILDING INSPECTOR-DEC 12 T	2,484.00			
0000028571	12/30/2021 MACDOUGALL PROFESSIONAL SECURITY & DOCU		<b>1,610.00</b>	A/P	OUT-STD	12/30/2021
	15855	PS-BYLAW-DEC 12 TO DEC. 25/21	1,610.00			
0000028572	12/31/2021 JEFF RENAUD		<b>250.00</b>	A/P	OUT-STD	12/31/2021
	DECEMBER2021	GG-CAO-MONTHLY TRAVEL ALLOW	250.00			
		<b>Total Issued (124):</b>	<b>\$1,144,985.03</b>			
		<b>Total Voided (0)</b>	<b>\$0.00</b>			
		<b>Grand Total</b>	<b>\$1,144,985.03</b>			
		<b>Number of Cheques Listed:</b>	<b>124</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 0000009500 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:28:05PM 01/18/2022

Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
008719	12/06/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBOINT2021* SCD-SERIES "BO"-INTEREST	271.50 271.50	A/P	CLEARED	12/31/2021
008721	12/01/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBQINT2021*** SCD-SERIES "BQ"-INTEREST	189.00 189.00	A/P	CLEARED	12/31/2021
008731	12/14/2021 NEW BRUNSWICK MUNICIPAL FINANCE CORPORATI SERIESBIINT2021** SCD-SERIES "BI"-INTEREST	365.50 365.50	A/P	CLEARED	12/31/2021
0000009430	12/07/2021 BRENNTAG CANADA INC. 46409785 WS-SOURCE-EMPTY CYLINDER RE 46422260 WS-SOURCE-CHLORINE 46427601 WS-SOURCE-EMPTY CYLINDER RE 46434925 SCD-DISPOSAL-CHLORINE 46434926 WS-SOURCE--CHLORINE 46436265 SCD-DISPOSAL-EMPTY CYLINDER F 46436266 WS-SOURCE-EMPTY CYLINDER RE	6,697.14 -3,680.00 7,210.34 -3,680.00 7,103.40 7,103.40 -3,680.00 -3,680.00	A/P	CLEARED	12/31/2021
0000009431	12/07/2021 BRUNET INC. 52436* WS/SCD-TOWN-WATCHGUARD FIRE	719.50 719.50	A/P	CLEARED	12/31/2021
0000009432	12/07/2021 MEGA-LAB MANUFACTURING CO. LTD. 162817 SCD-DISPOSAL-CAPTIVE8	1,882.78 1,882.78	A/P	CLEARED	12/31/2021
0000009433	12/07/2021 PROVINCIAL BANDAG TIRES INTERESTOCT21 WS-OCTOBER 2021 INTEREST	2.57 2.57	A/P	CLEARED	12/31/2021
0000009434	12/07/2021 RESEARCH & PRODUCTIVITY COUNCIL 338576 WS-SOURCE-DRINKING WATER LAE 339151 WS-SOURCE-DRINKING WATER LAE	789.36 315.74 473.62	A/P	CLEARED	12/31/2021
0000009435	12/07/2021 SCP DISTRIBUTORS INC CANADA FF026218 WS-SOURCE-RT 20L YELLOW 63MM FF026363 WS-TRANS&DIST-RT 20L YELLOW 6 FF026542 WS-MAXWELL XING-HYPOCHLORITI	917.70 -290.95 -290.95 1,499.60	A/P	CLEARED	12/31/2021
0000009436	12/07/2021 SOURCE ATLANTIC 4088688 WS-TRANS&DIST-GLOVES, JACKET	301.89 301.89	A/P	CLEARED	12/31/2021
0000009437	12/07/2021 TEED SAUNDERS DOYLE & CO. 11071* WS-TREASURY-AUDIT EXAMINATIO	4,202.10 4,202.10	A/P	CLEARED	12/31/2021
0000009438	12/07/2021 THE PANEL SHOP ITPS003651 WS-MAXWELL XING-TROUBLESHOC	1,435.20 1,435.20	A/P	CLEARED	12/31/2021
0000009439	12/13/2021 TOWN OF ST. STEPHEN 40000.00* WS/SCD-FUND TRANSFER-TO UTILI	40,000.00 40,000.00	A/P	CLEARED	12/31/2021
0000009440	12/15/2021 ACWWA 997997 WS-TRANS&DIST-WATER STUDY GI	89.25 89.25	A/P	OUT-STD	12/15/2021
0000009441	12/15/2021 BELL ALIANT 11366812NOV21 WS-SOURCE-PUMP STATION 19002807NOV21 SCD-DISPOSAL-OLD BAY WWTP	324.07 136.87 187.20	A/P	CLEARED	12/31/2021
0000009442	12/15/2021 CARQUEST 14838-168589 WS-#105-LIMCO SUPREME, FINAL V 14838-168672 WS-#105-MASKING TAPE 14838-168977 WS-#305-TRANS HOSE 14838-169067 WS-#105-FRONT FENDER 14838-169161 WS-#105-MASKING TAPE, SEALER 14838-169194 WS-#105-XBO FO1241270PP	1,418.96 316.61 21.94 7.45 215.44 48.78 235.75	A/P	CLEARED	12/31/2021

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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

Cheques from 0000000001 to 0000009500 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:28:05PM 01/18/2022

Page 2 of 3

Number	Issued		Amount	SC	Status	Status Date
	14838-169723	WS-TRANS&DIST-COLOR RAGS, VIN	53.92			
	14838-169899	WS-#105-MED HARDNER, SEALER	129.41			
	14838-170037	WS-#105-AUTOACRYLIC TAPE BLCK	57.52			
	14838-170236	WS-#105-TOGGLE SWITCH	7.26			
	14838-170393	WS-#105-PIPES, MUFFLER	324.88			
0000009443	12/15/2021	N. B. ELECTRIC POWER	<b>13,601.31</b>	A/P	CLEARED	12/31/2021
	36869807DEC21	WS-3-119 MAXWELL XING-BUILDING	881.39			
	50228902DEC21	WS-MAXWELL XING-PUMP	180.24			
	52557428DEC21	SCD-218 OLD BAY ROAD-WWTP	7,160.43			
	53473043DEC21	WS-SOURCE-CHLORINE RESIDUAL	80.73			
	61224002DEC21*	SCD-STS-358A MILLTOWN BLVD LIF	1,276.37			
	61230004DEC21	WS-MAXWELL XING-PUMP	3,418.32			
	76139807DEC21	SCD-STS-5-4 RIVERSIDE DR LIFT ST	87.18			
	82291006DEC21	WS-SOURCE-RESERVOIR	215.81			
	84934906DEC21*	SCD-STS-6-58A RIVERSIDE DR LIFT	142.29			
	84943406DEC21*	WS-STS-TODD RESERVOIR	158.55			
0000009444	12/15/2021	SAINT JOHN LABORATORY SERVICES LTD.	<b>1,366.26</b>	A/P	CLEARED	12/31/2021
	951-21	SCD-DISPOSAL-LAB TESTS	1,366.26			
0000009445	12/15/2021	SOUTHWEST CONCRETE & CONS LTD	<b>897.01</b>	A/P	CLEARED	12/31/2021
	IN000012449	WS-TRANS&DIST-WATER (PROVINC	897.00			
	RECONCILEACCT	WS-TRANS&DIST-TO RECONCILE A	0.01			
0000009446	12/15/2021	ST. STEPHEN PRESCRIPTION CENTRE	<b>29.98</b>	A/P	CLEARED	12/31/2021
	NOV242021	WS-MAXWELL XING-FACE MASKS	29.98			
0000009447	12/15/2021	STEVEN MCLAUGHLIN SIGNS	<b>195.00</b>	A/P	CLEARED	12/31/2021
	88	WS-#105-VINYL LETTERING	195.00			
0000009448	12/15/2021	TOWN OF ST. STEPHEN	<b>1,449.00</b>	A/P	CLEARED	12/31/2021
	1449.00	WS-FUND TRANSFER TO GCC-ARAI	1,449.00			
0000009449	12/15/2021	WOLSELEY CANADA INC.	<b>1,323.42</b>	A/P	CLEARED	12/31/2021
	1437970	WS-TRANS&DIST-TOUCH PAD	612.72			
	1456224	WS-TRANS&DIST-20 GAUGE 3 STRA	548.55			
	1468556	WS-TRANS&DIST-18V BATT VACUUI	162.15			
0000009450	12/15/2021	XPLORNET	<b>204.11</b>	A/P	CLEARED	12/31/2021
	INV40322912	WS-MAXWELL CROSSING-SATELLIT	204.11			
0000009451	12/15/2021	TOWN OF ST. STEPHEN	<b>110,000.00</b>	A/P	CLEARED	12/31/2021
	110000.00	WS/SCD-FUND TRANSFER-TO GENE	110,000.00			
0000009452	12/16/2021	TOWN OF ST. STEPHEN	<b>11,497.89</b>	A/P	CLEARED	12/31/2021
	11497.89	UOF-FUND TRANSFER-TO UTILITY C	11,497.89			
0000009453	12/21/2021	A PLUS UPHOLSTERY & DETAILING	<b>166.75</b>	A/P	OUT-STD	12/21/2021
	202533	WS-#105-REPLACE PANELS ON SEA	166.75			
0000009454	12/21/2021	AUSTIN ANDERSON	<b>114.00</b>	A/P	CLEARED	12/31/2021
	WATERLVL1EXAM*	WS-TRANS&DISTRIBUTION LEVEL 1	114.00			
0000009455	12/21/2021	BRENNTAG CANADA INC.	<b>3,423.41</b>	A/P	OUT-STD	12/21/2021
	46448241	WS-SOURCE-CHLORINE	7,103.41			
	46450501	WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
0000009456	12/21/2021	COLE-PARMER CANADA COMPANY	<b>1,874.42</b>	A/P	OUT-STD	12/21/2021
	00690505	WS-SOURCE-PRO1030 PH/CON ME1	1,874.42			
0000009457	12/21/2021	DOWNEY FORD SALES LTD.	<b>73.01</b>	A/P	OUT-STD	12/21/2021
	33377	WS-#105-BRACKETS	73.01			

\* - 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 0000009500 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 3:28:05PM 01/18/2022

Page 3 of 3

Number	Issued	Amount	SC	Status	Status Date
0000009458	12/21/2021 GALBRAITH CONSTRUCTION LTD. J000731 WS-TRANS & DIST- ASPHALT	9,693.40 9,693.40	A/P	OUT-STD	12/21/2021
0000009459	12/21/2021 KENT BUILDING SUPPLIES 1004909526 WS-TRANS&DIST-WELL PUMP PRES 1004924779 WS-TRANS&DIST-HEX BUSHING 1004929921 WS-TRANS&DIST-TEFLON TAPE 1005000668 WS-TRANS&DIST-CLADMATE 1005006958 WS-TRANS&DIST-STYROFOAM SM	595.80 26.70 7.48 17.84 381.17 162.61	A/P	CLEARED	12/31/2021
0000009460	12/21/2021 N. B. ELECTRIC POWER 53123617DEC21 SCD-STS-DECHLORINATION CHAME 53158875DEC21 SCD-STS-BUDD AVE LIFT STATION 54807440DEC21 SCD-STS-159A MILLTOWN BLVD LIF 56356048DEC21 SCD-STS-18 RIVERSIDE DR LIFT ST, 61204006DEC21 SCD-STS-2-216 KING ST LIFT STATI 61236008DEC21 SCD-STS-BUDD AVE LIFT STATION	6,039.01 156.86 4,269.35 38.38 35.24 219.01 1,320.17	A/P	CLEARED	12/31/2021
0000009461	12/21/2021 PIZZA DELIGHT 964499 WS-TRANS&DIST-WATER LEAK ON	107.39 107.39	A/P	CLEARED	12/31/2021
0000009462	12/21/2021 RESEARCH & PRODUCTIVITY COUNCIL 339491 WS-SOURCE-DRINKING WATER LAE 340218 WS-SOURCE-DRINKING WATER LAE 340702 WS-SOURCE-DRINKING WATER LAE	1,262.98 473.62 315.74 473.62	A/P	OUT-STD	12/21/2021
0000009463	12/21/2021 RYAN ORCHARD CONSULTING 104 WS-SOURCE-DATABASE MAINTENA 105 WS-SOURCE-NEW REPORTING SYS	734.75 372.50 362.25	A/P	CLEARED	12/31/2021
0000009464	12/21/2021 TRP 52TRP902366* WS-#20-OVAL LAMP, 3-WIRE PIGTAI 52TRP902576 WS-#20-OIL PAIL 18.9L, SEAL	665.94 56.93 609.01	A/P	OUT-STD	12/21/2021
0000009465	12/21/2021 WOLSELEY CANADA INC. 1401753 WS-TRANS & DIST-COUPLINGS, AD/	10,357.22 10,357.22	A/P	OUT-STD	12/21/2021
0000009466	12/29/2021 TOWN OF ST. STEPHEN 10000.00*** UOF-FUND TRANSFER-TO UTILITY C	10,000.00 10,000.00	A/P	CLEARED	12/31/2021
0000009467	12/30/2021 Ron Cleghorn 166.73 SCD-DISPOSAL-CLOTHING ALLOWA	166.73 166.73	A/P	CLEARED	12/31/2021
<b>Total Issued (41):</b>		<b>\$245,445.31</b>			
<b>Total Voided (0)</b>		<b>\$0.00</b>			
<b>Grand Total</b>		<b>\$245,445.31</b>			
<b>Number of Cheques Listed:</b>		<b>41</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 0000000075 dated between 12-01-2021 and 12-31-2021

**CHEQUE REGISTER**

Printed: 8:30:31AM 01/18/2022

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000072	12/07/2021 TOWN OF ST. STEPHEN	55,000.00	A/P	OUT-STD	12/07/2021
	55000.00 GG-FUNDTRANSFER-CIVIC CENTEF	55,000.00			
	<b>Total Issued (1):</b>	<b>\$55,000.00</b>			
	<b>Total Voided (0)</b>	<b>\$0.00</b>			
	<b>Grand Total:</b>	<b>\$55,000.00</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

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

Cheques from 0000000001 to 0000000135 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed 8:31:10AM 01/18/2022

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000125	12/02/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 32583 Union Street Infrastructure Sign	246.33 246.33	A/P	OUT-STD	12/02/2021
0000000127	12/07/2021 DILLON CONSULTING LIMITED 241317 Project#187081 Waterfront Revitalizati	3,112.76 3,112.76	A/P	OUT-STD	12/07/2021
0000000128	12/07/2021 DILLON CONSULTING LIMITED 242817 Project#242817 Waterfront Revitalizati	294.98 294.98	A/P	OUT-STD	12/07/2021
0000000129	12/07/2021 FUNDY CONTRACTORS LIMITED 2611 Project#18-7081C Floating Docks	10,507.55 10,507.55	A/P	OUT-STD	12/07/2021
0000000130	12/08/2021 K-LINE CONSTRUCTION LTD. 01-0032028 Intersection Upgrades (King Street to C	29,463.00 29,463.00	A/P	OUT-STD	12/08/2021
0000000131	12/15/2021 TOWN OF ST. STEPHEN 1708.46* GCF-FUND TRANSFER-TO GENERAL	1,708.46 1,708.46	A/P	OUT-STD	12/15/2021
0000000132	12/20/2021 FAIRVILLE CONSTRUCTION LTD. QM-3644-04 Project#20-3763 Combined Sewer Sep	41,951.81 41,951.81	A/P	OUT-STD	12/20/2021
<b>Total Issued (7):</b>		<b>\$87,284.89</b>			
<b>Total Voided (0)</b>		<b>\$0.00</b>			
<b>Grand Total:</b>		<b>\$87,284.89</b>			
<b>Number of Cheques Listed:</b>		<b>7</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 0000000136 dated between 12-01-2021 and 12-31-2021

CHEQUE REGISTER

Printed: 8:31:36AM 01/18/2022

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000126	12/02/2021 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 32583* Union Street Infrastructure Sign	105.57 105.57	A/P	OUT-STD	12/02/2021
0000000133	12/20/2021 FAIRVILLE CONSTRUCTION LTD. QM-3644-04* Project#20-3763 Combined Sewer Sep	17,979.36 17,979.36	A/P	OUT-STD	12/20/2021
Total Issued (2):		\$18,084.93			
Total Voided (0)		\$0.00			
Grand Total		\$18,084.93			
Number of Cheques Listed:		2			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen  
 BNK8 - Interim No.3-UCF [14-000-0001060]  
 Cheques from 0000000001 to 0000000044 dated between 12-01-2021 and 12-31-2021

**CHEQUE REGISTER**

Printed: 8:32:23AM 01/18/2022

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
0000000040	12/17/2021 TOWN OF ST. STEPHEN 17899.44 UCF-FUND TRANSFER-TO UCF INT#	17,899.44 17,899.44	A/P	OUT-STD	12/17/2021
0000000041	12/20/2021 FAIRVILLE CONSTRUCTION LTD. QM-3659-01 Project#19-9953 Riverside Drive WWP	255,195.84 255,195.84	A/P	OUT-STD	12/20/2021
0000000042	12/21/2021 DILLON CONSULTING LIMITED 241268 Project#19-9953 Riverside Drive Waste	26,133.75 26,133.75	A/P	OUT-STD	12/21/2021
0000000043	12/21/2021 DILLON CONSULTING LIMITED 247209 Project#19-9953 Riverside Drive Waste	17,405.25 17,405.25	A/P	OUT-STD	12/21/2021
<b>Total Issued (4):</b>		<b>\$316,634.28</b>			
<b>Total Voided (0)</b>		<b>\$0.00</b>			
<b>Grand Total</b>		<b>\$316,634.28</b>			
<b>Number of Cheques Listed:</b>		<b>4</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 0000000420 to 0000000446 dated between 01-01-2022 and 01-18-2022

CHEQUE REGISTER

Printed: 8:44:48AM 01/18/2022

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
0000000426	12/06/2021 APPLE.COM-VISA	539.29	A/P	CLEARED	12/06/2021
	OCTOBER212021*** GG-CAO-EXTERNAL HARD DRIVE, U	264.44			
	OCTOBER292021** GG-CAO-AIRPODS	274.85			
0000000427	12/06/2021 ATLANTIC SUPERSTORE-VISA	42.49	A/P	CLEARED	12/06/2021
	NOVEMBER012021* GG-STAFF-HALLOWEEN CANDA	42.49			
0000000428	12/06/2021 ICMA-VISA	171.38	A/P	CLEARED	12/06/2021
	OCTOBER212021** GG-CAO-MEMBERSHIP	171.38			
0000000429	12/06/2021 MCDONALD'S-VISA	93.61	A/P	CLEARED	12/06/2021
	NOVEMBER112021* GG-CAO-BUDGET 2022 MEETING	17.11			
	NOVEMBER152021* GG-CAO-BUDGET 2022 MEETING	13.56			
	OCTOBER292021* GG-CAO-COUNCIL PREPERATION	17.80			
	OCTOBER212021* GG-CAO-TRAINING FOR ESCRIBE P	17.80			
	OCTOBER252021* GG-CAO-COVID BRIEFING	13.67			
	OCTOBER272021* GG-CAO-BUDGET2022 MEETING	13.67			
0000000430	12/06/2021 ZOOM-VISA	23.00	A/P	CLEARED	12/06/2021
	OCTOBER282021* GG-COUNCIL-COUNCIL BROADCAST	23.00			
0000000431	12/06/2021 THE 5 KINGS BREW PUB-VISA	122.88	A/P	CLEARED	12/31/2021
	NOVEMBER102021 GG-MAYOR-BUDGET MEETING WITI	62.10			
	NOVEMBER112022 GG-MAYOR-REMEMBRANCE DAY DI	60.78			
0000000432	12/06/2021 AMAZON MARKETPLACE-VISA	1,152.03	A/P	CLEARED	01/28/2022
	NOVEBER11A CC-EVENTS-OVERSIZED LED CLOC	218.30			
	NOVEMBER08C GG-ADMIN-DAILY PLANNER	27.89			
	NOVEMBER08D CC-EVENTS-ID BADGE CARD HOLDI	37.93			
	OCTOBER20** GG-ADMIN-KITCHEN SUPPLIES	44.49			
	OCTOBER25** GG-CHRISTMAS-LIGHTS FOR GARD	331.14			
	OCTOBER25B CC-EVENTS-CHRISTMAS LIGHTS	294.36			
	OCTOBER25C GG-EVENTS-CHRISTMAS LIGHTS	148.48			
	OCTOBER28C GG-ADMIN-FRONT DESK MONITOR :	49.44			
0000000433	12/06/2021 ATLANTIC SUPERSTORE-VISA	95.75	A/P	CLEARED	01/28/2022
	NOVEMBER08A CC-CANTEEN-HOT DOG ROLLS	10.00			
	NOVEMBER11B CC-CANTEEN-HOT DOG ROLLS	27.50			
	NOVEMBER15 CC-CANTEEN-POWERADE	18.45			
	OCTOBER18*** CC-EVENTS-HOT DOG ROLLS	10.00			
	OCTOBER25A CC-CANTEEN-HOT DOG BUNS	10.00			
	OCTOBER28A GG-COUNCIL-WATER FOR MEETING	9.80			
	OCTOBER28B CC-CANTEEN-HOT DOG ROLLS	10.00			
0000000434	12/06/2021 CANADIAN TIRE	114.98	A/P	CLEARED	01/28/2022
	NOVEMBER12A GG-EVENTS-CHRISTMAS LIGHTS	114.98			
0000000435	12/06/2021 CANADIAN TIRE-VISA	290.88	A/P	CLEARED	01/28/2022
	NOVEMBER11 GG-EVENTS-CHRISTMAS LIGHTS, 6'	290.88			
0000000436	12/06/2021 DOLLARAMA-VISA	30.28	A/P	CLEARED	01/28/2022
	OCTOBER20 CC-EVENTS-CABLE TIES, ADHESIVE	30.28			
0000000437	12/06/2021 FOOD SAFETY TRAINING-VISA	103.33	A/P	CLEARED	01/28/2022
	OCTOBER18** CC-CANTEEN-FOOD HANDLER CER	103.33			
0000000438	12/06/2021 GROS MORNE INSTITUTE	75.00	A/P	CLEARED	01/28/2022
	OCTOBER20* CC-EVENTS-FESTIVALS & EVENTS (	75.00			
0000000439	12/06/2021 MILLTOWN MARKET-VISA	41.99	A/P	CLEARED	01/28/2022

\* - 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 0000000420 to 0000000446 dated between 01-01-2022 and 01-18-2022

CHEQUE REGISTER

Printed: 8:44:48AM 01/18/2022

Page 2 of 2

Number	Issued	Amount	SC	Status	Status Date
	NOVEMBER08B CC-POOL-COFFEE PODS	41.99			
0000000440	12/06/2021 NEW BRUNSWICK LIQUOR CORP.-VISA	<b>773.85</b>	A/P	CLEARED	01/28/2022
	NOVEMBER10 CC-EVENTS-ALCOHOL PURCHASE	773.85			
0000000441	12/06/2021 RECREATION LOISIRS NB	<b>65.75</b>	A/P	CLEARED	01/28/2022
	NOVEMBER03 RC-PARK-MAINTENANCE LOGBOOK	65.75			
0000000442	12/06/2021 RECREATION NEW BRUNSWICK-VISA	<b>83.95</b>	A/P	CLEARED	01/28/2022
	OCTOBER18A RC-ARENATRaining-VIRTUAL CONI	-144.90			
	OCTOBER19 CC-RECREATION-VIRTUAL CONFER	228.85			
0000000443	12/06/2021 SOBEYS WHOLESALE-VISA	<b>1,219.88</b>	A/P	CLEARED	01/28/2022
	NOVEMBER12 CC-CANTEEN-NAPKINS, CHEESE S/	838.67			
	OCTOBER20** CC-CANTEEN-M&M'S, CHOCOLATE I	381.21			
0000000444	12/06/2021 TIM HORTONS-VISA	<b>76.60</b>	A/P	CLEARED	01/28/2022
	OCTOBER18** GG-CIVIC-TOURISM MEETING	32.92			
	OCTOBER25D GG-CIVIC-FOOD & COFFEE FOR LO`	43.68			
0000000445	12/06/2021 WAL-MART-VISA	<b>66.53</b>	A/P	CLEARED	01/28/2022
	NOVEMBER09 CC-CANTEEN-MOZZA STICKS	66.53			
	<b>Total Issued (20):</b>	<b>\$5,183.45</b>			
	<b>Total Voided (0)</b>	<b>\$0.00</b>			
	<b>Grand Total</b>	<b>\$5,183.45</b>			
	<b>Number of Cheques Listed:</b>	<b>20</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**CHAMBERS OF COMMERCE:**

**December, 2021**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,248.34
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	12,136.70
<b>Total</b>	<b><u>\$ 19,385.04</u></b>

**SERVICE NEW BRUNSWICK:**

**December, 2021**

Invoice #1525011 (Utility Payment Acceptance Fees)	<u>\$ 68.34</u>
<b>Grand Total</b>	<b><u><u>\$ 19,453.38</u></u></b>

**TOWN OF ST. STEPHEN BILLS PAID (GENERAL CAPITAL RESERVE FUND):**

December 2021

Town of St. Stephen General Capital Reserve Fund (Fund Transfer, Cheque #18)	\$ 36,682.59
Town of St. Stephen General Capital Reserve Fund (Fund Transfer, Cheque #19)	\$ 23,383.99
<b>Total</b>	<b><u><u>\$ 60,066.58</u></u></b>

**TOWN OF ST. STEPHEN BILLS PAID (GENERAL OPERATING RESERVE FUND):**

December 2021

Town of St. Stephen General Operating Reserve Fund (Fund Transfer, Cheque #4)	\$	14,250.00
Town of St. Stephen General Operating Reserve Fund (Fund Transfer, Cheque #5)	\$	6,859.87
<b>Total</b>	<b>\$</b>	<b><u>21,109.87</u></b>

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

	<b>Actual To Date For the Eleven Months Ending November 30, 2021</b>	<b>Budget For the Year Ending December 31, 2021</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	5,063,513	5,523,832	\$460,319	92%
Services Provided to Other Governments	229,926	236,293	6,367	97%
Sale of Services	291,188	400,400	109,212	73%
Other Revenue From Own Sources	200,909	197,455	-3,454	102%
Unconditional Grants	1,766,654	1,466,987	-299,667	120%
Conditional Transfers	15,353	4,200	-11,153	366%
Other Transfers	1,470,956	1,641,623	170,667	90%
<b>Total Revenue</b>	<b>9,038,499</b>	<b>9,470,790</b>	<b>432,291</b>	<b>95%</b>
<b>Expenditure</b>				
General Government Services	934,006	1,110,315	176,309	84%
Protective Services	1,851,501	2,388,671	537,170	78%
Transportation Services	1,713,924	2,269,423	555,499	76%
Environmental Health Services	262,852	305,723	42,871	86%
Environmental Development Services	344,106	479,806	135,700	72%
Recreational and Cultural Services	1,798,967	2,169,859	370,892	83%
Fiscal Services	771,371	738,993	-32,378	104%
Other	2,942	8,000	5,058	37%
<b>Total Expenditures</b>	<b>7,679,669</b>	<b>9,470,790</b>	<b>1,791,121</b>	<b>81%</b>
<b>Surplus (Deficit)</b>	<b>\$1,358,830</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 Eleven Months Ending November 30, 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	\$1,797,951	\$2,182,200	\$384,249	82%
Other Revenue From Own Source	\$203,395	\$207,600	4,205	98%
<b>Total Revenue</b>	<u>2,001,346</u>	<u>2,389,800</u>	<u>388,454</u>	84%
<b>Expenditures</b>				
Water Supply	\$977,955	\$1,182,674	204,719	83%
Sewerage Collection and Disposal	\$595,580	\$744,702	149,122	80%
Fiscal Services	\$469,329	\$462,424	-6,905	101%
<b>Total Expenditures</b>	<u>2,042,864</u>	<u>2,389,800</u>	<u>346,936</u>	85%
<b>Surplus (Deficit)</b>	<u>(\$41,518)</u>	<u>\$0</u>		



## Town of St. Stephen INFORMATIONAL REPORT Report:

**To: Jeff Renaud**

**From: Kendall Kadatz**

**Resource Staff:**

**Date of Meeting: January 19, 2022**

**Subject: Future St. Stephen Economic Development monthly report**

---

### **Housing**

- Ongoing dialogue with several potential developers
- Working on development scheme by-law for additional multi-unit residential developments

### **Population Growth**

- Welcome St. Stephen - 17 newcomer families registered. 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**

- Tax sales have been postponed to April
- List of government supports for small businesses and self-employed individuals can be found on the ONB <https://onbcanda.ca/guide-for-businesses-provincial-and-federal-relief-measures/> and Government of Canada websites <https://www.canada.ca/en/department-finance/economic-response-plan.html>
- Employer survey on hiring, training, HR capacity needs going forward being circulated this week and next
- Job fair for Charlotte County scheduled for week of February 21, may need to be online again
- Met with Community Development Eastern Charlotte and economic development representatives from municipalities in Charlotte County on regional collaboration
- 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**

- Next steps for strategy are being worked on together with Community Services
- Data session held with Tourism, Heritage and Culture for local stakeholders
- 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

**Annual Report is attached for your review on Future St. Stephen 2021 activities.**

**Recommendation: That Council accept this report for informational purposes.**

## Future St. Stephen 2021 Annual Report

Still situated in the midst of the Covid-19 pandemic, 2021 continued to be a challenging year from an economic development perspective, but we continued to move forward with several projects and lay planning foundations that will enable us to attract business and move quickly as we begin to emerge from the current restrictions. Following are summary descriptions of where we have come in each of our key focus areas in the past year:

### Housing

The Southwest New Brunswick 2020 Municipal Housing Study released in September 2020 indicated that St. Stephen had a rental vacancy rate of 0.3% and needed 431 units within 5 years to address existing and upcoming demands for rental housing. This was in addition to the 50 Beacon apartment units that opened in August 2020.

To help address this primary issue for our community, several initiatives have been taken at planning and developer levels.

#### Planning:

- Input was provided by FSS board members and other community members into the revised Zoning bylaw for the Town, resulting in a stronger document that made sense to potential developers and reduced barriers to future developments.
- The Town's incentive policy was revised in collaboration with the Town and the Service Commission, resulting in a transparent incentive policy for multi unit residential, commercial and industrial developments within the municipality.
- A developer's package was compiled for developers, identifying the best locations within the municipality where vacant land exists that is serviced and well suited for multi unit residential developments.
- To facilitate development in two key potential areas, FSS has collaborated with the Town and the Service Commission on a development scheme bylaw for two locations, behind the St. Stephen Elementary School, and on the town owned property on Boundary Street.
- The property beside the Beacon apartments has now been conferred back to the Town and will be going out for an RFP early in the new year.
- The Service Commission received a grant to develop a proposal for reducing barriers to development in rural settings. FSS is providing input into their proposal.
- The Province commissioned New Directions from BC to develop a proposal for a non-profit housing developer that would serve the whole province, working with local non-profits where they exist. This was pushed for by the NB Business Council and NB Multicultural Council, and I have been in regular contact with all of these entities throughout this process, along with Rob Kelly, VP of RDC, who is one of the provincial reps in this process. I have stated to all parties that St. Stephen would love to be the site of a pilot project for this entity if and when the business model for it is approved.

#### Developers:

- Tuddenhams - Two 12 unit apartment buildings were proposed and approved by Council on Prince William Street in front of their storage facility. They have not proceeded with them yet but still intend to. They have also purchased a couple of single family unit residential buildings and are converting them to multiple units.
- Carpenters - Heritage properties has plans to convert part of the 2nd floor of Ganong Place into between 8-17 residential units, and to add 6 residential units to the back of the old Town Hall. Ganong Place renovations are schedule to begin early in the new year
- Greg Hooper - partnering with Peter Clark from Moncton, they have purchased the St. Stephen Inn and are converting it into 26 bachelor and 1 bedroom units. They have also purchased the Knights of Pythias hall in Milltown and are planning to convert it into 12 residential units very soon.
- Common Roots - Mat Rouleau launched his non-profit organization and has purchased the old Dooly's and intends to upgrade the 11 residential units upstairs but keep them affordable.
- An LOI was offered to a developer interested in the Town owned lots next to Something's Brewing after they had submitted a proposal for 18 units there, but they have not completed the LOI.
- John Howard Society was approached to help address the non-profit housing needs in the community, particularly amongst young men who are homeless or at risk of homelessness, but they maintain that they do not have the capacity to serve our area at this time.
- Conversations continue with a range of interested developers interested in doing everything from converting or renovating units to building new apartment buildings or housing subdivisions.

## **Population Growth**

2016 census data, the NB-IRDT report we commissioned in 2019 on 2014-2018 data, the labour market report from David Campbell from March 2021, and ongoing Statistics Canada projections all showed current and predicted future population declines for St. Stephen and Charlotte County. Covid-19 seems to have offered a gift to the Maritimes in this regard, with people moving East in droves over the past year, and 5,000 people coming to NB in July-Sept of this year.

- Our efforts for population growth prior to this had included a marketing campaign we started with Brainworks a few years ago that migrated to Genevieve Coates just as the pandemic was hitting. This campaign focused on a Visit Here, Move Here, Build Business Here approach, and has come to be the natural champion or promotion voice for the Town as it has evolved.
- We have maintained a contract with WorkingNB (PETL) and Sherri Deveau of Practical Human Resource Solutions for a few years now, which focuses on local support to Charlotte County employers. Initially focused on assisting companies with immigration needs, it now includes drawing together HR leaders across major companies to share resources and address common problems. This past year it has included taking on responsibility for local job fairs, 2 of which have been completed, with another one taking

place the week of February 21-25. Covid has meant that these have had to be virtual up to this point, which has been a challenge in our region. Sherri is currently preparing a survey for local companies to help understand what their needs are as we anticipate moving out of Covid. We will use this information to help shape a proposal for ongoing services to the area moving forward in the government's next fiscal year.

- In consideration for some time, we designed and launched the Welcome St. Stephen program in partnership with the Town in late October. The core of this program involves connecting any newcomers to St. Stephen with an information package and a volunteer who will guide them through life here for their first year in the community, with a goal of getting them connected in ways that will encourage them to stay here. We have fully onboarded 17 volunteers to date, on top of the coordinating team of 4 volunteers who meet with me regularly and helped me design the program. We have registered 15 families into the program so far.
- We received permission from Town Council to put together an application for a feasibility study and full application for a Local Immigration Program for the Charlotte County area, with St. Stephen being the submitting municipality. I have begun collaborating with the Multicultural Association of Charlotte County on this. This would open up funding for a position for someone to move immigration efforts along at several levels among stakeholders across the region. This kind of activity is outside the mandate of the Multicultural Association, who can only offer settlement services, English language classes, and a few community oriented services within their mandate and funding options.

### **Commercial and Small Business Growth**

We have seen some encouraging additions and an overall level of resiliency in this priority area for local businesses, which has likely been bolstered by lockdown efforts that have encouraged people to shop local. In the past year 21 new businesses were launched, ranging from Dairy Queen and Simply for Life to farmer's market vendors and online vendors. Efforts with Sherri Deveau from PHRS crossover into this area with support offered to businesses, especially with Covid specific challenges in the past year. FSS also collaborated with the shop local campaign that the Chamber qualified for grant funding for.

Efforts at securing funding for entrepreneurial programming have not been successful to date.

The Border Arena was assessed for and included in the Atlantic Certified Sites program, a Foreign Direct Investment initiative that looks to pre-certify commercial sites for larger companies by ensuring basics like zoning, ownership, building size, and initial environmental site assessments are complete to facilitate the development process. Initiated by Atlantic CBDC, we were one of the first sites registered for the program.

### **Industrial Park**

The focus here has been on planning for the potential expansion of the existing park and determining what an effective management role would look like for FSS in the current situation and in an expansion scenario. Part of expansion planning has included looking at potential industries and companies to attract, and considering how to package information about St. Stephen assets. I have been collaborating with Ignite Fredericton, the Saint John Industrial Park, and others on this initiative.

The Functional Plan with Dillon Consulting took longer to complete than anticipated, only being completed late in the year. The Service Commission is now working on the Secondary Plan that will complement and operationalize aspects of the Functional Plan.

## **Tourism**

FSS cooperated with the Town on initiating a tourism strategy using ACOA's and Tourism, Heritage and Culture's (THC) Destination Market Readiness (DMR) program. A consultant was hired and from June to November he assessed the St. Stephen scenario, during which he became fixated on the potential connection to the Bay of Fundy, which skewed the remainder of his efforts. While there are valuable pieces to pull from the DMR report, the over emphasis on Fundy that does not connect with locals and does not appear to give a realistic picture to potential tourists detracted from other beneficial points that could have emerged in the exercise. This was combined with a view from the consultant that St. Stephen should essentially transform itself into a tourist town to the detriment of other industries, a view that has not been embraced by the community throughout the process. In addition, he did not see value in the basketball court project efforts, especially when weighing the financial inputs required against other projects to build tourism locally.

After considering the final report and taking stakeholder input on it, the Town has agreed to strike a Council committee comprised of Town, FSS and community members to put forward a realistic tourism strategy. This would take into account the DMR report and community input gathered during the DMR process.

In summary, my assessment of our past year is that we are focusing our efforts on the right activities, moving several important files forward and seeing progress on many of them, though not to the extent that we would like in some. I attribute lack of movement in some areas largely to Covid-19 impacts rather than other impediments at this time.

Respectfully submitted,

Kendall Kadatz  
President



**Town of St. Stephen  
INFORMATIONAL REPORT  
Report:**

**To:**

**From:**

**Resource Staff:**

**Date of Meeting:** Click or tap to enter a date.

**Subject:** Enter Your Title Here

---

<b>Recommendation: That Council accept this report for informational purposes.</b>
--



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



---

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Lee Johnson, Director of Operations  
**Resource Staff:** Supervisor II, Supervisor I and Treatment Plant Operator  
**Date of Meeting:** January 26, 2021  
**Subject:** January Council Meeting

---

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

**1: Water system:**

- a) Read Meters.
- b) Repaired 6 Meters.
- c) Repaired 1 lateral.
- d) Installed 8 new Meters.
- e) Plowed Snow.

**2: Streets:**

- a) Hauled Gravel.
- b) Cold Patched.
- c) Cleaned up Blow Downs.
- d) Cleaned off Catch Basins .
- e) Plowed and Sanded streets and sidewalks.

**3: Waste Water:**

- a) Videoed 6 Sewer Laterals.
- b) Repaired 2 Sewer Laterals.
- c) Plowed Snow.
- d) Regular Maintenance.

## 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.



## REQUEST for DECISION

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Frank Godsoe, Assistant Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** January 26, 2022  
**Subject:** ROYAL BANK OF CANADA BORROWING AUTHORITY

---

### Recommendation For Resolution:

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the “Corporation”) to borrow from the Royal Bank of Canada during the year ending December 31, 2022, the sum of \$1,319,850 (one million, three hundred and nineteen thousand eight hundred and fifty dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the said sum of \$1,319,850 (one million, three hundred and nineteen thousand eight hundred and fifty dollars) so to be borrowed shall be repaid on or before the 31<sup>st</sup> day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31<sup>st</sup> day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31<sup>st</sup> day of December next.

### **BACKGROUND**

Yearly resolutions are required to modify the borrowing authority to comply with limits set for local governments by the Local Governance Act and as required by our Financial Institutions.

The maximum limits that the Town is permitted to have as overdraft protection in the Water and Sewerage Operating Fund is set upon approval by Council and the Financial Institution. The limits are as follows:

Water and Sewerage Operating Fund (Royal Bank) – 50% of the budgeted revenue for the year. For 2022 this limit is set at \$1,319,850 and includes any operating credit lines and overdraft protection for Water and Sewerage Operating accounts.

Changes to the Borrowing limits, within limits set by the Local Governance Act, must be approved by Council as security for the respective Financial Institutions.

### **OPTIONS**

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Approve a different amount: Council may determine that it is appropriate to approve an amount which is lower than the maximum amount authorized by statute.





## REQUEST for DECISION

<b>SUBJECT:</b> Tourism St. Stephen Tourism Initiative			
<b>RECOMMENDATION:</b> That Town Council establishes an ad hoc committee of Council to develop a tourism initiative for the community.			
<b>COMMENTS:</b> Identify stakeholders & trends in tourism			
<b>RECOMMENDATION</b>	Report/Document: Attached	Available	Nil
<b>KEY ISSUE(S)/CONCEPTS DEFINED:</b> Timelines, available grants & funding, long term strategies			
<b>RELEVANT POLICY:</b> n/a			
<b>STRATEGIC RELEVANCE:</b> Tourism has been identified as part of the strategic plan			
<b>DESIRED OUTCOME(S):</b> Establish a committee of community members			
<b>RESPONSE OPTIONS:</b>			
<ol style="list-style-type: none"> <li>1. That Council approves the recommendation.</li> <li>2. That Council reject the recommendation.</li> <li>3. That Council considers alternative options.</li> </ol>			
<ul style="list-style-type: none"> <li>• <b>PREFERRED STRATEGY:</b> Utilize community engagement strategies to seek public input into areas and/or projects to consider. Also, work with established community groups to determine if potential projects can be identified that may have a mutual benefit.</li> </ul>			
<b>IMPLICATIONS OF RECOMMENDATION:</b>			
<b>GENERAL:</b> Engage with the community			
<b>ORGANIZATIONAL:</b> Work with Future St. Stephen & Town Staff			
<b>FINANCIAL:</b> Work within the operational budget for the Town and FSS.			
<b>FOLLOW UP ACTION:</b>			
<b>COMMUNICATION:</b> Regular monthly meetings			
<b>OTHER COMMENTS:</b> Provide recommendations by June 2022			

Submitted by: Kev Sumner

Endorsed by: Kendall Kadatz, Future St. Stephen

Reviewed by: Jeff Renaud, CAO



## TERMS OF REFERENCE | JANUARY 2022

# TOURISM ST. STEPHEN COMMITTEE

## PURPOSE AND CORE RESPONSIBILITIES

The Tourism St. Stephen Committee ('the Committee') is an ad hoc committee established by Council and created to assist the Council in the effective discharge of its responsibilities in relation to the matters set out in these Terms of Reference.

In meeting its responsibilities, the Committee will report to Council with respect to the following key areas:

- The development of a Tourism Initiative for the community.
- The communication and delivery of best tourism related practices to the community.
- Identifying potential stakeholders and delegations to present to the committee.
- Prioritize the recommendations proposed by ilmanage.

## SCOPE OF WORK

The Committee will review, consider and make recommendations based on:

- Timelines
- Grants and Funding available
- Long term plans for the Community's tourism strategies

In discharging its responsibilities, the Committee will:

- consider the planned financial implications and efficiencies required to achieve operational success in the areas for which the Committee is reviewing;
- review existing and future trends in the community that may affect the services which the Town provides and its strategic plans;
- Utilize community engagement strategies to seek public input into areas and/or projects to consider. Also, work with established community groups to determine if potential projects can be identified that may have a mutual benefit.

## COMMITTEE TERM

The Committee will provide a recommendation and/or status report to Council:

- At regular meeting of Council;
- Whenever the committee has reached a consensus recommendation for the project;
- A final recommendation report shall be filed by June 30, 2022; or
- Whenever requested by Council.

The committee shall be dissolved up presentation of the Final Recommendation Report. A new Committee may be appointed at the discretion of Council.

## AUTHORITY

In carrying out its duties, the Committee has the authority to discuss directly with management, internal auditors, experts/potential vendors, any issue within its remit and to request reports, explanations and information of any of the activities or procedures of the Town of St. Stephen.

The Committee has no independent expenditure authority. Any incurred expenses for the conduct of committee work shall be authorized in accordance with normal purchasing procedures.

## MEMBERSHIP

The Committee will be comprised of:

- 1) One appointed member of the Town Council, to serve in the capacity of Chair
- 2) Mayor shall be an ex officio member.
- 3) One appointed member from the Town of St. Stephen Community Services staff
- 4) One appointed member from Future St. Stephen
- 5) Up to four members at large appointed from within the community.

The Committee may invite any other individuals to attend meetings of the Committee as it considers appropriate.

Administrative Support to the committee will be provided by the Town of St. Stephen staff on an as needed basis.

## MEETINGS

The Committee will meet at least once per month or more frequently as required. The Chair or the Administrative Lead may call a meeting. Quorum shall consist of 4 members of which one must be the Administrative Lead.

The Chairman of the Committee will provide a report to the Council on a monthly basis.



## REQUEST for DECISION

**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Frank Godsoe, Assistant Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** January 26, 2022  
**Subject:** SCOTIABANK BORROWING AUTHORITY

---

### Recommendation For Resolution:

**BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$396,626.00 (three hundred and ninety six thousand, six hundred and twenty six dollars), to meet current expenditures of the Corporation for the year 2022. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

**THAT** the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

**THAT** the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all the monies collected or received from any other source.

### **BACKGROUND**

Yearly resolutions are required to modify the borrowing authority to comply with limits set for local governments by the Local Governance Act and as required by our Financial Institutions.

The maximum limit that the Town is permitted to have as overdraft protection in the General Operating Fund is set upon approval by Council and the Financial Institution.

The limits are as follows:

General Operating Fund (Scotiabank) – 4% of the 2022 budget or \$15,000 whichever is greater.

For 2022 this limit is set at \$396,626 and includes any General Fund operating credit lines

and overdraft protection, including our credit card limit which has been set at \$20,000. Changes to the Borrowing limits, within limits set by the Local Governance Act, must be approved by Council as security for the respective Financial Institutions.

**OPTIONS**

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Approve a different amount: Council may determine to approve an amount which is lower than the maximum amount authorized by statute.



## REQUEST for DECISION

**SUBJECT:** 2 Armstrong Street

**RECOMMENDATION:** That Council authorizes staff to undertake the necessary actions, up to and including demolition, to bring the property located at 2 Armstrong Street into bylaw compliance, in the most efficient and economical manner possible.

**COMMENTS:**

<b>RECOMMENDATION</b>	Report/Document: Attached	Available	Nil
-----------------------	---------------------------	-----------	-----

**KEY ISSUE(S) / CONCEPTS DEFINED:**

- Protective Services received complaints on this property beginning in late 2020.
- On April 27, 2021, the first notice of inspection was sent out.
- Subsequent required notifications were issued accordingly.
- A notice to comply was issued and registered accordingly in November of 2021.
- The owner(s) have failed to respond or comply.
- The required timelines and notifications have occurred.

---

**RELEVANT POLICY:** Bylaw S-11 A By-Law Respecting Dangerous or Unsightly

Premises

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):** Bylaw compliance

**RESPONSE OPTIONS:**

1. Direct staff to proceed with the recommendation.
2. Reject the recommendation.
3. \_\_\_\_\_

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

**ORGANIZATIONAL:**

**FINANCIAL:**

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

**Submitted by:** \_\_\_\_\_

**Endorsed by:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_





## REQUEST for DECISION

**SUBJECT:** Regional Fire Dispatch Contract

**RECOMMENDATION:** That Council authorizes Mayor and Clerk to execute the necessary documents to transition to Regional Fire Dispatch through Saint John Public Safety Answering Point.

**COMMENTS:**

<b>RECOMMENDATION</b>	Report/Document: Attached	Available	Nil
-----------------------	---------------------------	-----------	-----

**KEY ISSUE(S)/CONCEPTS DEFINED:**

- Council(s) have been made aware over the past several years that due to federal regulations St. Stephen Fire Department dispatching services would be forced to discontinue.
- Gradually, over the last 15-18 months we have seen our clients make the transition to Regional Fire Dispatch (RFD) the Saint John Public Safety Answering Point (SJPSAP) which is operated by the City of Saint John Police Department.
- With only ourselves and St. George Fire Department (SGFD) currently utilizing our dispatching service, the time has come for SSFD to begin the transition. SGFD will be making the transition in the next 6-8 weeks.
- Entering a contract with SJPSAP will initiate the installation of the required TMR equipment and associated training, which will require approximately 6-8 weeks.
- Estimated time of transition completion would be April 1, 2022.
- The 2022 Protective Services budget reflects the costs associated with this transition.

**RELEVANT POLICY:** RFD Contract

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):** Transition to RFD through SJPSAP

**RESPONSE OPTIONS:**

1. Approve the recommendation.
2. Reject the recommendation.
3. \_\_\_\_\_

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

**ORGANIZATIONAL:**

**FINANCIAL:**

**FOLLOW UP ACTION:**

**COMMUNICATION:**





## REQUEST for DECISION

**SUBJECT:** 19 Church St Zoning Bylaw Non-compliance

**RECOMMENDATION:** Council approves staff to act, up to and including court proceedings to bring 19 Church Street into compliance with Zoning Bylaw Z-2.

**COMMENTS:**

<b>RECOMMENDATION</b>	Report/Document: Attached	Available	Nil
-----------------------	---------------------------	-----------	-----

**KEY ISSUE(S)/CONCEPTS DEFINED:**

- Jennifer MacDonald permitted a recreational travel trailer to be placed on her property at 19 Church Street on or about the last week of October 2021.
- Bylaw Enforcement Officer and Fire Chief spoke with the resident of the trailer, Mr. Logan on November 2<sup>nd</sup>. Mr. Logan was given a copy of the sections of the Zoning Bylaw and a verbal warning of the non-compliance (Zoning Bylaw Z-2 Section 5.1.1 R-1 Permitted Uses).
- On November 8<sup>th</sup>, an attempt was made to hand deliver a notice to comply to property owner Jennifer MacDonald, which failed.
- On November 17<sup>th</sup> a registered letter was prepared and sent to Jennifer MacDonald.
- On January 4<sup>th</sup>, a notice to comply was affixed to the door of 19 Church Street, which was subsequently removed, presumably by the property owner.
- January 17<sup>th</sup>, the registered letter sent on November 17<sup>th</sup>, was returned to sender, undeliverable.
- Jennifer MacDonald of 19 Church Street remains in violation of section 5.1.1 of Bylaw Z-2 Zoning (see attachment).

**RELEVANT POLICY:** Z-2 Zoning Bylaw

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):**

**RESPONSE OPTIONS:**

1. Approve the recommendation.
2. Reject the recommendation.
3. \_\_\_\_\_

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

**ORGANIZATIONAL:**

**FINANCIAL:**

**FOLLOW UP ACTION:**

Submitted by: \_\_\_\_\_

Endorsed by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

19 Church No 37

R  
-  
1

## 5.0 RESIDENTIAL ZONES

### 5.1 One and Two Unit Residential (R-1) Zone

### 5.1.2 R-1 Zone Standards

#### 5.1.1 R-1 Permitted Uses

- 1) Any land, *building* or *structure* in the R-1 Zone may be used for the purposes of:
  - a) One of the following *main uses*:
    - i) *single unit dwelling*;
    - ii) *two-unit dwelling*, subject to terms & conditions established by the *Advisory Committee*.
  - b) One of the following *secondary uses*:
    - i) *home-based business*.
  - c) One or more of the following *accessory uses*:
    - i) an *accessory building, structure* or use incidental to the *main use* of the land, *building* or *structure* if such *main use* is permitted in this section; and,
    - ii) an *accessory dwelling unit*, subject to terms & conditions established by the *Advisory Committee*.

- 1) No *development* shall be undertaken nor shall any land, *building* or *structure* be used within the R-1 Zone unless the following standards are met:
  - a) Zoning standards as numbered on the diagram 'Figure 1. Building Requirements'
  - b) Zoning standards as numbered on the diagram 'Figure 2. Site Requirements.'



Figure 1. Building Requirements

# Section 1.0 Definitions

entrances.

**Building** - means any roofed *structure*, whether temporary or permanent, used or built for the shelter, accommodation or enclosure of persons, animals, materials or equipment and includes any vessel or container used for any of the foregoing purposes.

**Building Inspector** - means a *Building Inspector* appointed by Council.

**Building Permit** - means a permit that is issued and monitored until the completion of a *building* or *structure* by the *Town's Building Inspector*. In order to receive and retain a *Building Permit*, a *building* or *structure* must meet all applicable requirements of all *Town By-laws* to receive approval from the *Development Officer*.

**Cannabis Production** - means the cultivating, processing, sales, warehousing, research, and testing of cannabis, cannabis extract, products that contain cannabis and other incidental activities involving cannabis for medical or non-medical purposes that require a licence under the *Cannabis Act* and its regulations.

**Canopy Sign** - means any *sign erected* upon but not above a roof, or on top of, or above the parapet of a *building*.

**Commercial Use, Downtown** - means the use of a *building* or *structure* for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, *artisan manufacturing* or *microbrewery*, *entertainment area*, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor *yards*, utility and telecommunications stations, adult entertainment, or other similar uses.

**Community Sign** - means a sign no greater than 4 m<sup>2</sup> in sign area that is temporarily displayed for a maximum of fourteen (14) days to be used as an announcement, direction, or advertisement for a special or community event.

**Commercial Use, Large Format** - means the use of a *building*, *structure*, or *lot* for large scale commercial uses including for the purpose of buying and selling commodities, offices, restaurants and bars, entertainment, hotel, general retail or supply of business services, gas bars, warehousing, vehicle repair, vehicle sales or leasing, contractor *yards*, wholesale establishments, and shopping centres or malls, but does not include *industrial uses*, utility and telecommunications stations, or adult entertainment.

**Commercial Use, Neighbourhood** - means the use of land, *buildings*, or *structures* for small scale commercial uses that are compatible with predominately residential neighbourhoods, such as daycare centres, greenhouse/nursery, small-scale food

production, retail uses, and *institutional uses*, but does not include a hotel or motel, vehicle repair, contractor *yards*, industrial uses, utility and telecommunications stations, or adult entertainment.

**Condominium** - means any attached or non-attached *dwelling* regulated under the *Condominium Property Act* (Chapter C-16.05 SNB and any amendments thereto).

**Cornice** - means any horizontal member, structural or non-structural, of any *building*, projecting outward from the exterior walls at the roof line, including eaves and other roof overhang.

**Developed Footprint** - means the entire developed area of a lot above grade including all *main*, *secondary*, and *accessory buildings* or *structures*, *driveways*, paved *parking areas*, and outdoor storage and display of goods or equipment.

**Development** - means a *development* as defined by the *Community Planning Act*

**Development Officer** - means a *Development Officer* as defined by the *Community Planning Act*.

**Development Permit** - means a permit issued for a *development* and does not include a *building permit* issued under a building by-law.

**Driveway Access** - means that portion of a *lot* used to provide vehicular access from a *street* to a *parking space* or *parking aisle* or to an off-*street* parking or *loading space* located on the same *lot*.

**Dwelling** - means a *building* or portion thereof designed or used for residential occupancy and includes a *single-unit dwelling*, *semi-detached dwelling*, *two-unit dwelling*, *triplex dwelling*, *rowhouse dwelling* and *multi-unit dwellings*, but does not include a *hotel*, *motel*, or similar establishments.

**Dwelling Unit** - means a room or suite of two or more rooms for *use*, or intended for *use*, by one or more individuals in which culinary and sanitary conveniences are provided for the exclusive *use* of such individual(s), and with a private entrance from outside the *building* or from a common hallway or stairway inside, but **does not include** hotel, motel, boarding or rooming house, **recreational vehicle** or mobile home.

**Entertainment Area** - means a *building* or part of a *building* that involves commercial entertainment, amusement or relaxation and without limiting the generality of the foregoing includes a tavern, live performances, nightclub or other beverage room, an arcade or amusement centre, and a pool or billiard hall, and may include such activities in an outdoor setting, but does not include escort services, adult arcades, adult cabarets, adult motion picture theatres, adult retail outlet/book stores or massage parlours.

**Erect** - means to build, construct, reconstruct, locate,

19 Church No 32

R  
-  
1

## 5.0 RESIDENTIAL ZONES

### 5.1 One and Two Unit Residential (R-1) Zone

### 5.1.2 R-1 Zone Standards

#### 5.1.1 R-1 Permitted Uses

- 1) Any land, *building* or *structure* in the R-1 Zone may be used for the purposes of:
  - a) One of the following *main uses*:
    - i) *single unit dwelling*;
    - ii) *two-unit dwelling*, subject to terms & conditions established by the *Advisory Committee*.
  - b) One of the following *secondary uses*:
    - i) *home-based business*.
  - c) One or more of the following *accessory uses*:
    - i) an *accessory building, structure* or use incidental to the *main use* of the land, *building* or *structure* if such *main use* is permitted in this section; and,
    - ii) an *accessory dwelling unit*, subject to terms & conditions established by the *Advisory Committee*.

- 1) No *development* shall be undertaken nor shall any land, *building* or *structure* be used within the R-1 Zone unless the following standards are met:
  - a) Zoning standards as numbered on the diagram 'Figure 1. Building Requirements'
  - b) Zoning standards as numbered on the diagram 'Figure 2. Site Requirements.'



Figure 1. Building Requirements

# Section 1.0 Definitions

entrances.

**Building** - means any roofed *structure*, whether temporary or permanent, used or built for the shelter, accommodation or enclosure of persons, animals, materials or equipment and includes any vessel or container used for any of the foregoing purposes.

**Building Inspector** - means a *Building Inspector* appointed by Council.

**Building Permit** - means a permit that is issued and monitored until the completion of a *building* or *structure* by the *Town's Building Inspector*. In order to receive and retain a *Building Permit*, a *building* or *structure* must meet all applicable requirements of all *Town By-laws* to receive approval from the *Development Officer*.

**Cannabis Production** - means the cultivating, processing, sales, warehousing, research, and testing of cannabis, cannabis extract, products that contain cannabis and other incidental activities involving cannabis for medical or non-medical purposes that require a licence under the *Cannabis Act* and its regulations.

**Canopy Sign** - means any *sign erected* upon but not above a roof, or on top of, or above the parapet of a *building*.

**Commercial Use, Downtown** - means the use of a *building* or *structure* for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, *artisan manufacturing* or *microbrewery*, *entertainment area*, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor *yards*, utility and telecommunications stations, adult entertainment, or other similar uses.

**Community Sign** - means a sign no greater than 4 m<sup>2</sup> in sign area that is temporarily displayed for a maximum of fourteen (14) days to be used as an announcement, direction, or advertisement for a special or community event.

**Commercial Use, Large Format** - means the use of a *building*, *structure*, or *lot* for large scale commercial uses including for the purpose of buying and selling commodities, offices, restaurants and bars, entertainment, hotel, general retail or supply of business services, gas bars, warehousing, vehicle repair, vehicle sales or leasing, contractor *yards*, wholesale establishments, and shopping centres or malls, but does not include *industrial uses*, utility and telecommunications stations, or adult entertainment.

**Commercial Use, Neighbourhood** - means the use of land, *buildings*, or *structures* for small scale commercial uses that are compatible with predominately residential neighbourhoods, such as daycare centres, greenhouse/nursery, small-scale food

production, retail uses, and *institutional uses*, but does not include a hotel or motel, vehicle repair, contractor *yards*, industrial uses, utility and telecommunications stations, or adult entertainment.

**Condominium** - means any attached or non-attached *dwelling* regulated under the *Condominium Property Act* (Chapter C-16.05 SNB and any amendments thereto).

**Cornice** - means any horizontal member, structural or non-structural, of any *building*, projecting outward from the exterior walls at the roof line, including eaves and other roof overhang.

**Developed Footprint** - means the entire developed area of a lot above grade including all *main*, *secondary*, and *accessory buildings* or *structures*, *driveways*, paved *parking areas*, and outdoor storage and display of goods or equipment.

**Development** - means a *development* as defined by the *Community Planning Act*

**Development Officer** - means a *Development Officer* as defined by the *Community Planning Act*.

**Development Permit** - means a permit issued for a *development* and does not include a *building permit* issued under a building by-law.

**Driveway Access** - means that portion of a *lot* used to provide vehicular access from a *street* to a *parking space* or *parking aisle* or to an off-*street* parking or *loading space* located on the same *lot*.

**Dwelling** - means a *building* or portion thereof designed or used for residential occupancy and includes a *single-unit dwelling*, *semi-detached dwelling*, *two-unit dwelling*, *triplex dwelling*, *rowhouse dwelling* and *multi-unit dwellings*, but does not include a *hotel*, *motel*, or similar establishments.

**Dwelling Unit** - means a room or suite of two or more rooms for *use*, or intended for *use*, by one or more individuals in which culinary and sanitary conveniences are provided for the exclusive *use* of such individual(s), and with a private entrance from outside the *building* or from a common hallway or stairway inside, but **does not include** hotel, motel, boarding or rooming house, **recreational vehicle** or mobile home.

**Entertainment Area** - means a *building* or part of a *building* that involves commercial entertainment, amusement or relaxation and without limiting the generality of the foregoing includes a tavern, live performances, nightclub or other beverage room, an arcade or amusement centre, and a pool or billiard hall, and may include such activities in an outdoor setting, but does not include escort services, adult arcades, adult cabarets, adult motion picture theatres, adult retail outlet/book stores or massage parlours.

**Erect** - means to build, construct, reconstruct, locate,



## REQUEST for DECISION

<b>SUBJECT:</b> Built Heritage Program Grant TOSS-C1Bi			
<b>RECOMMENDATION:</b> That Council approves the application for the GNB Built Heritage Program Grant for 6 King Street.			
<b>COMMENTS:</b>			
<b>RECOMMENDATION</b>	Report/Document: Attached	Available	Nil
<b>KEY ISSUE(S)/CONCEPTS DEFINED:</b>			
<b>RELEVANT POLICY:</b> n/a			
<b>STRATEGIC RELEVANCE:</b> This project will help build community pride and develop the C1Bi project.			
<b>DESIRED OUTCOME(S):</b> To provide C1Bi with support in the form of the grant application and an endorsement from Council.			
<b><u>RESPONSE OPTIONS:</u></b>			
1. <u>approve the recommendation:</u> That Council approves the funding application for the building at 6 King St.			
2. <u>reject the recommendation:</u> That we do not apply for this grant			
3. <u>consider other alternatives:</u> That other grant options are considered.			
<b>PREFERRED STRATEGY:</b>			
<b>IMPLICATIONS OF RECOMMENDATION:</b>			
<b>GENERAL:</b> If successful this grant will assist the Town and C1Bi with retaining the historical aspects of the court building.			
<b>ORGANIZATIONAL:</b> This application will help build the relationship with the Town and C1Bi			
<b>FINANCIAL:</b> This will not impact the Town's budget			
<b>FOLLOW UP ACTION:</b> C1Bi will work with Town Staff reporting on this grant if successful.			
<b>COMMUNICATION:</b>			
<b>Submitted by:</b> Kev Sumner		<b>Endorsed by:</b>	
<b>OTHER COMMENTS:</b>			
<b>Reviewed by:</b> Jeff Renaud, CAO			

## Built Heritage Program

Incomplete form will be returned

Project # \_\_\_\_\_  
(for office use only)

Section 1 (To be completed by all applicants)	
<p>1) Legal Registered Name of Organization</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Town of St. Stephen</div> <p>Mailing Address</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">c/o Garcelon Civic Ctr, 22 Budd Ave</div> <p>Municipality/Community</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">St. Stephen</div> <p>Province      Postal Code</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">NB</div> <div style="border: 1px solid black; padding: 2px; width: 150px; text-align: center;">E3L 1E9</div> </div> <p>Web Site Address</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">https://town.ststephen.nb.ca</div> <p>Major Activity of the Organization</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Municipal Government</div>	<p>2) Contact Person</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Kev Sumner</div> <p>Title of Contact Person</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Director of Community Services</div> <p>Telephone Number</p> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">506</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">466</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">7700</div> </div> <p>Fax Number</p> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">506</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">467</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">3020</div> </div> <p>Cell or alternate number</p> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">506</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">467</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">7707</div> </div> <p>E-mail</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">kev.sumner!@chocolatetown.ca</div>

Section 2 (To be completed by all applicants)

Particulars of the Project

1. Project Title Canadian Basketball Experience Centre (CBEC)
2. Location of Project 6 King St., St. Stephen, NB
3. Are you applying for; (check appropriate box)
  - Component A, Professional Design Services (complete sections 3, 5 and 6)
  - Component B, Capital (complete sections 4, 5 and 6)
4. Detailed Project Description (attach all relevant documents)

~~The Town of St. Stephen recently bought the building at 6 King Street in St. Stephen, NB. This is the location of the oldest basketball court in the World. Please find supporting documentation for this claim in attachment #1.~~

~~The Town of St. Stephen intends to lease the building to Canada 1st Basketball Inc. (C1Bi) as part of an overall project to establish the Canadian Basketball Experience Centre (CBEC). The lease agreement will define the terms and conditions under which the project will be developed as it relates to the property.~~

~~A preliminary business description for this project as prepared by C1Bi is provided in attachment #2.~~

~~The project involves:~~

- ~~1. Refurbishment of the court building at 6 King St. This work must be done carefully to preserve the historically significant and character defining elements, which includes the oldest basketball court in the world, and~~
- ~~2. The construction of a new building adjacent at 10 King St.~~

~~Proof of the Town of St. Stephen's ownership of the court building at 6 King St. is included in attachment #3.~~

~~Prior to undertaking any work, it is necessary to identify, protect and preserve all heritage features associated with the historic building and court. This includes:~~

- ~~a) Cataloguing the historically significant character defining elements of the court and related elements to be preserved, needing restoration and/or refurbishment.~~
- ~~b) Inspecting the features, structures and components to determine their condition.~~
- ~~c) Specifying the methods, materials and processes to protect the historical features during the subsequent renovation/construction/rehabilitation phases.~~
- ~~d) Identifying what historic features will require rehabilitation and/or repair.~~
- ~~e) Specifying what methods, materials, and processes are required to achieve rehabilitation~~

~~In addition, the CBEC will be operated as a museum and experiential centre once structural and refinishing/renovation work is completed. To this end, it is anticipated that visitors will walk through the court as part of exploring the history of the game. To this end the work will need to specify the best methods to assure that court floor (and other historical aspects) is protected from wear and tear.~~

~~Heritage Standing are experienced and uniquely qualified for this work. Their proposal is provided in a separate attachment. Please note that Heritage Standing are very familiar with the building housing the court since they conducted a building condition assessment of 6 King St. in 2019.~~

**Section 3 Project Budget for Component A of the Program**  
 (To be completed by Component A applicants)

<b>Professional Design Service</b> (list consultants below)	<b>Projected Costs/Fees \$</b>
<b>Heritage Standing Inc.</b>	<b>\$6,800</b>
<b>Total Professional Design Service Cost</b>	<b>\$6,800</b>

<b>Sources of Funds</b>		<b>Projected \$</b>
Public Sector (specify)	Federal	
	<b>Provincial Built Heritage Program</b> <i>(up to 75%, to a maximum of \$5,000)</i>	<b>\$5,000</b>
	Other Provincial Funding	
	Municipal	
Private Sector		<b>\$1,800</b>
Applicant		
Other		
<b>Total Funds</b>		<b>\$6,800</b>

<b>Estimated Start Date</b>	<b>February, 2022</b>
<b>Estimated Completion Date</b>	<b>March, 2022</b>

**Section 4 Project Budget for Component B of the Program**  
 (to be completed by Component B applicants)

Project Costs		Projected Costs \$
	Professional Services	
	Acquisition	
	Demolition, Excavation	
<b>Heritage Conservation Component Costs</b>	Machinery/Equipment	
	Materials	
	Labour	
	Other (specify)	
<b>Other Project Costs</b>	Machinery/Equipment	
	Materials	
	Labour	
	Other Costs (specify)	
<b>Total Project Costs</b>		

Revenues/Sources of Funds		Projected \$
Public Sector (specify)	Federal	
	<b>Built Heritage Program</b> <i>(up to 50%, to a maximum of \$30,000)</i>	
	Other Provincial Funding	
	Municipal	
Private Sector		
Applicant		
Other		
<b>Total Revenues/funds</b>		
<b>Estimated Start Date</b>		
<b>Estimated Completion Date</b>		

<b>Section 5 (To be completed by all applicants)</b>
<p>Please provide the following:</p> <ul style="list-style-type: none"> <li>• For both Components A and B: <ul style="list-style-type: none"> <li>○ Business plan, organizational objectives and, if applicable, a projected program and/or description of the re-use proposal for the building or site.</li> <li>○ Board resolution supporting the proposed project and application to this program.</li> <li>○ Proof of ownership or long-term lease arrangement.</li> </ul> </li> <li>• For Component B: <ul style="list-style-type: none"> <li>○ Rehabilitation plan with professional design, specifications and cost estimates.</li> <li>○ Indication that all federal, provincial and municipal environmental, fire and safety standards will be met.</li> </ul> </li> </ul>

<b>Section 6 Affirmation</b>
<p><b>I AFFIRM THAT</b> the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Heritage and Archaeological Services Branch. I also agree to submit a final report, and where required, financial accounting for evaluation of the activities funded by the Department of Tourism, Heritage and Culture.</p>

<b>Instructions</b>	
<ul style="list-style-type: none"> <li>• The project must not commence before the applicant receives written notification of approval by the Department of Tourism, Heritage and Culture.</li> <li>• The applicant shall allow representatives of the provincial government to enter at all reasonable times into the work area.</li> </ul>	<p><b>Send all applications to:</b>  Heritage and Archaeological Services Branch  Department of Tourism, Heritage and Culture  P.O. Box 6000  Fredericton, NB E3B 5H1</p>

**I certify that the information contained in this application is correct and I accept to follow the instructions.**

**Kev Sumner**

\_\_\_\_\_  
Name of Applicant (**Please print**)

\_\_\_\_\_  
Signature (Applicant)

**Director of Community Services**

\_\_\_\_\_  
Title

**January 20, 2022**

\_\_\_\_\_  
Date



**Town of St. Stephen  
REQUEST FOR DECISION  
Report: CAO 02-22**



**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** Tim Tozer, Treasurer  
**Date of Meeting:** January 26, 2022  
**Subject:** Community Grants Fund

**Recommendation: That Council approves the awarding of the following Community Grants:**

Boys & Girls Club	\$5,000
Charlotte County Museum (insurance)	\$2,800
Chocolate Festival	\$1,500
St. John Regional Hospital Foundation	\$3,000
*Charlotte County Hospital Foundation	\$3,000
Santa's Helpers	\$ 500
Sophia's Recovery Centre	\$5,000
<b>TOTAL</b>	<b>\$31,500</b>

**BACKGROUND:**

Within the General Operating budget there is an approved allotment for the purposes of supporting groups which provide valued services to our community, identified as the Community Grants Fund. For 2022, this amount was set at \$50,000.

	2022 Community Grants Fund Budget	\$50,000
LESS:	(Previous Commitments)	
	Boys & Girls Club	5,000
	Charlotte County Museum (insurance)	<u>2,800</u>
	<b>Available for 2021 Discretionary Application</b>	<b>\$42,200</b>

**2022 Community Grants Fund Requests Received to date**

Chocolate Festival	\$ 1,500
St. John Regional Hospital Foundation	\$10,000
Chocolate Festival	\$ 1,500
Santa’s Helpers	\$ 500
Sophia Recovery Centre	\$ 7,500
Rose Commons Project	\$15,000
Total Received	\$36,000

**ADMINISTRATIVE REVIEW:**

Following Council’s adoption of the 2022 General Operating Budget, the Senior Management Team reviewed the information noted above with the intent of making a recommendation to Council on the potential expenditure of Community Grants funding. The results of this review are that the Senior Management Team recommends the following grants be approved:

Boys & Girls Club	\$5,000
Charlotte County Museum (insurance)	\$2,800
Chocolate Festival	\$1,500
St. John Regional Hospital Foundation	\$3,000
*Charlotte County Hospital Foundation	\$3,000
Sophia Recovery Centre	\$5,000
<b>TOTAL</b>	<b>\$20,300</b>

**\*no request received at time of report**

**COMMUNITY GRANT FUNDS REMAINING IF RECOMMENDATION APPROVED: \$29,700**

**Option 1—Approve the Distribution of Funds as Recommended:** Council may determine that administration’s recommendations on the expenditure of the Community Grant funds are appropriate and authorize the release of these funds. Approval of this option would allow for \$29,700 to be distributed at other times through the year.

**Option 2—Approve the recommendation with amendments:** Council may determine that the amounts recommended by administration should be amended by increasing or decreasing amounts, removing or adding recipients.

**Option 3—Elect not to Approve funding:** Council may be unprepared to release funding at this time. Should this option be selected, administration would request that Council provide a timeline for re-presentation of this report and/or any additional information requested to be provided at that time.