



Municipal District of St. Stephen Council  
AGENDA

Wednesday, November 27, 2024, 6:00 p.m.  
Moosehead Room at the Garcelon Civic Center

Pages

- 
- A. CALL TO ORDER
  - B. FIRST NATION RECOGNITION  
Before we begin, I would like to respectfully acknowledge that we are gathered today on the ancestral, unceded territory of the Peskotomuhkati people.
  - C. APPROVAL OF THE AGENDA  
Proposed Resolution:  
**THAT** the Agenda for the Regular Council Meeting of NOVEMBER 27, 2024, be approved.
  - D. DISCLOSURE OF CONFLICT OF INTEREST
  - E. ADOPTION OF MINUTES
    - 1. Special Council Meeting 4  
Proposed Resolution:  
**That** the Minutes of the Special Council Meeting held on NOVEMBER 6, 2024, be approved as presented.
    - 2. Regular Council Meeting 7  
Proposed Resolution:  
**That** the Minutes of the Regular Council Meeting held on OCTOBER 30, 2024, be approved as presented.
  - F. PUBLIC DELEGATIONS
    - 1. Downtown St. Stephen Business Improvement Area Year End Update 12  
Presentation by Heather Donahue.
  - G. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER 15  
Proposed Resolution:  
**That** the Report of the Chief Administrative Officer be acknowledged and received.
  - H. PUBLIC COMMENT PERIOD
  - I. REPORTS  
Proposed Resolution:  
**That** the following Information Report be acknowledged and received.

1.	<u>Future St. Stephen Economic Development Report</u>	74
<b>J.</b>	<b>BYLAWS</b>	
1.	<u>BYLAW 03-23-1, A BYLAW TO AMEND BYLAW 03-23 - SECOND READING</u> <u>Proposed Resolution:</u> <b>That</b> Bylaw 03-23-1, A Bylaw to Amend Bylaw 03-23, be given SECOND reading in its entirety.	75
2.	<u>BYLAW 03-23-1, A BYLAW TO AMEND BYLAW 03-23 - THIRD AND FINAL READING</u> <u>Proposed Resolution:</u> <b>That</b> Bylaw 03-23-1, A Bylaw to Amend Bylaw 03-23, be given THIRD AND FINAL reading by title.	
3.	<u>A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY</u> <u>Proposed Resolution:</u> <b>That</b> MDSS BYLAW 01-24, A BYLAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY, be given FIRST reading in its entirety.	76
<b>K.</b>	<b>NEW BUSINESS</b>	
1.	<u>Requests for Decisions</u>	
a.	VIC WORKING GROUP RECOMMENDATIONS <u>Proposed Resolution:</u> <b>That</b> Council approves the recommendations made by the Visitor Information Centre (VIC) working group.	77
b.	QUESTICA PROPOSAL <u>Proposed Resolution:</u> <b>That</b> Council authorizes the purchase of Questica Budget Software on or before November 29, 2024, in order to receive a 10% pre-order discount as outlined in the Questica Budget Proposal dated October 10, 2024.	78
c.	CANADA COMMUNITY-BUILDING FUND WITH LOCAL GOVERNMENTS (2024-2033) AGREEMENT <u>Proposed Resolution:</u> <b>That</b> Council authorizes the Mayor and Clerk to sign the "Agreement on the Canada Community-Building Fund with Local Governments (2024-2033)" as presented by the Department of Environment and Local Government.	98
<b>L.</b>	<b>CORRESPONDENCE</b>	
	<u>Proposed Resolution:</u> <b>That</b> Council receive the within correspondence for informational purposes.	
1.	<u>Thank You Notes from St. Stephen Middle School</u>	130

2.	<u>Thank You Letter from St. Croix Branch No. 9</u>	131
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**M. COUNCIL REPORTS**

Proposed Resolution:

**That** the Council Reports be acknowledged and received.

1.	<u>Mayor MacEachern</u>	132
2.	<u>Deputy Mayor Wheaton</u>	133
3.	<u>Councillor Harding</u>	134
4.	<u>Councillor Greenlaw</u>	135
5.	<u>Councillor Hyslop</u>	136
6.	<u>Councillor Eastman</u>	137
7.	<u>Councillor Cornish</u>	138
8.	<u>Councillor Wright</u>	140

**N. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

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. Financial Matter
2. Financial Matter

**O. ADJOURNMENT**

Proposed Resolution:

**THAT** the meeting be adjourned at \_\_\_\_ p.m.



**MUNICIPAL DISTRICT OF ST. STEPHEN  
SPECIAL COUNCIL MEETING MINUTES**

**November 6, 2024, 6:00 p.m.  
Moosehead Room at the Garcelon Civic Center**

Members Present: Mayor A. MacEachern, Deputy Mayor G. Wheaton, Councillor M. Harding, Councillor D. Hyslop, Councillor B. Cornish, Councillor J. Wright, Councillor W. Greenlaw, Councillor E. Eastman, Councillor E. Rodas

Staff Present: J. Renaud, CAO/Town Clerk, Celeste Caswell, Executive Assistant

Others Present Sean Morton, Director of Protective Services; Kev Sumner, Director of Community Services.

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**A. CALL TO ORDER**

Deputy Mayor Wheaton called the meeting to order.

**B. FIRST NATION RECOGNITION**

**C. APPROVAL OF THE AGENDA**

**RES. NO. 164/24**

**Moved by** Councillor Wright

**Seconded by** Councillor Eastman

**THAT** the Agenda for the Special Council Meeting of NOVEMBER 6, 2024, be approved.

**MOTION CARRIED**



**D. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**RES. NO. 165/24**

**Moved by** Councillor Harding

**Seconded by** Councillor Hyslop

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

**MOTION CARRIED**

**1. Potential Litigation Matter**

**E. DISCLOSURE OF CONFLICT OF INTEREST**

None declared.

**F. NEW BUSINESS**

**1. Request for Decision**

- a. Dangerous and Unsightly - 449 1/2 Milltown Blvd.

Motion made.

**RES. NO. 166/24**

**Moved by** Councillor Wright

**Seconded by** Allan MacEachern

**That** Council authorizes the expenditure of \$1,000 + HST to contract Lasting Legacy to secure 449 ½ Milltown Blvd. under Bylaw 12-23, A BY-LAW RESPECTING DANGEROUS OR UNSIGHTLY PREMISES.

**MOTION CARRIED**

**G. ADJOURNMENT**

**RES. NO. 167/24**

**Moved by** Councillor Rodas

**Seconded by** Councillor Cornish

**THAT** the meeting be adjourned at 6:23 p.m.

**MOTION CARRIED**

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Mayor

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Clerk



**MUNICIPAL DISTRICT OF ST. STEPHEN  
REGULAR COUNCIL MINUTES**

**October 30, 2024, 6:00 p.m.  
Moosehead Room at the Garcelon Civic Center**

Members Present: Mayor A. MacEachern, Deputy Mayor G. Wheaton, Councillor M. Harding, Councillor D. Hyslop, Councillor B. Cornish, Councillor J. Wright, Councillor E. Eastman, Councillor E. Rodas

Members Absent: Councillor W. Greenlaw

Staff Present: J. Renaud, CAO/Town Clerk, Celeste Caswell, Executive Assistant

Staff Absent: S. Morton, Deputy CAO, K. Sumner, Director of Community Services

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**A. CALL TO ORDER**

Deputy Mayor Wheaton called the meeting to order.

**B. FIRST NATION RECOGNITION**

**C. APPROVAL OF THE AGENDA**

**RES. NO. 154/24**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Eastman

**THAT** the Agenda for the Regular Council Meeting of OCTOBER 30, 2024, be approved.

**MOTION CARRIED**

**D. DISCLOSURE OF CONFLICT OF INTEREST**

None.

**E. ADOPTION OF MINUTES**

**1. Regular Council Meeting**

**RES. NO. 155/24**

**Moved by** Councillor Wright

**Seconded by** Councillor Harding

**That** the Minutes of the Regular Council Meeting held on OCTOBER 2, 2024, be approved as presented.

**MOTION CARRIED**

**F. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER**

Addition since writing the report:

2025 Municipal Budget - GNB has now sent the tax base information yesterday afternoon.

The Unified Tax Rate was approved for the rural sub-unit rate.

No questions from Council.

**RES. NO. 156/24**

**Moved by** Councillor Harding

**Seconded by** Councillor Eastman

**That** the Report of the Chief Administrative Officer be acknowledged and received.

**MOTION CARRIED**

**G. PUBLIC COMMENT PERIOD**

Mrs. Morgan, Ward 2.

Chandra Best, Ward 3.

David Whittingham, Ward 2.

Bob Brown, Ward 2.

**H. REPORTS**

**RES. NO. 157/24**

**Moved by** Councillor Eastman

**Seconded by** Councillor Harding

That the following Information Report be acknowledged and received.

**MOTION CARRIED**

**1. Future St. Stephen Economic Development Report**

Update to report provided by Genevieve Coates. Future St. Stephen voted in four new board members yesterday.

**I. BYLAWS**

**1. A BYLAW TO AMEND BYLAW 03-23 - FIRST READING**

**RES. NO. 158/24**

**Moved by** Councillor Wright

**Seconded by** Councillor Eastman

That Bylaw 03-23-1, A Bylaw to Amend Bylaw 03-23, be given first reading.

**MOTION CARRIED**

**J. NEW BUSINESS**

**1. Recognition to Councillor Earle Eastman on receiving the King Charles III's Coronation Medal**

**2. Requests for Decisions**

a. DURETTE DRIVE

**RES. NO. 159/24**

**Moved by** Councillor Cornish

**Seconded by** Councillor Hyslop

That Council approves Durette Drive as the name for a new private drive located in Barter Settlement, off Barter Settlement Road.

**MOTION CARRIED**

**K. CORRESPONDENCE**

**RES. NO. 160/24**

**Moved by** Councillor Harding

**Seconded by** Councillor Eastman

That Council receive the within correspondence for informational purposes.

**MOTION CARRIED**

1. **Thank you Card from Carol Baker**

**L. COUNCIL REPORTS**

**RES. NO. 161/24**

**Moved by** Councillor Hyslop

**Seconded by** Councillor Harding

That the Council Reports be acknowledged and received.

**MOTION CARRIED**

1. **Mayor MacEachern**
2. **Deputy Mayor Wheaton**
3. **Councillor Eastman**
4. **Councillor Wright**
5. **Councillor Hyslop**
6. **Councillor Greenlaw**

**M. MOTION TO CLOSE THE MEETING TO THE PUBLIC**

**RES. NO. 162/24**

**Moved by** Councillor Eastman

**Seconded by** Councillor Cornish

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

**MOTION CARRIED**

1. **Negotiation of an Agreement**
2. **Financial Matter**
3. **Potential Land Disposition**
4. **Personnel Matter**
5. **Negotiation of an Agreement**

**N. ADJOURNMENT**

**RES. NO. 163/24**

**Moved by** Councillor Harding

**Seconded by** Councillor Cornish

**THAT** the meeting be adjourned at 7:47 p.m.

**MOTION CARRIED**

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Mayor

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Clerk

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**Subject:** FW: Proposed 2024-2025 Operating Budget for St. Stephen BIA  
**Attachments:** 2024-2025 Proposed Budget for AGM.pdf

November 6, 2024

Municipality District of St. Stephen  
22 Budd Ave.  
St. Stephen, NB, E3L 1E9

**ATTENTION: Jeff Renaud, CAO**

**Good afternoon, Jeff.**

Please find attached herewith our proposed 2024-2025 Operating Budget. Kindly present same to Mayor and Council for approval, as laid out in the *Business Improvement Area Act* of 1985. This proposed budget is based on a levy of twenty cents for each one hundred dollars of assessed value.

St. Stephen BIA had a successful year working on many projects. To recap 2024 and our contributions to MDSS, please see below:

Downtown St. Stephen partnered with Waterfront Saint Andrews and sold ISO certified solar eclipse glasses in April 2024. We are looking forward to building a valuable and mutually beneficial relationship between our two BIA's.

Downtown New Brunswick grant: Town Square project **\$20,000.00**. Total project was \$31,832.39, MDSS contributed \$11,832.39.

- 5 x green metal picnic tables
- 4 x 32 gallon green thermoplastic trash cans
- 3 x 8 foot cedar plaza benches
- 6 x self-watering flower pots
- Downtown St. Stephen welcome sign "free parking"
- 3 x Mediterranean Globe self-watering flower pots
- Tidy Bear Waste Container

Downtown New Brunswick grant: Art for the People in Downtown St. Stephen "Celebration of Botany" **\$11,984.00**.

Community Investment Fund grant: Art for the People in Downtown St. Stephen "Celebration of Botany" **\$6,000.00**.



Department of Tourism, Heritage and Culture grant: Moonlight Music Festival **\$1,800.00**. Downtown St. Stephen partnered with The 5 Kings Restaurant to host the Moonlight Music Festival. Good time had by all, even with Tropical Storm Debby arriving.

We applied under Canada Summer Jobs, as per request of MDSS and was successful in obtaining funding for one summer student **\$4,559.00**. The student worked under the supervision of GCC. When the application process is opened for 2025, we will again apply for summer students, as per request of Michelle Vest.

We are pleased to say, in the last four years St. Stephen BIA has given **\$248,371.71** in gifts to MDSS, festivals to help offset associated costs, and invested in Community Safety and Security.

On November 22nd, we will be offering our Downtown St. Stephen (DSS) Dollars at a 20% discount in lieu of our usual 10% discount. For the past five years we absorbed the 10% discount. Downtown New Brunswick has just announced a Christmas grant of **\$2,000.00**, and we want to pass savings onto our community for supporting our small downtown businesses. For example, you can purchase \$200.00 DSS Dollars for \$160.00, maximum per person \$200.00, maximum being sold \$10,000.00.

At your convenience, we would like to sit down and discuss future projects to partner together and be prepared if/when The Department of Environment and local Government announces the yearly grant of \$500,000.00 in support of eligible BIA's across the Province.

Thank you for your time and if you have any questions, please do not hesitate to reach out to the undersigned.

Yours truly,

*Heather Donahue*

**HEATHER DONAHUE**

Downtown St. Stephen

P.O. Box 131

123 Milltown Blvd., Suite 104

St. Stephen, NB, E3L 2X1

Email: [bia@chocolatetown.ca](mailto:bia@chocolatetown.ca)

Tel.: (506) 466-7407



## Proposed 2024-2025 Operating Budget

### SOURCES OF FUNDS

BIA Tax Levy.....	\$28,000.00
Interest.....	\$ 200.00
Grants: Future Projects.....	<u>\$40,000.00</u>
.....	<b>\$68,200.00</b>

### USES OF FUNDS

Advertising.....	\$ 500.00
Donations.....	\$ 600.00
Bank Charges.....	\$ 100.00
BIA Annual Dues.....	\$ 300.00
Rent.....	\$ 3,000.00
Directors'/Officers' & General Liability Insurance.....	\$ 1,020.00
Office and Miscellaneous.....	\$ 2,500.00

### PROMOTIONAL PROGRAMS AND PROJECTS

Future Projects.....	\$40,000.00
Employee Training .....	\$ 750.00
Payroll .....	<u>\$19,430.00</u>
.....	<b>\$68,200.00</b>

**EXCESS/DEFICIENCY..... \$ 0.00**

This proposed budget is based on a levy of twenty cents for each one hundred dollars of assessed value.



INFORMATIONAL REPORT  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
November 2024



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**RECOMMENDATION:** That Council receives this report for informational purposes.

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The activities of the CAO Office may be summarized as follows:

1. **BUDGET 2025**

Budget 2025 work continues to progress. There remain a number of factors delaying production of a final budget. Most significant of these is still the 2023 audited financial statements.

While awaiting that work to be complete, CAO has been working on Capital budgeting. During this reporting period staff worked with contracted Engineer to review the road improvement plan with specific attention to the 2025 requirements. Results of this work will be combined with capital projects from other areas to present options to Council.

2. **Economic Development**

CAO activities directly related to Economic Development during this reporting period:

- Met Developer interested in mixed use (residential/commercial/institutional) including approximately 60 residential units.
- Met Developer interested in creating a multi-unit residential development (approx. 20 units) with attention to affordable housing units.
- Work with potential Hotelier with respect to our Development Incentive program and how it can assist a development.
- Met with Future St. Stephen (FSS) Chairperson to discuss FSS in general, as well as the “Thrive” concept and other topics.
- Correspond with Engineering regarding pre-construction work on the Budd Avenue extension project.

### **3. Shelter Development**

- Assisting concerned citizens with identifying the best contacts to which they can express their concerns.
- Corresponding with Deputy Minister on various concerns related to the project.

### **4. Municipal Insurance:**

- All paperwork requested by our Broker was submitted. Renewal terms had not been received at the time of this report.

### **5. Policy Work**

- CAO office has researched policies related to “themed” crosswalk development. An initial draft policy has been prepared and will be presented to Committee of the Whole.

### **November 2024 (Executive Assistant activities since last CAO report)**

- Attended October 30<sup>th</sup> Regular Council meeting to take minutes and enable video connection for livestream. Finalized minutes, created video tags for posting to website and forwarded Resolutions to relevant parties/departments thereafter from the meeting.
- Attended the first-ever CAMA National Conference for Executive Assistants in Local Government in Fredericton, NB, November 3 – 5<sup>th</sup>. The event hosted 170 Executive Assistants from across the country to exchange ideas and broadened their professional networks. This conference was created to recognize the essential work that Executive Assistants do each day to support effective, resilient local government. I think the conference achieved that result and more and I am thankful to have been able to attend this Professional Development opportunity.
- Assisted with preparation of agenda for Special Meeting called November 6, 2024; attended meeting to take minutes and enable video connection for livestream and created video tags for posting to website.
- Assisted with agenda preparation for monthly Committee of the Whole meeting held November 14<sup>th</sup>; attended meeting to take minutes and enable video connection for the livestream. Finalized minutes and created video tags for posting to website.
- Collection of printed copies of the Municipal Plan Surveys on behalf of the Southwest Regional Service Commission.
- Provide support to CAO and Mayor with various correspondence and meeting arrangements.
- Preparation of agenda and taking minutes at weekly Senior Management team meetings.
- Assisting various citizens/businesses with their inquiries and concerns on varying topics.
- Ongoing review of current Town of St. Stephen/Municipal District of St. Stephen policies and bylaws to update their active/rescinded status.
- Daily review and update of issues and concerns received through the AccessE11 Citizen Web Portal.
- Assist with agenda preparation for November 27<sup>th</sup> Regular Council meeting.



## Municipal District of St. Stephen Information Report to Council



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Sean Morton, Deputy CAO  
**Resource Staff:** Supervisor II, Supervisor I, Treatment Plant Operator, Dillon Engineering, Bylaw Enforcement Officer, Building Inspector, Animal Control Officer  
**Date of Meeting:** Wednesday, November 27, 2024  
**Subject:** Deputy CAO Report

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

### Public Works

1. Water System (Month of October)
  - a. Dug two service leaks (Duke and Prescott).
  - b. Reading industrial water meters.
  - c. Shut off splash pad, Milltown Museum, Milltown Pool and one apartment building.
  - d. Repaired meter buttons and wires.
  - e. Winterized hydrants.
2. Streets (Month of October)
  - a. Patching potholes ongoing.
  - b. Picked up debris from windstorm (Duke, Amstrong and St. Croix).
  - c. Getting equipment ready for winter season.
  - d. Wall Street paving preparations.
  - e. Re-painted Pride Crosswalk.
3. Wastewater (Month of October)
  - a. Cleaned storm lines and catch basins on Wal Street.
  - b. Worked on lift station #6 (Milltown Blvd).
  - c. Videoed sewer lines (Spring and Porter).
  - d. Cleaning off catch basin grates.
  - e. Dug sewer on Spring St.
4. General (Month of October)
  - a. Put Legion Banners up.
  - b. Picked up park benches and garbage cans.
  - c. Repaired arena front doors.
  - d. Getting barricaded and flags ready for Remembrance Day.

### **Director of Infrastructure Activities**

1. HR Issue
2. Water supply consultant kick-off meeting.
3. Street name and civic number applications.
4. Development approvals.
5. Budget 2025
6. Capital Plan – Met with CAO Renaud, David Beach, and Rory Pickard (Dillon) to review 2025 road infrastructure plan.

### **Fire Department Alarms October 23 – November 19**

<b>Alarms</b>	<b># Calls</b>
1. Vehicle Fire	1
2. Alarm	8
3. MVA (Motor Vehicle Accident)	6
4. Outside Fire	3
5. Ambulance Assist	6
6. Mutual Aid SAFD	1
7. Mutual Aid Rollingdam FD	1
8. Structure Fire	1
9. Grass Fire	1
<b>Total</b>	<b>28</b>

### **Fire Department Activities**

1. Monthly meeting.
2. Fire Prevention Week activities

### **Fire Chiefs Activities**

1. Monthly reporting to OFM (Office of the Fire Marshal).
2. Monthly payroll entries for volunteers.
3. JHSC (Joint Health and Safety Committee) meetings and related work.
4. Fire Pit applications and approvals.
5. Budget 2025
6. Halloween 2024 preparations.
7. Fire Prevention Week preparations.
8. Bylaw Enforcement related issues.
9. Attended the Wildfire Conference in Fredericton.
10. Assisted Bylaw Enforcement, Animal Control, NBSPCA and RCMP seize a dangerous animal.

## Wildfire Conference

This conference was attended by individuals from across North America and around the globe. There was a large contingent of post graduate students presenting master's and PhD projects. I sat in on many presentations related to fire spread science. On the flip side, I spent a lot of time in sessions around community preparedness and resiliency. There was a huge first nations presence. There were a lot of sessions on learning lessons from the past and present in terms of using fire to maintain balance within our ecosystems. First nations are at the forefront of this changing attitude towards wildfire management.

New Brunswick is not immune to wildland fire. Climate change and current forestry practices are forcing a second look at how we operate within the province. Fire Smart is being promoted, but a lot of work needs to be done. It is much more than handing out a few pamphlets and hoping people will change. It requires a concerted effort on all levels of government, industry and landowners, small and large, to make these types of programs effective. A driving force will be the insurance industry. They are looking at the Wildland Urban Interface (WUI) and viewing it in a similar manner to flood plains. The technology already exists and is in place where a property will be assessed for wildfire risk and insurance rates will be set accordingly. Current data and modelling show the St. Stephen area is among the most at risk in NB. NB has the fourth largest wildland urban interface in the country.

I was the only NB structural firefighter in attendance, a fact not missed by my peers at the Department of Natural Resources Fire Center in Fredericton. I spent a fair bit of time with the Director and Supervisor of the Wildfire Management Section. They expressed their satisfaction that I was there and have hopes that more fire departments will embrace the wildfire management cause as we go along. I pledged to them that I would try to spread the word and encourage my peers to become involved.

A keynote address from the chief of a first nations community in northern Alberta was about how their community identified its wildfire risk and had a \$9,000,000 plan to mitigate the problem. The plan never got implemented in time and fire came through, decimating their entire community. The cost to rebuild is 1.7 billion dollars. That community had a population similar to our municipal district. My friends at DNR tell me there is future help on the way in terms of identifying communities at risk and funding for mitigation. There are national programs funded by Insurance to assist with such. Equipment stockpiles are beginning to be built up and more wildfire training is coming. That being said, it will take the community to embrace this for it to be successful and it will mean changing how we manage our properties. Types of building materials, proximity to coniferous trees, and even things such as garden mulch and lawn furniture can greatly contribute to wildfire risk at the household level. Everyone has a role to play.

I look forward to the opportunity to attend the next conference in 2026.



## **Bylaw Enforcement**

Please find enclosed the report for By-Law –Enforcement. We handled 25 occurrences. These are broken down to:

Assist other Dept. (8)

- .. (1) Public Works
- .. (4) Public Safety issues
- .. (3) Building Inspection

Assist general public (10)

- .. (7) General By Law issues and questions
- .. (2) Property issues
- .. (1) Development questions

Parking (5)

Dog Complaints (2)

## **Animal Control Officer**

I patrolled the Town daily and responded to all calls and complaints. Some of which were cats running loose, dogs loose or barking, and dogs with no leashes. Very few cat complaints lately. No animals impounded.

## **Building Inspector**

The month of October brought in a total of 15 (fifteen) Building Permits.

Yearly there are a total of 91 (ninety-one) Building Permits.

No Stop Work Orders were issued in the month of October.

This office has 6 (six) unsightly properties we are dealing with under the Unsightly By-Law.

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



**Municipal District of St. Stephen  
Information Report to Council  
Report: CS-073-2024**

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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Frank G. Godsoe, CPA, CA – Assistant Treasurer  
**Resource Staff:** Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Administrative and Accounting Coordinator.  
**Date of Meeting:** November 27, 2024  
**Subject:** ASSISTANT TREASURER INFORMATIONAL REPORT  
A) Staff activity since last report  
B) September 2024 Statements of Revenue and Expenditure.  
C) October 2024 cheque register listing.

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

**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 Funds).  
Water and Sewer Billings to September 30, 2024 processed and mailed.  
-Accounts Receivable closed to October 31, 2024.  
-Utility collection procedures involving analysis, communication with customers, and possible connection shutoffs. -Ongoing.  
-Property sale turnover procedures- **12 Property Sales Processed in October**  
-Remote water meter reading project-In progress.
- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town) – **273 Payments totaling \$1,769,244.54 processed in October.**  
-Accounts payable closed to October 31, 2024.
- c) Payroll processing (Timesheet review, payroll entry, and other processing requirements).  
– **287 payroll payments totaling \$285,349.52 in October.**
- d) **Staff consolidation with the departure of the Treasurer in September and another staff member in October. Additional work is being picked up by existing staff with assistance from CAO’s office (HR).**

- d) Garcelon Civic Center (Revenue analysis for import to accounting software).  
-Closed to September 30, 2024.
- e) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).  
-2023 audit working papers-In progress to December 31, 2023 – MNP Assisting with Capital Fund Transactions and Audit preparation.

**2) Meetings:**

- a) Various meetings during the month, including SMT, MNP and with CAO.

**3) Projects:**

- a) Capital Projects

-Capital project accounting-Ongoing.

-Outstanding capital projects (history from prior month):

- i. Designated Highway-Milltown Blvd (Boundary Street to Hill Street).  
Funding sources Provincial Government and Municipal General Capital Reserve Fund.
- ii. Waterfront Revitalization. Funding sources Federal (33%), Provincial (33%) and Municipal General Capital Reserve Fund (33%).
- iii. Single Axel Aerial Platform Fire Truck. Funding sources Municipal long-term borrowing and Municipal General Capital Reserve Fund.
- iv. Combined Sewer Separation & Utility Renewal-Union Street Phase I (West to Boundary). Funding sources Federal (60%), Provincial (33%) and Municipal long-term borrowing (7%).
- v. Outdoor Plaza-Funding sources-Federal (39%), Provincial (39%) and Municipal General Capital Reserve Fund (22%).
- vi. Combined Sewer Separation & Water Main Renewal-Union Street Phase II (Hawthorne to West Street). Funding sources Federal (40%), Provincial (33%) and Municipal long-term borrowing (27%). Costs above budget from Municipal Capital Reserve Funds.
- vii. Combined Sewer Separation & Utility Renewal-School Street (Queen to Union Street). Funding sources Federal (40%), Provincial (33%) and Municipal long-term borrowing (27%). Costs above budget from Municipal Capital Reserve Funds.

viii. Garcelon Civic Center Pool Deck Refurbishment. Funding source Federal Canada Community-Building Fund.

- b) Multiple HST remittances-Ongoing.
- c) Various insurance issues-Ongoing.
- d) Administering the Charles F Todd Trust Fund-Ongoing.
- e) RFP-Financial System and Processes Review-In Progress.
- f) Actuary engagement-Completed
- g) Ongoing special work: 1) Tracking and remitting costs for insurance related to the Wastewater Treatment Plant fire, 2) Canada First Basketball Project, processing of expenditures and charitable receipts.

**September 2024- Statements of Revenues and Expenditures**

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

	<b>Actual To Date For the Nine Months Ending September 30, 2024</b>	<b>Budget For the Year Ending December 31, 2024</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Taxes	6,731,990	8,975,986	\$2,243,996	75%
Services Provided to Other Governments	236,117	335,131	99,014	70%
Sale of Services	486,675	548,700	62,025	89%
Other Revenue From Own Sources	394,436	241,525	-152,911	163%
Unconditional Grants	1,259,054	1,678,739	419,685	75%
Conditional Transfers	2,995	200	-2,795	1498%
Other Transfers	1,293,789	1,663,297	369,508	78%
<b>Total Revenue</b>	<b>10,405,056</b>	<b>13,443,578</b>	<b>3,038,522</b>	<b>77%</b>
<b>Expenditure</b>				
General Government Services	1,615,605	1,824,094	208,489	89%
Protective Services	2,714,416	3,856,440	1,142,024	70%
Transportation Services	1,765,813	2,795,834	1,030,021	63%
Enviromental Health Services	387,217	761,110	373,893	51%
Enviromental Development Services	263,363	417,420	154,057	63%
Recreational and Cultural Services	2,232,843	3,029,191	796,348	74%
Fiscal Services	309,887	747,669	437,782	41%
Other	3,545	11,820	8,275	30%
<b>Total Expenditures</b>	<b>9,292,689</b>	<b>13,443,578</b>	<b>4,150,889</b>	<b>69%</b>
<b>Surplus (Deficit)</b>	<b>\$1,112,367</b>	<b>\$0</b>		

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

	<b>Actual To Date For the Nine Months Ending September 30, 2024</b>	<b>Budget For the Year Ending December 31, 2024</b>	<b>Remaining</b>	<b>Percentage Used</b>
<b>Revenue</b>				
Sale of Service	\$1,955,515	\$2,541,000	\$585,485	77%
Other Revenue From Own Source	\$197,851	\$216,100	18,249	92%
Other Transfers	\$87,956	\$117,274	29,318	75%
<b>Total Revenue</b>	<u>2,241,322</u>	<u>2,874,374</u>	<u>633,052</u>	78%
<b>Expenditures</b>				
Water Supply	\$885,535	\$1,267,569	382,034	70%
Sewerage Collection and Disposal	\$652,988	\$902,845	249,857	72%
Fiscal Services	\$470,412	\$703,960	233,548	67%
<b>Total Expenditures</b>	<u>2,008,935</u>	<u>2,874,374</u>	<u>865,439</u>	70%
<b>Surplus (Deficit)</b>	<u>\$232,387</u>	<u>\$0</u>		

**October 2024-Cheque Register Listing**



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**MEMORANDUM**

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**TO:** FRANK GODSOE, ASSISTANT TREASURER  
**FROM:** KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER  
**SUBJECT:** OCTOBER 2024 CHEQUE REGISTER LISTING  
**DATE:** NOVEMBER 18, 2024

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Please find the October, 2024, Cheque Register Listing with Paid Bills in the amount of \$1,769,244.54 (One Million, Seven Hundred Sixty-nine Thousand, and Two Hundred Fourty-four Dollars and Fifty-four Cents).

Regards,

*Kimberly Ste Marie*

Kimberly Ste Marie  
Accounts Payable Manager

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000033702 dated between 10-01-2024 and 10-31-2024

CHEQUE REGISTER

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Number	Issued	Amount
0000033439	10/02/2024 ACCT #903240047015	209.43
	SEPTEMBER2024DIS VOLUNTEER FIRE DISABILITY DEDUCTIONS-SEPTEMBER 2024	209.43
0000033440	10/02/2024 ACCT 8025-280	1,733.70
	SEPTEMBER2024 LOCAL 770 UNION DUES-SEPTEMBER 2024	1,733.70
0000033441	10/02/2024 ALLAN MACEACHERN	195.55
	UMNBFORUM2024 GG-MAYOR-UMNB FORUM 2024	195.55
0000033442	10/02/2024 ATLANTIC GROUNDWORX	776.25
	1077 TS-GATEWAYPARK-HYDROSEEDING AROUND NEW SIGN	776.25
0000033443	10/02/2024 BRIAN CORNISH	202.24
	UMNBFORUM24 GG-COUNCILLOR-UMNB FORUM 2024	202.24
0000033444	10/02/2024 CARQUEST CANADA LTD 6632	1,337.63
	14838-228480 RC-#306-MASTER CYLINDER	130.66
	14838-228482 RC-#306-HINGE PIN BUSHINGS	9.11
	14838-228541 RC-#306-AIR FILTER	12.52
	14838-228571 TS-#23-REFRIGERANT W/DY	25.67
	14838-228667 TS-#24-5W30, BLUE OIL FILTER	50.53
	14838-228776 TS#21-ROD	34.49
	14838-228994 TS-#23-STARTER CORE RETURN	-23.00
	14838-229265 TS-#401-CONDENSOR, CONTACT SET	49.54
	14838-229349 PS-#200-BALL JOINTS	256.43
	14838-229376 PS-#200-PAINTED ROTORS	213.53
	14838-229508 PS-#205-EQUALIZER LED BULB	18.24
	14838-229509 PS-#205-EXTRAVISION SEALED BEAMS	42.60
	14838-229801 TS-#21-WHEEL CYLINDER	14.70
	14838-229803 TS-#22-CQ DEX/MERC 18.9L	125.03
	14838-229804 TS-#22-CQ DEX/MER 18.9L	125.03
	14838-229812 TS-#21-WHEEL CYLINDER	14.50
	4838-228982 TS-2014FORDF-250-STARTER	238.05
0000033445	10/02/2024 CHARLOTTE COUNTY JANITORIAL	92.00
	5980 TS-SHOP-JANITORIAL SERVICES FOR AUG/24	92.00
0000033446	10/02/2024 CNH INDUSTRIAL CAPITAL CANADA LTD.	843.43
	IN10819 TS-#18-HY-TRAN 5GA FLOOR	841.34
	JULYINT2024 TS-STJ-JULY INTEREST 2024	2.09
0000033447	10/02/2024 DALE MATHESON'S TOWING AND REPAIR LTD.	356.50
	6181 TS-#401-FARM TRACTOR TO WORKS DEPARTMENT	172.50
	6202 TS-#22-TOWING BUSH HOG TO WORKS DEPARTMENT	184.00
0000033448	10/02/2024 DONALD A. PRICE	764.53
	AIRPORTLIGHTING TS-AIRPORT-AIRPORT LIGHTING CONTROL	764.53
0000033449	10/02/2024 EARLE EASTMAN	153.35
	MUNICIPALFORUM24 GG-COUNCILLOR-MUNICIPAL FORUM 2024	153.35
0000033450	10/02/2024 FOUR SEASONS SPORTS LTD.	36,242.44
	05196 TS-STJ/AIRPORT-LINE PAINTING	36,242.44
0000033451	10/02/2024 FUNDY BUILDING INSPECTION	3,680.00
	24-63 GG-BUILDINGINSPECTOR-SEP 15 - SEP 28/24 FEE	3,680.00
0000033452	10/02/2024 HEART & STROKE FOUNDATION OF NEW BRUNSWICK	812.50
	20655* RC-MILLPOOL-RESTART A HEART AED	812.50
0000033453	10/02/2024 IRVING ENERGY	2,732.99

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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Number	Issued		Amount
	28794	TS-ST5-DIESEL	211.13
	334225	TS-ST5-DIESEL	1,204.14
	46844	PS-OB-PROPANE	1,115.52
	726200	TS-ST5-DIESEL	202.20
0000033454	10/02/2024	JCS LOGISTICS INC.	<b>154.32</b>
	30085	TS-ST5-FROM BAYVIEW TRUCKS/RICHWIL TRUCK/MARITIME	154.32
0000033455	10/02/2024	JENNIFER DOW	<b>126.49</b>
	WORKBOOTS2024	RC-PARKS-CLOTHING ALLOWANCE 2024	126.49
0000033456	10/02/2024	JEREMY MCSHANE	<b>24.65</b>
	FUNDYREC2024	CC-GCCOPSMANAGER-FUNDY RECREATION ASSOC. 2024	24.65
0000033457	10/02/2024	JOYCE WRIGHT	<b>170.03</b>
	UMNB&FCNBFORUM	GG-COUNCILLOR-UMNB & FCNB POLITICAL FORUM 2024	170.03
0000033458	10/02/2024	KEITH'S BUILDING SUPPLIES	<b>2,126.31</b>
	236467	TS-ST5-TRAFFIC PAINT	1,034.97
	236947	RC-PARKS-TRAFFIC PAINT	344.99
	236960	RC-PARKS-POWERLINE PUMP KIT	746.35
0000033459	10/02/2024	KEVIN SUMNER	<b>181.90</b>
	RECNB-TRAILS2024	REC-COMMSERVICESDIR-REC NB-TRAILS SUMMIT 2024	181.90
0000033460	10/02/2024	KONICA MINOLTA BUSINESS SOLUTIONS	<b>492.60</b>
	295838426	GG-ADMIN-COPIER MAINTANCE FOR AUG 15-SEP 14/24	492.60
0000033461	10/02/2024	LIBERTY UTILITIES NB	<b>1,361.67</b>
	200002501704OCT24	CC/GG-BUILDING-NATURAL GAS	1,361.67
0000033462	10/02/2024	LIFESAVING SOCIETY - NB Branch	<b>190.50</b>
	8888A	RC-MILLPOOL-CPR-HEALTH CARE PROVIDER, AED'S	190.50
0000033463	10/02/2024	MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	<b>1,400.00</b>
	17525	PS-BYLAW-SEP 16 - SEP 27/24 FEE	1,400.00
0000033464	10/02/2024	MCS SANITATION	<b>482.93</b>
	588346	RC-MILLPOOL-FOAM HAND SOAP	482.93
0000033465	10/02/2024	N. B. POWER	<b>2,705.56</b>
	90040803	GG-INSURANCE-VEHICLE ACCIDENT DAMAGE TO FACILITIES	2,705.56
0000033466	10/02/2024	ORKIN CANADA CORPORATION	<b>185.06</b>
	C-4789814	PS-BUILDING-MONTHLY PEST CONTROL	185.06
0000033467	10/02/2024	SEAN MORTON	<b>300.00</b>
	SEPTEMBER2024	PS-FIRECHIEF-MONTHLY VEHICLE ALLOWANCE	300.00
0000033468	10/02/2024	SOURCE ATLANTIC LIMITED	<b>948.57</b>
	4979665	TS-ST5-ZIP CUT WHEEL, CUT OFF WHEEL, DISC FLAP	923.84
	4979667	TS-STAFF-BALLCAPS	24.73
0000033469	10/02/2024	ST. CROIX PUBLIC LIBRARY	<b>10,229.25</b>
	OCT-DEC2024	GG-GRANT-OCTOBER - DECEMBER 2024	10,229.25
0000033470	10/02/2024	ST.STEPHEN DEVELOPMENT BOARD	<b>28,250.00</b>
	OCT-DEC2024	GG-GRANT-OCTOBER - DECEMBER 2024	28,250.00
0000033471	10/02/2024	UAP INC.	<b>301.28</b>
	961-607414	TS-SHOP-U-JOINTS	52.00
	961-609724	TS-ST5-LIGHT CHAIN OIL, 3.78L CONTAINER	15.00
	961-609920	TS-#401-CONTACT SET, CONDENSER, FUEL FILTER	54.28
	961-610217	TS-#11-HYDRAULIC HOSES, HOSE REELS	53.48
	961-610267	TS-#401-DISTRIBUTER CAP, ROTOR	50.08
	961-610788	TS-SHOP-025 SOLID 1 LB	76.44

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MUNICIPAL DISTRICT OF ST. STEPHEN

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0000033472	10/02/2024 UNIFIRST CANADA LTD.	205.72
	710 0391134 CC-FRONTLOBBY-FLOOR MATS	205.72
0000033473	10/02/2024 YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITED	12.65
	INV04878733 GG-ADMIN-911 LISTING FOR SEPT/24	12.65
0000033474	10/02/2024 ACCT #903240047015	300.00
	SEPTEMBER2024DUES VOLUNTEER FIRE MEMBERSHIP DUES-SEPTEMBER 2024	300.00
0000033475	10/02/2024 DILLON CONSULTING LIMITED	15,697.50
	305942 TS-KINGSTREET-TRAFFIC OPERATIONS ANAYLSIS	3,852.50
	308046 GG-KINGSTREET-TRAFFIC OPERATIONS ANALYSIS	11,845.00
0000033476	10/02/2024 JEFF RENAUD	2,389.79
	ICMACONFERENCE24 GG-CAO-ICMA ANNUAL CONFERENCE 2024	2,089.79
	SEPTEMBER2024 GG-CAO-MONTHLY VEHICLE ALLOWANCE	300.00
0000033497	10/09/2024 ACTIVE NETWORK LTD.	761.88
	4200012841 GG-SUBSCRIPTIONFEE-INSTALLMENT FOR OCT/24	761.88
0000033498	10/09/2024 ALLAN MACEACHERN	221.40
	UMNBANNUAL24 GG-MAYOR-UMNB ANNUAL MEETING 2024	221.40
0000033499	10/09/2024 A ONE PUMPING SERVICE LTD.	2,380.50
	30316 TS-ST5-WATER CONTROL ON WALL ST	2,380.50
0000033500	10/09/2024 BELLBOY DRYCLEANERS	341.55
	33-832538 CC-EVENTS-TABLECLOTH CLEANING	341.55
0000033501	10/09/2024 BRUNNET INC.	1,023.10
	71246GG GG-ADMIN-WATCHGUARD FIREBOX, MICROSOFT 365 BACKUP	1,023.10
0000033502	10/09/2024 CANADIAN SPRINGS	36.33
	19100841 090124 TS-SHOP-WATER FILTRATION SYSTEM	36.33
0000033503	10/09/2024 CERTIFIED TRACKING SOLUTIONS, INC.	1,430.72
	INV521113 TS-FLEET-PRO SUBSCRIPTION FEE FOR OCT/24	1,430.72
0000033504	10/09/2024 CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.	2,000.00
	FUNDRAISER2024 GG-CIVIC-FUNDRAISER 2024	2,000.00
0000033505	10/09/2024 CIBC MELLON GLOBAL SECURITIES 1614261240	37,467.62
	SEPTEMBER2024 GG-PENSIONPLANCONTRIBUTIONS-SEPTEMBER 2024	37,467.62
0000033506	10/09/2024 COX ELECTRONICS + HOME FURNISHINGS	99.46
	78297GG GG-ADMIN-24" MONITOR	99.46
0000033507	10/09/2024 DAVID HYSLOP	235.02
	UMNB/AGMCONFER GG-COUNCIL-UMNB/AGM CONFERENCE 2024	235.02
0000033508	10/09/2024 EMCO CORPORATION	690.00
	125243001527 TS-SHOP-SEWER PIPES	690.00
0000033509	10/09/2024 GRAYBAR CANADA	2,714.00
	15247449-00 CC-POOL-16" ROUND LED PENDANTS, 24" STEMS	2,714.00
0000033510	10/09/2024 IRVING ENERGY	0.17
	428035 TS-ST5-DIESEL	0.17
0000033511	10/09/2024 JEREMY MCSHANE	189.40
	WORKSAFENB24 CC-OPSMANAGER-WORKSAFE NB SEMINAR 2024	189.40
0000033512	10/09/2024 KONICA MINOLTA BUSINESS	271.89
	9772176 GG-ADMIN-COPIER LEASE FOR OCT/24	271.89
0000033513	10/09/2024 LSW WEAR PARTS LTD.	2,481.70
	71309 TS-#18-NUTS & BOLTS, MT FDB EDGES	2,481.70
0000033514	10/09/2024 MARITIME COFFEE SERVICE/AQUAVIVA	80.50
	RC00144166 CC-BUILDING-WATER COOLER RENTAL	80.50

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MUNICIPAL DISTRICT OF ST. STEPHEN

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Number	Issued	Amount
0000033515	10/09/2024 MICHAEL SHANNON	1,611.83
	SEPTEMBER2024 PS-ANIMALCONTROL-MONTHLY ANIMAL CONTROL, VEH ALLOW	1,611.83
0000033516	10/09/2024 MINISTER OF FINANCE	288.00
	SEP06-SEP19/24 EMPLOYEE DEDUCTIONS-SEP 06 - SEP 19/24	288.00
0000033517	10/09/2024 MNP LLP	66,955.88
	11948142 GG-PROFESSIONALFEES-FINANCE SYSTEM & PROCESSES REVIEW	41,296.50
	11948144 GG-PROFESSIONALSERVICES-FINANCE REPORTING ASSISTANCE	25,659.38
0000033518	10/09/2024 MUNICIPAL DISTRICT OF ST. STEPHEN	67.80
	CHARCOCANCER24 GG-DONATION-CHLOTTE CO. CANCER 2024	67.80
0000033519	10/09/2024 PAYROLL TRANSFER	130,017.20
	PAY192024 GG-TRANSFER-SEP 20 - OCT 03/24	130,017.20
0000033520	10/09/2024 PETTY CASH	14.50
	SEPTEMBER2024 PS-BUILDINGINSPECTOR-REGISTERED LETTER	14.50
0000033521	10/09/2024 PETTY CASH - GARCELON CIVIC CENTER	75.00
	SEPT132024 GG-EVENTS-LAURIE ZWARYCH MARKET ENTERTAINMENT	25.00
	SEPT252024 CC-CANTEEN-FOOD SUPPLIES	50.00
0000033522	10/09/2024 PROTECH CLEANING SOLUTIONS	1,323.11
	367053 CC-MAINTENANCE-SCRUBBER ROLLER BRUSH SERVICE	518.16
	367053-1 CC-MAINTENANCE-WHITE ROLLER BRUSHES 26"	804.95
0000033523	10/09/2024 RAH REGNIER SALES LIMITED	1,549.07
	18901402 RC-MILLPOOL-WATER & CAPS, MAGIC ERASER, BUG SPRAY	56.27
	N18558168 TS-SHOP-BOTTLED WATER	91.32
	N18849874 RC-MILLPOOL-BATTERIES, PAIL, WATER & CAPS	45.37
	N18849900 RC-PARKS-PAINT TRAY	2.86
	N18849903 RC-MILLPOOL-SPORT EQUIPMENT, BOTTLED WATER	217.58
	N18849915 RC-PARKS-RUST PROTECTOR	80.49
	N18849917 TS-ST-SLEDGE HAMMER	91.99
	N18849918 RC-PARKS-PAINT BRUSH	14.94
	N18849935 GG-EVENTS-PROPANE	26.19
	N18849936 RC-MILLPOOL-KEYS MADE	20.65
	N18849949 TS-ST-SKEYS MADE, PADLOCK	33.07
	N18849951 TS-SHOP-PRESSURE WASHER SWITCHES	29.88
	N18849952 RC-PARKS-WET MOP, VIM, FRANK CELLO SPN, BEEMOPCLASS	95.74
	N18849954 GG-VIC-REPLACE FRIDGE	287.42
	N18849956 RC-PARKS-ODOUR ELIMINATOR	16.08
	N18849958 RC-PARKS-PAINTING SET	31.04
	N18849960 RC-MILLPOOL-CASH SECURITY BOX	34.49
	N18849963 RC-PARKS-PAINT	10.91
	N18849982 RC-PARKS-PAINT BRUSHES	14.94
	N18849986 CC-POOL-WATER REFILL, CAPS, LYSOL CLEANER	41.52
	N18849988 RC-PARKS-PRM 3P FLAT 2"	14.94
	N18849991 TS-ST-SBOTTLED WATER, RATCHET	140.76
	N18849996 RC-PARKS-PAINT ROLLER	10.34
	N18849999 RC-HORT-FLY TRAPS, BOBBEX	47.13
	N18901403 RC-PARKS-WIRE ROPE CLIP	1.83
	N18901445 RC-PARKS-BOTTLED WATER	91.32
0000033524	10/09/2024 RECEIVER GENERAL FOR CANADA	55,345.38
	PAY192024 GG-REMITTANCE-SEP 20 - OCT 03/24	55,345.38

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MUNICIPAL DISTRICT OF ST. STEPHEN

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0000033525	10/09/2024 SAFETY SOURCE FIRE INC.	126.50
	NS-00898336 PS-FIREHALL-DRUM & PAIL WRENCHS	126.50
0000033526	10/09/2024 SHARPE'S LAWN CARE	1,495.00
	1804 TS-AIRPORT-BIWEEKLY MOWING, MONTHLY FRONT MOWING	1,495.00
0000033527	10/09/2024 SMET MONUMENTS	115.00
	2001-50616 RC-COTTONMILLMONUMENT-PORCELAIN PHOTO	115.00
0000033528	10/09/2024 SMS EQUIPMENT	8,981.57
	PSI/18198720 TS-#10-INDUCT. PROMIMITY SWITCHES, CONVERSION KIT BRAKES	8,981.57
0000033529	10/09/2024 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	17,640.89
	252854-253263 GG-TOWN-REGIONAL LANDFILL CONTRACT	8,287.25
	253538-253957 GG-TOWN-REGIONAL LANDFILL CONTRACT	9,353.64
0000033530	10/09/2024 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	29,190.09
	2024-09 GG-CIVIC-PLANNING, TOURISM, DEVELOPMENT, SAFETY, ETC.	29,190.09
0000033532	10/09/2024 T.DONOVAN & SON (1997) Ltd.	287.50
	IN00029075 CC-POOL-LEGIONELLA SAMPLING, AUG 19/24	287.50
0000033533	10/09/2024 UNIFIRST CANADA LTD.	205.72
	710 0391978 CC-FRONTLOBBY-FLOOR MATS	205.72
0000033534	10/09/2024 VALLEY EQUIPMENT LTD	398.96
	IY96435 TS-#6-YELLOW LAMPS, STRAPS, BAND-MOUNTINGS	398.96
0000033535	10/09/2024 WURTH CANADA LIMITED	563.47
	26041124 TS-SHOP-PROTECTIVE GLOVES, BRAKE & PARTS CLEANER	563.47
0000033536	10/09/2024 YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITED	107.96
	INV04890957 GG-ADMIN-YELLOW PAGES MEDIA FOR SEP/24	107.96
0000033537	10/09/2024 JOYCE WRIGHT	221.49
	UMNBCONVENTION24 GG-COUNCILLOR-UMNB CONVENTION 2024	221.49
0000033538	10/16/2024 ALL GAS TANKS	1,590.27
	128071 RC-PARKS-STIHL POWER UNIT, STIHL BLOWER	574.98
	128074 TS-SHOP-OXYGEN BOTTLE, ACETYLENE BOTTLE	267.83
	128076 RC-PARKS-CHAINSAW	459.99
	128118 TS-SHOP-SPRAY WAND,LANCE	114.98
	128131 RC-PARKS-GRASS BLADE ATTACH	172.49
0000033539	10/16/2024 BELL ALIANT	3,808.48
	06336721SEP24 TS-AIRPORT-LANDLINE PHONE	192.96
	11368891SEP24 GG-TOWNHALL-LANDLINE PHONES	1,044.61
	11378668SEP24 PS/TS-199UNIONST-LANDLINE PHONES	393.82
	11395944SEP24 PS-FIRE-LANDLINE PHONES	1,004.48
	15772965SEP24 RC-REC/POOL-LANDLINE PHONES	486.01
	47424130SEP24 CC-CIVICCENTER-LANDLINE PHONES	279.62
	47780283SEP24 CC-ADMIN-IT, INTERNET, TV	406.98
0000033540	10/16/2024 BRIAN CORNISH	298.28
	UMNBCONFERENCE24 GG-COUNCILLOR-UMNB ANNUAL CONFERENCE 2024	298.28
0000033541	10/16/2024 BRIGGS PLUMBING INC.	8.45
	1582949 TS-#11-BRASS 1" PLUG	8.45
0000033542	10/16/2024 BRUNET INC.	1,761.98
	71838GG GG-ADMIN-CLOUD BACKUP, WATCHGUARD FIREBOX, ENDPOINT	1,375.29
	71988GG GG-ADMIN-EMAIL RESET & FORWARDING, IP UPDATES	386.69
0000033543	10/16/2024 CARMICHAEL ENGINEERING LTD.	4,717.76
	FR-1900181 CC-POOL-REPAIR POOL BOILER FLAPPER VALVE	1,305.25

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MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000033702 dated between 10-01-2024 and 10-31-2024

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Number	Issued	Amount
	FR-1900210 CC-HEATPUMP-REPAIRS	3,412.51
0000033544	10/16/2024 CINTAS CANADA LIMITED	530.77
	5230421750PS PS-BUILDING-FIRST AID SUPPLIES	123.21
	5230421750TS TS-SHOP-FIRST AID SUPPLIES	407.56
0000033545	10/16/2024 COCA COLA CANADA BOTTLING LIIMITED	998.32
	43377029006 CC-CANTEEN-COCA COLA SUPPLIES	998.32
0000033546	10/16/2024 EARLE EASTMAN	217.30
	UMNBCONFERENCE24 GG-COUNCILLOR-UMNB CONFERENCE 2024	217.30
0000033547	10/16/2024 FLEET READY	124.82
	20732 PS-#202-SWITCH BODY'S, SWITCH ACTUATORS, CIRCUIT BREAKERS	124.82
0000033548	10/16/2024 FUNDY BUILDING INSPECTION	3,680.00
	24-66 PS-BUILDINGINSPECTOR-SEP 30 - OCT 11/24 FEE	3,680.00
0000033549	10/16/2024 IRVING ENERGY	719.74
	126453 TS-ST5-DIESEL	719.74
0000033550	10/16/2024 JEFF RENAUD	669.88
	UMNBCONFERENCE24 GG-CAO-UMNB ANNUAL CONFERENCE 2024	669.88
0000033551	10/16/2024 KENT BUILDING SUPPLIES	628.34
	1020514047 RC-PARKS-PAINT ROLLERS, PRIMER-SEALER PAINT	68.39
	1020557753 RC-PARKS-STUD KILN LUMBER	6.93
	1020595451 RC-PARKS-PVC RAILING	127.64
	1020609213 RC-PARKS-PVC BRACKET FOR WALL AND COLUMN	31.04
	1020671546 TS-SHOP-BROADCAST SPREADER	137.99
	1020699633 RC-PARKS-ROUNDUP WEED CONTROL	89.68
	1020827068 RC-MILLPOOL-MALE HOSE & BOILER DRAIN VALVE	15.50
	1020834861 TS-SHOP-FERRULES & STOP SET, TORSION SPRING LIFT CABLE	21.37
	1020837464 RC-MILLPOOL-SPACKLING, DRYWALL REPAIR PATCH	32.49
	1020837492 TS-SHOP-DRILL BIT, GARAGE DOOR HINGES	24.89
	1020842992 TS-SHOP-EXTENSION SPRING LIFT CABLE	17.42
	1020850830 TS-SHOP-CHISEL BIT, SIDE LOCKS, CARRIAGE SCREWS, NUTS	72.42
	1C001603744 TS-SHOP-EXTENSION SPRING LIFT CABLE	-17.42
0000033552	10/16/2024 LESLIE CALDWELL	780.00
	SEPT202024 TS-AIRPORT-BUCKET TRUCK TO PUT BEACON BACK UP	780.00
0000033553	10/16/2024 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17535 PS-BYLAWS-SEP 30 - OCT 11/24 FEE	1,400.00
0000033554	10/16/2024 MCS SANITATION	211.49
	596488 PS-FIRE-TOILET PAPER, PAPER TOWEL, PAPER CUPS	211.49
0000033555	10/16/2024 MILLTOWN MACHINE & FABRICATION LTD.	94.47
	24348 RC-ARENA-1/8 PLATE & LABOUR TO SHEAR	94.47
0000033556	10/16/2024 N. B. POWER	15,715.72
	19051703OCT24 TS-AIRPORT-ELECTRICITY	190.85
	19051801OCT24 TS-AIRPORT-ELECTRICITY	43.47
	216000030308OCT24 TS-ST5-AREA LIGHTS	15,186.07
	65083030OCT24 RC-PARKS-MILLTOWN BOAT LAUNCH	48.48
	65919138OCT24 PS-OB-COMMUNITY HALL	142.12
	76139807OCT24 PS-OB-ELECTRICITY	104.73
0000033557	10/16/2024 NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48
	566434 PS-RCMP-FLOOR MATS	46.74
	567247 PS-RCMP-FLOOR MATS	46.74

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MUNICIPAL DISTRICT OF ST. STEPHEN

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Number	Issued		Amount
0000033558	10/16/2024	ORKIN CANADA CORPORATION	114.89
	C-4811776	CC-BUILDING-MONTHLY PEST CONTROL	114.89
0000033559	10/16/2024	PENNFIELD HYDRAULICS LTD.	248.47
	35538	TS-#18-HYDRAULIC HOSES, CRIMP FITTINGS	248.47
0000033560	10/16/2024	SAUNDERS EQUIPMENT LTD.	1,741.88
	97478	TS-#22-12 V PUMPS, SEAL KITS	956.10
	97658	TS-#21-OUTER BEARINGS, INNER BEARINGS	785.78
0000033561	10/16/2024	SCOTIA TECH FLUID SERVICES	1,419.28
	16748	RC-MILLPOOL-WATER METER	1,419.28
0000033562	10/16/2024	SIGNS BY ANDREW	1,057.00
	2024-86	PS-FIRE-FRONT HELMET DECALS, HELMET NUMGERS	1,057.00
0000033564	10/16/2024	ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED	11,284.26
	36654	CC-ARENA-2024-2025 SIGNAGE	11,284.26
0000033565	10/16/2024	ST. STEPHEN BUSINESS IMPROVEMENT AREA INC.	11,832.39
	2024-006*	GG-CIVIC-METAL PICNIC TABLES, TRASH CANS, BENCHES	11,832.39
0000033566	10/16/2024	THE CHOCOLATE MUSEUM	3,457.10
	000009	CC-EVENTS-INTERNATIONAL STUDENT DAY CHOCOLATES	3,457.10
0000033567	10/16/2024	TROY LIFE & FIRE SAFETY LTD	3,658.15
	1000948816	CC-MAINTENANCE-5 YEAR HYDROSTATIC TEST ON FIRE DEPT CONNECTION	3,129.15
	1000948900	CC-MAINTENANCE-QUARTERLY WET ITM	529.00
0000033568	10/16/2024	UNIFIRST CANADA LTD.	411.44
	710 0390292	CC-FRONTLOBBY-FLOOR MATS	205.72
	710 0393639	CC-FRONTLOBBY-FLOOR MATS	205.72
0000033569	10/16/2024	WATERSIDE HOLDINGS LTD.	245.75
	6-6024765	TS-#205-SOCKET ASSEMBLIES	5.49
	6-6024951	TS-#308-CLEAR ADVANTAGE WIPERS	22.98
	6-6025063	RC-#304-OIL FILTER, 5W30, OIL FILTER CORE	38.85
	6-6025204	TS-SHOP-2 IN 1 DIE GRIND COMBO	154.93
	6-6025223	TS-#21-STEEL LONG NUTS, FITTINGS	6.99
	6-6025638	TS-SHOP-MIG WIRE	16.51
0000033570	10/16/2024	WILSONS SECURITY LIMITED	142.60
	817886	CC-POOL-ALARM MONITORING	142.60
0000033571	10/16/2024	CHARLOTTE COUNTY JANITORIAL	1,379.59
	6001	PS-FIREHALL-JANITORIAL SERVICES FOR SEP/24	172.50
	6002	PS-RCMP-JANITORIAL SERVICES FOR SEP/24	1,092.09
	6003	TS-SHOP-JANITORIAL SERVICES FOR SEP/24	115.00
0000033572	10/16/2024	COX ELECTRONICS + HOME FURNISHINGS	149.49
	78394	PS-FIREHALL-22:LED MONITOR	149.49
0000033573	10/16/2024	DEMPSEY'S PLUMBING & HEATING	13,604.44
	9062	CC-ARENA-PROPYLENE GLYCOL 20L CHEMFROST NON TOXIC	3,460.24
	9071	CC-BUILDING-100% PROPYLENE GLYCOL 205 L CHEMFROST	10,144.20
0000033574	10/16/2024	IRVING ENERGY	823.31
	930383	CC/GG-BUILDING-NATURAL GAS	823.31
0000033575	10/23/2024	AQUAM AQUATIC SPECIALIST INC.	1,422.47
	423408	RC-MILLPOOL-LIFE JACKETS	1,165.35
	423574	CC-POOL-PORTABLE BATTERY PACE CLOCK	257.12
0000033576	10/23/2024	BELL MOBILITY INC.	1,586.17
	523889487SEP24CC	CC-ADMIN-CELL PHONE CHARGES	131.04

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MUNICIPAL DISTRICT OF ST. STEPHEN

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	523889487SEP24CRE GG-ADMIN-CREDIT FOR COUNCIL TABLETS	-19.87
	523889487SEP24GG GG/PS/TS/RC-ADMIN-CELL PHONE CHARGES	1,475.00
0000033577	10/23/2024 CINTAS CANADA LIMITED	<b>720.36</b>
	9279858240CC CC-BUILDING-FIRST AID SUPPLIES	273.00
	9279858240PS PS-FIREHALL-FIRST AID SUPPLIES	138.08
	9279858240TS TS-ST5-FIRST AID SUPPLIES	309.28
0000033578	10/23/2024 IRVING ENERGY	<b>715.44</b>
	826524 TS-ST5-DIESEL	715.44
0000033579	10/23/2024 JCS LOGISTICS INC.	<b>104.51</b>
	30499 TS-ST5-FROM RICHWIL TRUCK, MARITIME CASE	104.51
0000033580	10/23/2024 KONICA MINOLTA BUSINESS	<b>269.34</b>
	9822121 GG-ADMIN-COPIER LEASE FOR NOV/24	269.34
0000033581	10/23/2024 LIFESAVING SOCIETY - NB Branch	<b>929.40</b>
	4980 CC-POOL-SWIM INSTRUCTOR PACS	554.40
	8910A RC-MILLPOOL-EMERGENCY FIRST AID WITH CPR-B BOOKS	262.50
	8926A CC-POOL-SWIM STRUCTORS BOOKS	112.50
0000033582	10/23/2024 MCINNES COOPER	<b>1,013.47</b>
	2024018503 GG-LEGAL-FILE #228194	1,013.47
0000033583	10/23/2024 MINISTER OF FINANCE	<b>288.00</b>
	SEP20-OCT032024 EMPLOYEE DEDUCTIONS-SEP 20 - OCT 03/24	288.00
0000033584	10/23/2024 MUNICIPAL DISTRICT OF ST. STEPHEN	<b>1,481.76</b>
	1481.76 GG-NBCC-GCC PAYMENT RECEIVED TO GENERAL FUND	1,481.76
0000033586	10/23/2024 ORKIN CANADA CORPORATION	<b>185.06</b>
	C-4858478 PS-FIREHALL-MONTHLY PEST CONTROL	185.06
0000033587	10/23/2024 PAMELA WILLIAMS	<b>471.68</b>
	CHRISTMAS/CANTEEN GG/CC-EVENTS/CANTEEN-CHRISTMAS WREATHS/FOOD	471.68
0000033588	10/23/2024 PAYROLL TRANSFER	<b>95,992.47</b>
	PAY202024 GG-TRANSFER-OCT 04-OCT 17/24	95,992.47
0000033589	10/23/2024 RECEIVER GENERAL FOR CANADA	<b>43,208.56</b>
	PAY202024 GG-REMITTANCE-OCT 04 - OCT 17/24	43,208.56
0000033590	10/23/2024 SHARPE'S LAWN CARE	<b>1,150.00</b>
	1852 TS-AIRPORT-MONTHLY MOWING	1,150.00
0000033591	10/23/2024 SOURCE ATLANTIC LIMITED	<b>2,949.94</b>
	4944742 TS-STAFF-CLOTHING ALLOWANCE	1,348.17
	4989853 TS-SHOP-GLOVES	109.02
	4992107 PS-FIRE-SAFETY BOOTS	1,180.06
	4994493 TS-ST5-STOP/SLOW SIGNS WITH HANDLES	312.69
0000033592	10/23/2024 SOUTHWEST CONCRETE & CONS LTD	<b>391.00</b>
	IN000016933 TS-ST5-2X2X4 BLOCKS PICKED UP	391.00
0000033593	10/23/2024 SOUTHERN SANITATION LTD.	<b>16,042.50</b>
	193668 GG-TOWN-GARBAGE COLLECTION	16,042.50
0000033594	10/23/2024 SOUTHWEST ELECTRIC & SECURITY INC.	<b>888.12</b>
	19948 TS-AIRPORT-REPAIRED BEACON LIGHT	203.41
	19963 TS-ST5-RED LED 12" MODULE TRAFFIC LIGHTS	535.21
	19975 TS-AIRPORT-HOOKED UP BEACON LIGHT	149.50
0000033595	10/23/2024 SOUTH WEST COURIER	<b>59.71</b>
	22015 CC-ZAMBONI-TO LOCKHART SAW	59.71
0000033596	10/23/2024 STATIONERY PLUS LTD	<b>648.21</b>

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	143864	RC-POOL-INKJET COLOUR/BLACK CARTRIDGES	114.29
	144906GG	GG-ADMIN-RUBBER LOGO STAMP	22.94
	144972	PS-FIREHALL-ENVELOPES, PAPER	110.38
	145507	RC-PARKS-STAMP PAD	9.19
	145881GG	GG-ADMIN-PAPER, ENVELOPES, POST IT NOTES, CORRECTION	347.74
	145950GG	GG-ADMIN-FOOTREST	40.81
	146143GG	GG-ADMIN-ENVELOPE DAB N SEAL	2.86
0000033597	10/23/2024	SUNBELT RENTALS OF CANADA INC.	<b>2,656.23</b>
	77337200-0002	TS-SHOP-36" DOUBLE DRUM RIDE-ON ROLLER	2,656.23
0000033598	10/23/2024	UAP INC.	<b>195.06</b>
	961-610923	PS-#205-MINIATURE LAMPS	9.02
	961-611272	PS-#207-BATTERY, CORE DEPOSITS, LICENSE LAMP	186.04
0000033599	10/23/2024	MUNICIPAL DISTRICT OF ST. STEPHEN	<b>22.60</b>
	22.60*	CC-DONATION-MEET YOUR NEIGHBOUR MENS CLUB	22.60
0000033600	10/23/2024	MUNICIPAL DISTRICT OF ST. STEPHEN	<b>773.14</b>
	773.14	GG-POOL-FREE PUBLIC PROGRAM AFTER SCHOOL PROGRAM	773.14
0000033601	10/23/2024	N. B. POWER	<b>33,441.21</b>
	10126106OCT24	TS-XINGLIGHTS-KING STREET	31.71
	17935200OCT24	TS-KING/UNIONST-TRAFFIC LIGHTS	46.46
	18169205OCT24	RC-POOL-MILL LANE	114.02
	18988703OCT24	TS/PS-199UNIONST-ELECTRICITY	1,388.61
	19055406OCT24	RC-ARENA-ELECTRICITY	352.36
	50660140OCT24	RC-PARKS-ROTARY CHANGING ROOMS	32.09
	54187672OCT24	TS-KING/QUEENSTREET-TRAFFIC LIGHTS	46.08
	54253127OCT24	GG/CC-BUILDING-ELECTRICITY	28,496.01
	54653258OCT24	TS-KING/SUPERSTORE-TRAFFIC LIGHTS	73.54
	55160607OCT24	RC-COTTONMILL-LIGHTS	55.80
	55917471OCT24	TS-ST5-WATERFRONT LIGHTS	70.17
	57955782OCT24	RC-PARKS-BANDSTAND IN CHOCOLATE PARK	31.71
	66126787OCT24	RC-6KINGST-CONSERVE THE COURT	42.04
	71315207OCT24	PS-RCMP-ELECTRICITY	1,185.26
	72924306OCT24	RC-PARKS-BANDSTAND	76.90
	73006038OCT24	RC-LIBRARY-ELECTRICITY	1,275.13
	82122207OCT24	RC-PARKS-BASKETBALL COURT	31.71
	83278804OCT24	TS-ST5-PARKS SHED	50.20
	84960501OCT24	RC-PARKS-RIVERSIDE DR LIGHTS	41.41
0000033602	10/29/2024	ACCESS INFORMATION MANAGEMENT OF CANADA ULC	<b>101.37</b>
	NBS1852378	CC-ADMIN-CONFIDENTIAL PAPER SHREDDING SERVICE	101.37
0000033603	10/29/2024	ACTIVE NETWORK LTD.	<b>761.88</b>
	4200012878	GG-SUBSCRIPTIONFEE-INSTALLMENT FOR NOV/24	761.88
0000033604	10/29/2024	AIR LIQUIDE CANADA INC.	<b>32.43</b>
	77922583	TS-SHOP-BLUESHIELD, ALMIG, ARGON CYLINDERS	32.43
0000033605	10/29/2024	ALLAN MACEACHERN	<b>66.78</b>
	ECONOMIC DEV2024	GG-MAYOR-ECONOMIC DEVELOPMENT CONTRACT REVIEW/24	66.78
0000033606	10/29/2024	ARMSTRONG'S NATIONAL ALARM MONITORING LTD	<b>96.60</b>
	363759	RC-MILLPOOL-ALARM MONITORING FOR OCT - DEC/24	96.60
0000033607	10/29/2024	BELL MOBILITY INC.	<b>1,639.25</b>
	523889487OCT24CC	CC-ADMIN-CELL PHONE CHARGES	131.04

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	523889487OCT24GG GG/TS/RC/PS-ADMIN-CELL PHONE CHARGES	1,508.21
0000033608	10/29/2024 CANADIAN SPRINGS	36.33
	19100841 100124 TS-SHOP-WATER FILTRATION SYSTEM RENTAL	36.33
0000033609	10/29/2024 CERTIFIED TRACKING SOLUTIONS, INC.	1,430.72
	INV526350 TS-FLEET-SUBSCRIPTION FEE FOR PRO FOR NOV/24	1,430.72
0000033610	10/29/2024 DEMPSEY'S PLUMBING & HEATING	832.57
	9090 CC-POOL-REPLACED OUTSIDE TAP UNDER SLIDE	180.23
	9096 RC-MILLPOOL-WINTERIZED POOL HOUSE BATHROOMS	652.34
0000033611	10/29/2024 FRONTLINE OUTFITTERS	4,965.21
	0000072102 PS-STAFF-CLOTHING ALLOWANCE	4,965.21
0000033612	10/29/2024 FUNDY BUILDING INSPECTION	3,680.00
	24-71 PS-BUILDINGINSPECTOR-OCT 13-OCT 26/24 FEE	3,680.00
0000033613	10/29/2024 GALBRAITH CONSTRUCTION LTD.	1,585.68
	J002273 TS-ST5-ASPHALT	1,585.68
0000033614	10/29/2024 IRVING ENERGY	1,681.71
	144242 TS-ST5-DIESEL	1,653.91
	241402 PS-OB-GAS WATER HEARTER RENTAL	27.80
0000033615	10/29/2024 JEREMY MCSHANE	248.43
	RECREATIONNB24 CC-OPSMANAGER-RECREATION NB AGM-AWARDS GALA/24	248.43
0000033616	10/29/2024 L.E.WHITTAKER CO., LTD.	69.58
	48627 PS-FIREEXTINGUISHERS-SCBA HYDROSTATIC TESTED	50.60
	48671 PS-FIREEXTINGUISHERS-ABC F/X HYDROSTATIC TESTED	18.98
0000033617	10/29/2024 LOCKHART SAW LIMITED	517.50
	100264 CC-ZAMBONI-ICE SCRAPER BLADES, EXTRA GRIND CHARGE	517.50
0000033618	10/29/2024 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17545 PS-BYLAW-OCT 14-OCT 25/24 FEE	1,400.00
0000033619	10/29/2024 MARITIME COFFEE SERVICE/AQUAVIVA	80.50
	RC001453358 CC-BUILDING-WATER COOLER RENTAL	80.50
0000033620	10/29/2024 MCINNES COOPER	991.12
	2024033605 GG-LEGAL-FILE #252098	991.12
0000033621	10/29/2024 MICHELLE VEST	344.99
	344.99 GG-EVENTS-INFLATABLE TEDDY FOR SANTA'S ARRIVAL	344.99
0000033622	10/29/2024 MUNICIPAL DISTRICT OF ST. STEPHEN	890.45
	SUNNYSIDEUP2024 GG-SOPHIARECOVERY-SUNNY SIDE UP FUNDRAISER	890.45
0000033623	10/29/2024 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74
	568062 PS-RCMP-FLOOR MATS	46.74
0000033624	10/29/2024 QUODDY ELECTRIC	536.48
	1063 TS-ST5-14/3 SJOW CABLES, LABOUR	105.23
	1064 TS-DECORATIVESTREETLIGHTS-ASTRONOMICAL TIMER SWITCH, LABOUR	431.25
0000033625	10/29/2024 ROYAL CANADIAN LEGION #9	100.00
	94 GG-CIVIC-2 REMEMBRANCE WREATHS	100.00
0000033626	10/29/2024 SAINT JOHN SEA DOGS	6,900.00
	124817 CC-EVENTS-SEA DOGS HOSTING RIGHTS	6,900.00
0000033627	10/29/2024 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	29,190.09
	2024-10 GG-CIVIC-PLANNING, TOURISM, DEVELOPMENT, SAFETY, ETC.	29,190.09
0000033628	10/29/2024 SOUTHERN SANITATION LTD.	17,221.02
	192634 PS-OB-GARBAGE COLLECTION	168.36
	192802 PS-OB-GARBAGE COLLECTION FOR APRIL/24	168.36

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	193034	PS-OB-GARBAGE COLLECTION FOR MAY/24	168.36
	193230	PS-OB-GARBAGE COLLECTION FOR JUNE/24	168.36
	193420	PS-OB-GARBAGE COLLECTION FOR JUL/24	168.36
	193663	PS-OB-GARBAGE COLLECTION FOR AUG/24	168.36
	193766	GG-TOWN-GARBAGE COLLECTION	16,042.50
	193772	PS-OB-GARBAGE COLLECTION FOR SEP/24	168.36
0000033629	10/29/2024	ST. CROIX RIDGE RUNNERS INC.	172.50
	ADPLACARD2024	GG-CIVIC-ADVERTISEMENT LOGO PLACARD	172.50
0000033630	10/29/2024	STATIONERY PLUS LTD	1,327.75
	144909GG	GG-ADMIN-FOLDBACK CLIPS	4.60
	146590GG	GG-ADMIN-LUMBAR & MID-SPINE BACKREST	49.44
	146770	GG-ADMIN-LASER TONER	121.87
	146895	GG-ADMIN-INKJET CARTRIDGES	99.11
	146927GG	GG-ADMIN-SCREEN CLEANING WIPES, STAPLES, PENS	43.34
	146943GG	GG-ADMIN-ERASER, STICKY NOTES	4.74
	147128GG	GG-ADMIN-STAMPS	19.54
	147168GG	GG-ADMIN-STICKY NOTES, PEN, BINDERS	17.11
	147507	PS-FIREHALL-FLASH DRIVE, SCISSORS	50.03
	147640GG	GG-ADMIN-STICKY NOTES, MARKER, PENS	17.51
	147648	PS-FIREHALL-INCLINE SORTER, 5 TAB DIVIDERS, BINDER	41.19
	147764	CC/RC-POOL/MILLTOWNPOOL-COLOUR PRINTER	638.53
	147765GG	GG-ADMIN-BACKREST, FOOTREST	90.26
	147892GG	GG-ADMIN-LASER TONER, POST-IT NOTES	130.48
0000033631	10/29/2024	T.DONOVAN & SON (1997) Ltd.	287.50
	IN00029248	CC-POOL-LEGIONELLA SAMPLING FOR SEPT 16/24	287.50
0000033632	10/29/2024	THE ESTEY GROUP	179.40
	156733	CC-STAFF-CLOTHING ALLOWANCE	179.40
0000033633	10/29/2024	THE MINISTER OF FINANCE AND TREASURY BOARD	569,366.75
	41509	PS-RCMP-POLICING SERVICES FOR JUL - SEP/24	569,366.75
0000033634	10/29/2024	TRP	419.82
	52TRP913921	PS-TOWER1-LUBE FILTER, FUEL FILTER	419.82
0000033635	10/29/2024	UNIFIRST CANADA LTD.	165.40
	710 0395334	CC-FRONTLOBBY-FLOOR MATS	165.40
0000033636	10/29/2024	RECEIVER GENERAL FOR CANADA	353.55
	HSTREMIT2024CRE	GG-ADMIN-HST REMITTANCE CREDIT 2024	-27,566.08
	HSTREMITTANCE24	GG-ADMIN-HST REMITTANCE	27,919.63
		<b>Total Issued (175):</b>	<b>\$1,432,322.58</b>
		<b>Total Voided (0)</b>	<b>\$0.00</b>
		<b>Grand Total</b>	<b>\$1,432,322.58</b>
		<b>Number of Cheques Listed:</b>	<b>175</b>

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000011288 dated between 10-01-2024 and 10-31-2024

CHEQUE REGISTER

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Number	Issued	Amount
0000011192	10/02/2024 CARQUEST CANADA LTD 6632	693.45
	14838-228461 WS-#102-LV ATF 946 ML	44.92
	14838-228501 WS-#102-BALL JOINTS, WELDING GLOVES, FLUID FILM	-59.72
	14838-228995 TS-SHOP-BLUE OIL FILTER, 5W30	52.34
	14838-229221 WS-#105-HEATER HOSE CONNECTOR	21.14
	14838-229222 WS-#105-CONNECTOR FORD 3/8	23.74
	14838-229248 WS-#105-IRIDIUM PLUGS, IGNITION COILS	135.19
	14838-229288 WS-#105-OXYGEN SENSOR	89.99
	14838-229447 WS-#105-HUB ASSEMBLY	359.03
	148738-229155 SCD-DISPOSAL-7 RV CONNECTOR	26.82
0000011193	10/02/2024 KEITH'S BUILDING SUPPLIES	760.38
	236636 SCD-DISPOSAL-LUMBER, PLYWOOD	120.70
	236783 SCD-DISPOSAL-PLYWOOD, LUMBER, STYROFOAM, SCREWS	616.73
	236873 SCD-DISPOSAL-LUMBER	22.95
0000011194	10/02/2024 NICK REID	229.98
	CLOTHINGALLOW24 WS-STAFF-CLOTHING ALLOWANCE 2024	229.98
0000011195	10/02/2024 PITNEY BOWES LEASING	578.74
	3202437611 WS/SCD-ADMIN-POSTAGE METER LEASE FOR AUG 01-OCT 31/24	578.74
0000011196	10/02/2024 SOUTH WEST COURIER	47.50
	21976 WS-#105-FROM SAINT JOHN SPRINGWORKS	47.50
0000011197	10/02/2024 UAP INC.	204.32
	961-610082 WS-#105-SHACKLE KITS	139.96
	961-610201 WS-#105-CONTROL ARM & BALL, STABILIZER BAR LINKS	283.88
	961-610261 WS-#105-STABILIZER BAR LINKS, CONTROL ARM & BALL	-283.88
	961-610690 WS-#305-V-POWER PLUG	5.99
	961-6140303 WS-#305-IGNITION COIL	58.37
0000011217	10/09/2024 AC CONFERENCE	937.25
	959 WS-TRANS&DIST-ACWWA ANNUAL CONFERENCE 2024	937.25
0000011218	10/09/2024 A ONE PUMPING SERVICE LTD.	2,380.50
	30324 WS-TRANS&DIST-CLEANING OUT WATER SHUTOFFS	2,380.50
0000011219	10/09/2024 BRUNET INC.	1,023.10
	71246UTI WS/SCD-ADMIN-ENDPOINT MANAGEMENT, MAINTENANCE	1,023.10
0000011220	10/09/2024 COX ELECTRONICS + HOME FURNISHINGS	99.48
	78297UTI WS/SCD-ADMIN-24" MONITOR	99.48
0000011221	10/09/2024 EMCO CORPORATION	3,283.31
	125243001560 SCD-DISPOSAL-PVC PIPE, PRC SDR INCR SPG-G	3,283.31
0000011222	10/09/2024 GALBRAITH CONSTRUCTION LTD.	28,171.15
	J002219 TS-STAS-ASPHALT	28,171.15
0000011223	10/09/2024 GREENLAW'S GARAGE LTD.	298.94
	6504 WS-#102-RECHARGE A/C	229.94
	6515 WS-#102-BALANCE 4 TIRES	69.00
0000011224	10/09/2024 HARRIS INDUSTRIAL TESTING SERVICE (2020) LIMITED	322.00
	1048 SCD-DISPOSAL-TREATMENT PLANT EFFLUENT TEST	322.00
0000011225	10/09/2024 MCGIBBON INDUSTRIES LTD.	911.95
	127 WS-TRANS&DIST-GRAVEL	911.95
0000011226	10/09/2024 PUROLATOR COURIER LTD.	139.27
	530066662 SCD-DISPOSAL-TO HARRIS INDUSTRIAL	139.27

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000011288 dated between 10-01-2024 and 10-31-2024

CHEQUE REGISTER

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Number	Issued		Amount
0000011227	10/09/2024	RAH REGNIER SALES LIMITED	<b>1,729.80</b>
	N18558033	SCD-DISPOSAL-TRANSFER PUMP	206.99
	N18849906	SCD-DISPOSAL-LOCKING PLUG	48.29
	N18849938	SCD-DISPOSAL-PLIERS, RAID WASP & HORNET SPRAY	44.83
	N18849946	SCD-DISPOSAL-CHAMP 7000W PRT	977.49
	N18849947	WS-SOURCE-BATTERIES, CAULING GUN, PAINT BRUSHES	191.39
	N18849969	SCD-DISPOSAL-OUTDOOR OUTLET KIT, HEAVY HINGES	50.20
	N18849971	SCD-TREAT&DISP-CAR SHELTER REPAIR KIT	17.24
	N18849973	SCD-DISPOSAL-PAINT, PAINT BRUSHES	82.78
	N18849976	SCD-DISPOSAL-SAW BLADE	18.62
	N18849995	WS-TRANS&DIST-FOLDING UTILITY KNIFE	11.49
	N18850170	WS-SOURCE-FAN	80.48
0000011228	10/09/2024	STRESCON LIMITED	<b>6,372.15</b>
	50536189	SCD-DISPOSAL-MANHOLE SECTIONS, RISERS, GASKETS	6,372.15
0000011229	10/09/2024	THE PANEL SHOP INC.	<b>12,489.03</b>
	ITPS004573	WS-MAXWELLCROSSING-DESSICANT	1,817.49
	ITPS004577	SCD-DISPOSAL-FLOW METER	3,371.80
	ITPS004578	WS-SCADA-TROUBLESHOOT COMMUNICATION LOSS	1,810.79
	ITPS004613	SCD-DISPOSAL-SOFT STARTER UPGRADE	5,488.95
0000011230	10/09/2024	WOLSELEY CANADA INC.	<b>250.36</b>
	4866076	WS-TRANS&DIST-VALVE BOX RISERS	250.36
0000011231	10/09/2024	WOODY'S MOBILE WASH LTD.	<b>3,105.00</b>
	20993	WS-TRANS&DIST-HYDROVAC LARGE HOLE TO EXPOSE MANHOLE	3,105.00
0000011232	10/16/2024	ALL GAS TANKS	<b>492.16</b>
	127916	WS-SOURCE-STIHL POWER UNIT, FLASHLIGHT, GLOVES	492.16
0000011233	10/16/2024	A PLUS UPHOLSTERY & DETAILING	<b>287.50</b>
	203379	SCD-#4-SEAT REPAIR	287.50
0000011234	10/16/2024	ATLAS COPCO COMPRESSORS CANADA	<b>21,234.75</b>
	1124016300	SCD-DISPOSAL-JULY & AUGUST BLOWERS RENTAL	17,250.00
	1124017079	SCD-LAGOONFIRE-4K MAINTENANCE	3,984.75
0000011235	10/16/2024	BELL ALIANT	<b>303.58</b>
	11366812SEP24	WS-SOURCE-PUMP STATION	136.96
	19002807SEP24	SCD-DISPOSAL-OLD BAY WASTERWATER TREATMENT PLANT	166.62
0000011236	10/16/2024	BRUNET INC.	<b>1,044.65</b>
	71838UTI	WS/SCD-ADMIN-CLOUD BACKUP, WATCHGUARD FIREBOX	685.28
	71988UTI	WS/SCD-ADMIN-RESET EMAIL & FORWARD EMAIL, IP UPDATES	359.37
0000011237	10/16/2024	CINTAS CANADA LIMITED	<b>104.55</b>
	5230421750WS	WS-TRANS&DIST-FIRST AID SUPPLIES	104.55
0000011238	10/16/2024	KENT HOMES	<b>1,129.30</b>
	33030	SCD-LAGOONFIRE-TRAILER RENTAL FOR OCT/24	1,129.30
0000011239	10/16/2024	MEGA-LAB MANUFACTURING CO. LTD.	<b>2,035.50</b>
	173373	SCD-DISPOSAL-CAPTIVE 8 PAILS	2,035.50
0000011240	10/16/2024	N. B. POWER	<b>14,309.30</b>
	36869807OCT24	WS-3-119MAXWELLCROSSING-BUILDING	958.72
	50228902OCT24	WS-MAXWELLCROSSING-PUMP	185.55
	53473043OCT24	WS-SOURCE-CHLORINE RESIDUAL	34.70
	61230004OCT24	WS-MAXWELLCROSSING-PUMP	3,155.93
	66525025OCT24	SCD-218OLDBAYRD-WASTEWATER TREATMENT PLANT	4,123.33

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000011288 dated between 10-01-2024 and 10-31-2024

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Number	Issued		Amount
	66775102OCT24	SCD-LAGOONFIRE-ELECTRICITY	5,632.60
	82291006OCT24	WS-SOURCE-RESERVOIR	218.47
0000011241	10/16/2024	NORTHERN CONSTRUCTION INC.	<b>2,914.52</b>
	N110 2024 180021	SCD-DISPOSAL-DISPOSAL	686.73
	N110 2024 18002220	SCD-DISPOSAL-GRAVEL	1,619.31
	N110 2024 18002292	SCD-DISPOSAL-GRAVEL	608.48
0000011242	10/16/2024	PEASI	<b>1,106.87</b>
	105-2380UTI	WS-CIVIC-ALERTABLE MASS NOTIFICATION SOFTWARE	1,106.87
0000011243	10/16/2024	SPEEDY GLASS	<b>1,600.01</b>
	87680465281	WS-TRANS&DIST-DOOR AND DEADBOLT AT OFFICE	1,600.01
0000011244	10/23/2024	A ONE PUMPING SERVICE LTD.	<b>253.00</b>
	30333	SCD-LIFTSTATION-VAC TRUCK & OPERATOR	253.00
0000011245	10/23/2024	ATLAS COPCO COMPRESSORS CANADA	<b>8,625.00</b>
	1124017994	SCD-LAGOONFIRE-BLOWER RENTAL	8,625.00
0000011246	10/23/2024	BELL MOBILITY INC.	<b>5,611.72</b>
	523889487SEP24UTI	WS/SCD-ADMIN-CELL PHONE CHARGES	5,611.72
0000011247	10/23/2024	CHLORATECH INC.	<b>1,446.56</b>
	105347	WS-SOURCE-CHLORINE ANALYZER MAINTENANCE	1,446.56
0000011248	10/23/2024	CINTAS CANADA LIMITED	<b>201.48</b>
	9279858240WS**	WS-TRANS&DIST-FIRST AID SUPPLIES	201.48
0000011249	10/23/2024	JCS LOGISTICS INC.	<b>124.20</b>
	30305	WS-SOURCE-TO RESEARCH & PRODUCTIVITY COUNCIL	124.20
0000011250	10/23/2024	MODERN PUMPS & METALS INC.	<b>16,587.32</b>
	0000052625	SCD-DISPOSAL-FLYGT 3300.181 REBUILD	16,587.32
0000011251	10/23/2024	N. B. POWER	<b>3,797.13</b>
	53123617OCT24	SCD-ST5-DECHLORINATION CHAMBER	153.28
	53158875OCT24	SCD-ST5-BUDD AVE LIFT STATION	2,238.85
	54807440OCT24	SCD-ST5-159A MILLTOWN BLVD. LIFT STATION	74.66
	56356048OCT24	SCD-ST5-18 RIVERSIDE DR LIFT STATION	39.18
	61204006OCT24	SCD-2-216KINGSTREET-LIFT STATION	152.50
	61224002OCT24	SCD-ST5-358A MILLTOWN BLVD LIFT STATION	506.03
	61236008OCT24	SCD-ST5-BUDD AVE LIFT STATION	225.94
	66007941OCT24	SCD-ST5-4 RIVERSIDE DRIVE LIFT STATION	70.93
	84934906OCT24	SCD-ST5-6-58A RIVERSIDE DR LIFT STATION	149.36
	84943406OCT24	WS-ST5-TODD HILL RESERVOIR	186.40
0000011252	10/23/2024	RESEARCH & PRODUCTIVITY COUNCIL	<b>5,955.86</b>
	427782	WS-SOURCE-DRINKING WATER LAB TESTS	2,498.66
	428563	WS-SOURCE-DRINKING WATER LAB TESTS	426.08
	428635	WS-SOURCE-DRINKING WATER LAB TESTS	678.79
	428819	WS-SOURCE-DRINKING WATER LAB TESTS	994.75
	429171	WS-SOURCE-DRINKING WATER LAB TESTS	678.79
	429321	WS-SOURCE-DRINKING WATER LAB TESTS	678.79
0000011253	10/23/2024	SOURCE ATLANTIC LIMITED	<b>1,227.44</b>
	4944742UTI	WS/SCD-STAFF-CLOTHING ALLOWANCE	1,227.44
0000011254	10/23/2024	STATIONERY PLUS LTD	<b>496.90</b>
	144906UTI	WS/SCD-ADMIN-RUBBER LOGO STAMP	22.95
	145881UTI	WS/SCD-ADMIN-ENVELOPES, ENVELOPE SEALER, POST-IT	37.58
	145950UTI	WS/SCD-ADMIN-FOOTREST	40.83

\* - Partial payment was made on Invoice

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MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000011288 dated between 10-01-2024 and 10-31-2024

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Number	Issued	Amount
	146143UTI WS/SCD-ADMIN-ENVELOPE DAB N SEAL	2.88
	146244 WS-SOURCE-PENS, MULTIFUNCTION PRINTER	392.66
0000011255	10/23/2024 XPLORE INC.	<b>225.96</b>
	INV53735290 WS-MAXWELLCROSSING-SATELLITE SERVICE FOR OCT/24	225.96
0000011257	10/29/2024 BELL MOBILITY INC.	<b>5,421.42</b>
	523889487OCT24UTI WS/SCD-ADMIN-CELL PHONE CHARGES	5,421.42
0000011258	10/29/2024 BLAIR FURLOTTE	<b>58.76</b>
	ACWWACONFBALANCE WS-STAFF-ACWWA CONFERENCE 2024 BALANCE OWING	58.76
0000011259	10/29/2024 BRENNTAG CANADA INC.	<b>722.76</b>
	46820866 WS-SOURCE-EMPTY CLINDER RETURNS	-3,680.00
	46861061 WS-SOURCE-CHLORINE	8,082.76
	46862812 WS-SOURCE-EMPTY CYLINDER RETURNS	-3,680.00
0000011260	10/29/2024 DOWNEY FORD SALES LTD.	<b>133.87</b>
	37444 WS-#102-DAMPER ASY	133.87
0000011261	10/29/2024 NEW BRUNSWICK SOUTHERN RAILWAY COMPANY LIMITED	<b>115.00</b>
	115578 WS-ST5-UNDERGROUND PIPE AGREEMENT FOR SPUR 2.13	115.00
0000011262	10/29/2024 NULANTIC WATER INC.	<b>1,783.17</b>
	NU101817 SCD-DISPOSAL-INLET ADAPTOR, VENT PLUG, PM KIT	1,783.17
0000011263	10/29/2024 QUODDY ELECTRIC	<b>129.38</b>
	1065 SCD-BUDDAVELIFTSTATION-SOFT START FOR PUMP #2	129.38
0000011264	10/29/2024 SAINT JOHN LABORATORY SERVICES LTD.	<b>929.20</b>
	871-24 SCD-DISPOSAL-TREATMENT PLANT LAB TESTS	929.20
0000011265	10/29/2024 STATIONERY PLUS LTD	<b>551.12</b>
	144909UTI WS/SCD-ADMIN-FOLDBACK CLIPS	4.59
	146581GG WS/SCD-ADMIN-UTILITY CHEQUES	198.98
	146590UTI WS/SCD-ADMIN-LUMBAR & MID-SPINE BACKREST	49.45
	146595 WS-SOURCE-COPIES MADE, LAMINATION	11.67
	146927UTI WS/SCD-ADMIN-SCREEN CLEANING WIPES, STAPLES, PENS	43.36
	146943UTI WS/SCD-ADMIN-ERASER, STICKY NOTES	4.74
	147128UTI WS/SCD-ADMIN-STAMPS	19.54
	147168UTI WS/SCD-ADMIN-STICKY NOTES, PEN, BINDERS	17.11
	147640UTI WS/SCD-ADMIN-STICKY NOTES, MARKER, PENS	17.52
	147687 SCD-DISPOSAL-STICKY NOTES, INKJET CARTRIDGES	85.27
	147765UTI WS/SCD-ADMIN-BACKREST, FOOTREST	90.27
	147892UTI WS/SCD-ADMIN-LASER TONER, POST-IT NOTES	8.62
0000011266	10/29/2024 WOLSELEY CANADA INC.	<b>1,325.49</b>
	4952004 WS-TRANS&DIST-FIP ADAPTERS	1,325.49
0000011267	10/29/2024 DILLON CONSULTING LIMITED	<b>4,945.00</b>
	309505 WS-PUMPHOUSE-GROUNDWATER MONITORING PROGRAM	4,945.00
0000011268	10/29/2024 SOUTHWEST CONCRETE & CONS LTD	<b>13,938.00</b>
	IN000016819* WS-TRANS&DIST-STORM PIPE ON WALL ST GRAVEL	391.00
	IN000016858* WS-TRANS&DIST-WALL ST JOB EQUIPMENT RENTAL	13,547.00

Total Issued (57): \$185,196.09

Total Voided (0) \$0.00

Grand Total: \$185,196.09

Number of Cheques Listed: 57

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



MUNICIPAL DISTRICT OF ST. STEPHEN

BNK4 - Civic Center Bank Account [11-555-5550416]

Cheques from 0000000001 to 0000000111 dated between 10-01-2024 and 10-31-2024

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Number	Issued		Amount
0000000109	10/09/2024	MUNICIPAL DISTRICT OF ST. STEPHEN	93,000.00
	93000.00	GG-FUNDTRANSFER-TO GENERAL OPERATING FUND	93,000.00
<b>Total Issued (1):</b>			<b>\$93,000.00</b>
<b>Total Voided (0)</b>			<b>\$0.00</b>
<b>Grand Total</b>			<b>\$93,000.00</b>
<b>Number of Cheques Listed:</b>			<b>1</b>

\* - Partial payment was made on Invoice

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MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000000235 dated between 10-01-2024 and 10-31-2024

CHEQUE REGISTER

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Number	Issued		Amount
0000000233	10/02/2024	DILLON CONSULTING LIMITED	5,614.58
	303163	Union Street, Phase II Water and Sewer	5,614.58
0000000234	10/02/2024	FAIRVILLE CONSTRUCTION LTD.	5,426.53
	QM-3813-08GG	GG-UNIONSTREET-COMBINED SEWER/WATER SEPERATION	5,426.53

Total Issued (2): \$11,041.11

Total Voided (0) \$0.00

Grand Total \$11,041.11

Number of Cheques Listed: 2

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000000237 dated between 10-01-2024 and 10-31-2024

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Number	Issued	Amount
000000235	10/02/2024 DILLON CONSULTING LIMITED	3,901.67
	303163UC Union Street, Phase II Water and Sewer-Utility Cap	3,901.67
000000236	10/02/2024 FAIRVILLE CONSTRUCTION LTD.	3,770.97
	QM-3813-08UTI WS-UNIONSTREET-SEWER/WATER MAIN SEPERATION	3,770.97

Total Issued (2): \$7,672.64

Total Voided (0) \$0.00

Grand Total \$7,672.64

Number of Cheques Listed: 2

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

BNK8 - Interim No.3-UCF [14-000-0001060]

Cheques from 0000000001 to 0000000063 dated between 10-01-2024 and 10-31-2024

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CHEQUE REGISTER

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<b>Number</b>	<b>Issued</b>		<b>Amount</b>
0000000062	10/22/2024	RIMKUS CONSULTING GROUP CANADA INC.	<b>2,932.50</b>
	6954665*	CC-POOL-REHABILITATION PROGRAM	2,932.50
		<b>Total Issued (1):</b>	<b>\$2,932.50</b>
		<b>Total Voided (0)</b>	<b>\$0.00</b>
		<b>Grand Total:</b>	<b>\$2,932.50</b>
		<b>Number of Cheques Listed:</b>	<b>1</b>

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000001445 to 0000001490 dated between 10-01-2024 and 10-31-2024

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Number	Issued	Amount
0000001445	10/06/2024 HEALTH & SAFETY CONFERENCE-VISA	575.00
	SEPTEMBER112024 PS-STAFF-HEALTHY & SAFETY COMMITTEE 2024	575.00
0000001446	10/06/2024 MCDONALD'S-VISA	16.78
	AUGUST272024 GG-CAO-MNP MEETING AND BUDGET SOFTWARE DISCUSSION	16.78
0000001447	10/06/2024 THE 5 KINGS BREW PUB-VISA	139.10
	SEPTEMBER062024 GG-CAO-RETIREMENT LUNCHEON FOR TREASURER	139.10
0000001448	10/06/2024 ZOOM-VISA	24.71
	AUGUST272024 CC-COUNCIL-MEETING BROADCAST SOFTWARE	24.71
0000001449	11/05/2024 PIZZA DELIGHT-VISA	92.26
	SEPTEMBER162024 GG-ASSTTREASURER-MNP LUNCH	92.26
0000001450	11/05/2024 SCOTIABANK-VISA	75.00
	SEPTEMBER262024 GG-ADMIN-YEARLY BANK FEE	75.00
0000001451	11/05/2024 DELTA HOTELS-VISA	41.00
	OCTOBER052024 GG-MAYOR-UMNB CONFERENCE REFRESHMENTS	41.00
0000001452	11/05/2024 AUBERGE BOUCTOUCHE INN - VISA	322.00
	SEPTEMBER172024 RC-RECDIRECTOR-TRAILS CONFERENCE ACCOMODATIONS	322.00
0000001453	11/05/2024 CANADIAN SHIELD - VISA	156.55
	SEPTEMBER172024 RC-PARKS-ACRYLIC CRACK PATCH	156.55
0000001454	11/05/2024 CEASERS PUB - VISA	86.98
	OCTOBER092024 GG-EVENTS-2024 INT FESTIVAL WRAP UP MEETING	86.98
0000001455	11/05/2024 LANDSCAPE MANAGEMENT NETWORK INC.	111.55
	OCTOBER112024 RC-PARKS-ONLINE SAFETY TRAINING	111.55
0000001456	11/05/2024 DAYS INN-VISA	165.45
	OCTOBER032024 CC-OPSMANAGER-ACCOMMODATION FOR HEALTY&SAFETY CONFERENCE	165.45
0000001457	11/05/2024 GIANT TIGER-VISA	172.80
	SEPTEMBER132024* CC-CANTEEN-FOOD SUPPLIES	172.80
0000001458	11/05/2024 HEALTH & SAFETY CONFERENCE-VISA	57.50
	OCTOBER012024 CC-OPSMANAGER-HEALTH & SAFETY CONFERENCE 2024	57.50
0000001459	11/05/2024 BY THE RIVER B&B - VISA	2,445.84
	OCTOBER072024 GG-CAO-UMNB COUNCIL ACCOMMODATIONS	2,246.76
	SEPTEMBER192024* GG-COUNCIL-UMNB FORUM ACCOMMODATIONS	199.08
0000001460	11/05/2024 FREDERICTON INN - VISA	354.70
	OCTOBER042024 PS-EXECUTIVEASSISTANT-WORKSAFE NB ACCOMODATION	354.70
0000001461	11/05/2024 FREDERICTON AIRPORT - VISA	60.00
	SEPTEMBER252024 GG-CAO-AIRPORT PARKING	60.00
0000001462	11/05/2024 LAW REG2Y-VISA	750.00
	OCTOBER112024 PS-EXECUTIVEASSISTANT-WORKSAFE NB CONF REGISTRATION	750.00
0000001463	11/05/2024 TIM HORTONS-VISA	35.14
	OCTOBER072024 GG-CAO-MEETING	9.07
	OCTOBER112024 GG-CAO-M.A.C. GROUP BENEFITS MEETING	14.81
	OCTOBER142024 GG-CAO-WORKING HOLIDAY ON 2025 BUDGET	11.26
0000001464	11/05/2024 UBER-VISA	74.95
	SEPTEMBER252024* GG-CAO-ICMA CONFERENCE TRANSPORT	74.95
0000001465	11/05/2024 ZOOM-VISA	24.71
	SEPTEMBER272024 CC-COUNCIL-MEETING BROADCAST SOFTWARE	24.71
0000001478	11/05/2024 AMAZON MARKETPLACE-VISA	1,182.09
	OCTOBER052024 CC-POOL-6 DRAWER STORAGE ORGANIZER	114.99

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000001445 to 0000001490 dated between 10-01-2024 and 10-31-2024

CHEQUE REGISTER

Printed: 11:40:06AM 11/18/2024

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Number	Issued	Amount
	OCTOBER062024 CC-CANTEEN-FRYOILSAVE CHLORINE TEST STRIPS	36.80
	OCTOBER062024A GG-EVENTS-CLIPBOARD	34.44
	OCTOBER062024B CC-CANTEEN-CHAIRS FOR CANTEEN	75.89
	OCTOBER062024C GG-ADMIN-JOURNAL NOTEBOOKS	56.32
	OCTOBER092024 GG-EVENTS-CHRISTMAS TREE RING TOSS	18.39
	OCTOBER092024A CC-POOL-OUTLET COVER PLATE	9.76
	OCTOBER092024B CC-ADMIN-IPHONE PROTECTIVE CASE	17.24
	OCTOBER092024C CC-POOL-STORAGE EQUIPMENT ORGANIZER BIN	71.11
	OCTOBER092024D CC-CONFERENCEROOMS-AMAZONE FIRE TV RETURNED	-689.99
	OCTOBER112024 GG-EVENTS-CHRISTMAS TREE TOPPER	11.49
	OCTOBER122024 CC-POOL-WATERPROOF NOTEBOOK WITH WRITE IN THE RAIN PEN	29.67
	OCTOBER132024 GG-EVENTS-CHRISTMAS LIGHTS	172.44
	SEPTEMBER162024 CC-INTERNATIONALSTUDENTS-ROCK PAINTING SUPPLIES	80.58
	SEPTEMBER182024 CC-ROOMS-WHITE TABLE SKIRTS	-0.01
	SEPTEMBER242024 CC-CANTEEN-FOOD SUPPLIES	25.28
	SEPTEMBER242024* CC-KITCHEN-FOOD PANS	103.49
	SEPTEMBER252024 CC-POOL-FILE FOLDERS	38.46
	SEPTEMBER252024A CC-POOL-ORANGE CANADA FLAGS, ORANGE SHIRT PINS	62.05
	SEPTEMBER252024B CC-CANTEEN-FOOD SUPPLIES	25.29
	SEPTEMBER252024C CC-KITCHEN-COMMERCIAL BUS PLASTIC TUB	42.03
	SEPTEMBER272024 CC-POOL-PLASTIC HANGERS	31.66
	SEPTEMBER272024A GG-EVENTS-BUFFALO PLAID MERRY CHRISTMAS FLAG	50.58
	SEPTEMBER282024 CC-POOL-90 DEGREE ADAPTER	19.79
	SEPTEMBER282024A CC-POOL-USB C DATA CABLE	16.61
	SEPTEMBER282024B CC-POOL-VIDEO CAMERA STABILIZER	35.64
	SEPTEMBER292024 GG-EVENTS-CHRISTMAS LONG STRING LIGHTS	273.00
	SEPTEMBER292024A CC-POOL-CUBE BOOKCASE	126.03
	SEPTEMBER302024 GG-EVENTS-CHRISTMAS TREE LIGHTS/BANNER	216.13
	SEPTEMBER302024A GG-ADMIN-NAME TAG HOLDERS	28.74
	SEPTEMBER302024B CC-INTERNATIONALSTUDENTS-RIVER ROCK PAINTING CREDIT	-0.10
	SEPTEMBER302024C CC-KITCHEN-TUB BASINS	48.29
0000001479	11/05/2024 ATLANTIC SUPERSTORE-VISA	<b>261.58</b>
	OCTOBER042024 CC-CANTEEN-FOOD SUPPLIES	21.80
	OCTOBER052024 CC-CANTEEN-FOOD SUPPLIES	9.24
	OCTOBER082024 CC-CANTEEN-FOOD SUPPLIES	87.58
	OCTOBER122024 CC-CANTEEN-FOOD SUPPLIES	34.19
	SEPTEMBER232024 CC-CANTEEN-FOOD SUPPLIES	97.27
	SEPTEMBER252024B CC-CANTEEN-FOOD SUPPLIES	11.50
0000001480	11/05/2024 COSTCO - VISA	<b>2,874.99</b>
	OCTOBER112024 GG-EVENTS-HOLIDAY LIGHT UP GIFT LAWN ORNAMENT	2,874.99
0000001481	11/05/2024 DOLLARAMA-VISA	<b>257.66</b>
	OCTOBER042024 CC-CANTEEN-FOOD SUPPLIES	162.14
	SEPTEMBER232024 CC-CANTEEN-FOOD SUPPLIES	68.78
	SEPTEMBER262024 GG-EVENTS-METAL HOOKS, CELLPHANE, CURLING RIBBON	26.74
0000001482	11/05/2024 FACEBOOK (META) - VISA	<b>34.50</b>
	SEPTEMBER302024 CC-POOL-ADS FOR CERTIFIED & JUNIOR LIFEGUARDS	34.50
0000001483	11/05/2024 GETSLING.COM - VISA	<b>62.37</b>
	OCTOBER072024 GG-EVENTS-STAFF SCHEDULING SOFTWARE	62.37
0000001484	11/05/2024 GIANT TIGER-VISA	<b>393.28</b>

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MUNICIPAL DISTRICT OF ST. STEPHEN

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Cheques from 0000001445 to 0000001490 dated between 10-01-2024 and 10-31-2024

CHEQUE REGISTER

Printed: 11:40:06AM 11/18/2024

Page 3 of 3

Number	Issued	Amount
	OCTOBER042024 CC-CANTEEN-FOOD SUPPLIES	351.90
	SEPTEMBER252024 CC-CANTEEN-FOOD SUPPLIES	18.63
	SEPTEMBER262024 CC-CANTEEN-FOOD SUPPLIES	22.75
0000001485	11/05/2024 GLOCALME.COM - VISA	165.81
	OCTOBER062024 GG-VIC-INTERNET	165.81
0000001486	11/05/2024 NEW BRUNSWICK LIQUOR CORP.-VISA	358.16
	OCTOBER022024* CC-CANTEEN-LIQUOR SUPPLIES	174.22
	OCTOBER052024 CC-CANTEEN-LIQUOR SUPPLIES	183.94
0000001487	11/05/2024 SPARX - VISA	804.90
	OCTOBER112024 CC-RINK-RADIUS RINGS FOR SKATE SHARPENER	804.90
0000001488	11/05/2024 THE HOME DEPOT - VISA	1,140.80
	OCTOBER112024 GG-EVENTS-ORNAMENT ARCHWAY ENTRANCE PIECE	1,140.80
0000001489	11/05/2024 TIM HORTONS-VISA	79.92
	SEPTEMBER142024 GG-EVENTS-INTERNATIONAL STUDENTS EVENT	79.92
<b>Total Issued (33):</b>		<b>\$13,398.08</b>
<b>Total Voided (0)</b>		<b>\$0.00</b>
<b>Grand Total:</b>		<b>\$13,398.08</b>
<b>Number of Cheques Listed:</b>		<b>33</b>

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**Chambers of Commerce Withdrawals:**

**OCTOBER 2024**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 8,840.28
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 14,841.26
<b>TOTAL</b>	<b><u>\$ 23,681.54</u></b>





# Municipal District of St. Stephen

## INFORMATIONAL REPORT

### Report: Community Services Report November 2024

To: Jeff Renaud, Chief Administrative Officer  
From: Kev Sumner, Director of Community Services  
Resource Staff: Aaron Muzzatti, Jeremy McShane & Michelle Vest  
Date of Meeting: November 27, 2024  
Subject: Community Services – November 2024

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

#### **Community Services & Parks Monthly Report**

Unbudgeted Expense item – The GCC – Arena Equipment Repair & Maintenance budget line will be over budget in 2024 as we had the GCC’s main pump fail when a seal broke. The repairs cost \$15,732 (inc. HST). The GCC Meeting & Conference Room’s General Maintenance & Repairs budget line is also over budget due to upgrades to our audio/visual equipment and another heat pump upgrade above the Pool Viewing Room, this invoice came to \$3,412.51.

The drilling work planned for Chocolate Park that was due to be carried out on November 20th has been delayed due to equipment failure. We have seen an increased amount of anti-social behaviour at the GCC. As a result, we have had to exclude several users and give warnings to those that are not members plus we will increase security at the SSHS events as several students have been harassing staff and vandalizing the building. The Chocolate Park bandstand has once again seen damage. The Radon kit clinic took place on Nov 12<sup>th</sup> at the GCC and was a great success; there are still a few kits that remain (see the photo of Patty from our events staff with the kits).

#### **Aquatics – Aaron Muzzatti**

The free after school aquatic program (ASAP) was renewed for January 6-June 19, with 12 of 16 slots already being filled. Swimming lessons conclude on November 30<sup>th</sup>, with the winter session registration opening on December 9. Swimmers registering in December for the winter session (starting in January 2025) will pay the 2024 rates as an “early bird” registration fee prior to any pricing changes to come in 2025. All registrations after January 1, 2025, will be subject to the new rates. Our first assistant instructor course (scheduled for December 21 & 22) opened to the public to engage younger individuals with swimming lessons.

### **Facility Maintenance – Jeremy McShane**

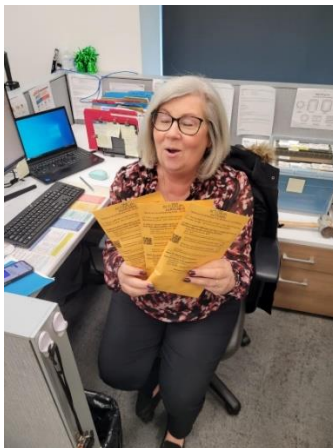
Ongoing preventative maintenance continues within GCC, replacement bulbs for the lights within the lobby have been installed and new ones for the arena will be budgeted for in 2025. Even with the absence of the Irishmen team the ice schedule remains busy, sadly the weekly adult pick up hockey bookings (Thurs & Sunday nights) have been cancelled as they are struggling to attract players. Jeremy has been meeting with security companies to get quotes for the Maxwell Crossing pumphouse. The RCMP detachment has seen a fall clean up and their steps/ramps repaired.

### **Events – Michelle Vest, Events Coordinator:**

We have added a Request for Decision item to the November Council meeting report; this is relating to the Visitor Information Center (VIC) Working Group and the recommendations that the group would like to propose to Council.

### **Future Events:**

- a) November 7<sup>th</sup>– SNRSC Job Fair at the Garcelon (changed from 1<sup>st</sup>)
- b) November 29<sup>th</sup> – Christmas in Milltown 6pm
- c) November 30<sup>th</sup> – Christmas Craft Market @ Legion 10-3
- d) November 30<sup>th</sup> – Milltown Christmas Market @ St. Patrick’s Hall 11-4
- e) December – Pole decorating contest sponsored by MDSS Events department (more details to follow)
- f) December 6<sup>th</sup> – 6pm – It’s a Charlotte County Christmas Parade
- g) December 7<sup>th</sup> – 11am – 1:30pm – Arts and Crafts with Mrs. Claus and Santa’s Arrival
- h) December 14<sup>th</sup> & 15<sup>th</sup>– Christmas in our Town sponsored by IWK
- i) Hockey Tournaments:
  - 1. December 6-8 SSSH Lady Spartans Tournament
  - 2. December 13-15 Rob Gullison Tournament
  - 3. January 3-5 Doug MacDonald Tournament
  - 4. February 14-16 Jamboree Tournament
  - 5. March 14-16 Day of Champions Tournament
  - 6. April 4-6 – Ice Dogs Tournament
  - 7. April 18-19 – Ice Dogs Tournament





## Municipal District of St. Stephen INFORMATIONAL REPORT

To: Council  
From: Southwest New Brunswick Service Commission  
Resource Staff: Alex Henderson  
Date of Meeting: November 27, 2024  
Subject: Monthly MDSS Planning Report for November 2024

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### Planning Update:

- Compiling survey data for new MDSS municipal plan – so far 137 surveys (102 long-form and 35 short-form) completed. Proposing to close the survey December 13<sup>th</sup>, 2024, two weeks after the planned public consultation events have concluded.
- Ward 1 (Old Ridge) and Ward 3 (Oak Bay) in-person public consultation events concluded (approximately 20 to 50 attendees separately).
- PRAC will be reviewing a terms & conditions approval for an accessory dwelling unit (ADU) at 4 Springwood Crt. and a proposed new private access subdivision (off Eddie Lane) at the November committee meeting.

### Development Update:

- One hundred and three (103) building permits approved for zoning compliance and referred to building inspector for issuance (14 new in report period);
- Forty-four (44) development permits approved year-to-date (2 new in report);
- Total permitted construction value added year-to-date: \$12,656,880.00;
- Twenty (20) subdivision applications approved with thirty (30) new building lots added to Municipal District year-to-date (3 new lots in report);
- Twenty-one (21) zoning confirmation letters issued year-to-date (2 new in report);
- Seventeen (17) variance/terms & conditions application processed (1 new in report);
- Three (3) documents approved/exempted for Registry (1 new in report period);
- Three (3) advertising sign permits issued year-to-date (no new in report period); and,
- Thirty-two (32) net new homes or apartment units permitted in the MDSS year-to-date (3 new in last month).

Respectfully submitted, Alex Henderson, RPP (NB), MCIP

Recommendation: That Council Accept this report for informational purposes.
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Municipal District of St. Stephen Building Detail

Application Type	Address of Development Site	Description of Construction on Permit	Building Per
Building or Demolition Permit	35 Elm Park St Stephen	New drywall, flooring, insulation, windows. Restructure main floor walls.	Approved
Building or Demolition Permit	9 Main Street St Stephen NB E3L 3E2	Change occupancy to a 30 bed Residential care facility to provide services to those experiencing homelessness and precariously housed. offering, Outreach, Meals, Social Services, sleeping accommodations and more.	Approved
Building or Demolition Permit	8813 Route 3 Old Ridge, N.B. E3L4W2	DEMOLTION	Approved
Building or Demolition Permit	21 Schoodic St, St Stephen	Build 8x8 deck with a roof to be used at kitchen door to protect homeowners from debris such as falling ice from roof. Wife is disabled and requires extra time to get in the door. This will provide her with protection and a non-slip surface, attachment below is a sample of what is being installed Roof of the structure will be attached to the house.	Approved
Building or Demolition Permit	9 Schoodic Street, St Stephen	Renovating the building from 8 apartments down to 4 apartments, each with their own separate exterior entrance. We will be replacing any broken windows, panes, exterior doors as needed. No structural changes are needed to accommodate the new layout. We will be adding 2 sets of exterior stairs. We will be clearing a space for the driveway on the West side of the property for access to the existing rear parking lot. Each unit will be on its own power meter; electric heat for all units	Approved
Building or Demolition Permit	87 WEST ST,ST STEPHEN NB	UPDATING AND REPLACING DOORS,WINDOWS AND SIDING.	Approved
Building or Demolition Permit	21 river st st Stephen nb E3I 3h2	Replacing back piece of roof	Approved
Building or Demolition Permit	7 Church Street St. Stephen, N.B.	New 42'x28' Modular Home (Bungalow) on 5'3" Frostwall. 8'x16' Attached covered porch on front of home	Approved
Building or Demolition Permit	3 Clark Court, St. Stephen	Cutting a new egress window. 57x38 in a bedroom.	Approved
Building or Demolition Permit	Adj. Barter Settlement Road, Barter Settlement	Locating a 10'x14' shed on lot, a permitted main use of land. Also locating an RV on lot.	Approved
Building or Demolition Permit	35 Milltown, St-Stephen	The proposed renovation involves minor interior modifications within a Scotiabank branch. The scope is limited to a few specific rooms. All other rooms within the suite will remain unchanged, and no exterior works are planned	Approved
Building or Demolition Permit	9304 Route 3, Old Ridge	Demolition of two structures. Main dwelling and accessory (Barn).	Approved
Building or Demolition Permit	Donald Road	Build a 26' x 26', two-story house with walkout basement.	Approved
Building or Demolition Permit	89 Prince William Street, St. Stephen, NB	Replacing most of the windows with new ones, replacing the metal roof with new metal roofing and replacing the siding with new siding. Painting the front door entrance area. Replacing two main doors with newer ones. Installing a new HVAC system for the entire building.	Approved
Building or Demolition Permit	Adj. to 290 Upper Mills Rd., Upper Mills	This is to temporarily install an air quality laboratory trailer for evaluating the ambient air quality in the area on behalf of New Brunswick Department of Environment and Local Government. A landowner agreement is established, and we estimate to be on site 12 to 14 months. We will require an electrical permit to get line power to the laboratory trailer.	Approved
Building or Demolition Permit	856 Route 170	Build a pad 8.33mx7.31 (24x28 feet), with a wooden structure, determined by cost, to store motorcycles. Detached from the house. Starting with a concrete pad in dimensions above. Similar to the attached plans, extended to 28 feet. Conditions or Other Important Notes for Constructor: Earthquake protection in pane construction to be discussed with Building Inspector.	Approved
Building or Demolition Permit	910 route 170	Build 18x30 detached garage structure to be used for commercial storage purpose.	Approved
Building or Demolition Permit	67 union street	REPLACEMENT OF OLD WINDOWS , WITH DOUBLE GRAZED UPVC INSERTS	Approved
Building or Demolition Permit	74 Sawyer Road, Tower Hill	Building a 32'x60' detached garage for personal storage Conditions or Other Important Notes for Constructor: Contact the Building inspector to discus earthquake panel applications	Approved
Building or Demolition Permit	176 Route 725, Little Ridge	Building a 32ft by 40ft parking garage	Approved
Building or Demolition Permit	9250 Route 3, Old Ridge	Replacing egress windows or exterior cladding	Approved
Building or Demolition Permit	17 Porter St., st. Stephen	Replacing egress windows or exterior cladding	Approved
Building or Demolition Permit	8973 Route 3, Old Ridge	Building a 12x20, 1-storey addition to a single family dwelling Conditions or Other Important Notes for Constructor: Upon Receipt of this permit the Stop Work Order is rescinded.	Approved
Building or Demolition Permit	69 Riverside Drive, St. Stephen	Replacing 900 sq. feet of siding on a permitted main use of land. (Residential) Also, replacing a detached 5'x5' front step and a detached 12'x8' back deck that are building code exempt.	Approved
Building or Demolition Permit	282 King Street, St. Stephen, NB E3L 4X7	Alteration/repair to an existing education building, a permitted main use of land (Institutional) Window Replacement St. Stephen High School	Approved
Building or Demolition Permit	339 St. David Ridge Road, St. David Ridge	Building a 40x30 addition to the back of our residential storage building	Approved

Building or Demolition Permit	66 Main St, St. Stephen, NB, E3L 1Z7	4800 sq.ft Townhouse (mix of 4 2-storey units and 1 barrier free 1 level unit, Conditions or Other Important Notes for Constructor: 1) Must provide a site plan showing property lines for Limiting distance requirements. 2) Must provide floor plan showing the locations of the earthquake panel locations. 3) Contact local Fire Marshall to determine if a plan review is required.	Approved
Building or Demolition Permit	5 Baie Vista Lane	New building Built to earthquake standards Mechanical Ventilation required Conditions or Other Important Notes for Constructor: This development approval is subject to the following terms & conditions: 1) A minimum of 75% of the land area zoned "LD" (land within 30 meters of the ordinary high water mark of the St. Croix River) shall be set-aside for the preservation, growth and maintenance of trees; 2) A minimum of twelve (12) trees must be replanted within the "LD" Zone in accordance with the site plan submitted with the building permit application and allowed to grow in such a way to block the view of the new development from the vantage point of the St. Croix River.	Approved
Building or Demolition Permit	4 burton avenue st Stephen nb E3I 2y6	Fire rating an existing wall adding a garage door Removing interior structural wall	Approved
Building or Demolition Permit	342 Milltown Blvd., St. Stephen	Single-unit dwelling Description of Construction: 3.7 Existing Lots & Buildings 2) Notwithstanding anything contained in this By-law, where a building or structure has been in existence before the effective date of this Bylaw having less than the minimum lot size, lot frontage, lot depth, front yard, flankage yard, side yard or rear yard than is required by this By-law, or exceeding the maximum lot coverage or building height, such building or structure may be enlarged, reconstructed, repaired, or renovated provided that: a) the enlargement, reconstruction, repair or renovation of an existing building or structure does not further reduce the required minimum front yard, flankage yard, side yard, or rear yard, and does further exceed the required maximum lot coverage or building height, that does not conform to this By-law; and, b) all other applicable provisions of this By-law are satisfied.	Approved

### Municipal District of St. Stephen Building Detail

Application Type	Address of Development Site	Description of Construction on Permit	Building Per
Building or Demolition Permit	196 Ledge Rd	To demolish a main building on a lot. (Residential)	Approved
Building or Demolition Permit	5 Crest Avenue, Heathland	Build a 32x50 detached garage structure to be used for residential purposes. Will legally take possession of the home/property on September 3rd. Plans are attached.	Approved
Building or Demolition Permit	198 Milltown Blvd, St. Stephen, NB E3L1G8	Rehabilitation/redevelopment of historic mercantile building in St. Stephen. Main level frontage retained as commercial. 2nd and 3rd stories, residential. Permit Issuance Date: Aug 26, 2024 Conditions or Other Important Notes for Constructor: All floor plans are required to be submitted to the Provincial Fire Marshall's office for a plan review	Approved
Building or Demolition Permit	40 Boundary St	Replacing egress windows or exterior cladding Permit Issuance Date: Aug 01, 2024 Conditions or Other Important Notes for Constructor: Town of St. Stephen Zoning By-law No. Z-3 Section 3.7(2) Notwithstanding anything contained in this By-law, where a building or structure has been in existence before the effective date of this Bylaw having less than the minimum lot size, lot frontage, lot depth, front yard, flankage yard, side yard or rear yard than is required by this By-law, or exceeding the maximum lot coverage or building height, such building or structure may be enlarged, reconstructed, repaired, or renovated provided that: a) the enlargement, reconstruction, repair or renovation of an existing building or structure does not further reduce the required minimum front yard, flankage yard, side yard, or rear yard, and does further exceed the required maximum lot coverage or building height, that does not conform to this By-law; and, b) all other applicable provisions of this By-law are satisfied.	Approved
Building or Demolition Permit	11 Queen St E, St. Stephen	Building a garage with storage loft, being accessory to the main use of land. Description of Construction: The structure is to be placed no closer to the rear lot line than the previous garage was located.	Approved
Building or Demolition Permit	53 Old Bay Road	enclose two existing 40 foot storage containers By added a back wall, a front wall with 2 garage doors and a roof with atlas roof trusses. Storage for tires and shop supplies.	Approved
Building or Demolition Permit	249 Milltown Boulevard	Demolition as well as remodel of existing kitchen. The project scope includes: -Demolition, new plumbing and electrical, new insulation, possible new windows, new wall paneling, flooring and cabinets. There may be some required restructuring however the scope is uncertain until the demolition has been completed. If restructuring is required, the building inspector will be consulted before moving forward with any pertinent work. There are also some other projects on the premises that will be subsequently started after the kitchen remodel is complete. The scope of these projects will be similar to that of the kitchen, if not less Permit Issuance Date: Aug 01, 2024 Conditions or Other Important Notes for Constructor: Fire Marshall will need to be contacted for a fire plan review	Approved
Building or Demolition Permit	232 Old Bay Road, Dufferin, Charlotte, NB, E3L 3X1	Adding a deck for future enclosure as a mud room	Approved
Building or Demolition Permit	337 Milltown Blvd., St. Stephen	Renovation of existing dwelling	Approved
Building or Demolition Permit	1068 rte 170 Oak Bay NB E3L 4B1	Construction of 30*36 detached garage for personal use Building is located 33 meters away from the edge on the property and 45 metres from the road Rte 170 To the right of the building 32 metres from the nearest property line To the left of the building 47.4 metres from the nearest property line but 10.6 metres from the house At the back of the property 75 metres to the edge of the property	Approved
Building or Demolition Permit	30 Church St, Milltown	Modification of existing 2 apartment units to 3 apartments Renovate existing apartments Conditions or Other Important Notes for Constructor: Mechanical ventilation will be required. Fire separation between suites will be required.	Approved
Building or Demolition Permit	520 Route 170	Modular Building 36x60 – Set in Place for office space	Approved
Building or Demolition Permit	8 Main St.	3rd Floor: Add fire doors around kitchen/dining area on 3rd floor. Seal pipes through floors. Correct swing on fire exit door. Add guard/rail protection to 3rd floor windows. 2nd Floor: Add wall with fire door in hallway (address sprinkler correction). New doors/doorways between office spaces. Seal pipes through floors with fire-rated material	Approved
Building or Demolition Permit	8 Porter St	Renovation	Approved
Building or Demolition Permit	228 Ledge Road	20x24 addition to side of existing building to be used as a family room 2x6 walls, engineered trusses and joists Located within 30 meters (100') to a Department of Transportation & Infrastructure road or highway right of way boundary (i.e. not the edge of the pavement) – Installing a new driveway onto a municipal street – Using well water	Approved
Building or Demolition Permit	6Hartford Lane	Repairing old deck. New decking boards.	Approved
Building or Demolition Permit	10 route 750 Valley	House in question is a gut job. New Plumbing & electrical. I am working on acquiring quotes. The demolition will be done by me, fees would be container rental. Installing insulation, gyproc etc will be done by me. Costs will be for material. This will be a long term project. I need to begin notice of termination to my tenant and permits, quotes etc are necessary to do so. The value of construction is a guesstimate. Anyone from the office is more than welcome to pass by the house to verify the renovations are legitimate and not a "renoviction to up the rent". I	Approved

Building or Demolition Permit	35 route 740 St.stephen nb E3L0C9	have included my building inspection report and you will clearly see what needs to be done. Conditions or Other Important Notes for Constructor: Installation of an HVAC system is required when a complete house reno is underway.	Approved
Building or Demolition Permit	001 Hills Point Road	To build a steel building garage 25x41	Approved
Building or Demolition Permit	30 church st., St. stephen	Move of mini home—75 x 15.9 Year 2015 From 24 Strang Rd to 001 Hills Point Rd 1.64 hectares With slab, blocking and strapped	Approved
Building or Demolition Permit	92 St David ridge Road	Repair to foundation wall – no foot print change.	Approved
Building or Demolition Permit	72 hills rd oak bay Nb e3I4k6	Construct a 32x52 home with attached garage. Conditions or Other Important Notes for Constructor: Will require additional plans showing the location of the earthquake panels they will need to be submitted to Building Inspector Engineered plans for the front window façade design required they will need to be submitted to Building Inspector Engineered slab plans will need to be submitted to building Inspector HVAC System need to be installed	Approved
Building or Demolition Permit	445 Saint David Ridge Road	New 30x30 2 door garage with 16' walls built 10' away from the house. Will be built on an engineered slab Conditions or Other Important Notes for Constructor: Discuss spatial separations and earthquake panels with building inspector prior to the start of the project.	Approved
Building or Demolition Permit	113 Union Street, St. Stephen	Description of Construction: Build a 28 X 40 detached garage structure to be used for personal storage purposes. Conditions or Other Important Notes for Constructor: Discuss earthquake panels with building inspector prior to the completion of framing.	Approved
Building or Demolition Permit	227 Ledge Road	Single Family Home, 2 Bedroom 1 Bath with attached garage	Approved
Building or Demolition Permit	6 King Street	Modifications to the structure to facilitate the modernization of the existing kitchen, bathrooms, and dining room.	Approved
Building or Demolition Permit	63 Church Street St Stephen	Traditional Building Materials – means materials consistent with construction techniques and architecture of the pre–World War Two era and includes brick, masonry, brick or masonry veneer, glass, wood, shingle, stucco, or adequate facsimiles (such as authentic wood–grain fibre cement board).	Approved
Building or Demolition Permit	337 milltown blvd	New deck added to back door area, replacing dangerous steps. Replace door on second level with egress window.  1) The main building at 337 Milltown Blvd. is encroaching into the public right of way. No expansion of the building's historical footprint, or structural additions, are permitted without a formal encroachment agreement with the Municipal District of St. Stephen (this includes adding any steps, porches, or decks, etc.). Foundation repair to the existing basement is permitted under section 3.7 of the Town of St. Stephen Zoning By–law. 2) There is underground water, sewer, and natural gas in the proposed dig area. Please make all appropriate "Call Before You Dig" inquiries before commencement of digging. 3) Any use of equipment that may impact the sidewalk along Milltown Blvd, including crossing or operating on the sidewalk required pre–approval of MDSS Public Works. Conditions or Other Important Notes for Constructor: This permit is for foundation work only. Any additional work to the building such as windows, doors, siding, and or interior renovation requires additional building permits. Building without an issued permit is prohibited and will be subject to additional fees.	Approved
Building or Demolition Permit	52 Oak Haven Road, Oak Haven N.B.	Install New Maple Leaf Mini Home 52'x16'	Approved
Building or Demolition Permit	70 Route 735, Mayfield	Build 30X18 addition to existing building	Approved

### Municipal District of St. Stephen Building Detail

Application Type	Address of Development Site	Description of Construction on Permit	Building Per
Building or Demolition Permit	95 Prince William St	Re-roofing Divine Wines building	Approved
Building or Demolition Permit	57 Prince William St	Replacing egress windows or exterior cladding	Approved
Building or Demolition Permit	4 Garden St, St. Stephen, NB E3L 2L9	Renovation of 50 square meters of the hospital's ground floor to become a computerized tomography scan room.	Approved
Building or Demolition Permit	74 Old Bay Road Oak Bay NB	Remove and replace garage header.	Approved
Building or Demolition Permit	42 Old Bay Rd	Existing Garage conversion into 1 bedroom apartment and workshop. Addition of washroom and kitchen. Addition of new septic system for garage. Addition of one new window. Conditions or Other Important Notes for Constructor: Please provide additional information as the build progresses 1) Distance to existing house. 2) Additional reinforcement for earthquake requirements. 3) HVAC requirements.	Approved
Building or Demolition Permit	1442 Route 725 Little Ridge	Addition to building	Approved
Building or Demolition Permit	472 Route 170, Oak Bay	Residential addition to a pre-existing, single unit residential building, with attached garage/quonset, on a lot greater than 4,000 m2.	Approved
Building or Demolition Permit	140 rte 170 Dufferin N.B	Accessory structure (eg. fence, detached deck under 592 sq. ft.)	Approved
Building or Demolition Permit	14 Porter Street	Deck Construction	Approved
Building or Demolition Permit	Ledgewood Dr, Crocker Hill, NB	Development of a single unit dwelling (35x45 two-story house and breezeway) as any secondary use to a main use permitted in the AF Zone (agricultural use, etc.). Description of Construction: Given the Agriculture & Forestry Zoning (AF), for the single unit dwelling to conform with the Dufferin Planning Area Rural Plan Regulation, a permitted main use, such as an agricultural use, must be maintained on the lot. Conditions or Other Important Notes for Constructor: Copy of earthquake support panel locations will be required prior to apply house wrap.	Approved
Building or Demolition Permit	8 Parkwood Drive	Build a deck 212 square feet wrap around and ledgered onto house.	Approved
Building or Demolition Permit	1 Chipman Street, St. Stephen, NB E3L 2W9	Alteration/repair to an existing permitted main use of land (High Density Residential Use).	Approved
Building or Demolition Permit	124 Queen St West	Replacing egress windows or exterior cladding	Approved
Building or Demolition Permit	59 West Street	Replacing egress windows or exterior cladding	Approved
Building or Demolition Permit	24-26 King St., St. Stephen	Replace siding on 3 sides of building with vertical metal siding.	Approved
Building or Demolition Permit	21 Giddens Lane, Oak Bay NB	Clear and level 200 x 90 foot area of an 8 acre lot next to Giddens Lane, place foundation of bigfoot and sonotube pillars. Move 14' x 54' building, currently on a trailer base, from 933 Route 170 to 21 Giddens Lane. The land the building is on has been sold and the building needs to be moved. The building was built in 1986 by a high school carpentry teacher and his students in Oromocto, NB. It was moved to Oak Bay and used as a hobby shop and storage space. The plan is to place the building on the far west corner of the 8 acre property and continue to use it as a workshop and storage area.	Approved
Building or Demolition Permit	34 Giddens Lane	Demolition of uninhabitable dwelling with removal of debris.	Approved
Building or Demolition Permit	26 Giddens Lane, Oak Bay NB	Demolish building 12' x 45' and remove debris	Approved
Building or Demolition Permit	51 King St	Addition of staircase for second floor to first floor to meet egress requirements (elimination of dead end corridor).	Approved
Building or Demolition Permit	30 Queen St East	Change the windows, doors upgrade the bathroom , kitchen ,floor Walls.	Approved
Building or Demolition Permit	190 route 170 OakBay NB E3L3X6	Commercial use. Change of plans from original permit: no dwelling units included in development. Occupancy Classification Under Code: F-1 / D Description of Construction: Approval based on revised floorplans which were submitted to development officer on June 3rd 2024, and the development is to contain no residential uses, such as apartments, at this time. To build a steel building and office units in front out of Lumber Permit Issuance Date: May 27, 2024 Conditions or Other Important Notes for Constructor: Fire Marshall Plan Review	Approved
Building or Demolition Permit	214 Ledge Road	adding a playroom	Approved
Building or Demolition Permit	35 Hill St.	Deck Renovation	Approved
Building or Demolition Permit	23 Thompson ave st Stephen nb	Building addition to deck around pool	Approved
Building or Demolition Permit	1232 Rte 725, Little Ridge	General renovations	Approved
Building or Demolition Permit	34 Nancy Ave	Build a 20 X 35 detached garage structure to be used for residential storage purposes.	Approved
Building or Demolition Permit	49 rte 750 st stephen nb	30x40 pole barn	Approved



Building or Demolition Permit	94 Boundary Street, St Stephen	Building on a small additional living and storage space to existing property, 13'9"x22'7" with skillion style mono pitch roof. Foundation, framing and roof structure to be completed through Stewart's Property Solutions Inc. Insulation, cladding, and interior to be completed by owners after build complete. Metal roof to be installed by a metal roofing company that is still TBD. Conditions or Other Important Notes for Constructor: Please supply Earthquake design Please supply ventilation plan	Approved
Building or Demolition Permit	7 Dow St., St. Stephen	Foundation	Approved
Building or Demolition Permit	83 Hawthorne St	24X30 GARAGE Conditions or Other Important Notes for Constructor: The garage is too close to house to have spatial separation, a fire resistant siding will be required on any wall less than 5 feet or 1.5 meters from combustible house walls. please submit plan for earthquake panel locations.	Approved

Municipal District of St. Stephen Building Detail

Application Type	Address of Development Site	Description of Construction on Permit	Building Per
Building or Demolition Permit	94 boundry street	Demolition	Approved
Building or Demolition Permit	130 milltown blvd	renovating building for use as a daycare	Approved
Building or Demolition Permit	24 Churchill Street	Demolition	Approved
Building or Demolition Permit	38 HILL STREET ST STEPHEN	INTERNAL RENOVATION OF TWO BED HOUSE DRYWALL INSULATION KITCHEN UNITS Conditions or Other Important Notes for Constructor: Installation of HVAC required if not in house. Smoke alarms on all levels and bedrooms	Approved
Building or Demolition Permit	69 Young Lane Oak Haven NB E3L3V1	Addition of outside entrance into basement of existing building "Orr Construction" Outside 6' wide x 10' long x 8' high	Approved
Building or Demolition Permit	65 West St	Change of occupancy	Approved
Building or Demolition Permit	38 Schoodic St	Remove and replace vinyl siding Replacing all siding on all 4 sides	Approved
Building or Demolition Permit	188 King St, St Stephen, NB E3L 2E2	Demo of existing concrete slab; installation of new concrete slabs as well as structural steel to add to existing structure allowing for metal siding to enclose open canopies.	Approved
Building or Demolition Permit	15 watson st.	Four (4) parking spots shall be maintained on the property meeting the specifications of Zoning Bylaw Z-3 Section 3.14. Convert garage into two spaces. One in bathroom, pantry, living room and a bedroom on the 2nd floor and the other in a store room. Permit Issuance Date: Jun 06, 2024 Conditions or Other Important Notes for Constructor: 1) Second story window must meet the requirements of 9.9.9 Egress from dwelling units NBCC 2015 Division B Sentence 9.9.9.1 (1) Sentence 9.9.9.1 (2 a) b) 2) Siding for garage adjacent to house must be non-combustible	Approved
Building or Demolition Permit	19 Church Street, St Stephen	Renovation of existing house. Converted into 2 separate units. Unit 1 is on 1st Floor and Unit 2 is on 2nd floor. Separate entrances. New windows where applicable.	Approved
Building or Demolition Permit	5 Rose Street	Interior renovations, Electrical, Drywall, flooring, Kitchen Cabinets, Paint, Lighting, insulation, fire prevention, Kitchen Plumbing, Entrance, Fire Exit, Steps	Approved
Building or Demolition Permit	36 queensway way	building a 24 x 30 detached garage	Approved
Building or Demolition Permit	11 Elizabeth st. St. Stephen NB E3L 2N7	Demolition of out building and New windows and siding.	Approved

Municipal District of St. Stephen Development Detail

Application Type	Address of Development Site	Description of Approval for Development	Development App
Variance or Terms/Conditions	65-67 Queensway Way	As a development officer delegated under the Regional Services Delivery Act, an approval has been granted to section 5.2.2(b) of the Town of St. Stephen Zoning Bylaw No. Z-3 to reduce the width of lot 2024-4 from 12.5 metres to 6 metres. The variance is reasonable and desirable and within the general intent of the by-law as the area exceeds the minimum lot area and depth prescribed to ensure the setbacks for residential development can be maintained. Important Notes: No structures will be constructed on the ROW that provides access to PID 01311364.	Approved
Development Permit	41 Duke street, st. Stephen	Installing a residential heat pump	Approved
Zoning Confirmation or Compliance Letter	Unit 4 78 Milltown Boulevard	6.1.1 DT Permitted Uses Any land, building or structure in the DT Zone may be used for the purposes of: (a) One or more of the following main uses: (i) downtown commercial use; (ii) a high density residential use, not located within ten (10) meters of any façade on the ground floor. (b) 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. Definitions: Commercial Use, Downtown – means the use 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. Residential Use, High Density – means rowhouse dwelling, townhouse dwelling, a multi-unit residential use, a rooming house or boarding house, or a residential care facility; but does not include a recreational vehicle, mini-home, mobile home, hotel, or motel.	Approved
Development Permit	24 Main Street, St Stephen	4 foot high wrought iron fencing on perimeter of property	Approved
Subdivision of Lot(s)	highway 750	To create lot 2024-2 from a portion of PID 15217110 and all of PID 01258581. To create lot 2024-3 from a portion of PID 01260801 and a portion of PID 15217110. Important Notes: The deeds must accompany the final plan to be approved.	Approved
Development Permit	579 St. David Ridge Road, St. David Ridge	Building a 22'x26' detached garage on a concrete slab on grade and a 12'x12' detached shed on a concrete slab on grade, permitted accessory uses.	Approved
Development Permit	1 Island View Dr	Building a 620-square-foot dwelling, to be supported on screw piles. This is a permitted main use of land.	Approved
Development Permit	80 West st., St. Stephen	Installing a residential heat pump.	Approved
Zoning Confirmation or Compliance Letter	416 St-David Ridge Road, Oak Bay (part of)	Rural - "R" Zone 4.1(1) In a Rural Zone, any land, building, or structure may be used for the purpose of, and for no other purpose than, (a) one or more of the following main uses: (i) an agricultural use, excluding an intensive livestock operation, (ii) a fishing or related use, (iii) a forestry use, (iv) a single unit dwelling, (v) a two unit dwelling, (vi) an outdoor recreation use, (vii) an institutional use, and (viii) a community care home; (b) the following secondary uses: (i) a home based business –class 1, subject to section 3.14, (ii) a home based business –class 2, subject to section 3.15, (iii) a garden suite, subject to section 3.2, and (iv) an accessory dwelling unit, subject to section 3.16; and (c) accessory buildings, structures or uses incidental to a permitted main or secondary use of the land, building or structure. Zone C Activities, things and uses permitted in a Protected Area C (a) construct, use, maintain, renovate, make additions to or rebuild a single-family or multiple-family dwelling and any accessory buildings and structures; Important Notes: 3.6(1) No building or structure may be placed, erected or altered so that any part of it is less than (a) 15 metres from the boundary of an arterial or collector highway; (b) 7.5 metres from the boundary of a street or highway other than an arterial or collector highway; and (c) 3 metres from a side lot line or a rear lot line. There are no municipal services for water and sewer. There are no minimum dwelling sizes proposed under the Rural Plan. A 200-square-foot dwelling does not need to meet the requirements of the National Building Code as it is exempt due to the size of the structure.	Approved
Development Permit	87 WEST ST,STEPHEN NB E3L1P5	Installing a residential heat pump.	Approved
Development Permit	416 St. David Ridge Road, St. David Ridge	Building a 16'x20', 1-storey detached garage and building a 17'x12', 1-storey detached shed. Relocating an existing accessory structure to a new location on the same lot.	Approved
Zoning Confirmation or Compliance Letter	475 route 735	Any legal land use is permitted, including a pet establishment operation	Approved
Zoning Confirmation or Compliance Letter	601 Board Road	4.1(1) In a Rural Zone, any land, building, or structure may be used for the purpose of, and for no other purpose than, (a) one or more of the following main uses: (i) an agricultural use, excluding an intensive livestock operation, (ii) a fishing or related use, (iii) a forestry use, (iv) a single unit dwelling, (v) a two unit dwelling (vi) an outdoor recreation use, (vii) an institutional use, and (viii) a community care home; (b) the following secondary uses: (i) a home based business – class 1, subject to section 3.14, (ii) a home based business – class 2, subject to section 3.15, (iii) a garden suite, subject to section 3.2, and (iv) an accessory dwelling unit, subject to section 3.17; and (c) accessory buildings, structures or uses incidental to a permitted main or secondary use of the land, building or structure. Accessory Dwelling Units 3.17(1) Where permitted, an accessory dwelling unit shall (a) not exceed in area the lesser of 35% of the gross floor area of the principal dwelling unit or 65 square metres; (b) have sufficient off-street parking relative to section 3.9 of this	Approved

Zoning Confirmation or Compliance Letter	47 milltown blvd	Regulation; and (c) where accessory to a nonresidential use, have a separate entrance from that provided for the main use. 3.17(2) An accessory dwelling unit is not permitted within a building or structure used as an automotive service station. Off-Street Parking Requirements: dwelling unit – 1 space per dwelling unit  The applicant has stated the following: "We plan to use the space at 47 Milltown Blvd for our staff offices, our showroom for cabinets and countertops and the fabrication of stone countertop with a water-jet CNC machine. We won't have any outside storage of material, as we have a warehouse in the industrial park for storage." Response: The Downtown (DT) Zone permits uses that include offices, sales showrooms, and artisan manufacturing uses. Artisan manufacturing uses are limited to low-impact production processes where hand tools, small-scale/light mechanical equipment, and electronic tools are used. Therefore, an 'artisan manufacturing use' applies to the use a water-jet CNC machine that produces stone countertops, or similar products, as long as the use complies with all requirements of the Town of St. Stephen Zoning By-law Z-3. Important Notes: Note: A building permit is required prior to carrying out structural or occupancy changes to the building at 47 Milltown Blvd, Please contact SNBSC Planning at (506) 466-3141 if any changes are also being proposed to the building's exterior footprint or exterior cladding.	Approved
Subdivision of Lot(s)	MILLTOWN BOULEVARD	To create lot 2024-1 from a portion of PID 01305994 for the existing commercial use.	Approved
Subdivision of Lot(s)	416 St David Ridge Road	To create Parcel "A" from a portion of PID 01267426 to be added to PID 01269497.	Approved
Development Permit	9 Marks St., St. Stephen	Installing a heat pump to a commercial structure.	Approved
Subdivision of Lot(s)	358 Mohannes Road, Mohannes	To create lot 2024-1 from a portion of PID 01257070 for the existing residential use.	Approved
Variance or Terms/Conditions	23 Main Street, St Stephen, N.B.	As development officer according to the Regional Services Delivery Act, I make this variance approval to section 3.17 (1)(a) of the Town of St. Stephen Zoning By-law to locate a fence in the front or flankage yard exceeding 1 meter (3.3 feet). This 2-foot height variance is justified on the following basis: a) The variance is reasonable, desirable, and within the general intent of the by-law because the fence height is deemed minimal, low-impact, and visually appealing.	Approved
Zoning Confirmation or Compliance Letter	Valley Rd. (Route 750), St. Stephen, NB, E3L 4T2 (Corner of route 170)	There is no Rural Plan or Zoning By-law in effect in this area. There is no Zoning in effect in this area. Authorized (Legal) Use(s): Any legal land use is currently acceptable with the SNBSC including a place of worship. Important Notes: Under the Provincial Set-back Regulation – Community Planning Act, "no building or structure may be placed, erected or altered so that any part of it is less than 15 metres from a boundary of an arterial or collector highway; or 7.5 metres from a boundary of a village street or highway". The setback of 7.5 metres applies to the Valley Road and the public non-maintained highway to the south of the property. There is a watercourse on the property, any soil disturbance within 30 metres will require a Watercourse and Wetland Alteration permit from the Department of Environment.	Approved
Variance or Terms/Conditions	66 Main St, St. Stephen, NB, E3L 1Z7	As development officer according to the Regional Services Delivery Act, I make this variance approval to section 6.viii of the Town of St. Stephen Zoning By-law to allow a parking area in the front yard. This variance is subject to terms and conditions. This parking area variance is justified on the following basis: a) The variance is reasonable, desirable, and within the general intent of the by-law because the topography, buried infrastructure, and configuration of the lot make the rear portion ideal for placement of a building leaving only the front for parking. Conditions will limit the visibility of the parking area and driveway, meeting the intent of the by-law. Important Notes: Other than the entrance or the driveway, the parking area shall be screened through a 2 m (6.6 ft) wide planting strip of landscaped open space [consisting of coniferous or deciduous trees and shrubs, to be perpetually maintained, ; such trees to be spaced no further than 3 m (9.8 ft) apart, and such shrubs to be spaced no further than 1.5 m (4.9 feet) apart] or by a wall or decorative wooden fence or some other screening facility of equal screening value; such screening facility to be at least 1.5 m (4.9 ft) and not more than 2 m (6.6 ft) in height, and so located as not to conflict with any sight triangle requirements.	Approved
Development Permit	67 Princess St St Stephen	Building a 14'x11' detached shed, being accessory to the main residential use of land.	Approved
Subdivision of Lot(s)	board road	There is the potential for an unmapped wetland in the south-west corner of the property. Prior to any development on the property, the WAWA Branch may require that the wetland presence/boundaries be assessed on the ground by a qualified wetland delineator.	Approved
Development Permit	23 Main Street, St Stephen, N.B.	Locating a 5-foot high wrought iron fence on lot.	Approved
Development Permit	5 Crest Avenue, Heathland	Building two (2), 24'X24', 1-storey detached garages to be accessory to the main use of the lot (residential).	Approved
Zoning Confirmation or Compliance Letter	9219 Rte 3 Old Ridge NB E3L4X2	There is no zoning in effect for this property Authorized (Legal) Use(s): Any legal land use is permitted including a Motor Vehicle Service Inspection Station	Approved
Development Permit	49 Queen St West	Driveway, parking lot, and recreational facilities as per site plan Important Notes: Development subject to Town of St. Stephen Zoning By-law Z-3 Section 3.14: – the driveway and parking lot must be graded and drained in such a manner as to ensure that the surface water will not escape onto neighbouring lands or on to the traveled way or sidewalk of any public street. – the parking lot must be graded, drained and finished with a durable, all-weather and dust proof material. – Where parking lots or facilities are illuminated by lighting fixtures or standards, they must be arranged so that light from the fixture is shielded and/or directed away from other residential uses.	Approved

Development Permit	218 Route 760, Oak Bay	Building a 20'x20', 1-storey dwelling as the main use of land.	Approved
Approval or Exemption of Documents for Registration	Route 725, Little Ridge	Please note, your documents for registration have now been approved by – Judy Hartford (judy.hartford@snbcs.ca) and are ready to be picked up.	Approved
Development Permit	1068 rte 170 Oak Bay NB E3L 4B1	No permit is required for fences under 6.6 feet as the St. David Rural Plan does not recognize fences at 6 feet as structures. A refund will be given to the client.	Not approved

Municipal District of St. Stephen Development Detail

Application Type	Address of Development Site	Description of Approval for Development	Development App
Development Permit	9259 Route 3	Building a 20'x30' 1-storey dwelling as a permitted main use of land.	Approved
Development Permit	32 Hill St., St. Stephen	Installing a heat pump on an existing single-unit dwelling.	Approved
Development Permit	adj to 1143 Rte. 170	Building a one-storey, 625 square foot cabin.	Approved
Subdivision of Lot(s)	Queensway Street	To create lots 2024-1A & 2024-1B from PID 15211733, To create lots 2024-2A & 2024-2B from PID 01307578, To create lots 2024-3A, 2024-3B & 2024-4 from PID 01312271.	Approved
Zoning Confirmation or Compliance Letter	452 Milltown Boulevard, St Stephen, NB	8.1.1 INS Permitted Uses Any land, building or structure in the INS Zone may be used for the purposes of: a) One or more of the following main uses: i) Institutional Use; ii) Parks and Open Space Use; iii) Public Utility Use; and, iv) Private Utility Use, subject to terms and conditions as may be applied by the Advisory Committee. b) Any 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, including Accessory Dwelling Units. 5.2.1 R-2 Permitted Uses Any land, building or structure in the R-2 Zone may be used for the purposes of: (a) One of the following main uses: (i) single unit dwelling; (ii) two-unit dwelling; (iii) triplex dwelling; and (iv) mini-home, subject to section 3.8. (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.	Approved
Variance or Terms/Conditions	458 ledge road	To vary Section 3.12(4) of the Dufferin Rural Plan Regulation to allow for the creation of a lot with a width of 24m at setback.	Approved
Building or Demolition Permit	910 Route 170	Building a 16'x28' detached garage as a permitted main use of land. (personal and professional service shop – cleaning business and artist studio)	Approved
Development Permit	6 Cedar Street	Installing a residential heat pump.	Approved
Variance or Terms/Conditions	228 Ledge Road, Crocker Hill	Variance approval to section 3.12(4) of the Dufferin Planning Area Rural Plan Regulation to construct a 20'X24', 1-storey addition to an existing dwelling on a undersized lot (from 4,000 sq. m. to 1946 sq. m.).	Approved
Development Permit	808 route 745	Building of 16'x44' seasonal dwelling, a permitted use of land	Approved
Development Permit	198 king street, st stephen, new Brunswick	Building a 10'X16', 1-storey storage shed incidental to the main use of the land (Inn). Important Notes: 3.7(2) Existing Lots & Buildings applies	Approved
Zoning Confirmation or Compliance Letter	1 Budd ave	The restaurant property and yards at PID # 15001936 is zoned Downtown (DT) Zone and is also subject to the Downtown Mixed-use (DMU) overlay zone. The courtyard land beside the restaurant at PID # 15155724 is subject to the DMU zone. 6.1.1 DT Permitted Uses Any land, building or structure in the DT Zone may be used for the purposes of: (a) One or more of the following main uses: (i) downtown commercial use; ... 6.2.1 DMU Permitted Uses Any land, building or structure in the DMU Overlay Zone, as depicted on Schedule A-1, shall not be developed for any other purpose than: (a) One or more of the following main uses: ... (iv) an outdoor entertainment area. Zoning By-law Definitions: 'Commercial Use, Downtown' – means the use 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. '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. Authorized (Legal) Use(s): The courtyard at PIDs 15001936 and 15155724, at 1 Budd Avenue and 5 King Street, St. Stephen, NB, is permitted to be used for an outdoor entertainment use that involves the sale of liquor/alcohol.	Approved
Development Permit	63 Church Street, St Stephen	To install a heat pump on the side of an existing single-unit dwelling to be no closer than 3 feet from the shared property line.	Approved
Development Permit	32 Parkwood Drive	Alteration/repair to an existing detached deck. Important Notes: 3.6 Enclosures for Swimming Pools 1) No land may be used for purposes of a swimming pool capable of containing a depth more than 1 meter (3,3 ft) of water unless the swimming pool is enclosed by a fence, or by a wall of a building or structure, or by a combination of walls and fences, at least 1.5 m (5 ft) in height and meeting the requirements of this section. 2) Where a portion of a wall of a building forms part of an enclosure mentioned in 3.6(1), a) no main or service entrance to the building may be located therein; and b) any door therein, other than a door to a dwelling or rooming unit, shall be self-closing and equipped with a self-latching device at least 1,5 m (5 ft) above the bottom of the door. 3) An enclosure mentioned in 3.6(1) shall not have rails, bracing or other attachments on the outside thereof that would facilitate climbing. 4)A fence mentioned in 3.6(1) shall not be electrified or incorporate barbed wire or other dangerous material; and shall be located: a) at least 1 m	Approved

		(3.3 ft) from the edge of the swimming pool; b) at least 1 m (3.3 ft) from any condition that would facilitate its being climbed from the outside; and so that the bottom of the fence be elevated by no more than 5.5 cm (2 in) above grade/ground level. 5) The design and construction of a fence under this section shall provide: a) in the case of chain link construction: i) no greater than 38 mm (1.5 in) diamond mesh, ii) steel wire not less than No. 12 gauge, or a minimum No. 14 gauge covered with vinyl or other approved coating forming a total thickness equivalent to No.12 gauge wire, and iii) at least 38 mm (1.5 in) diameter steel posts, set below frost, and spaced not more than 2.5 m (8 ft) apart, with a top horizontal rail of at least 32 mm (1.26 in) diameter steel. b) in the case of wood construction: i)vertical boarding, not less than 19 mm x 89 mm (0.75 in x 3.5 in) actual dimensions spaced not more than 4 cm (1.5 in) apart, attached to supporting members and arranged in such a manner as not to facilitate climbing on the outside; and ii) supporting wood posts at least 10 cm (4 in) square or round, set below frost and spaced not more than 2.5 m (8.2 ft) apart, with the portion below grade treated with a wood preservative, and with a top horizontal rail at least 38 mm x 140 mm (1.5 in x 5.5 in) actual dimensions; and iii) in the case of construction with materials and in a manner other than described in this subsection, rigidity equal to that provided thereby. 6) Gates forming part of an enclosure mentioned in 3.6(1): a) shall be equivalent to the fence in content, manner of construction and height; b) shall be supported on substantial hinges; and c) shall be self-closing and equipped with a self-latching device at least 1.3 m (4.2 ft) above the bottom of the gate. 7) The vertical walls of a permanent above-ground pool can be used as part of a pool enclosure provided that the vertical walls, including additional fencing at the top of the entire walls, are at least 1.5 m (5 ft) in height above finished ground level and do not possess any horizontal members that may facilitate climbing. The ladder area, which provides access to the aboveground pool, must be enclosed by a swimming pool enclosure as defined within this section. 8) No swimming pool enclosure may be located within any portion of the front yard or within the required flankage yard of a lot. 9) No water shall be placed in the swimming pool until a closure has been completed and inspected by the Development Officer, or a qualified delegate of the Development Officer, including a Building Inspector appointed by the Municipality. 10) The installation of a swimming pool and/or enclosure is not to alter the existing grade or drainage pattern otherwise approved by the Development Officer. 11) No person is to alter or replace a swimming pool enclosure without a development permit. 12) No person shall allow sections of the swimming pool enclosure to be removed or become dilapidated so that it no longer conforms to this By-law; and 13) No person is to allow materials to be placed, piled, attached, hung or leaned against or near the swimming pool enclosure that could facilitate the climbing of the enclosure or diminish the structural integrity of the enclosure.	
Subdivision of Lot(s)	458 ledge road	To create lot 2024-1 from PID 15149792 for residential purposes.	Approved
Variance or Terms/Conditions	706 Route 170, Oak Bay	Variance on lot area not needed.	Not approved
Variance or Terms/Conditions	10 route 750 Valley	To vary Section 9(4)(a) of the Provincial Building Regulation – Community Planning Act to alter a building on a lot not meeting the minimum standards for lot sizes.	Approved
Variance or Terms/Conditions	LEDGEWOOD DRIVE	The Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approved a private right-of-way for the development of land and the variance in the area of the lots as shown on plan "HUTSON BRISLEY & TAYLOR GULLISON". The final plan of subdivision must be stamped with the "Private Right-of-Way" note and the regulated wetland being shown on and the following statement must be added to the final plan: "This area is subject to Regulation 90-80 – Watercourse and Wetland Regulation – Clean Water Act". (Two lots)	Approved
Subdivision of Lot(s)	LEDGEWOOD DRIVE	The Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approves a private right-of-way for the development of land and the variance in the area of the lots as shown on plan "HUTSON BRISLEY & TAYLOR GULLISON". The final plan of subdivision must be stamped with the "Private Right-of-Way" note and the regulated wetland being shown on and the following statement must be added to the final plan: "This area is subject to Regulation 90-80 – Watercourse and Wetland Regulation – Clean Water Act". (Two Lots)	Approved
Development Permit	706 Route 170	Building a 1 storey, 20'x31' single-family dwelling as the main use of land.	Approved
Development Permit	74 Brewers Lane St Stephen	Building a residential, 8'x8' detached deck.	Approved
Development Permit	430 Route 750 St. Stephen	Building a 24'X24', 1-storey, detached garage accessory to the main use of land (single-unit dwelling).	Approved
Development Permit	5 BREWER LANE ST STEPHEN NB	Building a 24'x26', 1-storey single family dwelling. Important Notes: Building Inspector is revoking the permit# 00483, issued August 2nd, 2022, Located at 5 Brewers Lane PID# 01308014.	Approved
Development Permit	14 Rose St, St. Stephens	Installing a residential heat pump.	Approved
Variance or Terms/Conditions	11 Pagan Street	Approximately 600 sq. ft, Accessory Dwelling Unit with detached deck Important Notes: 1. That a main front entrance faces Pagan St. PRAC Meeting Minutes July 2024.pdf	Approved
Sign Permit	26 kings street	Locating a 24" round projecting sign.	Approved
Development Permit	283 Milltown Blvd	To install heat pumps on a single-unit dwelling.	Approved

Subdivision of Lot(s)	pleasant street	To create lot 2024-1 from a portion of PID 01311182 and all of PID 15173016 for future development. Important Notes: The deed must accompany the final plan to be approved.	Approved
Development Permit	40 Thompson Ave., St. Stephen	Building a 18'x12' detached deck in the rear yard Important Notes: Deck structure must be standalone, detached and not connected to any other structure that would increase its footprint above 55 square meters (592 sq. ft.).	Approved
Building or Demolition Permit	Croix View Lane	Build a 28x53 single-story modular home (with basement) with an attached garage.	Approved



Municipal District of St. Stephen Development Detail


Application Type	Address of Development Site	Description of Approval for Development	Development App
Development Permit	8 Pine St., St. Stephen	To locate a heat pump on an existing single-unit dwelling.	Approved
Development Permit	17 West Street, St Stephen NB E3L 1P2	Installing a residential heat pump.	Approved
Variance or Terms/Conditions	27 Spring St	3 foot height variance granted and 1 foot flankage yard setback variance granted on a residential fence in the flankage yard. Important Notes: Fence is to be no taller than 6 feet and to be located no closer to the property line than 4 feet.	Approved
Variance or Terms/Conditions	42 Old Bay Rd	Variance approval to section 3.17(1)(a) of the Saint David Parish Rural Plan Regulation to allow for an accessory dwelling unit with an area that exceeds the maximum (from 65 m2 to 74.2 m2). The proposed area does not exceed 35% of the gross floor area of the principal dwelling unit.	Approved
Development Permit	27 Spring St	Erecting a 6 ft. high fence to be located no closer than 4 feet from property line.	Approved
Development Permit	16 Todd St, St Stephen	To construct a 16'X24', 1-storey accessory structure incidental to the main use of the land (single-unit dwelling).	Approved
Development Permit	1 Hawthorne Street	Building a fence in the rear yard, to be located no closer than 18" from the property lines.	Approved
Zoning Confirmation or Compliance Letter	1 Edgewood St	5.5.1 RLL Permitted Uses Any land, building or structure in the RLL Zone may be used for the purposes of: (a) One or more of the following main uses: (i) mini-home of up to a maximum of 20 dwelling units per hectare. (b) One or more of the following secondary uses: (i) parks and open space use; (ii) home based business; (iii) main use permitted in the NC Zone as a secondary use. (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. Important Notes: A home based business is an allowed secondary use in the RLL Zone. Sale of animals may be considered a home based business so long as: a) Except in the case of a daycare, education center, bed and breakfast or short-term rental, shall not occupy a gross floor area greater than 25 per cent (%) of the gross floor area of the main building; b) Shall not change the external appearance of a building so as to conflict with the residential character of the zone; c) Shall not store equipment, materials, or products associated with the use outside of the main building or accessory structure; d) The use is limited to one (1) business identification sign advertising the business; however, no such sign shall be illuminated nor shall it exceed 0.6 square meters in gross surface area. e) Shall not generate electrical interference, dust, noise or smoke, perceptible at any property line; f) The use is limited to having only one (1) commercially licensed vehicle parked on the premises at any one time.  Commercial - "C" Zone Permitted Uses 4.2(1) In a Commercial Zone, any land, building, or structure may be used for the purpose of, and for no other purpose than, (a) one or more of the following main uses: (i) a single unit dwelling, (ii) a two unit dwelling, (iii) a retail store, (iv) a convenience store, (v) a personal and professional service shop, (vi) a tourist establishment, (vii) an automobile sales or rental establishment (viii)an automobile service station, (ix) an eating establishment, (x) an institutional use, and (xi) a commercial use; (b) the following secondary uses: (i) a home based business – class 1, subject to section 3.14, (ii) a home based business – class 2, subject to section 3.15, (iii) a garden suite, subject to section 3.2, and (iv) an accessory dwelling unit, subject to section 3.16; and (c) accessory buildings, structures or uses incidental to a permitted main or secondary use of the land, building or structure. Rural - "R" Zone Permitted Uses 4.1(1) In a Rural Zone, any land, building, or structure may be used for the purpose of, and for no other purpose than, (a) one or more of the following main uses: (i) an agricultural use, excluding an intensive livestock operation, (ii) a fishing or related use, (iii) a forestry use, (iv) a single unit dwelling, (v) a two unit dwelling, (vi) an outdoor recreation use, (vii) an institutional use, and (viii) a community care home; (b) the following secondary uses: (i) a home based business – class 1, subject to section 3.14, (ii) a home based business – class 2, subject to section 3.15, (iii) a garden suite, subject to section 3.2, and (iv) an accessory dwelling unit, subject to section 3.16; and (c) accessory buildings, structures or uses incidental to a permitted main or secondary use of the land, building or structure.	Approved
Zoning Confirmation or Compliance Letter	53 Old Bay Road	Commercial - "C" Zone Permitted Uses 4.2(1) In a Commercial Zone, any land, building, or structure may be used for the purpose of, and for no other purpose than, (a) one or more of the following main uses: (i) a single unit dwelling, (ii) a two unit dwelling, (iii) a retail store, (iv) a convenience store, (v) a personal and professional service shop, (vi) a tourist establishment, (vii) an automobile sales or rental establishment (viii)an automobile service station, (ix) an eating establishment, (x) an institutional use, and (xi) a commercial use; (b) the following secondary uses: (i) a home based business – class 1, subject to section 3.14, (ii) a home based business – class 2, subject to section 3.15, (iii) a garden suite, subject to section 3.2, and (iv) an accessory dwelling unit, subject to section 3.16; and (c) accessory buildings, structures or uses incidental to a permitted main or secondary use of the land, building or structure. Rural - "R" Zone Permitted Uses 4.1(1) In a Rural Zone, any land, building, or structure may be used for the purpose of, and for no other purpose than, (a) one or more of the following main uses: (i) an agricultural use, excluding an intensive livestock operation, (ii) a fishing or related use, (iii) a forestry use, (iv) a single unit dwelling, (v) a two unit dwelling, (vi) an outdoor recreation use, (vii) an institutional use, and (viii) a community care home; (b) the following secondary uses: (i) a home based business – class 1, subject to section 3.14, (ii) a home based business – class 2, subject to section 3.15, (iii) a garden suite, subject to section 3.2, and (iv) an accessory dwelling unit, subject to section 3.16; and (c) accessory buildings, structures or uses incidental to a permitted main or secondary use of the land, building or structure.	Approved
Variance or Terms/Conditions	St. David Road, Saint David, NB	To vary Section 3.4(2) of the Saint David Parish Rural Plan Regulation and Section 6(4) of the Provincial Subdivision Regulation 80-159, to allow for the creation of a lot with a width of 34m at setback. A condition of the approval is that an adequate sight distance report shall be submitted prior to the final plan approval.	Approved
Development Permit	45 Marks Street, St. Stephen	Building a 14'x8' detached deck, being accessory to the main use of land (residential)	Approved
Development Permit	101 Hawthorne St., St. Stephen	Erecting a 24' Pool and building a 24'x16' detached deck with 3' wide decking around pool. Important Notes: No person shall allow sections of the swimming pool enclosure to be removed or become dilapidated so that it no longer conforms to this By-law; and No person is to allow materials to be placed, piled, attached, hung or leaned against or near the swimming pool enclosure that could facilitate the climbing of the enclosure or diminish the structural integrity of the enclosure. self-latching device at least 1.3 m (4.2 ft) above the bottom of the gate.	Approved
Subdivision of Lot(s)	St. David Road, Saint David, NB	To create lots 24-1 & 24-2 from PID 15199169 for residential purposes. A variance was granted for the undersized width of lot 24-2.	Approved
Development Permit	47 prince william street	Building a 12'X16', detached deck to an existing dwelling.	Approved

Variance or Terms/Conditions	15 watson st.	Renovate existing garage structure into Accessory Dwelling Unit Important Notes: Four (4) parking spots shall be maintained on the property meeting the specifications of Zoning Bylaw Z-3 Section 3.14.	Approved
Zoning Confirmation or Compliance Letter	113 Union Street St Stephen	Town of St. Stephen Zoning By-law Z-3 Residential Mix (R-2) Zone Any land, building or structure in the R-2 Zone may be used for the purposes of: (a) One of the following main uses: (i) single unit dwelling; (ii) two-unit dwelling; (iii) triplex dwelling; and (iv) mini-home, subject to section 3.8. (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. Authorized (Legal) Use(s): A residential building with accommodations for care of 3 or less persons with supervisory staff would be permitted. The use must conform to all requirements of a single unit dwelling. If care is provide for 4 or more persons, the use would be considered a residential care facility and require a rezoning. Important Notes: This lot was recently re-zoned to the Residential Mix (R-2) Zone by the Municipal District of St. Stephen Council under By-law No. Z-3-02, which was filed in the County Registry Office on January 22, 2024. There no outstanding 'orders to comply' related to a building or zoning by-law infraction that applies to this land.	Approved
Variance or Terms/Conditions	15 George Street	A variance to Section 3.13 2)d) of the Town of St. Stephen Zoning Bylaw Z-3 to allow for an accessory structure to be erected closer to the property line than the existing dwelling.	Approved
Development Permit	3 Thomas Creek Lane	Building a 625 square foot dwelling and a 592 square foot detached garage.	Approved
Development Permit	15 George Street	Building a 20'X20', 1-storey shed and a 20'X20' carport. A variance was granted to locate the carport closer to the property line than the main dwelling.	Approved
Sign Permit	210 King Street, St. Stephen, NB E3L2E3	Locating a portable sign on site for no longer than one year	Approved
Subdivision of Lot(s)	highway 740	The Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private access for the development of land as shown on plan "667545 NB INC. Subdivision". (3 Lots) The final plan of subdivision must be stamped with the "Private Access" note. Important Notes: 24-06-01 667545 NB Inc.pdf	Approved
Development Permit	30 Boundary Street	Building a 20'x20' detached garage for personal use to be located on lot as shown on site plan provided.	Approved
Subdivision of Lot(s)	St. David Ridge Road	To create lot 23-01 & 23-02 from PID 01267426, for residential purposes.	Approved
Subdivision of Lot(s)	ST. DAVID RIDGE ROAD	To create lot 2024-1 from a portion of PID 01268382, for residential purposes. To create Parcel "A" from a portion of PID 01268382 to be added to PID 15026545. Important Notes: The deed must accompany the final plan to be approved.	Approved
Development Permit	11 island view	Building a 10'X14', accessory structure incidental to the main use of the land (single unit dwelling).	Approved
Development Permit	13 route 745	Building a 24'x20' detached garage for personal use	Approved
Subdivision of Lot(s)	NB Route 107, Bay Road, MD of St. Stephen	To create lot 24-1 from PID 01266725 in the "C" (Commercial) and "RU" (Rural) zones under the St. David Parish Rural Plan Regulation.	Approved
Variance or Terms/Conditions	NB Route 107, Bay Road, MD of St. Stephen	No variance is required as the remnant portion exceeds the minimum width of 54m.	Not approved
Zoning Confirmation or Compliance Letter	7 Elm St.	Plan Area & Zoning: St. Stephen Zoning By-Law Z-3 Residential Mix (R-2) Zone Authorized (Legal) Use(s): Any land, building or structure in the R-2 Zone may be used for the purposes of: (a) One of the following main uses: (i) single unit dwelling; (ii) two-unit dwelling; (iii) triplex dwelling; and (iv) mini-home, subject to section 3.8. (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. Important Notes: The Southwest New Brunswick Service Commission (SNBSC) is aware that the current use of 7 Elm Street has remained the same for 30+ years. While this use is no longer permitted under the Town of St. Stephen Zoning By-law Z-3, the use pre-dates this by-law and any other previous zoning by-laws now available to SNBSC or the Town of St. Stephen. As the use has been established for nearly four decades without any apparent concern from the municipality, SNBSC may reasonably conclude that the current use of the land was lawfully permitted. Therefore, SNBSC concludes that the use may continue as a legal non-conforming use as per section 60 of the Community Planning Act (C-19). A separate planning application may be made if the use of the building is proposed to be altered in the future	Approved
Zoning Confirmation or Compliance Letter	165 Board Rd	Plan Area & Zoning: Saint David Parish Planning Area Rural Plan Regulation - Community Planning Act. Rural - "R" Zone Authorized (Legal) Use(s): That applicant requires confirmation that their proposed use/activity is permitted under zoning on this land. They have described their proposed use as follows: "This is a hall for public events including weddings. I am requesting authorization documents that zoning permits sale and consumption of liquor." In a Rural Zone, any land, building, or structure may be used for the purpose of 'an institutional use.' An institutional use may include halls for public assembly, or community gatherings such as weddings, and the serving of alcohol is considered a permitted, accessory use for such uses of land or buildings. Important Notes: Any structural	Approved

renovations to the existing structures or changes of occupancy to the buildings (e.g. from residential to commercial) would require a separate application and building permit approval.

Municipal District of St. Stephen Development Detail

Application Type	Address of Development Site	Description of Approval for Development	Development App
Subdivision of Lot(s)	1068 RTE 170	To create lots 2024-1 and 2024-2 from PID 01264480 for residential purposes.	Approved
Subdivision of Lot(s)	progress drive	To create lots 2024-1 & 2024-2 in the Industrial Zone. Lots are being created to accommodate usable main buildings.	Approved
Sign Permit	198 King Street	Replacing a freestanding sign on existing base.	Approved
Zoning Confirmation or Compliance Letter	123 King Street	Town of St. Stephen Zoning By-Law Commercial Mix (CM) Zone Authorized (Legal) Use(s): Any land, building or structure in the CM Zone may be used for the purposes of: a) One or more of the following main uses: i) neighbourhood commercial use; ii) large format commercial use, subject to terms and conditions as may be applied by the Advisory Committee; iii) medium density residential use, subject to building and site requirements of sections 5.3.2 (a) & (b). b) 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. Important Notes: Commercial Use, Large Format - means the use 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. This definition includes the use that is currently on this property.	Approved
Development Permit	354 Milltown Blvd.	Development approval for the placement of a of a 11 sq. m (12x10') accessory shed that shall be located no closer than 11 m from the bank of the St. Croix River and no closer than 4.87 m from the side lot line shared with 350 Milltown Boulevard. Important Notes: Shed may not be located on any part of the municipal right of way for Milltown Boulevard and must be located in accordance with site plan.	Approved
Variance or Terms/Conditions	Ledgewood Drive, Crocker Hill	To create lot 2023-2 in the "AF" Zone under the Dufferin Planning Area Rural Plan Regulation, with a width of 20m. A variance of 34m to create lot 2023-2 is granted.	Approved
Rezoning or Plan Amendment	66 Main Street, st. Stephen	From Residential Mix (R-2) Zone to Medium Density Residential (R-2B) Zone Description of Approved Use: Medium density use of up to a maximum of ten (10) dwelling units. Important Notes: Registered Z-3-03.pdf PRAC Letter - Z-3-03.pdf	Approved
Subdivision of Lot(s)	Mohannes Road, Mohannes	To create lots 2024-1 & 2024-2 from PID 01257419. Remnant portions require variances in width of 44m to create the remnants with a width of 10m. Important Notes: Any development within 30m of a mapped or unmapped wetland requires a WAWA permit from the Source and Surface Water Management Branch.	Approved
Zoning Confirmation or Compliance Letter	128-130 Milltown Blvd St. Stephen	DT Permitted Uses Any land, building or structure in the DT Zone may be used for the purposes of: (a) One or more of the following main uses: (i) downtown commercial use; (ii) a high density residential use, not located within ten (10) meters of any façade on the ground floor. (b) 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. Important Notes: As defined under "downtown commercial use", an institutional use is permitted including child care.	Approved
Subdivision of Lot(s)	310 Route 170, Bay Road, MD of St. Stephen	To create lot 24-01 from portions of PIDs 15202591 & 01266725. To create lot 2015-1A from the remnant PID 15202591. Important Notes: The deed must accompany the final plan to be approved.	Approved
Zoning Confirmation or Compliance Letter	1 Lindsay Lane	1. St. Stephen Zoning By-law Z-3 2. Residential Mix (R-2) Zone 3. Any land, building or structure in the R-2 Zone may be used for the purposes of: (a) One of the following main uses: (i) single unit dwelling; (ii) two-unit dwelling; (iii) triplex dwelling; and (iv) mini-home, subject to section 3.8. (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. Authorized (Legal) Use(s): A residential building with accommodations for care of 3 or less persons with supervisory staff would be permitted. The use must conform to all requirements of a single unit dwelling. If care is provide for 4 or more persons, the use would be considered a residential care facility and require a rezoning.	Approved
Zoning Confirmation or Compliance Letter	Lot 33 Victoria Street	Institutional (INS) Zone 8.1.1 INS Permitted Uses Any land, building or structure in the INS Zone may be used for the purposes of: a) One or more of the following main uses: i) Institutional Use; ii) Parks and Open Space Use; iii) Public Utility Use; and, iv) Private Utility Use, subject to terms and conditions as may be applied by the Advisory Committee. b) Any 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, including Accessory Dwelling Units. Important Notes: Institutional Use - means the use of land, buildings, or structures for religious, educational, health, indoor recreational facilities, child care, community centre, hospital, nursing home, seniors home, seniors congregate care facility, home for the aged or infirm, or a residential care facility. Residential Care Facility - means a residential building or part of a building in which accommodation and nursing, supervisory and/or physical personal care is provided, or is made available for more than three persons with social, health, legal, emotional, mental or physical disabilities or problems, and includes such facilities as are licenced by the Family Services Act, or by other provincial legislation, and that may contain common facilities, such as but not limited to: a) the	Approved

Zoning Confirmation or Compliance Letter	44 Pine Street	preparation and consumption of food; b) an accessory personal service shop; c) a retail store; d) amenity space; and/or e) recreational uses for the residents;  Any land, building or structure in the R-2 Zone may be used for the purposes of: (a) One of the following main uses: (i) single unit dwelling; (ii) two-unit dwelling; (iii) triplex dwelling; and (iv) mini-home, subject to section 3.8. (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. Important Notes: A residential building with accommodations for care of 3 or less persons with supervisory staff would be permitted. The use must conform to all requirements of a single unit dwelling. If care is provide for 4 or more persons, the use would be considered a residential care facility and require a rezoning.	Approved
Zoning Confirmation or Compliance Letter	6 veazy St St Stephen NB E3L 2R8	Any land, building or structure in the R-3 Zone may be used for the purposes of: (a) One of the following main uses: (i) high density residential use (ii) institutional use, subject to terms and conditions as may be applied by the Advisory Committee. (b) One or more of the following secondary uses: (i) parks and open space use; (ii) neighbourhood commercial use. (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. Important Notes: The current use is a permitted main use. High density residential use includes multi-unit residential which is defined as a building comprising three or more dwelling units which generally has shared outside access.	Approved
Variance or Terms/Conditions	Mohannes Road	To create lots 2024-1 & 2024-2 from PID 01257419. Remnant portions require variances in width of 44m to create the remnants with a width of 10m. Variance granted.	Approved
Zoning Confirmation or Compliance Letter	17 Main St., St. Stephen	5.2 Residential Mix (R-2) Zone 5.2.1 R-2 Permitted Uses Any land, building or structure in the R-2 Zone may be used for the purposes of: (a) One of the following main uses: (i) single unit dwelling; (ii) two-unit dwelling; (iii) triplex dwelling; and (iv) mini-home, subject to section 3.8. (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. Important Notes: The current use of an apartment building is a non-conforming use.	Approved
Development Permit	25 Union Street	Residential heat pump install.	Approved
Approval or Exemption of Documents for Registration	115 Lily Hill RD	Please note, your documents for registration have now been approved by – Judy Hartford and are ready to be picked up.	Approved
Subdivision of Lot(s)	LEDGE ROAD	To create lots 2023-1 & 2023-2 from PID 01206515. Lot 2023-1 is zoned Mixed Use and lot 2023-2 is zoned Agriculture and Forestry under the Dufferin Planning Area Rural Plan Regulation. Lot 2023-2 was granted a variance in width (Approval #1 768-1159).	Approved
Subdivision of Lot(s)	Hall Road	The Planning Review and Adjustment Committee approve the water access for the development of land as shown on plan "BIRES Subdivision". The following statements must be added to the final plan: "This area is subject to Regulation 90-80 – Watercourse and Wetland Regulation – Clean Water Act", the 100-metre limited development setback must be shown on and the following statement being added to the final plan: "Tree removal is prohibited and development between the 100- metre setback and the water's edge is limited and controlled by the "St. Croix Corridor South Area Rural Plan Regulation 21-SCS-085-00 and "Lots and parcels in this subdivision have been approved for water access seasonal recreational purposes. Lots registered, and subsequently developed, may not receive public services, such as school busing, and garbage pick-up".	Approved
 <input type="text" value="30"/> items per page			91 – 110 of 110 items

## November 2024

### Organization Updates

- Our board is working on updating our strategic priorities and projects that Future St Stephen can target to improve economic development in our community.
- We look forward to feedback from the municipality and ongoing discussions into the new year on how we can work together to strengthen economic development in our community.
- Future St. Stephen will be moving ahead with the work needed to hire a new President for the organization.

### Meetings/Events/Activities

- Ongoing discussions with Downtown St. Stephen, Chamber and MDSS
- Conversations with Mayor MacEachern
- Conversations with the CAO, Jeff Renaud
- Full board meeting
- New board members familiarizing themselves with previous projects, information and previous strategies.
- Initial follow-up with Kari regarding the completed pilot program of their service.
- Connecting individuals with the RSC for relevant topics
- Ongoing management of the business park

### Welcome Program

- 1 new submission

### Rental Space/Property Inquires

- Request for list of land available for development held by MDSS/FSS
- Updating inventory of available commercial properties for future projects

**BYLAW 03-23-1**  
**A BYLAW TO AMEND BYLAW 03-23**

**WHEREAS** the Council for the Municipal District of St. Stephen is desirous to amend certain provisions within Bylaw 03-23, A By-law Respecting the Remuneration of Council for the Municipal District of St. Stephen;

**BE IT ENACTED** by the Council for the Municipal District of St. Stephen as follows:

1. By-law No. 03-23, A By-law Respecting the Remuneration of Council for the Municipal District of St. Stephen enacted on the 9<sup>th</sup> day of December, 2022, together with all amendments thereto, is hereby amended by adding sections 1.04, 1.05, and 1.06 as follows:
  - 1.04 Annually, the rates of remuneration shall be adjusted for changes in the cost of living by applying the percentage change in the Consumer Price Index for January of the previous year compared to January of the current year, for the Province of New Brunswick as prepared by Statistics Canada. Such adjustment shall be calculated by the Treasurer and reviewed by the Chief Administrative Officer prior to application. New rates shall be rounded to the nearest dollar. In the event that the Consumer Price Index should fall below zero, remuneration rates shall remain at the previous level.
  - 1.05 Members of Council shall be entitled to reimbursement of legitimate expenses incurred as a result of their duties as office holders of the municipality in accordance with the Subsistence and Travel Expense and Allowances Policy.
  - 1.06 Where any member of Council does not serve a full 12-month term, remuneration shall be pro-rated, for the time served, based upon the day of departure.

IN WITNESS WHEREOF the Municipal District of St. Stephen has caused the corporate seal to be affixed to this bylaw this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

First Reading: October 30, 2024.

Second Reading: \_\_\_\_\_

Third and Final Reading: \_\_\_\_\_

\_\_\_\_\_  
Allan MacEachern, Mayor

**BY-LAW NO. MDSS 01-24**

**A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY**

Pursuant to Section 5(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY Council of the Municipal District of St. Stephen as follows:

**THAT** a Business Improvement Levy be imposed on all non-residential property within the Business Improvement Area of the local government that is liable to taxation under the *Assessment Act*. The 2025 Levy shall be in the amount of **\$28,989.80** at the rate of \$0.20 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government to Levy the said amount pursuant to provisions of the *Business Improvement Area Act*.

**IN WITNESS WHEREOF** the Municipal District of St. Stephen has caused the corporate seal to be affixed to this By-Law the \_\_\_\_ day of \_\_\_\_\_, 2024.

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

THIRD READING AND ENACTED: \_\_\_\_\_

\_\_\_\_\_  
Allan MacEachern, Mayor

\_\_\_\_\_  
Jeff Renaud, Town Clerk





## REQUEST for DECISION

**SUBJECT: Request for Decision- VIC Working Group recommendations**

**RECOMMENDATION: That Council approves the recommendations made by the Visitor Information Centre (VIC) working group.**

The MDSS Council established a working group with administration to develop strategies for the current VIC. In carrying out its duties, the working group would like to recommend the following based on the discussions we had with GNB -

- **Firstly, the current kiosk can no longer be used as the VIC, it is not safe as there is mold in there and the building leaks. It does need to be demolished before the Spring of 2025.**
- **The current location of the kiosk/VIC is the best location rather than the area at the Border.**
- **Future long-term options may include a property in the downtown area such as the Oldest Basketball Court location at 6 King Street, but they are not ready or too expensive at present.**
- **To keep the GNB designation we must add bathroom trailers (rather than porta-potties) closer to the kiosk. We will work towards meeting all their criteria so we can continue being a Provincial VIC.**
- **The cabin that was bought with funding from GNB in July 2022 should replace the kiosk; a larger cement pad will need to be formed but we have installation funding available for this.**
- **The cabin will be a temporary solution to the long-term option and the cabin will only be used for 3-5 years or until a suitable permanent location is found for the VIC. Then the cabin could be used for storage for equipment such as paddleboards or other rental equipment.**

Please accept the VIC Working Group's recommendations so that administration can move forward in preparation for the 2025 VIC season.

If these recommendations are unacceptable or they need amending, please direct administration on these changes.

**Submitted by: Kev Sumner, Director of Community Services**



## REQUEST FOR DECISION

November 27, 2024

### **RECOMMENDATION**

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**That** Council authorizes the purchase of Questica Budget Software on or before November 29, 2024, in order to receive a 10% pre-order discount as outlined in the Questica Budget Proposal dated October 10, 2024.

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### Background

CAO has been searching for a budget software solution that will provide both transparency to the community and accessible and collaborative for administration. The key benefits offered by Questica Budget Software include these aspects and others as outlined herein:

- It is a cloud-based solution which enables staff to access their budget data online at any time and from any location;
- Questica Budget Suite is a collaborative platform that allows budget managers to work with all departments to prepare and manage budgets efficiently; it streamlines budget access for financial and non-financial contributors;
- With seamless integration for flow of data to this software, staff will have the ability to build budgets based on accurate, real-time financial information; and
- It also includes Budget Book Studio solution, which is a financial reporting tool to create an annual budget document that will provide the community with a complete understanding of the budget that is presented in a manner geared for a non-financial audience.

### Financial Considerations

Funds for this software have already been added into the 2025 budget calculations.

The reason for this request to purchase this software at this time is to take advantage of a 10% discount offered for 2025 pre-orders that are confirmed prior to November 29, 2024.

Because the software will not be installed and ready for usage until 2025, funding for this software would be allocated as a 2025 budget expense.

### Options

Option 1—approve the recommendation: That Council approves the recommendation.

Option 2—defer the recommendation: That Council defers the purchase of this software until after the 2025 budget is approved and lose the 10% discount now available.

Option 3—reject the recommendation: That Council does not proceed with the recommendation.

# Questica Budget Proposal

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Municipal District of St. Stephen | October 2024

**Prepared By:** Ben Landis  
**Prepared On:** 10/10/2024



10/10/2024



Jeff Renaud  
Chief Administrative Officer  
Municipal District of St. Stephen

Dear Jeff,

Questica is thrilled with the possibility of partnering with the Municipal District of St. Stephen in its effort to transform the current budget development and management process. We welcome an opportunity to leverage over 26 years of success with similar sized customers across North America to help the Municipal District of St. Stephen:

- Transition from labor-intensive, highly manual process dependent on spreadsheets to an efficient, comprehensive, cloud based budgeting and forecasting software system
- Enable District staff to more actively participate in a collaborative budgeting process remotely or in the office
- Historical tracking without having to separately open each year's file as well as worrying about how the previous director built the budget
- Budget more effectively for personnel, manage multiple scenarios and decision packages in a single system with a consistent, user-friendly user-interface as well as being able to provide details of the various account budget balances

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support. Questica is unique in providing a fully integrated solution offered with a consistent and well-organized user-interface that is purpose-built for budgeting in the public sector.

Simply put, Questica is THE most trusted budgeting solution provider by governments in North America. Some key considerations that set Questica apart include the following:

- **Full circle, end-to-end budgeting solutions:** Questica provides a single solution with modules and functionality to address your budgeting needs from start to finish. Per your requirements, we've provided a proposal that addresses your Operating and Personnel budgeting needs.
- **More configurable, less customizations:** Questica's 26+ years in the government budgeting space means we've seen best practices across multiple budgeting approaches at hundreds of State and Local agencies and organizations. Rather than customize the platform for each approach, Questica builds in incremental best practices as configurable options, offering Questica customers the ability to replicate those processes without re-inventing the wheel. Ultimately, this leads to quicker, less costly, and more stable implementations for long-term ROI.
- **You are in control:** Questica Budget is designed for client-side administration, with security, reports, and workflow configurable at the admin user level. We also leverage a single tenant architecture, which means that each customer has a unique and segregated instance of our software, enabling the District to choose when to apply software updates, based on your convenience and schedule.
- **Singular focus and purpose built for government:** Questica Budget is not a generic "one-size-fits-all" solution, nor is it a "Swiss army knife" that proposes to do many things half-well. Instead, Questica Budget is a point solution that excels at enabling a collaborative budgeting process for state and local governments, and public agencies. Since our inception, we have been 100% focused on crafting best-in-class budgeting solutions for the public sector.
- **Right sized for you.** Questica is big enough to support your organization, yet nimble enough to remain agile. We currently have 130+ employees, which means we have the resources needed to support large-scale, complex implementations while remaining flexible to accommodate your unique requirements. We manage all aspects of our customer implementation, from kick-off to post-implementation support, exclusively with Questica employees.

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our **'getting it done right the first time'** mission. We look forward to continued conversations with your finance team and to demonstrating how Questica will provide unquestionable value and return on investment to the Municipal District of St. Stephen.

Sincerely,

Ben Landis  
Senior Account Executive  
757-298-1723  
ben.landis@eunasolutions.com

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## WHO WE ARE

For the past 26 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.



**Questica is consistently recognized as one of the leading and most trusted budgeting software solutions:**

- 2023 – 2019** As part of Euna Solutions (previously GTY Technology), recognized by Government Technology in their annual GovTech 100 Index which showcases the 100 leading companies serving state and local governments in unique, innovative, and effective ways.
- 2019** CV Magazine’s Canadian Business Awards, “Best Cloud-Based Budgeting Software Solutions Provider.”
- 2018** “10 most trusted public sector solution providers” by Insights Success magazine.

The Questica team is comprised of roughly 130+ technology experts, budget professionals and business specialists who have decades of experience working with local government. We in fact represent the largest group of budget software experts in North America dedicated to serving the public sector.



Euna Solutions is a leading provider of purpose-built, cloud-based solutions that power critical administrative functions and financial operations for the public sector. Formerly GTY Technology, Euna Solutions offers easy-to-use solutions for procurement, payments, grant management, budgeting, permitting and K-12 administration that are proven to increase operational efficiency, transparency, collaboration, and compliance. Euna Solutions is a trusted partner to more than 2,000 government and public sector organizations across North America, empowering digital transformation and streamlining business processes through a relationship-centered, service-focused approach. Euna propels public sector progress. To learn more, visit [www.eunasolutions.com](http://www.eunasolutions.com).

Our team understands the unique challenges that government organizations face when preparing, managing, and sharing the details of a budget, and we bring our collective years of experience to the Municipal District of St. Stephen project.



## WHO USES QUESTICA BUDGET?

- ◆ City of Moncton, New Brunswick
- ◆ City of Dieppe, New Brunswick
- ◆ Town of Riverview, New Brunswick
- ◆ City of Burlington, Ontario
- ◆ Township of Ramara, Ontario
- ◆ Town of Pelham, Ontario
- ◆ Township of West Lincoln, Ontario
- ◆ University of New Brunswick
- ◆ University of Prince Edward Island
- ◆ Middlesex County, Ontario
- ◆ Township of Essa, Ontario
- ◆ Town of Edson, Alberta
- ◆ Town of Ponoka, Alberta
- ◆ City of Revelstoke, British Columbia

## QUESTICA BUDGET CLIENT SUCCESS STORIES

Select a logo to learn more about how our clients are using Questica.



We have a lot more confidence in the data that's in and coming out of Questica. The security structure in Questica is much more robust and it's just a really good powerful system. Some of the things that hadn't ever worked correctly in the old system, we now have.



— **Laura Altizer**, Former Budget Performance Manager  
City of High Point



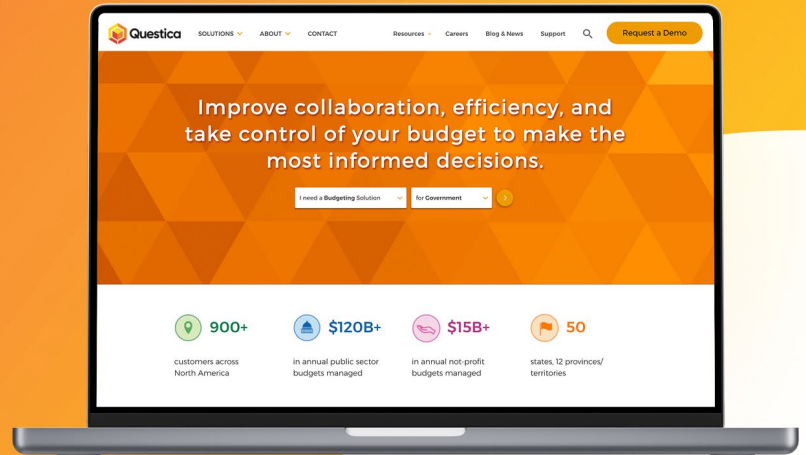
Questica's customer service and responsiveness are excellent.



— **Kelly Greunke**, Manager of Budget Operations  
Office, City and County of Denver

# ABOUT QUESTICA

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support.



## OUR MISSION

**“We’re on a mission to simplify the complexities of public sector finance, empowering brilliance at every turn.”**

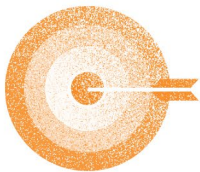
—TJ Parass, Co-Founder of Questica



At Questica, our mission is to empower many to work together in a secure environment, to take control of their budget, and make informed decisions. For the past 26 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.

## OUR GOAL

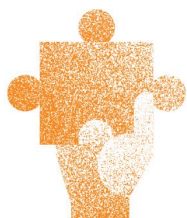
Questica’s goal is to drive budget transformation by creating a single source of data truth. As a leader of budgeting preparation and management software since 1998, Questica partners with public sector organizations to better enable data-driven budgeting and decision-making, while increasing data accuracy, productivity and improving stakeholder trust.



Over 800 local and provincial governments, colleges, universities, K-12 schools, hospitals, healthcare facilities and non-profit organizations have eliminated spreadsheets using our budgeting, performance, transparency and engagement solutions. Across 50 states, and 12 provinces and territories, we’ve engineered custom budget solutions for public sector customers which seamlessly integrate with existing financial and other systems.

## WHY CLIENTS CHOOSE US

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our ‘getting it done right the first time’ mission. We’ve integrated highly scalable solutions for public sector entities managing budgets of a few million, and other organizations multi-billion-dollar annual spending plans. Our team is comprised of technology experts, budget professionals and business specialists. We are passionate and friendly collaborators who enjoy teaming with our customers to find the right solution to meet their needs.





# KEY BENEFITS OF QUESTICA

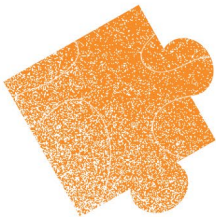


## CLOUD-BASED

Questica Budget Suite is a cloud-based solution hosted on Questica's secure Microsoft Azure server. Cloud-based solutions enable clients to access their budget data online at any time and from any location. Hosting on single tenant architecture means your budget data is isolated from other clients', with the flexibility to choose when to upgrade to new versions of the product.

## COLLABORATIVE

Budgeting is a people-centric process that requires communication and teamwork. The Questica Budget Suite is a collaborative platform that allows your budget managers to work with departments to prepare and manage budgets efficiently. We streamline budget access for financial and non-financial contributors; the result improves communication and expedites decision-making. This is particularly important if staff work remotely.

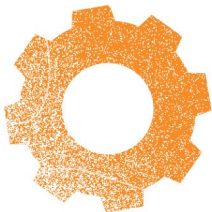


## FUNCTIONALITY

Questica Budget is feature-rich and provides powerful functionality for greater control and visibility into budgets. With the tools to calculate, analyze, forecast, report on, and develop what-if scenarios for budgets, users gain deeper financial insights while creating budgets that last. With seamless integration for flow of data to the existing ERP, users can build budgets based on accurate, real-time financial information.

## CONFIGURABILITY

Configurability means fewer requirements for customization. This will save time, resources, and complexity both in the initial implementation, and through ongoing use as upgrades and enhancements are released. The bottom line is a significantly lower cost of ownership over your lifetime use of our product.



## FLEXIBILITY

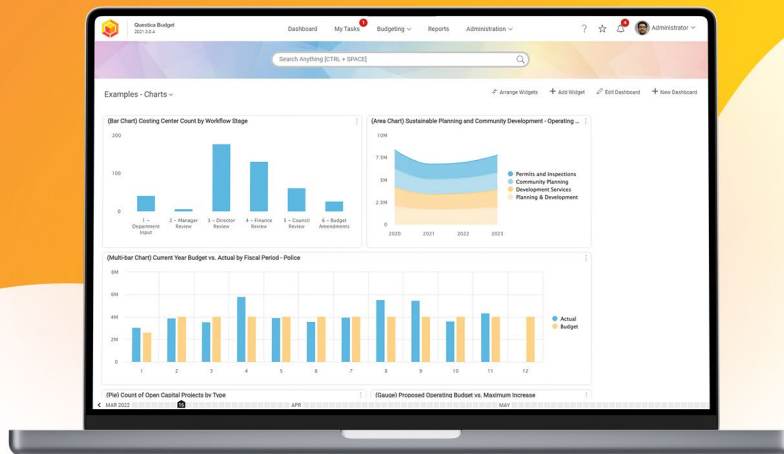
COVID-19 continues to challenge communities, heightening the need for local governments to make decisions quickly and accurately. Our product offers the capacity for multiple scenario models, for governments preparing for the future, and pivoting as plans change. When your plans shift, you don't want to be limited by manual data entry, spreadsheets, or an inflexible legacy system. Questica Budget adapts with you, adjusting to your new budget trajectory to reallocate funds or evaluate potential cost savings.

## INNOVATION

Innovation at Questica is driven by feedback on existing product features, and the anticipated need for new features that accommodate new challenges. Questica's product strategy is based on feedback from our clients, all public sector organizations, and serves as a guiding star that directs our focus. From user forums to early adopter groups, Questica clients are with us every step of the way as we develop new features or improve the functionality of our product Suite.



# QUESTICA BUDGET



## OVERVIEW

The Questica Budget Suite is an end-to-end budgeting system that will help you manage the budgeting process with greater efficiency and accuracy. We are confident that our budget system is the right application for your needs, providing powerful features that support ongoing budget development and reveal key budget insights that may have been hidden in a spreadsheet.

## OPERATING MODULE

Questica Budget is designed for non-finance department and non-technical users to prepare and maintain their budgets directly in the system. Budgets can be categorized on an organizational basis where cost centers roll-up into their respective departments and divisions and can also be categorized on a fund basis where cost centers roll-up into their particular funds and fund categories. Cost centers can easily be moved from one department and division to another, as well as from one fund to the next. Additional hierarchical structures can be configured as needed.

2021 - 2861 - Pump Station 1   Main (Active)											
Account Summary											
GL Account	2019 Actual	2019 Budg.	2019 Variance	2020 Actual	2020 Budg.	2020 Variance	2021 Actual	2021 Variance	2021	2022	2023
<b>GL Account Type Revenues</b>	1,405.00	1,405.20	501.87	501.87	(47,000.00)	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00
3556 - User Fees - Drainage	1,405.00	1,405.20	501.87	501.87							
3274 - Miscellaneous Fees					47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00
2923 - Financial Stability Reserve											
<b>GL Account Type Expenses</b>	(1,952,272.31)	(1,838,691.45)	(111,580.86)	(1,309,765.26)	(2,201,314.77)	391,549.51	2,183,490.47	(2,183,490.47)	(2,183,138.43)		
4103 - Benefits	351,133.55	30,000.00	321,133.55	332,168.64	348,249.77	(17,181.13)		(93,250.90)	393,208.96	402,363.16	
4008 - Salaries - Pump Technician	1,554,452.85	1,511,462.45	42,990.40	1,472,129.46	1,548,249.00	(72,119.54)		(1,350,178.41)	1,330,178.41	1,386,464.92	
4096 - Retirements	3,200.00		3,200.00								
9211 - WD Regular Time	113.93		113.93	148.38		148.38					
9321 - WD Outside Purchases	6.70		6.70	30,043.27		30,043.27					
9111 - WD Inside Equipment Rentals	3.04		3.04	117.27		117.27					
4070 - Overtime	0.12		0.12	86.30		86.30					
4014 - Salaries - Outside							(6,492.70)	6,492.70	6,492.70	6,492.70	
4116 - Conferences/Travel							(7,000.00)	12,000.00			
4384 - Cable							(1,340.00)	1,340.00	1,340.00	1,340.00	
4386 - Water							(700.00)	700.00	700.00	700.00	
4052 - Insurance							(140,000.00)	140,000.00	140,000.00	140,000.00	
4023 - Repairs and Maintenance							(122,570.00)	122,570.00	122,570.00	122,570.00	
9211 - WD Inventory Purchases				9.72		9.72					
9024 - Work Order Revenues				(68,846.26)		(68,846.26)					
4824 - Recovery	(1,190.00)	(1,190.00)		(27,727.65)		(27,727.65)					
4814 - Miscellaneous	348.27	2,000.00	(1,651.73)	115.47	2,000.00	(1,884.53)		(2,000.00)	2,000.00	2,000.00	
4384 - Telecommunications	702.80	4,900.00	(3,797.20)	833.20	4,700.00	(4,076.80)		(8,754.00)	8,754.00	8,929.08	
4154 - Recovery - WCB	(4,891.51)		(4,891.51)	(6,612.43)		(6,612.43)					
4224 - Laundry	273.21	5,000.00	(4,726.79)	304.86	5,000.00	(4,695.14)		(5,000.00)	5,000.00	5,100.00	

Sample Costing Center Information

Role-based security ensures that users have streamlined access to only the data and functions that they need. Cost center information can be maintained, and comments, notes, and attachments (e.g., scans, documents, or links) may be added to the budget or even to the detailed line items. Budgets can be managed at a monthly, quarterly, annual, or biennial basis. Grids are configurable and may consist of historical years, current year, and future forecast years.

# PERSONNEL PLANNING & BUDGETING MODULE

Questica Budget’s Personnel Planning & Budgeting module performs like a calculator with advanced features, enabling accurate modeling and forecasting all costs associated with positions (filled and vacant) to accommodate the workforce budget. Step or pay increases, cost of living adjustments, new benefits, and other employee-related costs are all accounted for.

Each position is a record of all the information required to calculate base wages, as well as overhead costs such as benefits, allowances, and employer taxes; each is attributed to the appropriate GL Account (object code). Positions paid according to a union contract are assigned a pay grade and step, calculating pay from the pay scale for that contract. Alternatively, a position’s base wage can be entered as a distinct salary value for each position, or as a percentile of the range configured for a selected grade.

Sample Annual Costing Positions

Description	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GL Account Type: Expenses / Expenditure	(54,978.09)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)	(4,581.51)
Base Wage	49,521.12	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76
FICA - Social Security (OASDI)	3,070.31	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86
FICA - Medicare	716.06	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84
Workers' Compensation	1,411.35	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61
Life Insurance	77.25	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44
Dental and Vision	180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00

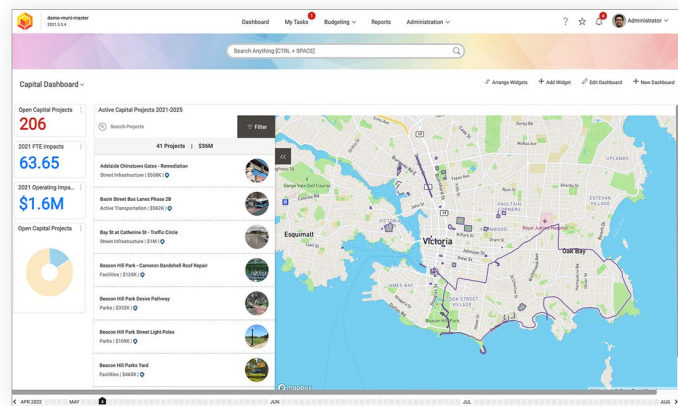
Sample Monthly Costing – Single Position

# CAPITAL MODULE

Questica Budget’s Capital module simplifies and centralizes the process of capital budget planning and execution. Users can import prior years’ budget data (actual costs and budget values) into Questica Budget, and create multi-year capital projects where they can identify their expenditures and funding sources, and make adjustments as they prepare their budgets.

Users can construct their capital projects on an annual, quarterly, or monthly basis, enter narrations or explanations for their requests and categorize their projects based on different criteria such as tangible capital assets, fund(s), or project status. Requests get escalated through the configurable workflow system integrated within Questica Budget. Project ranking can also be administered according to user-defined criteria, and multiple project scenarios can be created for each project.

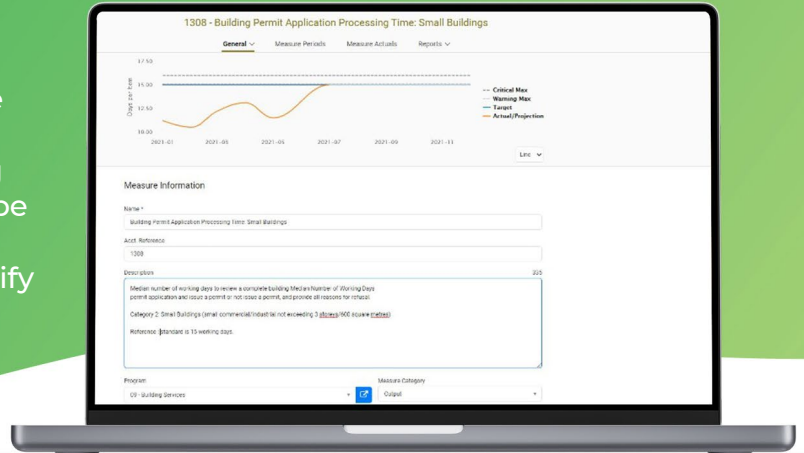
The Capital module also gives the ability to manage budgeting activities related to grant programs of varying complexities. The “type” field on projects is commonly used to indicate that the project is to be treated as a grant.



Sample Capital Improvement Plan Transparency – Interactive Visual Map

## PERFORMANCE MODULE

Questica Budget's Performance module allows users to establish objectives and track budget progress toward achieving these objectives over time. Targets can be identified by intended outcome, where warning and critical threshold limits notify users whenever budget performance requires attention.



Sample Performance Dashboard

Measures, whether financial or statistical, may reference existing values already in the system, or may otherwise be manually entered. In either case, these measures can also be calculated based on other measures. They can be consolidated under various programs and can also be incorporated into an Organizational Scorecard. Responsibilities can be established for the various Programs and Measures, inclusive of due date and automated reminders, to facilitate workflow processing.

Questica Budget's Performance module fully integrates with the rest of the Questica Budget Suite and leverages the Questica Dashboard platform. This functionality helps improve performance, encourages innovation within your team, encourages cost-effective practices, and delivers an enhanced level of transparency and accountability.



## SPECIAL FEATURES

### STATISTICAL LEDGER

The Questica Budget Statistical Ledger allows budget staff to plan and track numbers other than spending dollars (e.g., hours worked, number of clients, resource utilization).

Staff can create a budget for any numeric data and work with it very much like financial budgets. This can be very useful for planning and tracking activities and outputs, and the data can be used as a guideline for building budgets. Statistical Ledger data can also be a component of a performance measurement plan.

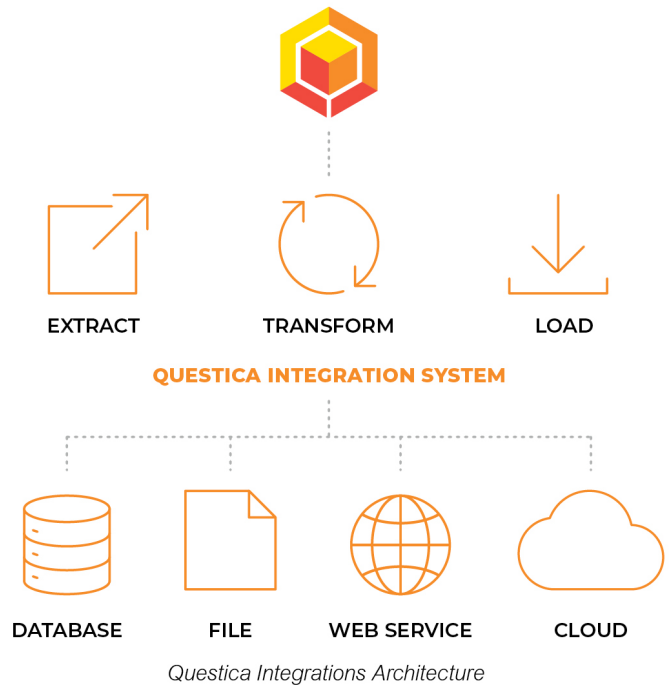
### QUESTICA INTEGRATION SYSTEM (QIS)

Questica Budget will integrate with your city's financial system via its proprietary Questica Integration System (QIS). QIS is a specialized, database-independent tool developed to exchange data between Questica Budget and external systems on a scheduled or as-needed basis. QIS also simplifies the integration process and reduces the time required to integrate Questica Budget with other customer systems or data warehouses.



QIS provides a highly configurable framework for importing or exporting budget related or non-financial data with existing and future external data sources, using API (Application Programming Interface) and ETL (Extract, Transform and Load) integration methods to ensure the budgeting solution always reflects updated data.

The diagram on the right illustrates the Qestica Integration System. The Qestica Budget application is represented by the symbol at the top, with the QIS system in the middle, and various customer systems on the bottom. When data is being extracted from an external system and moved to Qestica Budget, data would be moving from the bottom to the top of the diagram. On the other hand, when extracting data from Qestica Budget to insert into an external system, data moves from the top to bottom.



The process can be scheduled or run on-demand by an authorized Qestica user. Monitoring of scheduled integration tasks can be performed in many ways, but the most popular method is exception or failure notification, which can be configured to email one or more people. As detailed below, implementations can include three distinct interface points—two on the financial side and one on the HR/personnel side, and sometimes a fourth:

Actual cost integration	Actual costs are automatically imported into Qestica Budget from the Financial System. This can be set up to occur at a variety of timeframes, but most often this automated process of copying the actual costs from the Financial System into the Qestica Budget system occurs on a nightly basis. This allows users to see Budget vs. Actuals that are no more than 24 hours old.
Movement upon approval	When the budget is approved/adopted, it is typically moved from Qestica Budget into the Financial System, the system of record.
Salary sync	The process for loading HR/payroll data into the Qestica Budget system is via our 'Salaries Synchronization Tool'. This provides a mechanism to populate our salary and benefit engine with data from the city's HR records system. The integration can be run on demand, whenever updated personnel data is needed in the budget system.
Budget adjustments (if required)	As adjustments are made throughout the year (e.g., transfers, new budget requests, etc.), these changes can also be synchronized between Qestica Budget and the Financial System so that budget revisions are always current in both systems.

## ALLOCATIONS

The Allocations tool within Qestica Budget allows dollars to be moved throughout the Operating and Capital budget in a structured and balanced fashion. The functionality supports complex arrangements of allocations between many budget elements.

An employee's cost may, for example, be split between multiple programs or cost centers, or Internal Service Provider budgets can be managed. In the latter example, an IT budget that is developed in detail like any other costing center may get allocated to other budget elements, perhaps using a cost driver such as 'number of computers' as the distribution basis. Once the allocation has been run, each recipient Costing Center will have a Destination Budget Line representing a portion of IT expenses, and the IT Costing Center budget will subsequently have a Recovery Budget Line that effectively zeroes out their allocated budget.

## ADVANCED CALCULATION ENGINE (ACE)

Questica Budget's Advanced Calculation Engine is a powerful feature that brings familiar Excel functions into Questica Budget and allows users to create reusable calculation packages/models. The tool is simple to use and is designed to keep users working inside Questica Budget.

In addition to containing familiar Excel functions, there are also budget-specific functions documented in an integrated library, enabling users to reference data based on its qualities rather than by specific location. For example, a function can be performed on the budget values for a particular account code or using the actuals from a certain statistical account. Functions can also be period-based, enabling the option to reference data from past months or years, or reference a range of data such as the average from the past three years for a given month or quarter.

## CHANGE REQUESTS/DECISION PACKAGES

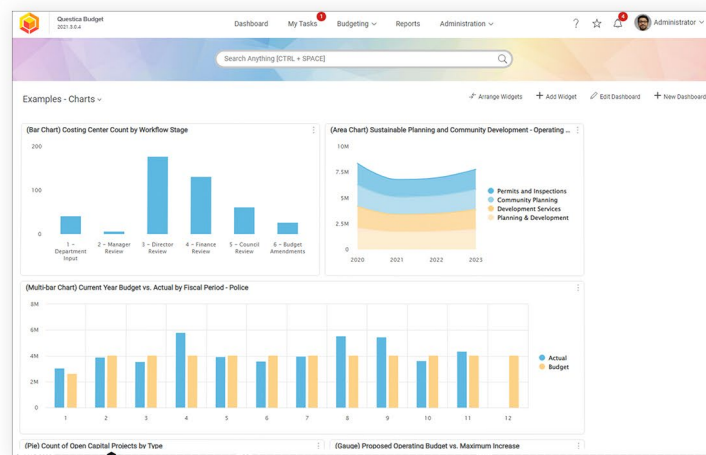
Questica Budget's Change Requests feature, also referred to as Budget Adjustments, Budget Modifications or Decision Packages, allow authorized users to process pre- and post-approval budget changes, both one-time and recurring, using a controlled process and workflow-based approval. These requests can be created individually, or they can be bundled together and treated apart from the general budget with their own dedicated approval process. Questica Budget does this in a controlled environment so that users can only submit, change, and see budget requests that are appropriate for them.

## ADVANCED SEARCHES

Questica Budget's Advanced Search function is an intuitive user-facing feature that allows non-technical users to compose detailed searches using a variety of comparators and the ability to infinitely nest AND/OR groupings. Essentially, the Advanced Search functionality allows authorized users to perform sophisticated and highly dynamic data analytics and ad-hoc queries based on multiple dimensions, including specific criteria or descriptive words. This robust and powerful tool allows complex queries to be easily built up—one line at a time.

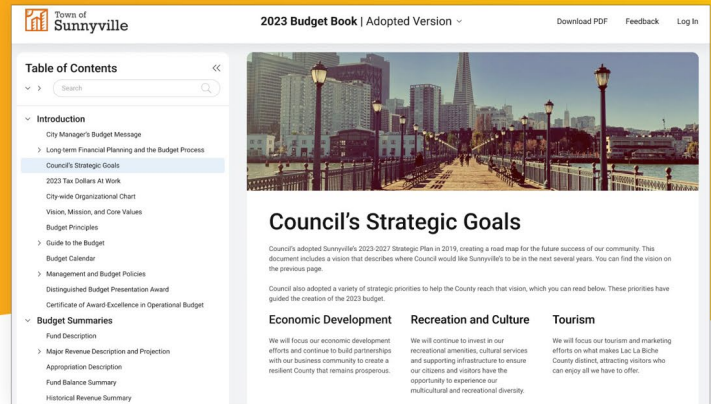
## REPORTING AND DASHBOARDS

Questica Budget's reporting and analytics capabilities are delivered as part of its core software feature set. The system includes pre-built ad-hoc data views (i.e., queries), advanced "smart reports" that combine rows and columns of numbers with graphics (e.g., pie chart), 80+ pre-built ready-to-use reports, each with a variety of input selections, and pre-built dashboards with rich interactive visualizations of information that can be utilized to create actionable at-a-glance displays—all of which include data security to ensure users only see what they're allowed to see. Standard reports leverage Microsoft's SQL Server Reporting Services (SSRS) and can be copied and modified by budget staff without requiring programming skills.



Sample Full-Featured Dashboard

# QUESTICA'S BUDGET BOOK STUDIO SOLUTION



Questica Digital Budget Book sample screenshot

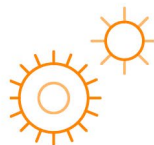
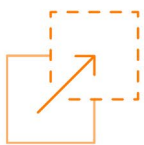
## Budget Book

Questica's Budget Book Studio (BBS) solution is a user-friendly and comprehensive document management and financial reporting tool that enables our customers to create, collaborate, edit, approve, and publish an annual budget document with ease – eliminating the headaches often associated with managing multiple spreadsheets, version control issues, manual updates, and duplicating content.

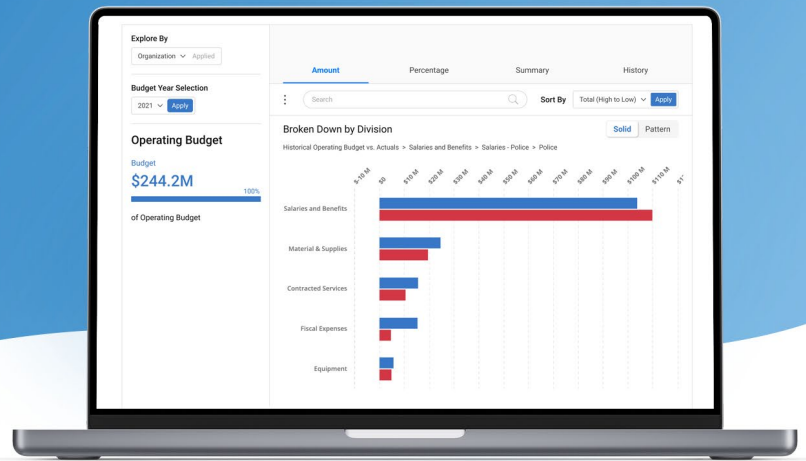
BBS is directly integrated with the Questica Budget module, allowing budget information to be seamlessly refreshed on-demand. Paired with our Questica OpenBook interactive online transparency solution, customers can provide the community with a complete understanding of the budget that is presented in a manner geared for a non-financial audience.

### Key aspects of Questica's BBS include:

- ◆ GFOA compliant—meets all standards for GFOA Award Qualifying Book Production
- ◆ Automation—automates the creation of fund summary pages, charts, tables, and more
- ◆ Templates—creates new pages quickly with easy-to-use templates
- ◆ Multiple Formats—produces budget books in digital (online) and PDF (printed) formats
- ◆ Charts and Graphs—allows automatic updates of embedded narratives and smart charts



# OPENBOOK TRANSPARENCY AND DATA VISUALIZATIONS



OpenBook - Sample Operating Budget: Interactive Chart

Questica Budget's OpenBook tool fosters transparency for public agencies, enabling the information to be visualized in an array of charts, tables, bars, graphs, and GIS mapping for Capital planning. Like all Questica tools, OpenBook is intuitive and easy-to-learn. With descriptive text, informational pop-ups, filtering and sorting capabilities, diving in and discovering information is made easy for all stakeholders.

## OPENBOOK CUSTOMER EXAMPLES

Select a logo to visit our customers' OpenBook websites.



## SEE OUR SOFTWARE SOLUTIONS IN ACTION

Learn how Questica and our software solutions can help your organization today. Our team will reach out to determine how we can help you increase efficiencies for your budgeting process.



## GOVERNMENT PROCUREMENT OPTIONS

Today's modern governments have recognized the traditional methods of procuring software through Request for Proposal are expensive, time consuming, and often very limiting in scope. An increasing number of customers have contracted with Questica utilizing the methods outlined below.

1. *Take advantage of contract vehicles and cooperative purchasing agreements.* Contract vehicles are commonly relied upon as the most efficient way for governments to buy goods and services. Questica is listed on many cooperative purchasing contracts, such as DIR, Carahsoft, SHI, NASPO, BuyBoard, Sourcewell, and Omnia. These contracts include several vendors and were established via a competitive bidding process, much like an RFP cycle.
2. *"Sole source."* This method refers to opportunities where Questica is the only provider able to deliver the set of solutions that a government entity is looking for. This can justify the avoidance of an RFP, since there are simply no other vendors in the market who can deliver the necessary goods or services.
3. *Piggyback contracts:* To satisfy procurement policy, many Questica customers choose to piggyback from contracts already vetted by a competitive RFP process of similar size and scope. For example, The City of Spokane utilized a piggyback agreement (i.e., cooperative agreement statement) with City of Seattle to purchase Questica. Questica is open to helping the District explore best fit piggyback options with current customers.
4. *Emergency Funding:* State and local governments need the right tools to remain flexible and make critical data driven decisions. Several Questica customers, such as Imperial Commission, CA have invoked emergency purchasing measures to fund the purchase of Questica.



# Questica Budget Price Quote

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Prepared for:  
Jeff Renaud  
Chief Administrative Officer  
Municipal District of St. Stephen

Prepared by:  
Ben Landis  
Questica (GTY Software Inc.)

October 10, 2024

This proposal is subject to a review of your Chart of Accounts and a review of the Scope of Work.



# ORDER FORM

Order #: Municipal District of St. Stephen – November 12, 2024  
 Quotation Expiry Date: 11/29/2024

**GTY Software Inc. dba Euna Solutions**  
 603 Michigan Drive, Unit 1  
 Oakville, ON L6L 0G2  
 Canada

Rep Name: Ben Landis  
 Rep Email: ben.landis@eunasolutions.com

**Municipal District of St. Stephen**  
 22 Budd Ave, St. Stephen, NB E3L1E9  
 Canada

SaaS Subscription (Including software, maintenance, support and hosting)	Licenses	Total Price
Questica Budget Framework – All Modules		
Operating Licenses	Unlimited	
Personnel Planning & Budgeting Licenses	Unlimited	
Capital Project Planning Licenses	Not Included	
Read Only Licenses	Unlimited	
Performance Measures	Included	
Allocations	Included	
Statistical Ledger	Included	
OpenBook Transparency and Budget Book Studio	Included	
	Recurring Annual Fee(s) Sub-Total	\$29,500.00
Implementation Services (Per Statement of Work)	Units	Total Price
Planning & Analysis, Installation, Data Load & Verify, Training, and Project Management, Integration with TownSuite (Operating Actuals Import and Budget Export)	1	\$10,000.00
	Non-Recurring Fee(s) Sub-Total	\$10,000.00
	<b>TOTAL YEAR 1 PRICE</b>	<b>\$39,500.00</b>

**Currency: CAD**  
**Billing Cycle: Annual**  
**Payment Terms: Net 30**  
**Data Location: Canada**



**Order Notes:**

- Annual Subscription is based on a 5-year term
- Euna will apply a 3% annual increase beginning in year 2
- Applicable taxes extra.

**Terms of Payment:**

- Year 1 Software Subscription:
  - Due 100% upon Acceptance Date of Order Form (Net 30) and annually in advance for future years
- Professional Services:
  - Due 100% upon Acceptance Date of Order Form (Net 30)

## Acceptance

**Municipal District of St. Stephen**

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TERMS & CONDITIONS**

The Customer hereby agrees to order the products and/or services outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions detailed at [End User License Agreement | Euna Solutions](#)<http://www.ecivis.com/legal> (the "Agreement").

All remittance advice and invoice inquiries can be directed to [billings@eunasolutions.com](mailto:billings@eunasolutions.com). Please feel free to contact us if you have any questions.

THANK YOU FOR YOUR BUSINESS!

## SUMMARY

Questica greatly appreciates the Municipal District of St. Stephen's interest in learning more about our Company and our software. As stated, we welcome an opportunity to leverage our more than 26 years of success in public sector budgeting, to help the District improve the efficiency and effectiveness of its budgeting process and to provide a technology solution that optimizes and supports the budget formulation and management cycle.

We are happy to address questions and engage in more detailed conversation to showcase how our software fits your requirements, our implementation approach, and the support our company provides. I would also be happy to facilitate introductions to current clients and would encourage you to connect with your peers to understand why they decided to partner with Questica - the most trusted solution for government organizations.





September 12, 2024

His Worship Allan MacEachern  
Mayor of the Municipal District of St. Stephen

Your Worship:

**Subject: Agreement on the Canada Community-Building Fund with Local Governments  
(2024-2033) - Municipal District Of St. Stephen**

I am pleased to confirm that under the Administrative Agreement on the Canada Community-Building Fund, the Municipal District of St. Stephen will be eligible to receive financial support for qualifying infrastructure projects. The funds allocated to your local government are subject to the terms and conditions outlined in the attached agreement, annexes and schedules.

I also encourage you to submit your 2024-2028 Capital Investment Plan (CIP) to the Department at your earliest convenience. The reference no. assigned to your CIP is 6938.097.0000.

Please be advised the Agreement stipulates no public announcement shall be made by the municipality without the prior consent of the Department of Environment and Local Government. Moreover, public announcements will be made in conjunction with representatives of both the federal and provincial governments.

Please confirm your acceptance of the conditions by signing the enclosed agreement accompanied by your corporate seal and returning it to our department as soon as possible to the following address:

Community Funding Branch  
Department of Environment and Local Government  
20 McGloin Street  
Fredericton, New Brunswick  
E3A 5T8

Please feel free to contact the Community Funding Branch at (506) 457-4947 or by email at [CCBF-FDCC@gnb.ca](mailto:CCBF-FDCC@gnb.ca) if you have any questions or concerns.

[www.gnb.ca](http://www.gnb.ca)

In closing, I wish you success with your CCBF projects during the lifespan of this agreement.



Hon. Glen Savoie  
Minister of Local Government

Enclosure: Agreement on the Canada Community-Building Fund with Local Governments  
(2024-2033)

C. Ms. Cynde Faulkner, Assistant Deputy Minister  
Mr. Alex Berry, Director

**AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND  
WITH LOCAL GOVERNMENTS (2024-2033)**

**BETWEEN:** THE GOVERNMENT OF NEW BRUNSWICK, as represented by the Minister of Local Government (“**New Brunswick**”),

**AND** MUNICIPAL DISTRICT OF ST. STEPHEN, in the Province of New Brunswick (the “**Local Government**”).

*(individually a “Party”, and collectively the “Parties”)*

WHEREAS HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Housing, Infrastructure and Communities (“**Canada**”) and New Brunswick entered into an administrative agreement respecting the roles and responsibilities of Canada and New Brunswick for the administration of the Canada Community-Building Fund (“**CCBF**”) under the Administrative Agreement on the Canada Community-Building Fund effective April 1<sup>st</sup>, 2024 (the “**Administrative Agreement**”).

AND WHEREAS New Brunswick agrees to administer the Administrative Agreement on behalf of Canada and allocate to the Local Government a portion of any CCBF funding that may be transferred by Canada under the Administrative Agreement for the purposes described in the Administrative Agreement.

AND WHEREAS the Parties agree that any CCBF funding allocated to the Local Government is to help the community build and revitalize their public Infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities.

NOW THEREFORE, the Parties hereby agree as follows:

**1. PURPOSE**

This Agreement sets out the roles and responsibilities of New Brunswick and the Local Government for the administration of the CCBF.

**2. DEFINITIONS**

Unless defined elsewhere in this Agreement, capitalized words used throughout this Agreement are defined in Annex A (Definitions).

**3. ANNEXES AND SCHEDULES**

The following annexes and schedules are attached to and form part of this Agreement:

- Annex A: Definitions
- Annex B: Terms and Conditions
- Schedule A: Ultimate Recipient Requirements
- Schedule B: Eligible Project Categories
- Schedule C: Eligible and Ineligible Expenditures



Schedule D: Program Reporting  
Schedule E: Communications Protocol  
Schedule F: Asset Management  
Schedule G: Housing Report

#### **4. ADDITIONAL OR UNSPENT FUNDS**

4.1 Any CCBF funding that may be transferred by New Brunswick to the Local Government, once transferred, will be administered by the Local Government in accordance with this Agreement, including with the Terms and Conditions set out in Annex B.

4.2 Any Unspent Funds, and any interest earned thereon, will be subject to the Terms and Conditions (Annex B) of this Agreement and will no longer be governed by the terms and conditions of any Previous Agreements.

#### **5. DISPUTE RESOLUTION**

5.1 New Brunswick and the Local Government will work together to resolve any issues which may arise in relation to this Agreement.

5.2 If, after a reasonable effort has been made, an issue cannot be resolved between the Parties, it is understood that the final decision with respect to such issue will rest solely with New Brunswick, in its sole discretion. Where applicable, New Brunswick shall so advise the Local Government of the final decision in writing.

5.3 In the event of a dispute, New Brunswick may, in its sole and absolute discretion, delay or withhold fund transfers to the Local Government in circumstances where New Brunswick believes that the Local Government is not acting in good faith to resolve a dispute.

5.4 It is understood that failure by the Local Government to meet any of the Local Government's requirements outlined in this Agreement may result in New Brunswick delaying or withholding funding, pending confirmation satisfactory to New Brunswick of the Local Government's compliance with the applicable provision of this Agreement.

#### **6. RECORDS**

The Local Government will ensure proper, accurate and relevant financial accounts and other records are kept that are related to this Agreement and the use of CCBF funding, including but not limited to contracts, invoices, statements, receipts and vouchers. Said accounts and records shall be stored for at least six (6) years following the expiration or earlier termination of this Agreement. New Brunswick shall be provided with reasonable and timely access to said documentation for the purposes of audit and ensuring compliance with this Agreement and the Administrative Agreement.

## 7. DURATION, TERMINATION, REVIEW AND AMENDMENT

7.1 This Agreement will come into effect as of April 1, 2024, and will be in effect until March 31, 2034, unless New Brunswick agrees in writing to renew it, which shall be contingent on Canada and New Brunswick renewing the Administrative Agreement.

7.2 This Agreement may be amended at any time in writing as agreed to by New Brunswick and the Local Government. Notwithstanding the foregoing, where there is an amendment to the Administrative Agreement, this Funding Agreement shall be amended accordingly, where necessary.

7.3 This Agreement may be terminated at any time and for any reason by either New Brunswick or the Local Government with two (2) years written notice. In the event this Agreement is so terminated, any CCBF funding, Unspent Funds, and/or any interest earned thereon held by New Brunswick or the Local Government, that have not been expended on Eligible Projects as of the date of termination will nevertheless continue to be subject to this Agreement until such time as may be determined by New Brunswick.

7.4 If the Administrative Agreement is terminated prior to the expiration of this Agreement, this Agreement shall be effectively terminated as of the same date. New Brunswick shall provide the Local Government with notice of same.

7.5 If the Local Government fails to comply with any term or condition of this Agreement, New Brunswick may inform the Local Government by notice in writing that New Brunswick's obligation to transfer funds to the Local Government is hereby withheld or demand the return of any payment or part thereof. Any payment or part thereof demanded by New Brunswick and not returned by the Local Government within the timeframe required by New Brunswick shall be a debt due to New Brunswick.

7.6 The Local Government will indemnify and save harmless each of Canada and New Brunswick and each of their respective ministers, servants, officers, employees and agents from and against all claims, liabilities, and demands of any kind with respect to any injury or death to a person, or damage to or loss or destruction of property, economic loss or infringement of rights by or arising directly or indirectly from:

- a. the Administrative Agreement or this Agreement;
- b. the performance of this Agreement or the breach of any term or condition of it by the Local Government, its officers, servants, employees and agents, or by a Third Party, and any of its officers, employees, servants or agents;
- c. the ongoing operation, maintenance and repair of the municipal Infrastructure resulting from the project(s); and
- d. any omission or other wilful or negligent act of the Local Government, a Third Party, their respective employees, officers, servants or agents.

7.7 The Parties' rights and obligations respecting access to records and liability for projects will survive the expiry or earlier termination of this Agreement.

## 8. CORRESPONDENCE

Any notice or communication required or permitted by this Agreement shall be delivered in person, sent by electronic mail or sent by mail addressed to:

For New Brunswick:

Community Funding Branch  
Department of Environment and Local Government  
20 McGloin Street  
Fredericton, New Brunswick  
E3A 5T8  
Email: [CCBF-FDCC@gnb.ca](mailto:CCBF-FDCC@gnb.ca)

For the Local Government:

To the Chief Administrative Officer's (CAO) attention.  
22 Budd Ave  
St. Stephen, New Brunswick  
E3L 1E9

Email: [jeff.renaud@chocolatetown.ca](mailto:jeff.renaud@chocolatetown.ca)

or such other address or addressed to such other person as New Brunswick or the Local Government may, from time to time, designate in writing to the other Party.

## 9. GENERAL

9.1 New Brunswick and the Local Government acknowledge that the financial contribution by Canada under the Administrative Agreement and, in consideration of that contribution and notwithstanding that Canada is not a signatory to this Agreement, the Parties agree that the terms of this Agreement applicable to, or with respect to, Canada are for Canada's sole benefit.

9.2 Nothing in this Agreement is to be construed as authorizing one Party to contract for or to incur any obligation on behalf of the other or to act as an agent for the other. Nothing in this Agreement is to be construed as authorizing the Local Government or any Third Party to contract for or to incur any obligation on behalf of New Brunswick or to act as an agent for New Brunswick.

9.3 This Agreement is subject to the *Right to Information and Protection of Privacy Act*.

9.4 If there is a conflict between this Agreement and the Administrative Agreement, the provisions of the Administrative Agreement will apply. Notwithstanding any other provision of this Agreement, the Parties agree and acknowledge that in the event there are amendments to the Administrative Agreement all corresponding amendments shall be made to this Agreement and continued CCBF funding shall be contingent on same.

9.5 Either Party (the “Waiving Party”) may, at its option, waive in whole or in part any failure by the other Party (the “Obligated Party”) to perform any of the obligations under this Agreement. A waiver applies only to the specific matter it addresses, extends only to the Waiving Party and will not prejudice the right of the Waiving Party to complete the transaction of purchase and sale contemplated in this Agreement or to require the subsequent performance by the Obligated Party of any obligation under this Agreement.

9.6 Neither Party may assign this Agreement or any part of it without the written consent of the other Party.

9.7 If any term of this Agreement (the “Invalidated Term”) is found by a court of competent jurisdiction to be invalid or unenforceable for any reason, the Invalidated Term will not affect the remainder of this Agreement. The Invalidated Term will be treated as being modified to the extent necessary to make it enforceable while preserving as much as possible the intent of the Parties expressed in this Agreement.

9.8 Compliance with provisions of this Agreement that establish deadlines is vital to this Agreement and mandatory.

9.9 This Agreement will be governed by the laws of New Brunswick and Canada. In any legal proceeding, this Agreement will be treated as having been performed in New Brunswick. Each Party submits to the exclusive jurisdiction of the courts of New Brunswick.

9.10 This Agreement is in English by agreement of the Parties. Les Parties s'accordent et consentent que cette entente est en anglais seulement.

9.11 The Parties will promptly take any further steps and execute any other documents as may be reasonably requested or necessary to give full effect to this Agreement.

9.12 This Agreement is for the benefit of and binds the Parties and their successors and permitted assignees.

9.13 This Agreement may be executed electronically and in any number of counterparts, each of which is deemed to be an original, and such counterparts together constitute one and the same instrument. Transmission of an executed

signature page by facsimile, email or other electronic means is as effective as a manually executed counterpart of this Agreement.

9.14 An information website by New Brunswick provides reference information regarding the CCBF, including information such as the Administrative Agreement, the Capital Investment Plan template, and reporting templates:

[http://www2.gnb.ca/content/gnb/en/departments/elg/local\\_government/content/financial\\_support/content/gas\\_tax\\_fund.html](http://www2.gnb.ca/content/gnb/en/departments/elg/local_government/content/financial_support/content/gas_tax_fund.html)

The Parties enter into this agreement by signing below.

**GOVERNMENT OF NEW BRUNSWICK**



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Witness: Mélanie Landry



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The Honourable Glen Savoie  
Minister of Local Government  
Date: 12/09/2024

**LOCAL GOVERNMENT**

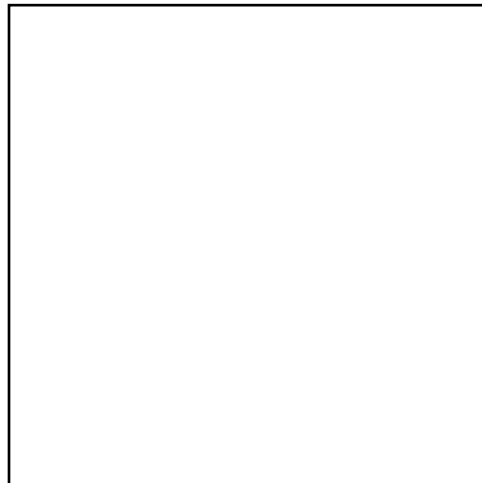
---

Allan MacEachern  
Mayor  
Date: \_\_\_\_\_

---

Name:  
Administrator / Clerk  
Date: \_\_\_\_\_

[affix Local Government seal]



## ANNEX A DEFINITIONS

**“Administrative Agreement”** means the Administrative Agreement on the Canada Community-Building Fund entered into between Canada and New Brunswick, setting out the roles and responsibilities of Canada and New Brunswick for the administration of the CCBF.

**“Affordable Housing”** means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Local Government.

**“Agreement”** means this agreement between New Brunswick and the Local Government setting out the roles and responsibilities of New Brunswick and the Local Government for the administration of the CCBF, including the Annexes and Schedules attached hereto.

**“Annual Expenditure Report”** means the duly completed annual report on expenditure to be prepared and delivered by the Local Government to New Brunswick, as described in Section 1.1 of Schedule D (Program Reporting).

**“Asset Management”** is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of Infrastructure assets in order to maximize benefits and effectively manage risk.

**“Asset Management Plan”** means a strategic framework that supports the sustainable delivery of established services through the management of capital assets including municipal Infrastructure.

**“Canada”** means the Government of Canada, as represented by the President of the King’s Privy Council for Canada, Minister of Housing, Infrastructure and Communities.

**“Canada Community-Building Fund” (CCBF)** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Contract”** means an agreement between the Local Government and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Capital Investment Plan” (CIP)** means a plan approved by Local Government Council and submitted by the Local Government to New Brunswick which includes a description of Eligible Projects for which the Local Government intends to use its CCBF funding, the project category, the estimated sources of funding and amounts, the outputs and outcomes the Local Government expects to achieve as a result of the Eligible Project and if the Eligible Project enables housing.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

**“Eligible Projects”** means projects as described in Schedule B (Eligible Project Categories).

**“Housing Needs Assessment”** (HNA) means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

**“Housing Report”** means the duly completed housing report to be prepared and delivered by the Local Government to New Brunswick annually by May 31 as described in Schedule G (Housing Report).

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned Tangible Capital Assets in New Brunswick primarily for public use or benefit.

**“Previous Agreements”** means any agreements between Canada and New Brunswick or between New Brunswick and the Local Government for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

**“Tangible Capital Assets”** means a non-financial asset having physical substance that:

- i. are held for use in the production or supply of goods and services for administrative purposes or for the development and construction of other tangible capital assets;
- ii. have useful economic lives extending beyond one year;
- iii. are to be used on a continuing basis; and,
- iv. are not for sale in the ordinary course of operations,

**“Third Party”** means any person or legal entity, other than Canada, New Brunswick or the Local Government, who participates in the implementation of an Eligible Project by means of a Contract.

**“Ultimate Recipient”** means:

- (i) a local government or its agent (including its wholly owned corporation);
- (ii) a non-municipal entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that (a) the local government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s), or for Eligible Projects in unincorporated areas, an approval of the Minister of Local Government.
- (iii) New Brunswick entities in the form of departments, corporations and agencies where they provide core municipal services.

For clarity, the Local Government is an Ultimate Recipient pursuant to this Agreement and the Administrative Agreement.



**“Unspent Funds”** means funds (as defined by Previous Agreements) that have not been allocated towards an Eligible Project (as defined under the Previous Agreements) in accordance with Previous Agreements prior to the effective date of this Agreement.

**ANNEX B  
TERMS AND CONDITIONS**

**1. ALLOCATION FORMULA**

- 1.1 Any Unspent Funds held by New Brunswick and any CCBF funding that may be received by New Brunswick from Canada, as well as any interest earned thereon, will be allocated annually as outlined below.
- 1.2 Unspent Funds that were allocated by New Brunswick to the Local Government but not expended by New Brunswick or the Local Government, including Unspent Funds that have been withheld from the Local Government by New Brunswick, will remain allocated to the Local Government.
- 1.3 Before determining any allocation to the Incorporated Areas and the Unincorporated Areas, New Brunswick may apply up to a maximum of 1.35 per cent of regular annual CCBF funding it may receive from Canada for administrative expenses.
- 1.4 New Brunswick will allocate ninety-six per cent (96%) of the remainder of any CCBF funding that may be transferred to it from Canada annually to the Incorporated Areas Allocation.
- 1.5 New Brunswick will allocate to eligible Ultimate Recipients in Incorporated Areas, a portion of the Incorporated Areas Allocation. This portion will be determined based on the below formula, subject to the provisions below:
  - (a) A per capita calculation of population within pre-reform local government boundaries totaling 80% of the remainder of any CCBF funding that may be transferred to New Brunswick from Canada annually.
  - (b) A per capita calculation of population within pre-reform Unincorporated Areas that have been amalgamated with local governments as of January 1, 2023, totaling 16% of the remainder of any CCBF funding that may be transferred to New Brunswick from Canada annually.
- 1.6 The portions referred to in section 1.5 above, will be determined by New Brunswick.

**2. DELIVERY MECHANISM – INCORPORATED AREAS ALLOCATION**

- 2.1 Notwithstanding any other provision of this Funding Agreement, payments to the Local Government shall be contingent upon New Brunswick receiving the CCBF funds from Canada, and further subject to the Local Government’s compliance with the terms and conditions of this Funding Agreement.
- 2.2 New Brunswick will allocate directly to the Local Government a portion of the Incorporated Areas Allocation based on the Allocation Formula described above.
- 2.3 The Local Government must develop and provide to New Brunswick a five-year Capital Investment Plan.

- 2.4 The Local Government will decide which Eligible Projects will receive CCBF funding in accordance with any allocation, and in accordance with the Local Government's Capital Investment Plans for Incorporated Areas.
- 2.5 The Local Government shall use the CCBF funding only for Eligible Projects and solely in respect of Eligible Expenditures, as defined in this Agreement.

### **3. USE AND RECORDING OF FUNDS**

- 3.1 Any CCBF funding that may be transferred to the Local Government, Unspent Funds, and any interest earned thereon, shall be used by the Local Government in accordance with this Agreement and specifically Schedule A (Ultimate Recipient Requirements).
- 3.2 Upon receipt of any CCBF funding from New Brunswick, the Local Government will record into a separate and distinct account any CCBF funding received, and any interest earned thereon.
- 3.3 Any CCBF funding that may be transferred by New Brunswick to the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

### **4. ELIGIBLE PROJECT CATEGORIES**

Eligible Project categories under the CCBF include the following: highways; local roads and bridges; short-sea shipping; short-line rail; regional or local airports; broadband connectivity; public transit; drinking water; wastewater; solid waste; community energy systems; brownfield redevelopment; sports, cultural, recreational, or tourism infrastructure; resilience; fire halls; and capacity building among local governments. Schedule B (Eligible Project Categories) provides further details regarding Eligible Project categories.

### **5. ELIGIBLE EXPENDITURES**

Eligible Expenditures are those associated with the following: the acquiring, planning, designing, constructing, or renovating of a Tangible Capital Asset, or completing work to ensure that the asset is able to reach the end of its intended life; the strengthening of the ability of local governments to improve local and regional planning and Asset Management as well as joint federal communication activities and federal signage. Schedule C (Eligible and Ineligible Expenditures) sets out specific requirements for eligible and ineligible expenditures.

### **6. CAPITAL INVESTMENT PLAN**

- 6.1 The Local Government agrees to submit two Capital Investment Plans (CIP) in a format, as determined by New Brunswick, which includes the information consistent with the requirements of the Administrative Agreement, and to work in collaboration with New Brunswick for the first CIP, for the period 2024-2028, to be approved by December 31, 2027 and the second CIP, for the period 2029-2033, to be approved by December 31, 2032.

- 6.2** The Local Government will submit CIPs approved by the Local Government Council with projects totaling all of its estimated allocation. The CIPs will be reviewed by New Brunswick for project eligibility. Once approved by New Brunswick, the Local Government will be advised, in writing, of the approval of the CIPs
- 6.3** The CIPs may be modified, with the approval of New Brunswick, if the Local Government's priorities change. Projects that have not been started can be modified or removed, and new projects can be added, provided that the Local Government has indicated its support through a formal resolution of its council. Changes in expenditures do not require council resolution if the total CIP contribution is rebalanced with other approved projects.
- 6.4** The Local Government shall not alter the scope of a CIP without the prior written consent of New Brunswick.
- 6.5** The Local Government shall inform New Brunswick promptly in writing of any reduction in approved CIP costs or of any additional financial assistance, including federal, provincial, municipal or third party assistance, with respect to an approved CIP, and New Brunswick shall have the right to adjust the amount of the funds applicable to that CIP to take into account the amount of any such additional assistance that is to be received.

## **7. REPORTING**

The Local Government will meet any applicable reporting requirements set out in Schedule D (Program Reporting) and Schedule G (Housing Report), as applicable.

## **8. COMMUNICATIONS**

This Agreement formalizes clear requirements to support federal communications objectives. Schedule E (Communications Protocol) sets out specific communications requirements, including:

- providing upfront project information on an annual basis for communications purposes;
- including the federal government in local project communications; and
- installing federal project signs, unless otherwise approved by Canada.

## **9. ASSET MANAGEMENT**

Asset Management will be undertaken in accordance with the approach set out in Schedule F (Asset Management) and New Brunswick will provide the Local Government with guidance on the requirements for this Agreement when available.

## SCHEDULE A – Ultimate Recipient Requirements

The Local Government, being an Ultimate Recipient, is required to:

1. Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
2. Comply with all Ultimate Recipient or Local Government requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).
3. Continue to develop Asset Management Plans for the assets under their control and make use of these plans to inform community Infrastructure decision-making.
4. Invest, in a distinct account, CCBF funding it receives from New Brunswick in advance of it paying Eligible Expenditures.
5. With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international and interprovincial trade agreements, and all other applicable laws, such as the *Procurement Act*.
6. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
7. Allow Canada and New Brunswick reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CCBF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
8. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and New Brunswick. Keep proper and accurate accounts and records relevant to the CCBF program for a period of at least six (6) years after the termination of this Agreement.
9. Ensure their actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third Party, or between New Brunswick and the Local Government, or between New Brunswick and a Third Party.
10. Ensure that they do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of either Canada or New Brunswick.

11. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
12. Ensure that they will not, at any time, hold the Government of Canada or the Government of New Brunswick, their officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada and the Government of New Brunswick, their officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.
13. Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal Infrastructure programs.
14. Complete, publish on its website and send the link to New Brunswick by March 31, 2025, for all communities with a 2021 Census population of 30,000 or more, a Housing Needs Assessment prepared in accordance with guidance provided by Canada. If the Local Government has completed their Housing Needs Assessments after April 1, 2019, they may submit their existing Housing Needs Assessment if it complies with the requirements for Housing Needs Assessments provided by Canada.
15. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement, will extend beyond such expiration or termination.

## SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation Infrastructure.
2. Highways – highway Infrastructure.
3. Short-sea shipping – Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
4. Short-line rail – railway related infrastructure for carriage of passengers or freight.
5. Regional and local airports – airport-related Infrastructure (excludes the National Airport System).
6. Broadband connectivity – Infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. Public transit – Infrastructure which supports a shared passenger transport system which is available for public use.
8. Drinking water – Infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. Wastewater – Infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. Solid waste – Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. Community energy systems – Infrastructure that generates or increases the efficient usage of energy.
12. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public Infrastructure as identified in the context of any other category under the CCBF, and/or;
  - the construction of municipal use public parks and publicly-owned social housing.
13. Sport Infrastructure – amateur sport Infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior

hockey teams).

14. Recreational Infrastructure – recreational facilities or networks.
15. Cultural Infrastructure – Infrastructure that supports arts, humanities, and heritage.
16. Tourism Infrastructure – Infrastructure that attract travelers for recreation, leisure, business or other purposes.
17. Resilience – built and natural Infrastructure assets and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, Housing Needs Assessments, and/or Asset Management Plans, related to strengthening the ability of recipients to develop long-term planning practices.
19. Fire Halls – fire halls and fire station Infrastructure.

Investments in health Infrastructure (hospitals, convalescent and senior centres) are not an Eligible Product Categories.



## SCHEDULE C - Eligible and Ineligible Expenditures

### 1. Eligible Expenditures

1.1 Eligible Expenditures of the Local Government are limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renovating a Tangible Capital Asset and any related debt financing charges specifically identified with that asset;
- b) the expenditures associated with completing maintenance on Tangible Capital Assets so as to ensure that these assets achieve the full length of the planned asset life;
- c) for capacity building category only, the expenditures related to strengthening the ability of local governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, Housing Needs Assessments, and/or Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to Asset Management, which may include software acquisition and implementation;
  - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
  - iii. training directly related to Asset Management planning; and
  - iv. long-term Infrastructure plans; and
- d) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Local Government's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Local Government is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by New Brunswick.

### 2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;

- ii. regional and local airports;
  - iii. short-line rail;
  - iv. short-sea shipping;
  - v. disaster mitigation;
  - vi. broadband connectivity;
  - vii. brownfield redevelopment;
  - viii. cultural infrastructure;
  - ix. tourism infrastructure;
  - x. sport infrastructure; and
  - xi. recreational infrastructure.
- c) project expenditures incurred before April 1, 2021 for the following investment category: fire halls.
- d) the cost of leasing of equipment by the Local Government, any overhead costs, including salaries and other employment benefits of any employees of the Local Government, direct or indirect operating or administrative costs of the Local Government, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- e) taxes for which the Local Government is eligible for a tax rebate and all other costs eligible for rebates;
- f) purchase of land or any interest therein, and related costs;
- g) legal fees;
- h) routine repair or preventative maintenance costs not designed to ensure that an asset reaches its planned life; and
- i) costs associated with healthcare Infrastructure or assets.

## **SCHEDULE D - Program Reporting**

Reporting requirements consist of an Annual Expenditure Report (AER), an Outcomes Report, a Project Announcement Planning Report, and when applicable a Housing Report which will all be submitted to New Brunswick for review and acceptance. The reporting year is January 1 to December 31.

### **1. Annual Expenditure Report (AER)**

By May 1 of each year, the Local Government will provide New Brunswick an Annual Expenditure Report consisting of two tables (Part I and Part II) submitted in accordance with the template to be provided by New Brunswick. The Local Government will also sign off on a municipal attestation which will be provided by New Brunswick and shall be part of the Annual Expenditure Report submission to New Brunswick.

### **2. Housing Report**

By May 1 each year, the Local Government will provide to New Brunswick a report on housing as outlined in Schedule G (Housing Report). New Brunswick will provide a template document when it becomes available.

### **3. Outcomes Report**

By May 1 of each year, the Local Government will provide to New Brunswick an outcomes report. New Brunswick will provide the template document when it becomes available.

### **4. Project Announcement Planning Report**

By May 1 of each year, the Local Government will provide to New Brunswick a project announcement planning report. New Brunswick will provide the template document when it becomes available.

Failure by the Local Government to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by New Brunswick. The above noted reports shall all be provided to New Brunswick in a form acceptable to New Brunswick.

## **SCHEDULE E – Communications Protocol**

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to New Brunswick and the Local Government. Communicating to Canadians on the use of CCBF funding is clearly linked with Canada and New Brunswick's joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting the joint commitment to transparency.

### **1. Purpose**

1.1 This communications protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under the Administrative Agreement and this Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, New Brunswick and the Local Government agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principles of transparent and open discussion.

1.3 Failure by the Local Government to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by New Brunswick.

### **2. Collaboration for communications**

2.1 The Local Government agrees to work in collaboration with New Brunswick when communicating project information, including provision of upfront project information, project signage, and planned communications activities throughout the year.

2.2 The Local Government shall inform New Brunswick of communications opportunities (ex. milestone event, news release) so that New Brunswick may coordinate participation in alignment with this communications protocol.

### **3. Inform New Brunswick on allocation and intended use of CCBF funding for communications planning purposes**

3.1 The Local Government agrees to provide to New Brunswick upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis by May 1 as indicated in Section 4 of Schedule D.

3.2 The information to be provided by the Local Government to New Brunswick shall include the following: Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes and outputs including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

#### **4. Announcements and media events for Eligible Projects**

4.1 At Canada's request, Canada and New Brunswick agree to coordinate an announcement regarding annual allocations of CCBF funding.

4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).

4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. The Local Government, Canada and New Brunswick will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).

4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of New Brunswick and, as appropriate, Canada and the Local Government.

4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to the other Party of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. New Brunswick, and, as appropriate, Canada and the Local Government will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event),

4.6 For media events, each of Canada, New Brunswick and the Local Government will choose its own designated representative. New Brunswick and the Local Government are responsible for coordinating all onsite logistics.

4.7 Neither the Local Government nor New Brunswick shall unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.

4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).

- 4.9 All joint communications material related to media events and announcements must be approved by Canada and New Brunswick, and recognize the funding of Canada and when applicable, of New Brunswick.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, New Brunswick and the Local Government agree to ensure equal visibility in all communications activities.

## **5. Program communications**

- 5.1 New Brunswick and the Local Government may include messaging in their own communications products and activities with regard to the CCBF.
- 5.2 The Party undertaking these activities will recognize the funding of all contributors, including Canada.
- 5.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 5.4 New Brunswick and the Local Government agree that they will not unreasonably restrict the other from using, for their own purposes, public communications products related to the CCBF prepared by Canada, New Brunswick or the Local Government, or, if web-based, from linking to it.
- 5.5 Notwithstanding section 4 directly above, the Parties acknowledge that Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

## **6. Operational communications**

- 6.1 The Local Government is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Operational communications should include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.
- 6.3 New Brunswick and the Local Government will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. New Brunswick will advise the Local Government, when appropriate, about media inquiries received concerning an Eligible Project.

## **7. Communicating success stories**

7.1 New Brunswick agrees to facilitate communications between Canada and the Local Government for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

## **8. Advertising campaigns**

8.1 Canada, New Brunswick or the Local Government may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the organizing Party agrees to inform the other Party of its intention, and to inform them no less than 21 working days prior to the campaign launch.

## **9. Digital Communications, Websites and webpages**

9.1 Where the Local Government produces social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.

9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

## **10. Project signage**

10.1 Unless otherwise approved by Canada, the Local Government will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach. New Brunswick will ensure the Local Government is in receipt of the Federal sign design, content, and installation guidelines.

10.2 Where New Brunswick or the Local Government decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

10.3 The Local Government is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

10.4 The Local Government agrees to inform New Brunswick of signage installations on a basis identified by New Brunswick, in its sole discretion.

## **11. Communication Costs**

11.1 The eligibility of costs related to communication activities that provide public information on this Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).



## SCHEDULE F – Asset Management

Asset Management is a key underpinning of community sustainability because it can inform a range of investment, servicing, and community planning decisions, which in turn support maximizing the Local Government's Infrastructure investments.

Asset Management can include:

- an inventory of assets;
- the condition of Infrastructure;
- level of service objectives or standards;
- risk assessments;
- cost analyses;
- an inventory of future repair, maintenance, recapitalization, or capital work to maintain the asset's ability to meet its function or purpose;
- community priorities for future works; and
- financial planning.

## SCHEDULE G – Housing Report

### 1. Housing Needs Assessments

- 1.1 By March 31, 2025, if the Local Government has a 2021 Census population of 30,000 or more, the Local Government shall be required to complete and make available to New Brunswick a Housing Needs Assessment (HNA) prepared according to guidance provided by Canada. If the Local Government has already completed HNAs after April 1, 2019, then the Local Government may submit existing HNAs, if they meet the requirement outlined in the HNA guidance. The Capacity Building Category under CCBF can be used to support the preparation or updating of HNAs.
- 1.2 The Local Government's HNA should be used to identify Infrastructure gaps that contribute to community housing pressures and to prioritize CCBF projects that can alleviate these pressures where it makes sense to do so. CCBF projects that address housing pressures must be identified in the Housing Report and housing outcomes must be measured for these projects.
- 1.3 If the Local Government has a 2021 Census population of 30,000 or more, then HNAs must be made publicly available on the Local Government's website.
- 1.4 A separate HNA Guidance Document will be provided by New Brunswick to the Local Government, having been prepared by Canada.

### 2. Project-Level Housing Report

The Local Government shall assist New Brunswick with this report by providing requested/relevant information to New Brunswick by May 1 of each year.

#### Criteria for Project-Level Reporting

If the Local Government meets both requirements below, then the Local Government must be included in Table 1 (below) and is required to complete an HNA by March 31, 2025 and to provide project-level data on housing requirements to New Brunswick, for inclusion in the Housing Report that will be submitted by New Brunswick to Canada.

- A local government with a population of 30,000 or more; and additional local governments as mutually agreed to by Canada and New Brunswick.

*AND*

- A local government that has identified housing pressures that can be addressed through closing Infrastructure gaps or capacity building, for example:

- High levels of core housing need (meaning a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community);
- Affordability pressures such as elevated rents;
- Lack of workforce housing or low vacancy of family-sized units;
- Limited serviced land for expansion; and
- Outdated planning policies or zoning by-laws.

If the Local Government does not meet these criteria it may additionally be included at the discretion of New Brunswick, in which case New Brunswick shall so advise the Local Government.

The Local Government must provide New Brunswick with project-level information annually, which shall include project level reporting criteria (i.e. identify which criteria as noted above applies) and key Infrastructure-related housing pressures (i.e. identify key housing gaps and needs that are related to Infrastructure). Housing pressures should be consistent with needs and pressures identified by the Local Government in their HNA.

### 2.1 Project-Level Housing Outcomes

If the Local Government meets the above criteria, they are required to complete the table below on an annual basis and provide same to New Brunswick. The intent of the table is to link the housing pressures identified with outcomes supported by CCBF projects that can help the Local Government address their specific housing pressures. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Local Government	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.1.1) that will be used to measure success.</i>

### 2.1.1 Housing Outcome Indicators

For each of the projects listed in the above table, the Local Government will provide New Brunswick with the number of new housing units enabled and the number of Affordable Housing units enabled or preserved.

### 3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, New Brunswick shall provide Canada with a narrative report on program-level housing outcomes. The Local Government shall assist New Brunswick in the preparation of this report on an as needed basis, in New Brunswick's sole discretion.

Specifically, the Local Government must advise New Brunswick how the CCBF funding it received was used to address housing pressures within the Local Government's jurisdiction, over the reporting period, and steps taken between New Brunswick and the Local Government to unlock supply and improve affordability for Canadians. It should also link to identified needs in the Local Government's HNAs once they have been developed.

The Local Government shall also advise New Brunswick with respect to how CCBF funding has alleviated housing pressures tied to Infrastructure gaps and contributed to housing supply and affordability outcomes, as well as an assessment of measures they have taken to improve housing outcomes through CCBF funded Infrastructure projects. This should include:

- How the Local Government has prioritized specific Infrastructure investments that are unlocking an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for Affordable Housing);
- Steps taken to preserve and/or increase supply and mix of Affordable Housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and
- How the Local Government is utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).

The housing narrative prepared by New Brunswick must also include responses to the following questions, which the Local Government shall assist New Brunswick in answering, where requested:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many new housing units were enabled?
- What percentage of total new housing units enabled or preserved are affordable?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

## **4. Assessment of the Housing Reports and Compliance**

### **4.1 Assessment of Housing Reports**

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

### **4.2 Compliance**

Failure to comply with the terms of this Schedule will require compliance actions to address the compliance issue. Compliance actions may include notification of the particulars of the failure to comply, discussions to bring the Local Government into compliance as well as withholding funding until the failure to comply is addressed.

Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for the Local Government for future Infrastructure Canada programs.

Dear Ms. Williams

I am writing thank you for helping us with our project for Orange Shirt Day.

Thank you for helping us with Orange shirt day. You helped us put up the Orange shirts on the wall at the Civic Center and helping put up all the the signs. This project was very fun. Thank you Kendall and Norah.

Dear Michelle Vest,

I am writing to thank you for helping us with our project for Orange Shirt/Day (Truth and Reconciliation Day).

Thank you for giving us permission to work in the Civic Center and for printing the signs to put around the Civic Center. We appreciate you helping us to spread awareness about Truth and Reconciliation day.

Sincerely, Carissa and Quinn,  
1a class 6/7 de SSMS



St. Croix Branch No. 9  
Royal Canadian Legion  
43 Queen St, St. Stephen, NB E3L 2K2  
[stcroix9rcl@gmail.com](mailto:stcroix9rcl@gmail.com)  
506 466 2470

12 Nov 2024

Dear Municipal District of St. Stephen,

On behalf of the Executive and members of St. Croix Branch #9 of the Royal Canadian Legion, Thank you for your generous support during our Poppy Campaign and Remembrance Day ceremony.

From the storage/hoisting of the Military banners; permission to hold the Remembrance service every year; setup, tear down and security along Milltown Blvd as well as all the little things that bring this Time of Remembrance to fruition, we could not do this without your assistance.

Thank you for keeping our Veterans in your hearts.

Yours in Comradeship,

Mel Walker,  
President  
St. Croix Branch #9

# 2024

**Allan MacEachern**  
**Mayor**



## Activity Report

October 23 <sup>rd</sup>	Attended Sophia Recovery 'Sunny Side Up' breakfast.
October 23 <sup>rd</sup>	Economic Development meeting with Eastern Charlotte and Saint Andrews.
October 24 <sup>th</sup>	Regional Service Commission board meeting.
October 29 <sup>th</sup>	Regional Service Commission special board meeting.
October 30 <sup>th</sup>	MDSS Council meeting.
November 4 <sup>th</sup>	Meeting with potential developer.
November 5 <sup>th</sup>	Meeting with Minister Cindy Miles and Jim Mehan regarding shelter and services being offered.
November 6 <sup>th</sup>	MDSS Special Council meeting.
November 12 <sup>th</sup>	Ward 1 Municipal Plan meeting, Old Ridge Hall.
November 13 <sup>th</sup>	Ward 3 Municipal Plan meeting, Oak Bay Hall.
November 14 <sup>th</sup>	MDSS Committee of Whole meeting.
November 14 <sup>th</sup>	Meeting with potential developer.
November 18 <sup>th</sup>	Garcelon Civic Center Funding Committee meeting.
November 19 <sup>th</sup>	Meeting with Horizon representative on doctor recruitment and clinic/wellness center.
November 21 <sup>st</sup>	Regional Service Commission Committee of Whole meeting.



November 2024



**Councillor  
Activity Report**

**Ghislaine Wheaton  
Councillor**



**COUNCIL MEETINGS**

- 30-Oct** Attended Council Meeting
- 06-Nov** Attended Special Council Meeting
- 14-Nov** Attended Committee of the Whole

**COMMITTEES, COMMISSIONS AND BOARDS**

- 30-Oct** Attended the Visitor Information Centre(VIC) Working Group Meeting at the GCC. The purpose of the VIC working group was to determine the best options for the Municipal District of St Stephen(MDSS) in operating a provincially designated (PVIC).
- 13-Nov** Attended the Ward 3 Municipal Plan Presentation at the Oak Bay Hall presented by the planning dept. The session was well attended and very informative.
- 18-Nov** Attended a Zoom Meeting with the Southwest Regional Healthcare Committee. The purpose of the call was to bring the committee up to date on activities under the regional healthcare promotion program.

**OTHER MEETINGS**

**APPEARANCES**

- 11-Nov** Attended the Remembrance Day Ceremony at the Milltown Memorial Cenotaph.

**COMMUNITY ACTIVITIES**

- 30-Oct** As president of the New Brunswick Society of Retired Teachers of Charlotte County, I attended an executive meeting in St. George.
- 19-Nov** Participated in a Zoom Meeting for all the provincial presidents of the New Brunswick Society of Retired Teachers.
- 15-Nov** Attended the Christmas In Three Countries Dinner sponsored by the Charlotte County Multicultural Association. It was a great learning experience and the food was delicious.

**CONFERENCES**

**MISCELLANEOUS**

- Continue to reply to phone calls and emails.

**FUTURE AGENDA ITEMS**

- Nov 22-23** Plan to attend the many events at the Hometown Community Christmas.

**EXPENSE REPORTS**

2024



**Councillor  
Activity Report**

**Marg Harding  
Councillor**



A few years back I went to a few stores and then I reported on them before the holidays. This year I am going to do the same.

I am going to start out with Fat Pie, a couple storefronts down from Ferry Point bridge. At our house after the turkey dinner, we have always had pumpkin pie, but this year I am switching it up a notch and I am getting my Christmas desserts from Fat Pie. If you haven't tried this company's desserts, you are missing out on a tasty treat. Keep your eye out for their key lime pie. Yummy!

Then I am going down the street to a Touch of Sun. This shop is owned and operated by Dave and Debbie Beaman. They have several tanning machines, and they also have red light therapy. I am going south the end of March so I will be buying a tanning package the first of March.

Then I will go to St. Croix Army Surplus and Musical Instruments. This store is owned by John Barker. I am going there to buy something for the outdoors people in my life.

I will then cross the street to Something's Brewing where I will have a coffee and a pastry before I go home.

I also noted while I was in this area the number of service industries. There is a dog groomer by the name of Mary Dale. There is Bone Physiotherapy and Wellness. There is H and R block and across the street is Perry's Barber Shop. This is indeed a busy and thriving section of our Town and I can't help to wonder if it will remain the same with the arrival of a homeless shelter so very close.

And on that subject. I have had eleven visitors and twenty-three phone calls asking me questions that I cannot answer.

1. Is this building going to be staffed 24-7?
2. What is the capacity of this shelter?
3. Is this a wet shelter and if so, are medical personnel there?
4. Is there a curfew?
5. Is there some sort of off ramp to enable a client to be able to access treatment?
6. What type of staff will be at the shelter?

I have a call in to Kathy Bockus to see if I can get information for the questions I am receiving.

Next month I will be shopping at the mall and hope to have some bargains there for you also.

Marg

# November 2024



**Councillor  
Activity Report**

**Wade Greenlaw  
Councillor**



(NOTE: MDSS is the Municipal District of St Stephen, BIA is the Business Improvement Area, Chamber refers to the local Chamber of Commerce, and UMNb refers to the Union of Municipalities NB.)

## **Council Meetings**

Nov 6            Special Council Meeting Budget  
Nov 14          Committee of the Whole meeting  
Nov 27          Regular Council Meeting

## **Committee and Board Meetings:**

Nov 4           Meeting with MDSS Events Staff, BIA and Chamber on a sleigh ride event  
Nov 13          Planning - Public Consultation session at Oak Bay Hall  
Nov 19          Regular Chamber of Commerce Board Meeting

## **Other:**

- Meeting with Planning and CAO on some planning and zoning issues.
- Meeting with Minister of Housing David Hickey and UMNb to discuss priorities, provide municipal feedback and develop a working relationship of collaboration.
- Attended the third of a series of Industrial Energy Efficiency Webinars.
- Interview with allNewBrunswick news on Municipal Airport.
- Nov 12- Hosted a Radon Information Session and 100 free Radon Test Challenge at GCC. St Croix Public Library was also part of the challenge and co-hosted - thanks goes out to Tracy Pomeroy.

## **MISC:**

- Reviewed RCMP occurrence reports to look for trends or spikes in certain areas or types of crime.
- Continue to review municipal budget items and our strategic plan SMART actions as the current budget process continues.
- Attending Hometown Christmas Promotion Nov 22/23.
- Several calls on different items with regards to dangerous and unsightly, By-Laws, and solid waste pick up in rural areas. Additional calls on development issues with regards to access to government owned land and the slow approval process from developers and other municipal governments.

2024



**Councillor  
Activity Report**

**David Hyslop  
Councillor**



**COUNCIL MEETINGS**

- October 30 Regular Council Meeting
- November 6 Special Committee of the Whole Meeting
- November 6 Special Council Meeting
- November 14 Committee of the Whole

**COMMITTEES, COMMISSIONS AND BOARDS**

- November Ongoing Review and Correspondence RE: WOBC Board

**OTHER MEETINGS**

- November 13 RSC Planning Meeting – Oak Bay Hall

**APPEARANCES**

- November 11 Remembrance Day ceremonies – Cenotaph/Legion

**COMMUNITY ACTIVITIES**

**CONFERENCES**

**MISCELLANEOUS**

- Calls/messages RE: Infrastructure By-laws, Shelter location, etc.

**FUTURE AGENDA ITEMS**

**EXPENSE REPORTS**

# 2024

**Earle Eastman  
Councillor**



**Councillor  
Activity Report**

## COUNCIL MEETINGS

- 06 Nov 24 - Special Council Meeting
- 14 Nov 24 - Council of the Whole Meeting
- 27 Nov 24 - Council Meeting

## COMMITTEES, COMMISSIONS AND BOARDS

## OTHER MEETINGS

- 04 Nov 24 - Meeting with the Peskotomuhkaiti 1st Nations Representative
- 07 Nov 24 - Legion Executive Meeting
- 12 Nov 24 - Legion Branch Meeting
- 16 Nov 24 - Order of St George Fund Rising Dinner in Halifax
- 20 Nov 24 - Garrison Community Council Greeting in the NB Legislation to a Memorial Cross Mother in Fredericton

## APPEARANCES

- 03 Nov 24 - Garrison Community Council review of the "Fallen Hero's of Afghanistan" movie production in Fredericton
- 05 Nov 24 - Veteran's Dinner at St Croix Legion

## COMMUNITY ACTIVITIES

- 02 Nov 24 - Manned a Poppy post at Cdn Tire for the Legion.
- 07,21,28, Nov 24 - Community Chase the Ace
- 13 Nov 24 - Attended & Participated in the Municipal Plan Meeting for Ward 3
- 11 Nov 24 - Attended & Participated in the annual Remembrance Day Ceremony
- 28 Nov 24 - Attended & Participated in the Municipal Plan Meeting for Ward 2

## CONFERENCES

## MISCELLANEOUS

- Answered several telephone calls, email and Facebook concerns & questions from MDSS citizens
- Participated in a variety of MDSS Council emails.

## FUTURE AGENDA ITEMS

## EXPENSE REPORTS

**2024**



**Councillor  
Activity Report**

**Brian Cornish  
Councillor**



**Monthly activity report for November.**

- **Attended a MDSS COW meeting**
- **Attended a MDSS Council meeting**
- **Attended a special MDSS budget meeting**
- **Attend a planning session for Ward 1 by the Southwest planning Department**

**Updated several residents of Ward 2 on the current situation of the apartment building at 449 1/2 Milltown Blvd.**

**Met with Fire Chief Morton by phone to get up to date and guidance on the current state of Murchie Ave in Milltown where several homeless individuals from 449 ½ Milltown Blvd apparently have taken up residency at 4 Murchie Ave. just across the street from the building we have closed by boarding up the apartment building a few days ago.**

**Chief Morton was very helpful in explaining the current state, safety and by-law that he presented to the residents of 2 Murchie Ave.**

**I transmitted the mirror image of the message the Chief had already shared with the residents.**

**The residents of the street and surrounding area are in fear of potential acts of violence, fires and theft.**

**One day after the new occupants of 4 Murchie Ave took up residence the homeowner of 2 Murchie Ave had their vehicle broken into.**

**I feel the town is doing the best we can under the current laws and processes we must adhere to.**

**I am starting to understand the process that the so-called homeless are applying to our town WAC-A-MOLE. Push down on one area and they pop up at another location.**

**I respect our Fire Department and RCMP for what they are officially able to enforce and the dangerous situations they continually investigate.**

**Continually expressed my appreciation of their service to our community.**

**Every resident in the MDSS should express their appreciation of these men and women who put their life on the line every day...Thanks for your service.**

**In the same thought please consider the cost to our town of playing WAC-A-Mole Day in and day out.**

**Ward 1 has been fortunate to have completed 20 KM of tree trimming on both sides of Route 740, Heathland Road.**

**This will help with deer crossing and hydro outages to improve safe travel in Ward 1. I am grateful for this improvement.**

**I had a very cordial and productive meeting with the local Manager for the DTI on future road paving in Barter Settlement, Upper Mills and a section of Rte. 735 Mayfield.**

**Worked on a new process with Ward 3 councilors in order that rural residents have a process to ask for assistance from the provincial DTI and other provincial agencies until the rural wards are managed under the jurisdiction of the MDSS.**

**Drove all roads in Ward 1 to capture the needs in my area of influence to assist our residents with inquiries and assistance they may require and direct their needs to the correct point of assistance.**

**Requested paving for Upper Mills and Barter Settlement and a center line for Rte. 735.**

**I make a point of taking a monthly tour of my area of interest, Ward 1.**

**Over the past year we have been fortunate with the assistance of NB Power and DTI in accomplishing following:**

**Rte. 725 paved from the Mayfield Road Rte. 735 to the end of Little Ridge;**

**Trees removed on both sides of Rte. 735 and Rte. 740;**

**Tree removal on the power line side of the Upper Mills Road;**

**I will continue to monitor Ward 1 and would welcome any suggestions or complaints that affect our ward.**

**Attended a meeting presented to Ward 1 residents by Planning Director Alex Henderson for the Southwest Planning Commission. He presented a great overview of the current state and potential planning endeavors. A very productive Q & A followed with concerns and suggestions from our residents.**

2024



**Councillor  
Activity Report**

**Joyce Wright  
Councillor**



October 30, 2024 Regular Council Meeting  
November 6, 2024 Special Council Meeting  
November 6, 2024 Committee of the Whole  
November 12, 2024 Municipal Plan meeting for Ward 1  
November 14, 2024 Regular Committee of the Whole

Ongoing:

Emails  
Conversations with citizens  
Reading emails from FCMB, UMN, and other agencies