



**Municipal District of St. Stephen Council
AGENDA**

**Wednesday, April 30, 2025, 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 <u>Proposed Resolution:</u> That the Agenda for the Regular Council Meeting of APRIL 30, 2025, be approved.	
D. DISCLOSURE OF CONFLICT OF INTEREST	
E. ADOPTION OF MINUTES	
1. <u>Special Council Meetings</u> <u>Proposed Resolution:</u> That the Minutes of the Special Council Meetings held on APRIL 3, 2025, and APRIL 15, 2025, be approved as presented.	4
2. <u>Regular Council Meeting</u> <u>Proposed Resolution:</u> That the Minutes of the Regular Council Meeting held on MARCH 26, 2025, be approved as presented.	9
F. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER <u>Proposed Resolution:</u> That the Report of the Chief Administrative Officer be acknowledged and received.	16
G. PUBLIC COMMENT PERIOD	
H. REPORTS <u>Proposed Resolution:</u> That the Departmental Information Reports be acknowledged and received.	
1. <u>Deputy CAO Report</u> a. Monthly Report	19

2.	<u>Southwest NB Service Commission - MD Planning Report</u>	23
a.	MDSS April Planning Report	41
3.	<u>Community Services Report</u>	45
4.	<u>Assistant Treasurer's Report</u>	
5.	<u>Future St. Stephen Economic Development Report</u>	

I. BYLAWS

1.	<u>Municipal Plan By-law</u>	71
----	------------------------------	----

Proposed Resolution:

That the revised draft of By-Law No. M-4, being the Municipal District of St. Stephen Municipal Plan By-law, be given first reading by title, and that the revised draft of the by-law be forwarded to the Planning Review and Adjustment Committee (PRAC) seeking their written views.

Further, that the date for the public hearing of objections be set for May 21, 2025, in accordance with the *Community Planning Act*.

J. NEW BUSINESS

1.	<u>Requests for Decisions</u>	
----	-------------------------------	--

a.	Non-Union, Full-Time Employee Vacation Policy	136
----	---	-----

Proposed Resolution:

That Council approves the Non-Union, Full-Time Employee Vacation Policy as presented.

b.	Reserves Management Policy	138
----	----------------------------	-----

Proposed Resolution:

That Council approves the Reserves Management Policy as presented.

c.	Amend Name of Crown Reserve Road	145
----	----------------------------------	-----

Proposed Resolution:

That Council approves Potters Lake Road as the new name for a crown reserve road, previously named Durette Drive, located in Barter Settlement, off Barter Settlement Road, and hereby rescinds the name Durette Drive previously approved by resolution number 159/24 on October 30, 2024.

d.	Oak Bay Hall Kitchen Equipment	146
----	--------------------------------	-----

Proposed Resolution:

That Council authorizes the kitchen stoves at Oak Bay Hall be deemed surplus.

K. COUNCIL REPORTS

Proposed Resolution:

That the Council Reports be acknowledged and received.

1.	<u>Mayor MacEachern</u>	147
----	-------------------------	-----

2.	<u>Deputy Mayor Wheaton</u>	148
3.	<u>Councillor Greenlaw</u>	149
4.	<u>Councillor Hyslop</u>	150
5.	<u>Councillor Cornish</u>	151
6.	<u>Councillor Eastman</u>	152
7.	<u>Councillor Harding</u>	153
8.	<u>Councillor Wright</u>	154

L. 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. Potential Litigation Matter
2. Negotiation of an Agreement
3. Negotiation of an Agreement
4. Negotiation of an Agreement
5. Personnel Matter
6. Personnel Matter

M. ADJOURNMENT

Proposed Resolution:

THAT the meeting be adjourned at ____ p.m.



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

**April 3, 2025, 7:00 p.m.
Moosehead Room at the Garcelon Civic Center**

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

Members Absent: Councillor M. Harding

Staff Present: J. Renaud, CAO/Town Clerk

Staff Absent: S. Morton, Deputy CAO, K. Sumner, Director of Community Services, Celeste Caswell, Executive Assistant

A. CALL TO ORDER

Mayor MacEachern called the meeting to order at 7:05 p.m.

B. FIRST NATION RECOGNITION

C. APPROVAL OF THE AGENDA

RES. NO. 44/25

Moved by Councillor Wright

Seconded by Councillor Eastman

THAT the Agenda for the Special Council Meeting of APRIL 3, 2025, be approved.

MOTION CARRIED

D. DISCLOSURE OF CONFLICT OF INTEREST

No conflicts declared.

E. MOTION TO CLOSE THE MEETING TO THE PUBLIC

RES. NO. 45/25

Moved by Councillor Hyslop

Seconded by Deputy Mayor Wheaton

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

F. ADJOURNMENT

RES. NO. 46/25

Moved by Councillor Hyslop

Seconded by Councillor Greenlaw

THAT the meeting be adjourned at 7:46 p.m.

MOTION CARRIED

Mayor

Clerk



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

**April 15, 2025, 5:00 p.m.
Moosehead Room at the Garcelon Civic Center**

Members Present: Mayor A. MacEachern, Deputy Mayor G. Wheaton, Councillor B. Cornish, Councillor W. Greenlaw, Councillor E. Eastman, Councillor E. Rodas

Members Absent: Councillor M. Harding, Councillor D. Hyslop, Councillor J. Wright

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

Others Present: Frank Godsoe, Assistant Treasurer

A. CALL TO ORDER

Mayor MacEachern called the meeting to order.

B. FIRST NATION RECOGNITION

C. APPROVAL OF THE AGENDA

RES. NO. 47/25

Moved by Councillor Greenlaw

Seconded by Deputy Mayor Wheaton

THAT the Agenda for the Special Council Meeting of APRIL 15, 2025, be approved.

MOTION CARRIED

D. DISCLOSURE OF CONFLICT OF INTEREST

No conflicts declared.

E. NEW BUSINESS

1. Application for Financing

Council agreed to waive reading.

Councillor Greenlaw had some questions.

Assistant Treasurer, Frank Godsoe explained the Application for Financing process.

RES. NO 48/25

Moved by Councillor Rodas

Seconded by Councillor Greenlaw

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Local Government of St. Stephen (Municipal District of) debenture in the principal amount of \$776,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Local Government of St. Stephen (Municipal District of) agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

General Fund

Purpose	Amount	Term
Transportation Services School St (Queen to Union Street)- Combined Sewer Separation and Utility Renewal	\$220,000	15 Yrs
Transportation Services Union Street (Hawthorne to West Street)-Combined Sewer Separation and Utility Renewal	<u>\$230,000</u> \$450,000	15 Yrs

Water and Sewer Fund

Purpose	Amount	Term
Environmental Health Services School St (Queen to Union Street)- Combined Sewer Separation and Utility Renewal	\$166,000	15 Yrs
Environmental Health Services Union Street (Hawthorne to West Street)-Combined Sewer Separation and Utility Renewal	<u>\$160,000</u>	15 Yrs
	\$326,000	

MOTION CARRIED

F. ADJOURNMENT

RES. NO. 49/25

Moved by Councillor Eastman

Seconded by Councillor Greenlaw

THAT the meeting be adjourned at 5:04 p.m.

MOTION CARRIED

Mayor

Clerk



MUNICIPAL DISTRICT OF ST. STEPHEN
REGULAR COUNCIL MINUTES

March 26, 2025, 6:00 p.m.
Moosehead Room at the Garcelon Civic Center

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

Members Absent: Mayor A. MacEachern, Councillor W. Greenlaw, Councillor E. Rodas

Staff Present: J. Renaud, CAO/Town Clerk, S. Morton, Deputy CAO, K. Sumner, Director of Community Services, Celeste Caswell, Executive Assistant

Others Present: Frank Godsoe, Assistant Treasurer; Genevieve Coates and Rivers Corbett with Future St. Stephen; Alex Henderson, Planning Director at Southwest NB Regional Service Commission

A. CALL TO ORDER

Deputy Mayor Wheaton called the meeting to order.

B. FIRST NATION RECOGNITION

C. APPROVAL OF THE AGENDA

RES. NO. 29/25

Moved by Councillor Eastman

Seconded by Councillor Cornish

That the Agenda for the Regular Council Meeting of MARCH 26, 2025, be approved with one late addition and one item deletion as follows:

1. Addition: Requests for Decisions: h. 18 Marks Street; and
2. Deletion: Closed Session: Potential Litigation Matter.

MOTION CARRIED

D. DISCLOSURE OF CONFLICT OF INTEREST

No conflicts declared.

E. PUBLIC AND STATUTORY HEARINGS

1. Public Presentation of proposed new Municipal Plan By-law No. M-4

Slide show presentation by Alex Henderson, Planning Director at the Southwest NB Service Commission of the draft Municipal Plan Bylaw M-4 for the Municipal District of St. Stephen.

F. ADOPTION OF MINUTES

1. Regular Council Meeting

RES. NO. 30/25

Moved by Councillor Hyslop

Seconded by Councillor Harding

That the Minutes of the Regular Council Meeting held on FEBRUARY 26, 2025, be approved as presented.

MOTION CARRIED

G. PUBLIC DELEGATIONS

1. Lydia's 3rd Annual Community Clean Up Event Presentation by Lydia

Great presentation by Lydia.

H. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

CAO Jeff Renaud presented his report.

RES. NO. 31/25

Moved by Councillor Wright

Seconded by Councillor Eastman

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

MOTION CARRIED

I. PUBLIC COMMENT PERIOD

Susan Thomas, owner Casa Breeze Inn, Oak Bay - Ward 1.

Chandra Best, Ward 3.

David Whittingham, Ward 2.

Bernadette Cunningham, Ward 2.

J. REPORTS

RES. NO. 32/25

Moved by Councillor Hyslop

Seconded by Councillor Wright

That the Departmental Information Reports be acknowledged and received.

MOTION CARRIED

1. Deputy CAO Report

Deputy CAO Sean Morton presented his reports.

2. Southwest NB Service Commission - MD Planning Report

Southwest NB Regional Service Commission Planning Director Alex Henderson presented his report to Council.

a. Monthly Planning Report

3. Community Services Report

Director of Community Services, Kev Sumner, presented his report.

4. Assistant Treasurer's Report

Assistant Treasurer, Frank Godsoe, presented his report.

5. Future St. Stephen Economic Development Report

Future St. Stephen Chair, Genevieve Coates, introduced new Future St. Stephen President, Rivers Corbett who started on March 10th.

K. NEW BUSINESS

1. Requests for Decisions

- a. Extension of Appointment to Library Board - Yvette Sawyer and Frances Megilley

RES. NO. 33/25

Moved by Councillor Hyslop

Seconded by Councillor Harding

That Yvette Sawyer and Frances Megilley both be re-appointed to the St. Croix Library Board for a 3-year term ending in March 2028.

MOTION CARRIED

- b. Rebranding Project Proposal

RES. NO. 34/25

Moved by Councillor Cornish

Seconded by Councillor Harding

That Council authorizes the expenditure of \$15,750 plus applicable taxes and travel disbursements as outlined in the Rebranding Project Proposal dated January 14, 2025, with Marketing on Purpose.

MOTION CARRIED

- c. Medical Professional Recruitment Policy

RES. NO. 35/25

Moved by Councillor Eastman

Seconded by Councillor Cornish

That Council approve the Medical Professional Recruitment Policy as presented.

MOTION CARRIED

- d. Non-Union, Full-Time Employee Vacation Policy

Deputy Mayor Wheaton has had a request to move this item to the Committee of the Whole meeting next month for further discussion.

RES. NO. 36/25

Moved by Councillor Wright

Seconded by Councillor Eastman

That Council postpone this item to the next Committee of the Whole meeting.

MOTION CARRIED

- e. Request to Change April Council Meeting Date

RES. NO. 37/25

Moved by Councillor Harding

Seconded by Councillor Wright

That Council change the date of the next Regular Council Meeting from April 23, 2025, to April 30, 2025.

MOTION CARRIED

- f. 11 Milltown Blvd. (dangerous building façade)

Deputy CAO Sean Morton gave an overview of his Request for Decision report.

RES. NO. 38/25

Moved by Councillor Eastman

Seconded by Councillor Cornish

That Council order the mitigation (remove, secure, or protect) of the structural collapse hazard as cited in engineering reports, resulting in the reopening of the sidewalk and parking spots in front of 11 Milltown Blvd, no later than June 1, 2025, and that all work to complete the required repairs to the structure be completed by the end of the 2025 construction season and no later than October 31, 2025.

MOTION CARRIED

- g. Naming of Private Drive

RES. NO. 39/25

Moved by Councillor Hyslop

Seconded by Councillor Eastman

That Council approves the naming of a private drive located in Hills Point as Sea View Lane, subject to NB911 approval.

MOTION CARRIED

- h. 18 Marks Street

RES. NO. 40/25

Moved by Councillor Eastman

Seconded by Councillor Harding

That Council authorizes the expenditure of \$17,497.00 + HST to McGregor Construction Ltd to undertake the demolition and clean-up of the property located at 18 Marks Street, to bring the property into bylaw compliance, upon completion of the provincial registration of the Notice to Comply with the province.

MOTION CARRIED

L. CORRESPONDENCE

RES. NO. 41/25

Moved by Councillor Hyslop

Seconded by Councillor Eastman

That the within correspondence be acknowledged and received by Council.

MOTION CARRIED

1. Purple Day Proclamation 2025 promoting Epilepsy Awareness

Proclamation included in the agenda package; Deputy Mayor Wheaton made acknowledgement of the purple ribbons being worn today for this cause.

2. Royal Canadian Air Force - May Day Event

Eastman suggested public be aware of the event and flyover.

M. COUNCIL REPORTS

RES. NO. 42/25

Moved by Councillor Hyslop

Seconded by Councillor Cornish

That the Council Reports be acknowledged and received.

MOTION CARRIED

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

N. MOTION TO CLOSE THE MEETING TO THE PUBLIC

This item was deleted from the agenda by Res. No. 29/25.

1. **Potential Litigation Matter**

O. ADJOURNMENT

RES. NO. 43/25

Moved by Councillor Wright

Seconded by Councillor Cornish

That the meeting be adjourned at 7:58 p.m.

MOTION CARRIED

Mayor

Clerk



INFORMATIONAL REPORT
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
April 2025



RECOMMENDATION: That Council receives this report for informational purposes.

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

1. **CANADA 1ST BASKETBALL**

For their informational purposes, an accounting of the Conserve the Court fund was provided to C1BI. This information was provided in preparation for transferring the funds to SportNB. Transfer of these funds will only be done once an agreement has been reached on the transfer of title to the property at 6 King Street.

2. **Human Resources Management and Payroll Systems RFP**

4 Submissions were received. The evaluation team has requested live demonstrations from 4 potential vendors. At the time of writing this report, the live demos are in the process of being scheduled.

3. **Realtor Services RFP**

This procurement process has now closed. 2 submissions were received and are under review by the CAO office.

4. **Accounts Payable Automation**

In accordance with the Council goal of "Administrative Excellence" is exploring options that could be employed to automate our accounts payable operations and alleviate significant time and effort expended on manual data entry. At time of writing this report, 3 potential solutions have been explored, 2 remain under active consideration.

5. **Community Safety Survey**

The Community Safety Survey is in its final few days of being open for responses. We sincerely hope that residents of our municipality take the time to provide us input into this important issue.

6. **RiskPro Training**

CAO attended the RiskPro Training sessions put on by CANOE Insurance. This annual insurance and risk management education symposium covers topics such as:

- Cyber Insurance
- Snow Maintenance and slip and falls
- Engaging Indigenous Communities and Partners
- FireSmart
- Risk Management
- Hiring: getting it right before it goes wrong
- Public Procurement.

7. **Staffing**

During this reporting period, our administrative team said farewell to Kimberly Ste. Marie. Kim diligently worked for our team for over 2 decades. We certainly wish her nothing but health and happiness in this new phase of life.

Our team also welcomed a new member. Sydney Ivey has joined our administrative team in the position of Finance Clerk.

April 2025 (Executive Assistant activities since last CAO report)

- Attended March 26th Regular Council meeting to take minutes and enable video connection for live stream. Finalized minutes, created video tags for posting to website and forwarded Resolutions and replies to relevant parties/departments after the meeting.
- Assisted with agenda preparation for monthly Committee of the Whole meeting held April 9th; attended meeting to take minutes and enable video connection for livestream. Finalized minutes and created video tags for posting to website.
- Preparation of Notices, Agenda, and Minutes for two Special Council Meetings on April 3rd and 15th.
- Preparation of the agenda and taking minutes at weekly Senior Management team meetings.
- Discussions with Bell and Xplore dealing with cell phone and internet line issues and setup.
- Provide support to CAO and Mayor with various correspondence and meeting arrangements.
- Assisting various citizens/businesses with their inquiries and concerns on varying topics received by telephone, email and in person.
- Daily review and update of issues and concerns received through the AccessE11 Citizen Web Portal.
- Attendance at online demos for software under consideration.
- Assisting with job postings, conducting interviews, new hire documentation, WorkSafe reporting and other HR duties, as required.
- Ongoing review of current Town of St. Stephen/Municipal District of St. Stephen policies and bylaws for updates; assist in drafting/review of new policies and bylaws, as required.
- Release of Community Safety Survey and assistance with promotion and reporting of results received.
- Assist with agenda preparation for April 30th Regular Council meeting.



Municipal District of St. Stephen

INFORMATIONAL REPORT

Report:

To: CAO Jeff Renaud

From: Deputy CAO Sean Morton

Resource Staff: Supervisor II, Supervisor I, Treatment Plant Operator, Dillon Engineering, Bylaw Enforcement Officer, Building Inspector, Animal Control Officer

Date of Meeting: April 30, 2025

Subject: Monthly Report

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

Public Works

1. Water System (Month of March)
 - a. Repaired 2 water service leaks.
 - b. Reading water meters.
 - c. Started flushing mainlines.

2. Streets (Month of March)
 - a. Cold patching potholes.
 - b. Salted and plowed streets and sidewalks.
 - c. Snow removal.
 - d. Repaired 2 light post bases.
 - e. Picked up garbage and debris.

3. Wastewater (Month of March)
 - a. Flushed and cleared sewer main St. James Street to Milltown Blvd.
 - b. Videoed 40 Pine, 30 Rose.
 - c. Rodded 40 Pine.
 - d. Cleared catch basins for rainstorms.
 - e. Repaired catch basins at Scotiabank and Hartford Lane.

4. General (Month of March)
 - a. Tore down kiosk, hauled away debris and levelled up the pad.
 - b. Made a pad at Salmon Falls for picnic area.
 - c. Took section of fence down at Rotary Field.

Director of Infrastructure Activities

1. Street name and civic number applications.
2. Crown Reserve Road naming.
3. Development approvals.
4. E11 files.
5. Water rate structure review.
6. Statistics Canada Biennial Potable Water Survey
7. St. Stephen Drinking Water Approval to Operate submission to Dept. of Env. & Local Gov.
8. Asphalt program 2025 preparation.

Fire Department

Alarms March 19 – April 21

Alarms	# Calls
1. Alarm	6
2. MVA (Motor Vehicle Accident)	5
3. Ambulance Assist	4
4. Electrical Fire	1
5. Outside Fire	2
6. Structure Fire (Calais)	1
7. Structure Fire	4
8. Mutual Aid SAFD	1
9. Mutual Aid WCFD	1
10. Grass Fire	4
11. CO Alarm	1
12. NB Power	7

Total 37

Fire Department Activities

1. Monthly meeting.
2. Annual SSFD Curling Bonspiel.
3. Monthly training session.
4. Prepare apparatus for wildfire season.
5. NARCAN/Harm Reduction Training

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. Bylaw Enforcement related issues.
5. Dangerous and Unsightly files. Working with SCAN on multiple files.

6. Attended quarterly Fundy Firefighter Association Meeting online.
7. Survey for NBEMO on community preparedness.
8. Meeting with NBEMO regional coordinator.
9. Meeting with NBEMO community preparedness group.
10. Finalized discussion with Office of Fire Marshal on age restrictions for firefighters.
11. Preliminary discussion with Department of Natural Resources (DNR) for a combined DNR/FD training session.
12. 2025 uniform clothing order.

Bylaw Enforcement

Please find enclosed the report for By-Law –Enforcement. We handled 40 occurrences.

Assist other Dept. (15)

.. (3) Public Works

.. (7) Public Safety issues

.. (5) Building Inspection

Assist general public (13)

.. (9) General By Law issues and questions

.. (1) Property issues

.. (3) Development questions

Parking (4)

Dog Complaints (8)

Regards,

Brent MacDougall

By Law Enforcement

Report of the animal control officer

I continued to patrol the Town daily and responded to all calls and complaints. Had calls of dogs impeding traffic on Milltown Blvd.

Had calls from people under the influence to pick up their dogs. Received calls from outside of Town for assistance. Picked up a dog at Milltown Customs and returned it to the owner. I spoke to some dog owners to keep their dogs under control or leashed.

Regards.

Mike Shannon

Animal Control Officer

Building Inspector

The month of March brought in a total of 9 (nine) Building Permits.

The yearly total to date is 19 (nineteen) Building Permits.

Two Stop Work Orders were issued in the month of March. They have both been resolved by the offending party.

This office has 5 (five) open files under By-Law 12-23 A By-Law Respecting Dangerous or Unsightly Premises.

My office was recommended by the Provincial Department of Finance to assist the Municipal District of Carleton North with education and proper procedures for the Municipalities Act concerning By-Laws Respecting Dangerous or Unsightly Premises. I travelled to the municipality to meet with staff to help them with the procedures.

This office responded to and dealt with 20 (twenty) onsite inspections and/or occurrences.

It should be noted that prior to the issue of a building permit, a review of the development officer's report is conducted to determine if a building permit is needed. If needed, a plan review is conducted, (some instances do not warrant a permit as the work may be deemed maintenance only) and ongoing inspections are conducted throughout the construction period.

Manzer Young

Building Inspector



Municipal District of St. Stephen INFORMATIONAL REPORT Report:

To: Council

From: Southwest New Brunswick Service Commission

Resource Staff: Alex Henderson

Date of Meeting: April 30, 2025

Subject: MDSS April Planning Report

Planning Update:

- Separate report attached regarding recommended revisions to the Municipal Plan draft based on the public feedback during the post-public presentation comment period.
- Municipal Plan By-law ready for 1st reading and referral to PRAC and setting a date for a public hearing of objections.

Development Update for 2025:

- Twenty-four (24) building permits approved for zoning compliance and referred to building inspector year to date (YTD) – nine (9) new permits in last month's report period;
- Seven (7) development permits approved YTD – three (3) new in the last month;
- Two (2) sign permit YTD – one (1) new in last month;
- Three (3) subdivision approvals YTD, five (5) new building lots added YTD.
- Five (5) zoning confirmation letters issued YTD, two (2) new in report period.
- One (1) approval/exemption of document for the Registry approved YTD
- Twenty-eight (28) new homes/dwelling units permitted YTD – twenty (20) new apartment units in report – large-scale apartment renovation within 73 Milltown Blvd.; and,
- Total permitted construction value added to MDSS in 2025 YTD: \$4,126,154.57.

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

Application Type	Address of Development	Value of Construction (C	Statistics Canada - Dwell	Issue date of developme	Description of Approval
Development Permit	1 Citizen Court	800		Apr 16, 2025	Installation of a residential Heat Pump
Sign Permit	16 King St St Stephen			Apr 09, 2025	Sign to be no taller than 24 inches.
					<p>Downtown Mixed Use (DMU) Overlay Zone DMU Permitted Uses Any land, building or structure in the DMUOverlay Zone, as depicted on Schedule A-1, shall not be developed for any other purpose than:</p> <p>(a) One or more of the following main uses:</p> <p>(i) a main use permitted in the DT zone, subject to terms & conditions established by the Advisory Committee;</p> <p>(ii) parks & open space use;</p> <p>(iii) temporary loading & parking area; and,</p> <p>(iv) an outdoor entertainment area.</p> <p>Downtown (DT) Zone DT Permitted Uses Any land, building or structure in the DT Zone may be used for the</p>
Zoning Confirmation or C	1 Budd Ave, St Stephen			Apr 16, 2025	

					<p>any land, building or structure in the CM Zone may be used for the purposes of:</p> <p>a) One or more of the following main uses:</p> <p>i) neighbourhood commercial use;</p> <p>ii) large format commercial use, subject to terms and conditions as may be applied by the Advisory Committee;</p> <p>iii) medium density residential use. subject to building and site requirements of sections 5.3.2 (a) & (b).</p> <p>b) One or more of the following accessory uses:</p> <p>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</p>
Zoning Confirmation or C	99 King Street, St. Stephen			Apr 04, 2025	
Development Permit	154 Union St., St. Stephen	16000	0	Apr 16, 2025	<p>Building a 24' X 24', 1-storey detached garage to be supported on a slab-on-grade.</p>

Variance or Terms/Condi	Morin Avenue, Valley Road		Mar 24, 2025	<p>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 lot standards for a class-B access as shown on plan "DISHER ENTERPRISES INC. Subdivision".</p> <p>Important Notes: 25-03-02 Disher Enterprises Inc Subdivision.pdf</p> <p>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 lot</p>
-------------------------	---------------------------	--	--------------	--

Development Permit	42 Thompson Ave., St. St	7000		Mar 07, 2025	<p>Replacing part of a residential deck that surrounds a pool as shown in the submitted site plan.</p> <p>Important Notes: 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.</p> <p>No person is to alter or replace a swimming pool enclosure without a development permit.</p> <p>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</p> <p>No person is to allow</p>
--------------------	--------------------------	------	--	--------------	--

					<p>Any land, building or structure in the DT Zone may be used for the purposes of:</p> <p>(a) One or more of the following main uses:</p> <p>(i) downtown commercial use;</p> <p>(ii) a high density residential use, not located within ten (10) meters of any façade on the groundfloor.</p> <p>(b) One or more of the following accessory uses:</p> <p>(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.</p> <p>Important Notes: Commercial Use, Downtown - means the use of a building or</p>
Zoning Confirmation or C	73 Milltown Blvd, St Stephen			Mar 07, 2025	
Development Permit	358 Mohannes Rd, Moha	50000	1	Mar 03, 2025	<p>Building a 20'X20', 1.5-storey cabin. The total square footage must not exceed 625 square feet.</p>

Development Permit	7 Church St., St. Stephen	7000	0	Feb 20, 2025	Building a 10'X16', 1-storey shed, a permitted accessory structure for the main use of the lot (single unit dwelling).
Development Permit	528 Ledge Rd. Dufferin N	20000	1	Feb 20, 2025	Building a 24'X24', 1-storey cabin and a 12'X12', 1-storey shed on a lot in the Rural Residential Zone.
Development Permit	43 Duke St, St Stephen	15000	0	Feb 20, 2025	Building a 24'x24', 1-storey detached garage for personal. To be located as shown in new plans provided.
Approval or Exemption of	Route 170, Oak Bay			Jan 23, 2025	Please note, your documents for registration have now been approved by - Judy Hartford (judy.hartford@snbsc.ca) and are ready to be picked up.

Zoning Confirmation or C	Milltown Boulevard, St. Stephen		Jan 23, 2025	<p>Any land, building or structure in the DT Zone may be used for the purposes of:</p> <p>(a) One or more of the following main uses:</p> <p>(i) downtown commercial use;</p> <p>(ii) a high density residential use, not located within ten (10) meters of any façade on the groundfloor.</p> <p>(b) One or more of the following accessory uses:</p> <p>(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.</p> <p>Important Notes: SNBSC assumed planning responsibility for St. Stephen in 2020.</p>
--------------------------	---------------------------------	--	--------------	---

Zoning Confirmation or C	42 Milltown Boulevard, St. Stephen		Jan 20, 2025	<p>DT Zone Permitted Uses</p> <p>Any land, building or structure in the DT Zone may be used for the purposes of:</p> <p>(a) One or more of the following main uses:</p> <p>(i) downtown commercial use;</p> <p>(ii) a high density residential use, not located within ten (10) meters of any façade on the groundfloor.</p> <p>(b) One or more of the following accessory uses:</p> <p>(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.</p> <p>Important Notes:</p> <p>SNBSC assumed planning responsibility for St. Stephen in 2020.</p>
--------------------------	------------------------------------	--	--------------	--

Subdivision of Lot(s)	Morin Avenue, Valley Road		Mar 24, 2025	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 lot standards for a class-B access as shown on plan "DISHER ENTERPRISES INC. Subdivision". Important Notes: 25-03-02 Disher Enterprises Inc
Sign Permit	5 NB-170, St Stephen		Jan 22, 2025	Locating a temporary 2 week portable sign on site (Burger King).
Subdivision of Lot(s)	Route 740, Heathland		Jan 08, 2025	Re-approval is valid until September 21, 2025.
Subdivision of Lot(s)	Todds Point Road, Dufferin		Feb 03, 2025	To create lots 2025-1 to 2025-4 from PID 15004575 in the Rural Residential Zone and Agriculture and Forestry Zone, for residential purposes.

Building or Demolition Per	73 Milltown Blvd	1450000	20	Apr 16, 2025	<p>Renovation and addition of new residences</p> <p>Permit Issuance Date: Apr 16, 2025</p> <p>Conditions or Other Important Notes for Constructor:</p> <p>Let it be noted the plans submitted are based on the NBCC 2015 Edition and were prepared and stamped by an Engineer qualified to practice in the Province of New Brunswick prior to the adoption of the NBCC 2020 Edition.</p> <p>My office will accept the drawings.</p>
----------------------------	------------------	---------	----	--------------	---

					Alteration/repair to an existing main use of land. (medium density residential)
					Conditions or Other Important Notes for Constructor: Lot frontage, area, front setback, flankage setback and coverage does not meet the zoning by-law, however section 3.7 permits the repair on an undersized lot as the foot print of the building will not be changing to further impact the lot.
Building or Demolition Per	154 king st st stephen	5000	0	Apr 09, 2025	
					2 concrete base, one for the dehumidifier and one for the transformer. *The dehumidifier base is (15.5 ft* 6 ft) with a shed the high of the shed is 13ft. *The transformer base is (4.2ft* 2.54 ft).
Building or Demolition Per	1 Chocolate Drive	18677.32	0	Mar 28, 2025	
Building or Demolition Per	#7 Progress Drive, St Step	300000	0	Apr 04, 2025	Re-Roof
Building or Demolition Per	37 Parkwood Drive, St. St	2500	0	Mar 26, 2025	Replace siding

					Put drain pipe around the house and put a open porch on the end of house. The house is 34 by 20 and the new porch will be 14 by 20.
Building or Demolition Per	8563 Route 3, Moores Mill	15000	0	Mar 27, 2025	
Building or Demolition Per	5 Queen Street East, St Stephen	1000	0	Mar 26, 2025	Demolition
					New blower building
					Conditions or Other Important Notes for Constructor: Must supply my office with the Stamped completed for construction drawings prior to start of project.
Building or Demolition Per	Old Bay Road, St. Stephen	1000000	0	Mar 19, 2025	
Building or Demolition Per	80 West St, St Stephen	5000	0	Mar 24, 2025	Replacing a couple windows and some siding that was damaged in last wind
Building or Demolition Per	199 Union Street, St Stephen	50000	0	Mar 10, 2025	One 25ft (w) by 42 ft (lg) Greenhouse
					rebuild front 2x6 wall of porch to accept new front door lower roof pitch to 6-12 to 2-12 pitch installing new 2x10 rafters and new metal roofing on rear porch section only
Building or Demolition Per	46 Duke St	5000	0	Mar 10, 2025	
Building or Demolition Per	Waterfront Trail, Budd Ave	18000	0	Mar 18, 2025	14X 16 Cabin

Building or Demolition Permit	119 Board Rd., Oak Bay	200000	1	Mar 10, 2025	Build a 24X36 house with 6ft porch on 3 sides. property already has existing garage, barn,
Building or Demolition Permit	420 Ledge Road Crocker	275000	1	Mar 03, 2025	Install New 75'x16' Maple Leaf Mini Home
Building or Demolition Permit	9058 Rte. 3, Old Ridge	30000	0	Apr 04, 2025	Extend the garage with 24 feet more
Building or Demolition Permit	130 MOSHER ROAD	24500	0	Feb 27, 2025	CONSTRUCTION OF 24'X24' GARAGE Conditions or Other Important Notes for Constructor: Discuss earthquake support for the buildings wall with the building Inspector prior to applying the buildings sheathing.

					<p>Replace windows and siding</p> <p>Conditions or Other Important Notes for Constructor: 3.7(2) Existing Buildings - 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:</p>
Building or Demolition Permit	45 Main Street, St. Stephen's	20000	0	Feb 20, 2025	
Building or Demolition Permit	2 Island View Drive, Oakville	100000	1	Feb 20, 2025	Building a 14x30 dwelling with a loft area, with an attached 14x30
Building or Demolition Permit	8 Fraser Lane, Dufferin County	90000	1	Feb 04, 2025	Install a 14'x50' mini. New construction.

Building or Demolition Per	86 Hayman Ave St. Steph	9677.25	1	Jan 30, 2025	We are getting a small home built (16'x46') up in plaster rock area and are looking to getting it shipped to 86 Hayman Ave.
Building or Demolition Per	178 Route 740, Heathlan	350000	1	Jan 23, 2025	2 Bedroom modern house with attached garage

					<p>Amendment (20-01-23)</p> <p>2- To add a new Door, Window and Balcony to the building located at 23 Milltown Blvd.</p> <p>Conditions or Other Important Notes for Constructor: Zoning approval is granted on the basis that PID's 15144629 and 01305903 are used as one lot, where both parcels are held together by the same owner. If ownership of one of the two PID's changes in the future, such as a sale of the one the PIDs to a different owner, a subdivision application must be made at that time to include a parcel of land under this balcony to be added to PID 01305903.</p>
Building or Demolition Per	25 Milltown Blvd., St. Ste	30000	0	Feb 06, 2025	
Building or Demolition Per	25 Milltown Blvd., St. Ste	10000		Jan 09, 2025	<p>Removing drywall to install insulation and repair wall.</p>

Building or Demolition Per	139 Union Street Saint St	1000	0	Jan 09, 2025	<p>Replace a cracked concrete door header with 4x4 steel post, to open up a door way into a basement room. 4x4 post will be supporting flooring joists and reinforced with 2x10 wood to then frame the door way. Please see attached drawings for further</p>
----------------------------	---------------------------	------	---	--------------	---



Municipal District of St. Stephen

INFORMATIONAL REPORT

Report: Community Services Report April 2025

To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Parks & Community Services
Resource Staff: Aaron Muzzatti, Jeremy McShane & Michelle Vest
Date of Meeting: April 30, 2025
Subject: Community Services – April 2025

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

Community Services & Parks Monthly Report

We were approved for 3 Canada Summer Jobs (CSJ) positions in April, this number is considerably lower than previous years, last year we had 5 positions from the Federal grant and 9 positions in 2023 but unfortunately, we didn't receive as much funding this year. We were also unsuccessful in the Provincial SEED (Student Employment Experience Development) grant for the first time in 6 years, so with both grants we have seen a decline in positions, however we can still offer students the employment postings as we budget for a zero-funding scenario.

The former Visitor Information Center (VIC) kiosk has been removed by our Public Works crew, the concrete for the new VIC cabin will start once we get more consistent warmer weather (see the photo of the cleared VIC location) and the new cabin will be in place for July 1st.

The highway sign advertising St. Stephen as "Canada's Chocolate Town" has been damaged over the winter and Future St. Stephen will cover the cost of the replacement sign (see photo). The Oak Bay Community Hall roof has been renovated, please see Jeremy's report. We are also working with new and existing renters on the programming and events in the hall. We will begin mowing the grass around the hall and the SPCA centre in St. Stephen as the volunteers that carried out these duties have now stepped back from them. Spring Clean Up day in St. Stephen is scheduled for May 21st.

The Rotary Field project of adding more parking spaces and separating the ball diamond and soccer field is developing well, again I would like to thank the Public Works crew for installing the road on the field. Fencing should be installed in the next few weeks. Playground inspections continue and our Parks crew have returned for the season and they have started the Spring Clean Up of the parks and green spaces. Our staff will also be undertaking Commercial Pool Operators training in May in preparation for the outdoor pool season. Tennis court resurfacing and Milltown Pool projects are still scheduled for late summer/fall so they do not interfere with the summer months.

We have added security at the GCC for the three hours after schools close as we continue to see an increase in anti-social and inappropriate behaviour. This security service will stop when the arena is closed on April 28th as we are taking the ice out for a few months.

Aquatics – Aaron Muzzatti

Past Month's Events:

- a. The Therapy Pool is up and running as normal again.
- b. We have received concerns from users regarding the lack of jets in the Therapy Pool. The pool deck engineers have followed up with Acapulco pools (pool deck contractors) to determine the status of the warranty claim submitted on the jets in November, we are still waiting on that information.
- c. A \$2700.00 grant was received from the Fundy Community Foundation for the new Summer Multi-Sport programming. New programming will include Soccer, Lifesaving Sport and Track and Field.
- d. Interviews for multi-sport program instructors are scheduled to start through the first two weeks of May.
- e. The award for the largest lifesaving program in a community with a population under 20,000 was collected at the New Brunswick Lifesaving Society on Saturday the 26th of April.

Update on Aquatic & Recreation Programming:

- a. The Spring Session of swimmer lessons started on Wednesday 23, April.
- b. Spring Junior Lifeguard started on Saturday 26, April with 5 candidates.
- c. ASAP-2 swim education started on the 1st of April and will repeat every Tuesday and Thursday until the 5th of June with St. Stephen Elementary.

Facility Maintenance – Jeremy McShane

GCC - The Small pool boiler is back up and running as normal and we are waiting on information from the pool deck engineers on the therapy pool jets. Work will begin on creating more storage space in one of the former saunas, the other sauna is working well. The smaller therapy pool will also be drained, cleaned and refilled in June. The larger pool will also be drained and cleaned in June once the Milltown Pool is open and operational. Filters for the small pool will be cleaned in the first half of June as well.

St. Croix Publix Library – Jeremy continues to work very closely with the library staff and assisted with cleaning and garbage issues in the month of April and is working on securing the eavestrough that was damaged on the north side of the building.

Oak Bay Community & Fire Hall – A new shingled roof has been completed and as you will see from the photo in the report, new wi-fi has been installed for our users. A new compressor has been installed in the fire hall plus preventative maintenance work is planned on the front roll-up doors.

RCMP building – Jeremy continues to work with the RCMP members on Hawthorne Street and the property asset management team of "J" Division. The rear door of the attachment was not latching correctly so contractors are scheduled and pot hole work around the detachment is also being planned.

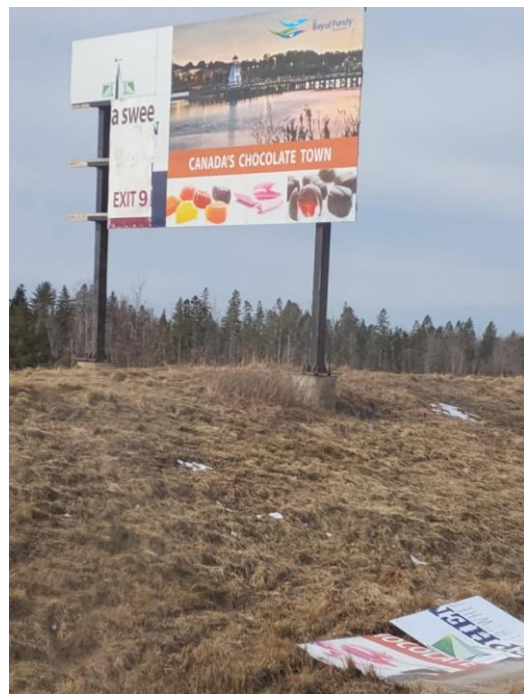
Events – Michelle Vest, Community Services Coordinator:

Current & Future Events:

- a) May 2nd – 4th – 2nd Annual St. Stephen Shopping Getaway Weekend
 - i. May 2nd – Municipal wide yard sale and Border Arena trunk sale
 - ii. May 2nd & 3rd – Charlotte County Home and Recreation Show at the GCC – currently 45% sold
 - iii. May 4th – Indoor Flea Market at the GCC + Community Registration session (sports, service providers, etc.)
- b) May 17th – IWK Kids Carnival at the GCC 11-3
- c) May 24th – Wall of Fame Banquet
- d) June 6-8th – St. Stephen Pop Up Play Place at the GCC
- e) June 17th – Grand March at the GCC
- f) June 20th – Canada Circus Spectacular at the GCC
- g) July 1st – Canada Day on the Waterfront with live music
- h) August 4th – Beat the Heat NB Day at the GCC (live music, inflatables, vendors, etc.)
- i) August 6th – 10th International Homecoming Festival
- j) August 11th – 15th – Ice Dogs Hockey camp at GCC
- k) August 20th – Sea Dogs Exhibition Game

Additional Information:

- l) MDSS will be running the Vendor's Market for one more season as the vendors working on creating a board will not be able to do so in time for this season. Market will run mid-May – end of September, 10am-2pm (one hour later start as requested by vendors, and better for staff scheduling)
- m) Ice is out April 28th to June 27th. We will be introducing drop-in ball hockey (like our "with sticks" program) and have roller skating sessions.
- n) MDSS will not be supervising BIA summer student this year; looking at utilizing current staff and expanding weeding area beyond BIA boundaries
- o) Old VIC building is down, new one to go up.





Municipal District of St. Stephen Information Report to Council Report: April 2025

To: Jeff Renaud, Chief Administrative Officer
From: Frank G. Godsoe, CPA, CA – Assistant Treasurer
Resource Staff: Manager of Compensation and Benefits/Accounts Receivable and Collection, Corporate Services Manager, Finance Clerk, Events Staff (Assist with Payables Posting)
Date of Meeting: April 30, 2025
Subject: ASSISTANT TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) March 2025 cheque register listing.

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).
 - During the month Water and Sewer readings were imported and Utility billings prepared for mailing to customers. These bills are mailed prior to the end of April.
 - Property sale turnover procedures- 4 Property Water and Sewer Account Transfers including Transfer Authorizations Processed in March.

Posting of Water and Sewer and General Fund Receipts to March 31, 2025

- 393 Water and Sewer receipts, totaling \$106,533.88, were collected and recorded in March. 17 General Fund receipts totaling \$181,932.26 were collected and recorded in March. In addition various direct payments of \$1,038,875.92 were received for Government transfers and interest credits.

Staff have been busy with answering phone calls, meeting with customers, and daily posting activities. Work has continued preparing for April's billings as posting of meter readings was completed and bills prepared for mailing by the end of April. Staff are also assisting with other activities such as bank deposits.

We also saw the retirement of our Accounts Payable Manager, Kimberly SteMarie during the month (April) and the hiring of a new Finance Clerk, Sydney Ivey. We wish Kimberly the best as she moves to the next stage of her life, and Sydney the best as she begins a new career with the Municipality.

- b) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town) – 268 Payments of \$1,230,464.09 processed in March. AP

Manager was absent for the month resulting in our requesting the assistance of Patty Anderson, from events department, who has been assisting the payables processing. Also significant amount of time from Nikki Mott, Corporate Services Manager, assisting on coding, posting, and processing payments to bring our payables processing up to date. I continue to thank both Patty and Nikki for their hard work and dedication. Both staff members have significant other duties that still require their attention.

Our new Finance Clerk has begun the work of assisting with the processing of payables and our team continues to examine technological solutions that will streamline the processing (entering of payables) and payment process.

- c) Payroll processing (Timesheet review, payroll entries) and other processing requirements). – **73 payroll payments totaling \$219,245.74 (Net) in March.**

-HR procedures-Nikki and Frank assist with Time sheet review and Nikki update of Employee tracking totals for Vacation, Sick Leave, Banked time and ROE preparation as well as various payments and reports required for our Pension Benefits.

- d) Garcelon Civic Center (Revenue analysis for import to accounting software) ongoing.
- e) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
Work has continued on the preparation of information for the Auditors, with the assistance of MNP to compile the final trial balance and prepare the draft consolidated financial statements for Audit. Planning Trial Balance has been sent to the Auditors and we await for any questions they may have as this process unfolds.

Compliance Filing

HST returns for the quarter ending March 31, 2025 are due and will be filed by the April 30, 2025, deadline.

Meetings

- f) Various meetings during the month, including SMT, Accounts Payable technology meetings, and meetings with CAO and various staff.

2) Questica Budget Software


Work on the Questica Budget Software will continue beginning May 1, 2025.

memo

To: Frank Godsoe, Assistant Treasurer
From: Nikki Mott, Corporate Services Manager
Date: April 25, 2025
Re: MARCH 2025 CHEQUE REGISTER LISTING

Please find the March 2025, Cheque Register Listing with Paid Bills in the amount of \$1,230,464.09 (One Million, Two Hundred Thirty Thousand, Four Hundred Sixty-four Dollars and Nine Cents).

Regards,



Nikki Mott
Corporate Services Manager

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:08AM 04/25/2025

Page 1 of 13

Number	Issued	Amount
0000034115	03/05/2025 ACCESS INFORMATION MANAGEMENT OF CANADA ULC	104.46
	NBS1967413 CC-ADMIN-PAPER SHREDDING SERVICE	104.46
0000034116	03/05/2025 ACTIVE NETWORK LTD.	761.88
	4200012981 CC-SUBSCRIPTIONFEE-INSTALLMNET FOR MAR/25	761.88
0000034117	03/05/2025 AIR LIQUIDE CANADA INC.	36.72
	78392856 TS-SHOP-BLUESHIELD,ALMIG,ARGON CYLINDERS	36.72
0000034118	03/05/2025 AJW MECHANICAL LTD.	966.00
	57636 PS-FIREHALL-CONTROL PANEL REPLACEMENT	966.00
0000034119	03/05/2025 BAYVIEW TRUCKS AND EQUIPMENT LTD.	1,261.84
	01P103833 TS-#7-4" STAINLESS FLEX, MUFFLER INLET	-602.60
	01P103858 TS-#7-STARTER REMAN CORE	-247.94
	01P104364 TS-#18-DEF BOX'S	87.29
	01P104805 TS-#6-BRAKE CHAMBER	86.18
	01P105016 TS-#38-BATTERY	365.67
	01P105697 TS-#18,#5,#7-15W40 OIL	811.92
	01P105789 TS-SOP-15W40 OIL	761.32
0000034120	03/05/2025 BLAKNEY'S TRUCKING INC.	6,176.55
	1582 TS-STIS-ROAD SALT DELIVERY	6,176.55
0000034121	03/05/2025 BRUNET INC.	1,100.43
	74526GG GG-ADMIN-MONTHLY MAINTENANCE,FIREBOX,CLOUD,ETC	1,100.43
0000034122	03/05/2025 CARMICHAEL ENGINEERING LTD.	8,866.42
	FR-1921439 CC-BOILER-SUPPLY & INSTALL NEW OVEN THERMOSTAT, PILOT KIT	2,849.70
	FR-1921451 PM-5KINGS-CLEAN CEILING VENTS, ADDRESS HEATING ISSUES	1,001.65
	FR-1923267 CC-ARENA-KUBE-CRANK HEATHERS, PRESSURE GAUGES	802.70
	FR-1923314 CC-ARENA-RESOLVE REFRIGERANT LEAK ON RINK DEHUMIDIFER	4,212.37
0000034123	03/05/2025 CARQUEST CANADA LTD 6632	1,238.44
	14838-234918 TS-SHOP-CORE RETURN	-20.70
	14838-236013 TS-1996FORDF-250-BLOWER MTR RESISTOR 1 EA CQPV5	37.19
	14838-236097 TS-#24-REPLACEMENT WARRANTY PERIOD JAN 06/24-JAN06/25	222.33
	14838-236104 TS-#3-COMPRESSION F	10.76
	14838-236343 TS-#12-OIL SEALS	101.51
	14838-236413 TS-#12-TRANSFER CASE ADAPTER	239.27
	14838-236630 TS-SHOP-PLASTIC DOME CAP	76.83
	14838-236699 TS-SHOP-SPLIT TUBING, PAINT MARKER	35.33
	14838-236832 TS-#12-PARKING BRAKE CABLE	82.32
	14838-236845 TS-#2-DCL SVG124-BLACK GRAVEL GUARDD 550G	14.94
	14838-236921 PS-#202-SEALED BACKUP-CLEAR	44.40
	14838-236976 TS-#22-SPINNER KNOB	66.10
	14838-236994 TS-#12-IGNITION SWITCH, IGN LOCK CYLINDER	164.08
	14838-236996 TS-#12-IGN LOCK CYL	164.08
0000034124	03/05/2025 CHARLOTTE COUNTY JANITORIAL	1,532.61
	6093 PS-RCMP-JANITORIAL FOR JAN/25	1,302.61
	6094 TS-SHOP- JANITORIAL SERVICES FOR JAN/25	92.00
	6095 PS-FIREHALL-JANITORIAL SERVICE FOR JAN/25	138.00
0000034125	03/05/2025 CHRISTINE KAY	236.11
	2025CLOTHINGALLOW CC-POOL-SWIMSUITS AND COVER-UPS 2025	236.11
0000034126	03/05/2025 COMMERCIAL AQUATIC SUPPLIES	547.75
	IN106899 CC-STAINLESS STEEL WHEELS WITH BRAKE FOR TROLLEY	547.75

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 2 of 13

Number	Issued		Amount
0000034127	03/05/2025	DALE MATHESON'S TOWING AND REPAIR LTD.	172.50
	6447	TS-#12 TOWING SERVICE	172.50
0000034128	03/05/2025	DEMPSEY'S PLUMBING & HEATING	1,007.40
	9312	CC-ARENA-ZURN MEETING CARTRIDGE ASSEMBLY	1,007.40
0000034129	03/05/2025	FUNDY BUILDING INSPECTION	3,680.00
	25-11	PS-BUILDINGINSPECTOR-FEB 16-MAR 1 2025	3,680.00
0000034130	03/05/2025	IRVING ENERGY	17,987.88
	223204	TS-ST5-DIESEL	1,241.38
	361325*	TS-ST5-DIESEL	4,010.76
	52192	TS-ST5-DIESEL	2,506.59
	54495	PS-OB-PROPANE CYLINDER/TANK RENTAL	230.00
	54496	PS-OB-GAS WATER HEATER RENTAL	27.80
	626172	TS-ST5-DIESEL	3,686.53
	719611*	TS-ST5-DIESEL	1,664.82
	722986	TS-ST5-DIESEL	454.11
	936682	CC/GG-BUILDING-NATURAL GAS	4,165.89
0000034131	03/05/2025	JEFF RENAUD	133.63
	FCM/SCC CONFERENCE25	GG-CAO-FCM SCC CONFERENCE IN FREDERICTON	133.63
0000034132	03/05/2025	KEITH'S BUILDING SUPPLIES	628.73
	239756	PS-FIREHALL-SHEETROCK, PAPER JOINT TAPE, GYRPOC FILLER	69.89
	239757	PS-FIREHALL-JAR OF DRYWALL SCREWS	12.64
	239898	TS-SHOP-TRANSDUCER,GASREGAKABE CONSTRUCTIE	446.20
0000034133	03/05/2025	KENT BUILDING SUPPLIES	1,977.67
	1022187115	TS-SHOP-PLYWOOD	78.80
	1022191304	TS-SHOP-GALVANIZED FINISHED HEX NUT	17.10
	1022201549	PS-FIRE-KILN DRIED STUDS, MASONRY FLUTED NAIL	73.00
	1022205472	PS-FIREHALL-KILN DRIED LUMBER	17.93
	1022205527	PS-FIREHALL-INFRARED HEATER	85.55
	1022215385	PS-FIREHALLWOODSTD, PLYWOOD, DRYWALL, J-BEAD	365.84
	1022225212	PS-FIREHALL-WOODSTD	148.66
	1022227518	PS-FIREHALL-PRIMER, PAINT ROLLERS	74.97
	1022238436	PS-FIREHALL-ROLLER CAGE FRAME, PAINT TRAY, PAINT	92.47
	1022240264	PS-FIREHALL-GRIT SPONGES, LATEX CAULK, SANDING DISC	48.88
	1022258028	PS-FIRE-WALL-BASE ADHESIVE, VINYL SHEET & TILE, TROWEL	137.89
	1022263367	PS-FIRE-CLEAR CONSTRUCTION ROLL, DOOR STOP, PAINT ROLLER	64.25
	1022291188	TS-SHOP-KEY BLANK'S, PAINT PRIMER	60.88
	102230467	TS-SHOP-PAIL GREY EASY POUR	15.71
	1022362629	TS-SHOP-ELECTRICAL TAPE,GORIILLA TAPE	44.77
	1022368793	TS-SHOP-PROPAN-20 LB- FULL&RETURN	68.98
	1022401828	TS-FIRE-48' FLUORESCENT BULB	284.63
	1022424698	TS-SHOP-SDS PLUS 3/16'X6'X4 USEABLE	26.71
	1022424760	PS-FIRE-OAK BAY-CRYSTAL PLUS RESIN CLEAN WATER SOFT	81.20
	1022450782	TS-SHOP-METAL RECIP BLADE,DBL FACE CARPET TAPE, FOAM BRD ADHES	189.45
0000034134	03/05/2025	KIMBALL HODGE	241.48
	2025BOOTALLOWANCE	CC-STAFF-2025 BOOT ALLOWANCE	241.48
0000034135	03/05/2025	LESLIE CALDWELL	910.00
	JAN272025	TS-ST5-TREE CUTTING-ST CROIX ST & MAIN ST	910.00
0000034136	03/05/2025	LIFESAVING SOCIETY - NB Branch	785.00
	5094	CC-POOL-LEADERSHIP RECERTIFICATIONS	292.50

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 3 of 13

Number	Issued	Amount
	5138 CC-POOL-LIFESAVING SOCIETY MEMEBRSHIP FEE	95.00
	9051A CC-POOL-NATIONAL LIFEGUARD INSTRUCTOR CERTIFICATIONS	225.00
	9090A CC-POOL-EMERGENCY FIRST AID/CPR,BRONZE STAR&MEDALLION	172.50
0000034137	03/05/2025 LIFESAVING SOCIETY-ONTARIO BRANCH	39.91
	M186656 CC-POOL-ANTISEPTIC TOWELETTES	39.91
0000034138	03/05/2025 LSW WEAR PARTS LTD.	161.00
	72134 TS-SHOP-PLOW NOSE	161.00
0000034139	03/05/2025 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17620 PS-BYLA-W-FEB 8-FEB 28 2025	1,400.00
0000034140	03/05/2025 MARITIME COFFEE SERVICE/AQUAVIVA	80.50
	RC00151248 CC-BUILDING-WATER COOLER RENTAL	80.50
0000034141	03/05/2025 MCS SANITATION	1,115.88
	611956 CC-JANITORIAL-BROOM,URINAL	859.44
	612854 TS-SHOP-FOAM HAND SOAP,URINAL SCREEN	256.44
0000034142	03/05/2025 MICHAEL SHANNON	1,611.83
	FEBRUARY2025 PS-ANIMALCONTROL-MONTHLY VEHICLE & ANIMAL CONTROL	1,611.83
0000034144	03/05/2025 MINISTER OF FINANCE	6,640.96
	40046449 PS-FIRE-RADIO COMMUNICATIONS SERVICES-2022	3,280.49
	40046461 PS-FIRE-RADIO COMMUNICATIONS SERVICES-2022	3,360.47
0000034145	03/05/2025 MINISTER OF FINANCE	262.50
	HUP 15639-2025 WS-YEARLYOCCUPATIONFEE-RTE 170/VALLEY ROAD	75.00
	HUP 19040-2025 WS-YEARLYOCCUPATIONFEE-RTE 3, RTE170/HAPPY VALLEY RD	187.50
0000034146	03/05/2025 MNP LLP	15,890.70
	12143563 GG-ADMIN-ASSISTANCE WITH FINANCIAL REPORTING	15,890.70
0000034147	03/05/2025 N. B. POWER	1,383.08
	67548730FEB25 RC-ARENA-FLOOD LIGHTS	800.17
	90041689 RC-EVENTS-SEASONAL CHRISTMAS LIGHTS 2024	582.91
0000034148	03/05/2025 NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48
	575406 PS-RCMP-FLOOR MATS	46.74
	576406* PS-RCMP-FLOOR MATS	46.74
0000034149	03/05/2025 NICK HAYWARD	275.98
	2025BOOTALLOWANCE CC-STAFF-BOOT ALLOWANCE 2025	275.98
0000034150	03/05/2025 OFFICE XPRESS INC.	582.41
	101622 GG-SUPPLIES-INK TOP UP,ADMIN FEE	582.41
0000034151	03/05/2025 ORKIN CANADA CORPORATION	185.06
	C-5071465 PS-FIREHALL-MINTHLY PEST CONTROL	185.06
0000034152	03/05/2025 PAMELA WILLIAMS	120.64
	120.64 CC-CANTEEN-FOOD SUPPLIES	120.64
0000034153	03/05/2025 PARK FUELS LTD.	3,097.16
	18564 TS-SHOP-PROPANE HEATING FUEL	1,481.94
	18659 TS-SHOP-PROPANE HEATING FUEL	1,482.97
	702039 TS/PS-199 UNIONST-PROPANE TANK RENTAL	132.25
0000034154	03/05/2025 PARTS FOR TRUCKS INC.	507.41
	70022986-00 TS-#23-FIS-80243 FLARED WING POLY EDGE	507.41
0000034155	03/05/2025 PCS SALES (CANADA) LTD.	18,393.60
	6981905 TS-ST5-ROAD SALT	2,372.51
	6982436 TS-ST5-ROAD SALT	2,350.36
	6983641 TS-ST5-ROAD SALT	2,212.91

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 4 of 13

Number	Issued	Amount
	6985993 TS-ST5-ROAD SALT	2,296.15
	6986657 TS-ST5-ROAD SALT	2,306.07
	6989894 TS-ST5-ROAD SALT	2,310.65
	6990829 TS-ST5-ROAD SALT	2,279.35
	6991911 TS-ST5-ROAD SALT	2,265.60
0000034156	03/05/2025 PROTECH CLEANING SOLUTIONS	63.20
	373071 CC-JANITORIAL-KARCHER SCRUBBERS, SPRING ELEMENT	63.20
0000034157	03/05/2025 PUROLATOR COURIER LTD.	87.42
	500050626 TS-SHOP-TOTAL FALL PROTECTION	87.42
0000034158	03/05/2025 QUODDY ELECTRIC	129.38
	1116 TS-SHOP-SERVICE CALL-PRESSURE WASHER	129.38
0000034159	03/05/2025 RAH REGNIER SALES LIMITED	669.21
	18898159 PS-FIRE-COAX CABLE CLIP	9.19
	18898163 PS-FIRE-BOUNCE SHEETS	25.28
	18898174 PS-FIRE-EN US GAMING SPEAKER	20.62
	18901883 PS-FIRE-TARPS	51.72
	18901888 TS-SHOP-PRMEX ANG, SU 18 30L HI	55.18
	18901897 CC-POOL-GORILLA TAPE, BATTERIES, K CUPS	66.71
	18901907 PS-FIRE-FLOOR MAT, LYSOL	78.13
	18901923 TS-SHOP-MEASURE TAPE	45.99
	18901926 TS-ST5-BOTTLED WATER	76.10
	18901927 CC-POOL-TACKLE BOXES	80.48
	18901980 TS-ST5-BOTTLED WATER	68.49
	N18898152 TS-ST5-BOTTLED WATER	91.32
0000034160	03/05/2025 RECEIVER GENERAL FOR CANADA	2,494.58
	20250035955 PS-FIRE-RADIO RENEWALS	1,005.36
	20250041267 PS-FIRE-MOBILE RADIO LICENSE	1,489.22
0000034161	03/05/2025 SAFETY SOURCE FIRE INC.	1,005.10
	00900413 PS-FIRE-AERIAL APARATUS SERVICE	1,005.10
0000034162	03/05/2025 SEAN KELLY	294.21
	2025UNIFORMS CC-POOL-SWIMSUITS, DECK SHOES, COVER-UP	294.21
0000034163	03/05/2025 SHEILA GIDNEY	129.86
	2025SWIMCOVERUP CC-POOL-SWIM COVERUP/UNIFORM REIMBURSEMENT	49.35
	2025SWIMSUIT CC-POOL-2025 CLOTHING ALLOWANCE FOR SWIM SUIT	80.50
0000034164	03/05/2025 SOJOURN SIGNS	3,284.69
	INV12539 TS-ST5-TELESPAR SIGN POST KIT, ANTI-THEFT SIGN RIVETS	3,284.69
0000034165	03/05/2025 SOURCE ATLANTIC LIMITED	483.00
	5099121GG TS-STAFF CLOTHING ALLOWANCE	483.00
0000034166	03/05/2025 SOUTHERN SANITATION LTD.	336.72
	194297 RC-OAK BAY HALL-GARBAGE COLLECTION	168.36
	194459 RC-OAK BAY HALL-GARBAGE COLLECTION Jjan/25	168.36
0000034167	03/05/2025 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	32,405.49
	2025-02 GG-CIVIC-PLANNING, TOURISM, ECO DEV, SAFETY, REC, ETC.	32,405.49
0000034168	03/05/2025 SPEEDY GLASS	471.48
	8768-5983411 PS-FIRE-2 LEVER HANDLES-LAWRENCE ENTRANCE LOCK	471.48
0000034169	03/05/2025 STATIONERY PLUS LTD	999.54
	151047 CC-COMMUNITY SERVICES-CALENDAR PAD-DESK MONTHLY	22.98
	1527742025 PS-FIREHALL-PAPER, HANGING FOLDERS, FILE BOX	145.05

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 5 of 13

Number	Issued		Amount
	152776	CC-POOL-POST-IT NOTES, CORRECTION TAPE, PENS	84.49
	152878GG	GG-ADMIN-HIGHLIGHTERS, FILE FOLDERS	58.58
	152914	GG-ADMIN-PAPER, PENS, PAPER CLIPS, RUBBER BANDS, ETC.	281.53
	152935GG	GG-ADMIN-AA BATTERIES	13.80
	152945	PS-FIREHALL-COMMAND HOOKS	13.09
	153357GG	GG-ADMIN-ENVELOPES	24.15
	153796	PS-FIREHALL-DRUM UNIT, TONER, RUBBER BANDS, CLIPS, ETC	355.87
0000034170	03/05/2025	T.DONOVAN & SON (1997) Ltd.	517.50
	IN00029851*	GG/CC-LEGIONELLA SAMPLING/QUARTERLY COOLING TOWER INSPECTION	517.50
0000034171	03/05/2025	THE ESTEY GROUP	354.69
	158768	CC-ARENA-MID-SOLE ICE CLEATS	354.69
0000034172	03/05/2025	TRP	196.44
	52TRP916141	TS-#6-ROTELLA ELC PRE-DILU	196.44
0000034173	03/05/2025	UAP INC.	1,046.07
	961-617170	TS-SHOP-TIRE VALVE	4.97
	961-617271	TS-#12-DOOR HINGE PIN AND BUSHING	44.83
	961-617283	TS-#3-BRAKE LINE FITTINGS	17.27
	961-617329	TS-#3-BRAKE LINE FITTINGS	31.17
	961-617404	TS-SHOP-BODY MOUNT KIDS	376.74
	961-617558	TS-SHOP-STRAIGHT ANGLED GAUGE	77.04
	961-617613	PS-FIRE-STRAIGHT ANGLED GAUGE	77.04
	961-617674	TS-SHOP-FOOT VALVE BASELINE	195.50
	961-617966	TS-#2-BLOWER MOTOR	92.76
	961-618178	TS-SHOP-FUEL FILTER, FILTERS	64.10
	9616186341	TS-SHOP-TIRE REPAIR PATCHES	64.65
0000034174	03/05/2025	UNIFIRST CORPORATION	411.44
	7100408713	CC-FRONT LOBBY FLOOR MATS	205.72
	7100409618	CC-FRONT LOBBY-FLOOR MATS	205.72
0000034175	03/05/2025	VIPOND INC.	575.00
	VFP305774	PS-RCMP-COMPLETED ANNUAL FIRE ALARM INSPECTION	575.00
0000034176	03/05/2025	WATER & ICE NORTH AMERICA INC.	286.95
	66796	CC-POOL-CHEMICALS	286.95
0000034177	03/05/2025	WATERSIDE HOLDINGS LTD.	1,267.54
	6-6029837	TS-2010CHEVSILVERADO-BODY MOUNT POSITIONS	457.65
	6-6030069	TS-#12-SEAL	17.42
	6-6030097	TS-SHOP-COOLING SYSTEM	228.22
	6-6030179	TS-#6,#5-46 HYD 20L	433.25
	6-6030316	TS-#12-PARKING BRAKE CABLE	42.60
	6-6030417	TS-SHOP-RAGS COL BALBRIGGAN	75.88
	6-6030418	TS-SHOP-3/8" DRX 14MM	12.52
0000034178	03/05/2025	WURTH CANADA LIMITED	2,601.35
	26191153	TS-SHOP-FLAT WASHERS, HEX BOLTS, COTTER PINS, ETC.	1,100.67
	26200482	TS-SHOP-FENDER WASHER	182.45
	26212029	TS-SHOP-GREASE JOINT TOOL, STOVER LOCKNUT, HTSHRNK, ETC	1,318.23
0000034179	03/05/2025	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITED	120.61
	INV05179450	GG-ADMIN-911 LISTINGFOR JAN/2025	12.65
	INV05191479	GG-ADMIN-YELLOW PAGES MEDIA FOR JAN/25	107.96
0000034180	03/10/2025	RECEIVER GENERAL FOR CANADA	48,112.47

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 6 of 13

Number	Issued	Amount
	PAY052025 GG-REMITTANCE-PAYROLL REMITTANCE TO MARCH 7/25	48,112.47
0000034181	03/12/2025 ACCT #903240047015	483.77
	FEBRUARY2025 VOLUNTEER FIRE MEMBERSHIP DUES-FEBRUARY 2025	290.00
	FEBRUARY2025DIS VOLUNTEER FIRE DISABILITY DEDUCTIONS-FEBRUARY2025	193.77
0000034182	03/12/2025 ACCT 8025-280	1,689.38
	FEBRUARY2025 LOCAL 770 UNION DUES-FEBRUARY 2025	1,689.38
0000034183	03/12/2025 BELLBOY DRYCLEANERS	248.40
	25-858801 CC-EVENTS-WORLD OF FLAVOUR, GANONG MEETING	248.40
0000034184	03/12/2025 BLAKNEY'S TRUCKING INC.	13,776.92
	1587 TS-STS-ROAD SALT DELIVERY	13,776.92
0000034185	03/12/2025 CANOE INSURANCE	136,476.03
	INS00081303 GG-INSURANCE-AUTOMOBILE INSURANCE 2025	19,692.57
	INS00081304 GG-INSURANCE-BOND AND CRIME INSURANCE FOR 2025	1,824.13
	INS00081305 GG-INSURANCE-LIABILITY INSURANCE FOR 2025	33,245.31
	INS00081306 GG-INSURANCE-LEGAL EXPENSE INSURANCE FOR 2025	2,846.92
	INS00081307 GG-INSURANCE-HEAVY EQUIPMENT INSURANCE FOR 2025	13,146.92
	INS00081308 GG-INSURANCE-PROPERTY INSURANCE FOR 2025	59,058.14
	INS00081309 GG-INSURANCE-MISC. PROPERTY INSURANCE FOR 2025	86.52
	INS00081393 GG-INSURANCE-BOILER AND MACHINERY INSURANCE FOR 2025	756.02
	NS00081479 GG-INSURANCE-UMBRELLA LIABILITY INSURANCE FOR 2025	5,819.50
0000034186	03/12/2025 CARQUEST CANADA LTD 6632	1,635.17
	14838236455* TS-#12-TRANSFEE CASE GASKET	18.88
	14838-237333 TS-1995FORD-BEP 665MF	222.33
	14838-237509 TS-#12-PLATINUM-36 MONTHS REPLACEMENT WARRANTY	440.70
	14838-237767 TS-2016FORDF25--SUPER SYN 5W30, CQ BLUE OIL FILTER	92.22
	14838-237804 TS-SHOP-PARTS CLEANER 18.9L	160.99
	14838-237806 TS-SHOP-COUPLER PLUG,MALE PLUG	16.20
	14838-237873 TS-#11-HOSE RBR 7039,COUPLING ADAPTERS	153.49
	14838-237884 TS-#11-COUPLING ADAPTER AND HOSE	118.75
	14838-238020 TS-#3-MASTER CYLINDER XBO M630102	179.65
	14838-238234 TS-#12-PLATINUM 36 MTHS CORE RETURN	-41.40
	14838-238444 TS-2014 FORD F 250-TRANSFER CASE MOTOR	273.36
0000034187	03/12/2025 CIBC MELLON GLOBAL SECURITIES 1614261240	37,084.48
	FEBRAURY2025 GG-PENSIONPLANCONTRIBUTIONS-FEBRUARY 2025	37,084.48
0000034188	03/12/2025 CINTAS CANADA LIMITED	487.04
	5252845801CC CC-ADMIN-FIRST AID SUPPLIES	277.09
	5252845801PS PS-FIREHALL-FIRST AID SUPPLIES	45.66
	5252845801TS TS-SHOP-FIRST AID SUPPLIES	164.29
0000034189	03/12/2025 CNH INDUSTRIAL CAPITAL CANADA LTD.	3,047.73
	DECEMBERINT2024 TS-STS-DECEMBER INTEREST 2025	0.10
	IN12349 T-#16-BLOWER,RESISTOR,KIT SEALS	1,244.88
	IN12445 TS-#18-HOSES-PART#CAS 47821941&478219181	1,802.75
0000034190	03/12/2025 COCA COLA CANADA BOTTLING LIIMITED	1,843.16
	4549380003 CC-CANTEEN-COCA COLA PRODUCTS	1,843.16
0000034191	03/12/2025 CUMMINS CANADA ULC	1,843.80
	AV-250298425 PS-FIRETRUCK-TROUBLESHOOT&REPAIR FIRE ENGINE	1,843.80
0000034192	03/12/2025 DALE MATHESON'S TOWING AND REPAIR LTD.	529.00
	6410 TS-FORD F250-TOWING FROM AIRPORT TO SHOP&-RETURN	345.00

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 7 of 13

Number	Issued		Amount
	6470	TS-CHEV 1/2 SERVICE TRUCK	184.00
0000034193	03/12/2025	DILLON CONSULTING LIMITED	25,719.52
	319132	PROJECT#248994 BUDD AVE EXTENSION	25,719.52
0000034194	03/12/2025	EQUINOX INDUSTRIES LTD.	5,061.15
	IN00204763	RC-HORT-GRANT#GOR-VARIOUS PLANTERS	5,061.15
0000034195	03/12/2025	EVENT ATLANTIC	286.35
	2025-061	CC-EVENTS-MEMBERSHIP RENEWAL 2025	286.35
0000034196	03/12/2025	IRVING ENERGY	5,405.75
	424007	TS-ST5-DIESEL	2,199.35
	433764	PS-OB-PROPANE	1,606.50
	850308	TS-ST5-DIESEL	1,599.90
0000034197	03/12/2025	JCS LOGISTICS INC.	861.45
	28673*	TS-ST5-FROM: MARITIME CASE, LSW WEAR; TO: SMS EQUIPMENT	449.77
	39205	TS-SHOP-FROM MARITIME CASE, RICHWIL, LSW, MDSS, HARTLAND ARM, ETC	411.68
0000034198	03/12/2025	JEFF RENAUD	300.00
	FEBRUARY2025	GG-CAO-MONTHLY VEHICLE ALLOWANCE FOR FEB/25	300.00
0000034199	03/12/2025	JHT FITNESS CANADA	20,322.80
	9004005559	CC-FA-NEW TREADMILL FOR FITNESS CENTRE	20,322.80
0000034200	03/12/2025	KEM CANADA MFG	1,835.45
	148003	TS-SHOP-DONOSURF, FINALLY ORANGE, KEM-A-LOOSE, CHAIN&CABLE LUE, ETC	1,835.45
0000034201	03/12/2025	KENT BUILDING SUPPLIES	374.50
	1022491401	PS-FIREHALL-3/8" INSET/OFFSET HINGE, 1 3/8" DOOR KNOB	29.26
	1022537364	CC-MAINTENANC-ROUND HEAD SCREWS, NUT PACK, GLOVES	86.22
	1022611603	CC-MAINTENANCE- PAINTTAPE, SPACKLING, DRYWALL COMP	80.17
	1022689819	PS-FIREHALL-BOTTLED WATER	36.17
	1022742200	TS-SHOP-BOTTLED WATER	142.68
0000034202	03/12/2025	LIBERTY UTILITIES NB	4,586.05
	200002501704FEB25	CC/GG-BUILDING-NATURAL GAS	4,586.05
0000034203	03/12/2025	MCINNES COOPER	345.00
	2025004596	GG-LEGAL FILE #2613232	345.00
0000034204	03/12/2025	MCS SANITATION	2,227.34
	611846	CC-JANITORIAL-PAPER TOWEL	2,018.43
	615764	PS-FIRE-PAPER TOWEL, GARBAGE BAGS	166.22
	616066	RC-LIBRARY-JANITORIAL-NEUTRAL SOAP 4L	42.69
0000034205	03/12/2025	MILLTOWN MACHINE & FABRICATION LTD.	2,093.86
	24546	TS-#12-1/4X2 1/2 FLAT BAR	107.64
	24563	TS-#12-TUBING (1 1/2"X 1 1/2"X1/8SQ)	136.90
	24611	TS-#22, #28-HARDOX CUTTING EDGES	1,849.32
0000034206	03/12/2025	MOFFATT SECURITIES LTD	401.35
	548691	PS-OB-SNOWPLOWING FIREHALL&COMM HALL FOR JAN/25	401.35
0000034207	03/12/2025	N. B. POWER	5,540.59
	18169205MAR25	PC-POOL-MILL LANE	89.70
	18988703MAR25	TS/PS-199 UNION ST-ELECTRICITY	2,004.68
	19051703MAR25	TS-AIRPORT-ELECTRICITY	374.83
	19051801MAR25	TS-AIRPORT-ELECTRICITY	93.10
	55160607MAR25	RC-COTTONMILL-LIGHTS	57.27
	65919138MAR25	PS-OB-COMMUNITY HALL	771.30
	71315207MAR25	PS-RCMP-ELECTRICITY	1,595.48

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 8 of 13

Number	Issued	Amount
	72924306MAR25 RC-PARKS-BANDSTAND	77.63
	76139807MAR25 PS-OB-ELECTRICITY	306.44
	83278804MAR25 TS-STP-PARKS SHED	107.85
	84960501MAR25 RC-PARKS-RIVERSIDE DR-LIGHTS	62.31
0000034208	03/12/2025 ORKIN CANADA CORPORATION	114.89
	C-5089074 CC-BUILDING-MONTHLY PEST CONTROL	114.89
0000034209	03/12/2025 PARK FUELS LTD.	3,108.60
	18830 TS-SHOP-PROPANE HEATING OIL	1,527.88
	18902 TS-SHOP-PROPANE HEATING FUEL	1,580.72
0000034210	03/12/2025 PARTS FOR TRUCKS INC.	2,068.63
	70065520-00 TS-#23,#24-EZ-FLOW HYD FLUID	77.18
	70069637-00 PS-#205-CLRNCE MARKER KIT AMB LAMP&BASE,PIGTAIL 19 SERIES	35.56
	70073243-00 TS-#23-HANDHELD CONTR,BATTERY CABLE PLOW&VHECLE SIDE	1,587.00
	70073243-01 TS-SNOWPLOW BATTERY CABLE-PLOW AND VEHICILE SIDE	358.89
0000034211	03/12/2025 PCS SALES (CANADA) LTD.	35,165.38
	6992878 TS-STP-ROAD SAL	2,361.81
	6993861 TS-STP-ROAD SALT	2,353.42
	6994792 TS-STP-ROAD SALT	2,358.77
	6995076 TS-STP-ROAD SALT	2,348.83
	6995715 TS-STP-ROAD SALT	2,379.37
	6995934 TS-STP-ROAD SALT	2,260.26
	6997667* TS-ROAD SALT	2,366.40
	6998377* TS-STP-ROAD SALT	2,383.96
	7000012 TS-STP-ROAD SALT	2,294.62
	7000821 TS-STP-ROAD SALT	2,345.78
	7001080 TS-STP-ROAD SALT	2,331.27
	7001148 TS-STP-ROAD SALT	2,340.43
	7001149 TS-STP-ROAD SALT	2,367.92
	7001150 TS-STP-ROAD SALT	2,351.89
	7002177 TS-STP-ROAD SALT	2,310.65
0000034212	03/12/2025 PETTY CASH	44.50
	FEBRUARY52025 PS-JHSC-PIZZA FOR JHSC MEETING FEB 2025	44.50
0000034213	03/12/2025 PITNEY BOWES CANADA	257.59
	1026843495GG GG-POSTAGEMETER-RED INK CARTRIDGE	257.59
0000034214	03/12/2025 PROTECH CLEANING SOLUTIONS	161.08
	374274 CC-MAINTENANCE-RIBBED V- BELT425 MM KARCHER HEAD BELT	151.08
0000034215	03/12/2025 PUROLATOR COURIER LTD.	161.52
	505120167 GG-ADMIN-RTND CHQ SENT OUT DURING POSTAL STRIKE	63.76
	565015501 GG-ADMIN-TO LABOUR EMPLOY FRED, MNP OFFER SPURL HALIFAX	97.76
0000034216	03/12/2025 RICHWIL TRUCK CENTRE LTD.	5,523.66
	160948 TS-SHOP-SENSOR ICP	463.69
	160979 TS-#7-SENSOR MAN	251.39
	161087 TS-#7-KIT HIGH P CORE	4,808.58
0000034217	03/12/2025 SEAN MORTON	300.00
	FEBRUARY2025* PS-FIRECHIEF-MONTHLY VEHICLE ALLOWANCE FEB/25	300.00
0000034218	03/12/2025 SERVICE NEW BRUNSWICK	342.00
	AA49682025 PS-FIRE-1943 FORD FIRE	19.00
	CWN1892025 RC-PARKS-2022 FORD F150	19.00

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 9 of 13

Number	Issued		Amount
	M332422025	TS-ST5-1987 SNOWBL	19.00
	M416642025	TS-ST5-2001 BOMAG ROLLER	19.00
	M420882025	TS-ST5-2002 TRACKLESS MT	19.00
	M433632025	TS-ST5-2004 CASE 721D	19.00
	M447732025	TS-ST5-2005 CATERP 420D	19.00
	T112432025	RC-PARKS-2004 KUBOTA L3130D	19.00
	T267672025	TS-ST5-2015 CASE 580SN WT	19.00
	T285552025	TS-ST5-2018 CASE 721G	19.00
	T301472025	TS-ST5-2019 WACKER NEUSON WL32	19.00
	TEK8232025	TS-ST5-1997 HOMEMA UTILITY	19.00
	TFI2672025	PS-FIRE-1998 EZ LOADER BOAT TRAILERS	19.00
	TLA2262025	TS-ST5-2007 DURATR DLE16T	19.00
	TNM3632025	PS-FIRE-2012 HURRAI CARGO	19.00
	TOI1492025	RC-PARKS-2014 US CARGO USASG6516TA	19.00
	TUO9062025	PS-OB-2016 EZ HAULER	19.00
	TUO9072025	PS-OB-2021 EZ HAULER	19.00
0000034219	03/12/2025	SOJOURN SIGNS	68.37
	INV12934	TS-ST5-STREET SIGNS	68.37
0000034220	03/12/2025	SOURCE ATLANTIC LIMITED	1,249.43
	5111386	TS-SHOP-CLOTHING ALLOWANCE	1,249.43
0000034221	03/12/2025	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	8,778.00
	256435-256864	GG-TOWN-REGIONAL LANDFILL CONTRACT	8,778.00
0000034222	03/12/2025	SPEEDY GLASS	685.69
	2241	CC-BUILDING-FULL SERVICE ROTON HINGE&LABOUR	685.69
0000034223	03/12/2025	ST. STEPHEN AREA CHAMBER	275.00
	4725	GG-CIVIC-2025 MEMBERSHIP FEE	275.00
0000034224	03/12/2025	STATIONERY PLUS LTD	337.66
	153874GG	GG-ADMIN-OFFICE SUPPLIES	82.19
	154250GG	GG-ADMIN-LEGAL FILE FOLDER YELLOW	4.31
	154254	PS-REPORT COVER-WITH FASTENERS,PAPER 8.5X11	18.86
	154481GG	GG-ADMIN-T4ENVELOPES	96.72
	154886GG	GG-ADMIN-PAPER,CALCULATOR,CORRECTION TAPE	135.57
0000034225	03/12/2025	TEED SAUNDERS DOYLE & CO.	21,160.00
	1399	GG-FINANCIAL-AUDIT FOR THE YEAR ENDED DEC 2023	21,160.00
0000034226	03/12/2025	TK ELEVATOR (CANADA) LIMITED	1,466.73
	2688706	CC-ELEVATOR-FEB 01/25 - APR 30/25	1,466.73
0000034227	03/12/2025	TROY LIFE & FIRE SAFETY LTD	1,146.82
	1001005172	CC-ARENA-REPLACE BROKEN VALVE	1,146.82
0000034228	03/12/2025	TRP	642.58
	52TRP916583	TS-#7-BATT 925CA (STUD TYPE), CORE, WINTER WASH 3.78L	542.58
0000034229	03/12/2025	UNIFIRST CORPORATION	331.26
	7100411461	CC-FRONT LOBBY-FLOOR MATS	115.65
	7100413301	CC-FRONT LOBBY- FLOOR MATS	215.60
0000034230	03/12/2025	UNION OF MUNICIPALITIES OF NEW BRUNSWICK	260.00
	SL-1321	GG-MEEMBERSHIP DUES-MAYOR AND COUNCILLOR GREENLAW	250.00
0000034231	03/12/2025	VALLEY EQUIPMENT LTD	667.66
	IF18620	TS-#6-LATCH HOOD,CATCH LATCH, FUEL FITERS, LUBRICATION,ETC	628.90
	IF18622	TS-#6-FREIGHT CHARGE INV#IF18620	28.75

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 10 of 13

Number	Issued	Amount
0000034232	03/12/2025 WADE GREENLAW	320.40
	FCM/SCC CONFERENCE GG-COUNCILOR-FCM/SCC CONFERENCE IN FREDERICTON 2025	320.40
0000034233	03/12/2025 WATER & ICE NORTH AMERICA INC.	818.21
	67077 CC-MAINTENANCE-WHITE-MLD-18X18 FLAT GRATE, HARDWARE KIT	818.21
0000034234	03/12/2025 WATERSIDE HOLDINGS LTD.	1,469.93
	6-6030928 TS-SHOP-PREM SOLV, CLEAR SILICONE	225.02
	6-6031249 TS-#12-4GA BATTERY CABLE, ABSORBENT QUALISORB	189.58
	6-6031262* TA-SHOP-10MM TUBE NUT, DEEP CREEP, CORE DEEP CREEP	17.01
	6-6031443* TS-SHOP-1IN AUTO DIESEL	218.32
	6-6031550 TS-#16-FUEL, OIL, AND AIR FILTERS	252.91
	6-6031661 TS-SHOP-HEATER HOSE 3/4X50	117.30
	6-6031676 TS-SHOP-3/4" AUTOMATIC NOZZLE	254.08
	6-6031690 TS-#7-FUEL FILTER, OIL FILTER	149.76
	6-6031769 TS-#23-CLEAR ADVANTAGE WIPE	45.95
0000034235	03/12/2025 WURTH CANADA LIMITED	680.21
	26230464 TS-SHOP-FUSES, TAPES, CLAMP, BOLTS	680.21
0000034236	03/12/2025 YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITED	56.35
	INV05228639 PS-FIRE-DIGITAL/MEDIA LISTING FOR FEB/25	43.70
	INV05253555 GG-ADMIN-911 LISTING FOR FEB/25	12.65
0000034237	03/19/2025 ANGLOPHONE SOUTH SCHOOL DISTRICT	400.00
	SSEC INSPIRE GG-CIVIC RELATIONS-2025 SSEC INSPIRE AWARDS	400.00
	AWARDS2025	
0000034238	03/19/2025 BELL ALIANT	3,668.09
	0633672FEB25 TS-AIRPORT-LANDLINE PHONE	198.70
	1136889FEB25 GG-TOWN HALL-LANDLINE PHONES	864.00
	1137866FEB25 PS/TS-199 UNIONST--LANDLINE PHONES	399.51
	11395944FEB25 PS-FIRE-LANDLINE PHONES	1,015.28
	1577296FEB25 RC-REC/POOL-LANDLINE PHONES	491.74
	4742413FEB25 CC-CIVICCENTER-LANDLINE PHONES	280.38
	4778028FEB25 CC-ADMIN-IT-INTERNET, TV	418.48
0000034239	03/19/2025 FUNDY BUILDING INSPECTION	3,680.00
	25-16 PS-BUILDING INSPECTOR-MAR 02-Mar 15 2025	3,680.00
0000034240	03/19/2025 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17625 PS-BYLAWS-MAR 7-MAR 14/25 FEE	1,400.00
0000034241	03/19/2025 N. B. POWER	45,370.43
	10126106MAR25 TS-XING LIGHTS-KING STREET	31.69
	17935200MAR25 TS-KING/UNION ST-TRAFFIC LIGHTS	68.29
	216000030308MAR25 TS-STs-AREA LIGHTS	15,152.02
	50660140MAR25 RC-PARKS-ROTARY CHANGING ROOMS	31.69
	54187672MAR25 TS-KING/QUEEN ST TRAFFIC LIGHTS	66.60
	54253127MAR25 CC/GG-BUILDING-ELECTRICITY	26,291.96
	54653258MAR25 TS-KING/SUPERSTORE-TRAFFIC LIGHTS	82.83
	55917471MAR25 TS-STs-WATERFRONT LIGHTS	58.77
	5795578MAR25 RC-PARKS-BANDSTAND IN CHOC PARK	31.69
	65083030MAR25 RC-PARKS-MILLTOWN BOAT LAUNCH	48.48
	66126787MAR25 RC-6 KING STREET--CONSERVE THE COURT	893.14
	73006038MAR25 RC-LIBRARY-ELECTRICITY	2,581.58
	82122207MAR25 RC-PARKS-BASKETBALL COURT	31.69
0000034242	03/19/2025 PARK FUELS LTD.	2,851.43

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 11 of 13

Number	Issued	Amount
	18749* TS-SHOP-PROPANE HEATING FUEL	1,557.68
	18978 PS-FIREHALL-PROPANE HEATING FUEL	1,293.75
0000034243	03/19/2025 PUROLATOR COURIER LTD.	99.46
	580121559 GG-ADMIN-FROM ACTIVE NETWORK, TO LOCAL GNB	99.46
0000034244	03/25/2025 AIR LIQUIDE CANADA INC.	33.17
	78517574 TS-SHOP-BLUE SHIELD, ALMIG, ARGON,CYLINDERS	33.17
0000034245	03/25/2025 ALL GAS TANKS	103.49
	129862 PS-OAK BAY FIRE DEPT-HP HOSE 7.5	103.49
0000034246	03/25/2025 BRUNET INC.	1,172.37
	74371 GG-ADMIN-GRANT FOLDER ACCESS,OUTLOOK ISSUES, BIA COMPUTER ISSUES, BACKUP ISSUES/CREDIT	97.75
	75137GG GG-ADMIN-MONTHLY MAINTENANCE-FIREBOX,CLOUD,ETC.	1,074.62
0000034247	03/25/2025 CHARLOTTE COUNTY JANITORIAL	1,140.75
	6087 PS-RCMP-JANITORIAL FOR FEB/25	1,048.75
	6088 TS-SHOP-JANITORIAL SERVICES FOR FEB/25	92.00
0000034248	03/25/2025 CNH INDUSTRIAL CAPITAL CANADA LTD.	435.91
	IN12511 TS-#12-CAS 84259225 KIT/SEALS	435.91
0000034249	03/25/2025 FRANK GODSOE	1,092.50
	2025CPAMEMBERSHIP GG-ASSISTTREASURER-CPA MEMBERSHIP DUES 2025	1,092.50
0000034250	03/25/2025 IRVING ENERGY	6,597.13
	151096 TS-STIS-DIESEL	445.03
	518832 TS-FUEL	1,803.43
	938332 CC/GG-BUILDING-NATURAL GAS	4,345.47
	JANUARY25INTEREST TS-FUEL-JANUARY 2025 INTEREST CHARGE	3.20
0000034251	03/25/2025 JCS LOGISTICS INC.	266.17
	49235 TS-SHOP-FROM RICHWILTRUCKS, VALLEYEQUIP,MARITIME CASE, ETC.	266.17
0000034252	03/25/2025 JEAN COUTU	53.52
	FEB282025* TS-SHOP-BOTTLED WATER	53.52
0000034253	03/25/2025 JEFF RENAUD	135.00
	135.00 GG-CAO-LUNCH MEETINGS MAR 6/25,IMPACT WEALTH,HR LAWYER, WEBINAR GNB	135.00
0000034254	03/25/2025 JENNIFER DOW	102.33
	102.33 RC-PARKS-CLOTHING ALLOWANCE 2025	102.33
0000034255	03/25/2025 K.G. CHASE & SON LTD.	627.65
	404150 TS- SHOP-3/8" LIFTING CHAINS,GRAB HOOKS,SLING HOOK	627.65
0000034256	03/25/2025 LSW WEAR PARTS LTD.	3,141.80
	72742 TS-SHOP-PLOW BLADES, CARRIAGE NUTS & BOLTS	3,141.80
0000034257	03/25/2025 MCS SANITATION	248.48
	614848* TS-SHOP-TOILET TISSUE,KLEENEX,	248.48
0000034258	03/25/2025 N.B.A.F.C. GUIDE	485.00
	FIRESAFETYBOOK25 PS-FIRE-CHILDREN'S FIRE SAFETY JOURNAL 2025	485.00
0000034259	03/25/2025 N. B. POWER	677.78
	67548730MAR25 RC-ARENA-FLOOD LIGHTS	677.78
0000034260	03/25/2025 NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48
	577396 PS-RCMP-FLOOR MATS	46.74
	578397 PS-RCMP-FLOOR MATS	46.74
0000034261	03/25/2025 PAMELA WILLIAMS	43.68
	43.68 CC-CANTEEN-FOOD SUPPLIES	43.68
0000034262	03/25/2025 PARK FUELS LTD.	2,185.76

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 12 of 13

Number	Issued	Amount
	19053 TS-SHOP-PROPAN HEATING FUEL	1,164.35
	19110 TS-SHOP-PROPANE HEATING FUEL	957.16
	707484 TS-FUEL-FEBRUARY 2025 INTEREST CHARGES	64.25
0000034263	03/25/2025 PARTS FOR TRUCKS INC.	1,299.77
	70069637-01 PS-#205-PIGTAIL	30.08
	70073243-02 TS-#24-SNOWPLOW BATTERY CABLE PLOW SIDE	196.96
	70090411-00 PS-#205-DESICCANT AIR DRYER SPIN	84.33
	70092064-00 PS-#205-AD-IS AIR DRYER ASSY, CORE CHARGE	988.40
0000034264	03/25/2025 PAYROLL TRANSFER	184,262.71
	PAY05-062025 GG-TRANSFER-MAR 4/25-MAR 24/25	184,262.71
0000034265	03/25/2025 PCS SALES (CANADA) LTD.	16,639.62
	7005140 TS-ST5-ROAD SALT	2,369.45
	7005141 TS-ST5-ROAD SALT	2,425.96
	7006324 TS-ST5-ROAD SALT	2,370.22
	7011916 TS-ST5-ROAD SALT	2,372.51
	7014452 TS-ST5-ROAD SALT	2,373.27
	7015239 TS-ST5-ROAD SALT	2,359.52
	711915 TS-ST5-ROAD SALT	2,368.69
0000034266	03/25/2025 QUODDY ELECTRIC	563.50
	1120 TS-DECORATIVESTREETLIGHTS-REPLACE STREET LAMP BULBS-CC PARKING LOT	563.50
0000034267	03/25/2025 RECEIVER GENERAL FOR CANADA	46,623.55
	PAY062025 GG-REMITTANCE-PAYROLL REMITTANCE TO MARCH 21/25	46,623.55
0000034268	03/25/2025 ROBERT TURNBULL	1,979.66
	72 TS-#12-HEAT SHRINK TUBING,ELECTRICAL TAPE,BATTERY,ETC	1,979.66
0000034270	03/25/2025 SOURCE ATLANTIC LIMITED	1,262.88
	5116483 TS-SHOP-NYLON SLING	117.28
	5117948 TS-STAFF CLOTHING	878.20
	5123631 TS-STAFF-CLOTHING ALLOWANCE	267.40
0000034271	03/25/2025 SOUTHWEST CONCRETE & CONS LTD	4,667.50
	IN000017378 TS-ST5-SNOW DUMPING FEB 20-21 2025	4,667.50
0000034272	03/25/2025 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	6,888.46
	256981-257348 GG-TOWN-REGIONAL LANDFILL CONTRACT	6,888.45
0000034274	03/25/2025 SOUTH WEST COURIER	33.35
	22238 TS-ST5-FROM SPRINGWORKS	33.35
0000034275	03/25/2025 T.DONOVAN & SON (1997) Ltd.	287.50
	IN00029990 GG-LEGIONELLA SAMPLING-FEB3/25	287.50
0000034276	03/25/2025 WORKSAFE NB	57,677.16
	2328432025 GG-ADMIN-YEARLY SUB-CONTRACTS/REVERSAL ESTIMATES	3,957.11
	2328432025* GG-ADMIN-ESTIMATE OF YEARLY WAGES/REVERSAL	58,227.69
	2328432025CR GG-ADMIN-CREDIT OF YEARLY WAGES/REVERSAL 2025	-3,800.24
	707.40 GG-ADJUSTMENT-CORRECTION TO 2024 ESTIMATED WAGES	-707.40
0000034277	03/25/2025 YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITED	151.66
	INV05265288 GG-ADMIN-YELLOW PAGES MEDIA FOR FEB/25	107.96
	INV05302468 PS-FIRE-DIGITAL/MEDIA LISTING FOR MAR/25	43.70
0000034278	03/25/2025 MOFFATT SECURITIES LTD	1,404.73
	548692 PS-OB-SNOWPLOWING OF FIRE HAL &COMMUNITY HALL FOR FEB/25	1,404.73
0000034279	03/25/2025 DILLON CONSULTING LIMITED	51,445.48
	321024 PROJECT#248994-BUDD AVE EXTENSION	51,445.48

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034381 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:04:09AM 04/25/2025

Page 13 of 13

Number	Issued		Amount
0000034280	03/28/2025	FUNDY FENCING LIMITED	26,063.60
	44352	RC-ROTARYFIELD-FENCE INSTALLATION	20,691.95
	44353	RC-ROTARTYFIELD-REMOVE & REINSTALL FENCING	5,371.65
Total Issued (163):			\$1,039,804.19
Total Voided (0):			\$0.00
Grand Total:			\$1,039,804.19
Number of Cheques Listed:			163

* - 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 0000011498 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:06:51AM 04/25/2025

Page 1 of 6

Number	Issued	Amount
0000011402	03/05/2025 ATLAS COPCO COMPRESSORS CANADA	8,625.00
	1125001881 SCD-LAGOONFIRE-TRAILER RENTAL FOR JAN/25	8,625.00
0000011403	03/05/2025 BAYVIEW TRUCKS AND EQUIPMENT LTD.	116.53
	01P103561 WS-#20-ADAPTER 5IN	42.29
	01P106022 TS--SHOP-CLAMP EXHAUST 4',VALVE CAPS,FILTER WRENCH	74.24
0000011404	03/05/2025 BRENNTAG CANADA INC.	4,495.24
	46905546 SCD-DISPOSAL-EMPTY CYLINDERS RETURN	-3,680.00
	46922511 WS-SOURCE-CHLORINE	8,175.24
0000011405	03/05/2025 BRIGGS PLUMBING INC.	784.24
	1584107* WS-PUMPHOUSE-BRASS NIPPLES 2X3"&1X3",STRAINER, ETC	784.24
0000011406	03/05/2025 BRUNNET INC.	1,100.44
	74526UTI WS/SCD-ADMIN-FIREBOX,MAINTENANCE,CLOUD,ETC.	1,100.44
0000011407	03/05/2025 CARQUEST CANADA LTD 6632	225.50
	14838-23604 WS-SHOP-HEALIGHT SWITCH, COMBO SWITCH, AIR DOOR ACTUATOR	-400.41
	14838-236096 WS-2004DODGEDAKOTA-BRAKE PAD SET, CALIPERS, ETC.	625.91
0000011408	03/05/2025 KEITH'S BUILDING SUPPLIES	85.09
	239841 SCD-DISPOSAL-PLYWOOD	85.09
0000011409	03/05/2025 KENT BUILDING SUPPLIES	99.45
	1022413291 WS-TRANS&DIST-5-1-1 DAY PROGRAMMABLE THERMOSTAT	99.45
0000011410	03/05/2025 KENT HOMES	1,183.35
	34922 SCD-LAGOONFIRE-TRAILER RENTAL FOR JAN/25	1,183.35
0000011411	03/05/2025 MCS SANITATION	82.31
	612865 WS-TRANS&DIST-GARBAGE BAGS	82.31
0000011412	03/05/2025 MEGA-LAB MANUFACTURING CO. LTD.	2,014.80
	575309-0 SCD-DISPOSAL PAILS OF CAPTIVE 8	2,014.80
0000011413	03/05/2025 OAKBAY RENTALS	114.06
	OBR108783 WS-TRANS&DIST-MX FUEL BREAKER KIT,BREAKER POINT,INSU	114.06
0000011414	03/05/2025 QUODDY ELECTRIC	1,611.15
	1112 WS-RESERVOIR BUILDING-CALL OUT-COMMUNICATION PANEL	258.75
	1113 WS-MAXWELL BUILDING-CALL OUT-SCADA READING-LIFT PUMP	258.75
	1115 WS-MAXWELL BUILDING-TEMPORARY HEATER INSTALLED	1,093.65
0000011415	03/05/2025 RAH REGNIER SALES LIMITED	935.22
	18898169 WS-PUMPHOUSE-DD HH STEAMER	57.49
	18898184 WS-PUMPHOUSE-BOTTLED WATER	30.44
	18901859 WS-SOURCE-BATTERIES, SHOVEL, CLEANING SUPPLIES, BUCKETS	304.59
	18901881 SCD-DISPOSAL-GARBAGE BAGS, RAIN SUIT	102.33
	18901896 SCD-DISPOSAL-PR EXT W/S FLT, BNT PRO 5 PC ROL	88.53
	18901898 WS-SOURCE-RAMPS	229.98
	1890199 SCD-DISPOSAL-SHOVEL	62.08
	N18898186 SCD-DISPOSAL-HEATER SPRAY FOAM	59.78
0000011416	03/05/2025 RECEIVER GENERAL FOR CANADA	83.78
	20250040414 WS-SOURCE-RADIO ANNUAL FEE-MAXWELL CROSSING-VALLEY RD	83.78
0000011417	03/05/2025 RESEARCH & PRODUCTIVITY COUNCIL	3,108.46
	436517 WS-SOURCE-DRINKING WATER LAB TESTS	493.93
	437035 WS-SOURCE-DRINKING WATER LAB TESTS	563.50
	437706* WS-SOURCE-DRINKING WATER LAB TESTS	569.25
	437707* WS-SOURCE-DRINKING WATER LAB TESTS	740.89

* - 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 0000011498 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:06:51AM 04/25/2025

Page 2 of 6

Number	Issued		Amount
	437708*	WS-SOURCE-DRINKING WATER LAB TESTS	740.89
0000011418	03/05/2025	RICHWIL TRUCK CENTRE LTD.	472.26
	160819	WS-#20-SENSORENG, FILTER EXT, FILTER FUEL	472.26
0000011419	03/05/2025	SAINT JOHN LABORATORY SERVICES LTD.	79.99
	389-25	WS-WATER BREAK LAB TESTS	79.99
0000011420	03/05/2025	SOURCE ATLANTIC LIMITED	724.50
	5099121UTI	WS/SCD-STAFF-CLOTHING ALLOWANCE	724.50
0000011421	03/05/2025	SOUTHWEST CONCRETE & CONS LTD	1,748.00
	IN000017326	WS-TRANS&DIST-WATER BREAK@SSES	1,748.00
0000011422	03/05/2025	STATIONERY PLUS LTD	565.82
	152878UTI	WS/SCD-ADMIN-HIGHLIGHTERS, FILE FOLDERS	58.58
	152914UTI	WS/SCD-ADMIN-PAPER, PENS, PAPER CLIPS, RUBBER BANDS, ETC.	281.53
	152935UTI	WS/SCD-ADMIN-AA BATTERIES	13.79
	153185	WS/SCD-ADMIN-UTILITY BILLS ENVELOPES	187.78
	153357*	WS/SCD-ADMIN-UTILITY BILLS ENVELOPES	24.14
0000011423	03/05/2025	TRP	243.78
	52TRP916737.02*	PS-#103-BATTERY 925 1125 STUD TYPE	243.78
0000011424	03/05/2025	WATERSIDE HOLDINGS LTD.	503.59
	6-6029604	WS-TRANS&DIST-5W30, OIL FILTER, WIPERS, UNIVERSAL JOINT	165.47
	6-6029608	WS-#105-UNIVERSAL JOINTS	66.91
	6-6029610	WS-#105-UNIVERSAL JOINTS	-57.14
	6-6029681	WS-#105-WIPERS	-22.98
	6-6029693	WS-#305-BRAKE HOSE	33.15
	6-6029776	WS-#102-UNIVERSAL JOINTS	181.26
	6-6030654	WS-#105-2-1/4"ALUM TUBING, EXHAUST ADAPTER KIT	136.92
0000011425	03/05/2025	WOLSELEY CANADA INC.	19,281.73
	5275546	WS-TRANS&DIST-CJ TEES, MTR COUPLINGS, CJ COUPLINGS	4,238.87
	5315192	WS-TRANS&DIST-35"X23" STAINLESS STEEL BOX ROD	3,836.40
	5332460	WS-TRANS&DIST-6X18&6X24 REPAIR CLAMPS	845.34
	5334870	WS-TRANS&DIST-M12 REDLITHIUMXC BATTER	161.00
	5360415	WS-TRANS&DIST-250MMX6.1M PVCO PIPE	3,051.96
	5381631	WS-TRANS&DIST-STARGRIP 4300, STARFLANGE ADAPT/PVC,ETC	3,150.67
	5381632	WS-TRANS&DIST-250CMX6.1M DR18CAP PIPE,PVC PIPE,ETC	1,840.82
	5386025*	WS-TRANS&DIST-STARGRIP,PVC PIPE,ELBOW,ADAPTER FLANGE	2,156.67
0000011426	03/12/2025	698733 NB INC.	690.00
	589	WS-MAXWELLCROSSING-FIXED COMPUTER	690.00
0000011427	03/12/2025	A ONE PUMPING SERVICE LTD.	3,421.97
	8268	WS-TRANS&DIST-HYDROVAC AND 2 OPERATORS FOR 3 DUKE ST,	2,231.72
	8269	WS-TRANS&DIST-HYDROVAC& 2 OPERATORS-PLEASANT STREET	1,190.25
0000011428	03/12/2025	BRIGGS PLUMBING INC.	319.46
	1584136	WS-SOURCE-INSTALLED PARTS ON SUCTION LINE	287.02
	1584148	WS-TRANS&DIST-SEALANT,PEX CRIMP& RING,TEFLON TAPE	32.44
0000011429	03/12/2025	CARQUEST CANADA LTD 6632	875.30
	14838-237684	WS-#305-BALL JOINT	252.24
	14838-237705	WS-#305-ADAPTER,SHRTSTRND FBRGLASS FILLER,PRUMER	87.11
	14838-238094	WS-TRANS&DIST-2008 FORD F150-COOLANT BOTTLE CAP	6.38
	14838-238345	WS-TRANS&DIST-BLUE OIL FILTER,MOBILE SUPER SYN	111.38
	14838-238351	WS-TRANS&DIST-UJOINT MDLPD	97.23

* - 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 0000011498 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:06:51AM 04/25/2025

Page 3 of 6

Number	Issued		Amount
	14838-238370	WS-TRANS&DIST	142.65
	14838-238394	WS-#102-TRAN&DIST-U JOINT	70.59
	14838-238475	WS-#102-U JOINT	45.41
	14838-238476	WS-#8-TRANS&DIST-TEM SENDER GAUGE	13.41
	14838-238487	WS-#102-TRANS&DIST-DRIVESHAFT FLANGE BOLTS	48.90
0000011430	03/12/2025	DOWNEY FORD SALES LTD.	380.19
	37963	WS--#102-SENSOR HEGO DY 1193	380.19
0000011431	03/12/2025	GREENLAW'S GARAGE LTD.	69.00
	7832	WS-#102-BALANCE 4 TIRES	69.00
0000011432	03/12/2025	JCS LOGISTICS INC.	106.16
	39204	WS-SOURCE-TO RESEARCH & PRODUCTIVITY COUNCIL	106.16
0000011433	03/12/2025	KENT BUILDING SUPPLIES	752.19
	1022526997	WS-SOURCE-22.7KG PAIL HYDRAULIC WATER STOP CEMENT	69.51
	1022537644	WS-SOURCE-SMOOTH RED RANGE CLAY BRICK	57.50
	1022579392	WS-TRANS&DIST-ELEMENTS ROUND DEADBOLT	48.12
	1022606911	WS-TRANS&DIST-11"PEX CINCH TOOL	49.61
	1022616434	WS-SOURCE-CLADMATE CM20	489.29
	1022670444	WS-TRANS&DIST-TEMPERED STEEL ROUND POINT SHOVEL	38.16
0000011434	03/12/2025	KENT HOMES	1,183.35
	35227	SCD-LAGOONFIRE-TRAILER RENTAL FOR FEB/25	1,183.35
0000011435	03/12/2025	M.P.W.W.A.	271.69
	10897*	WS-ANNUAMEMBERSHIP-3 MEMEBERS FOR YEAR 2025	271.69
0000011436	03/12/2025	N. B. POWER	14,167.23
	36869807MAR25	WS-3-119 MAXWELLCROSSING-BUILDING	1,212.63
	50228902MAR25	WS-MAXWELLCROSSING-PUMP	375.57
	53473043MAR25	WS-SOURCE-CHLORINE RESIDUAL	127.25
	61224002MAR25	SCD-STS-358A MILLTOWM BLVD-LIFT ST	713.07
	61230004MAR25	WS-MAXWELLCROSSING-PUMP	4,822.24
	66007941MAR25	SCD-STS-RIVERSIDE DR-LIFT ST	201.55
	66525025MAR25	WS-LAGOON FIRE-WASTEWATER TREATMENT PLANT	1,074.00
	66775102MAR25	WS-218 OLD BAY RD-WASTEWATER TREATMENT PLANT	4,953.98
	82291006MAR25	WS-SOURCE-RESERVOIR	342.64
	84934906MAR25	SCD-STS-6-58A RIVERSIDE DR LIFT ST	156.75
	84943406MAR25	WS-STS-TODD RESERVOIR	187.55
0000011437	03/12/2025	PARTS FOR TRUCKS INC.	2,759.40
	70057556-00	WS-TRANS&DIST-AIR DRYER,AIR GOVERNOR	246.91
	70057556-01	TS-#20-AIR COMPRESSOR,CORE CHARGE	2,265.58
	70069764-00	TS-#20-AD9 AIR DRYER,AUT 170284358 AIR GOVERNOR	246.91
0000011438	03/12/2025	PITNEY BOWES CANADA	257.60
	1026843495UTI	WS/SCD-POSTAGEMETER-RED INK CARTRIDGE	257.60
0000011439	03/12/2025	PUROLATOR COURIER LTD.	232.23
	585026019	SCD-DISPOSAL-TO HARRIS INDUSTRIAL	232.23
0000011440	03/12/2025	RESEARCH & PRODUCTIVITY COUNCIL	2,994.04
	437937	WS-DRINKING WATER LAB TESTS	493.93
	438559	WS-DRINKING WATER LAB TESTS	219.08
	438661	WS-DRINKING WATER LAB TESTS	2,850.28
	CM6524	WS-SOURCE-CREDIT INV# 437706-DRINKING WATER LAB TESTS	-569.25
0000011441	03/12/2025	SAINT JOHN LABORATORY SERVICES LTD.	2,017.10

* - 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 0000011498 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:06:51AM 04/25/2025

Page 4 of 6

Number	Issued		Amount
	388-25	SCD-DISPOSAL-TREATMENT LAB TESTS	2,017.10
0000011442	03/12/2025	SERVICE NEW BRUNSWICK	57.00
	TBO8862025	WS-ST5-1992 AQUATE SEPTIC	19.00
	TEL1402025	WS-ST5-1986 GARDNE DENVER	19.00
	THM8992025	WS-ST5-2004 ROADMASTER UTILITY	19.00
0000011443	03/12/2025	SOURCE ATLANTIC LIMITED	241.50
	5111386UTI	WS-TRANS&DIST-CLOTHING ALLOWANCE	241.50
0000011444	03/12/2025	ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED	60.38
	37074	WS/SCD-ADMIN-FOLDING UTILITY BILLS	60.38
0000011445	03/12/2025	STATIONERY PLUS LTD	490.89
	152617	WS/SCD-ADMIN-UTILITY DEPT-BINDER, FILE FOLDERS	17.70
	152714	WS/SCD-ADMIN-UTILITY DEPT-BINDERS,PENS	35.86
	152717	WS/SCD-ADMIN-UTILITY DEPT-RETURNED BINDERS	-10.22
	153518	WS/SCD-ADMIN-UTILITY DEPT-LASER TONER	121.87
	153874UTI	WS/SCD-ADMIN-SUPPLIES	82.19
	154091	WS-SCD-ADMIN-UTILITYDEPT INK ROLLER	6.89
	154250UTI	WS/SCD-ADMIN-LEGAL FILE FOLDER YELLOW	4.32
	154481UTI	W/SCD-ADMIN-T4 ENVELOPES	96.70
	154886UTI	WS/SCD-PAPER,CALCULATOR,CORRECTION TAPE	135.58
0000011446	03/12/2025	WATERSIDE HOLDINGS LTD.	301.04
	6-6031347	WS-TRANS&DIST-OIL FILTERS, PCMO5W305L	39.02
	6-6031873	WS-TRANS&DIST-#102-UNIVERSAL JOINTS	114.26
	6-6031951	WS-TRANS&DIST-#102-UNIVERSAL JOINTS	147.76
0000011447	03/12/2025	WOLSELEY CANADA INC.	27,458.48
	5362710*	WS-TRANS&DIST-10"HYMAX GRIP, 25MM DUCTILE IRON PIPE	14,831.70
	5372216	WS-TRANS&DISFLANGE ACC KIT,ADAPTER,ELBOES,ETC	3,483.01
	5402672	WS-TRANS&DIST-CJ COUPLING	606.95
	5402673	WS-TRANS&DIST-10"X6" SHOP COAT STD	884.62
	5411257	WS-TRANS&DISP-250MM CL52 DUCTILE IRON PIPE	3,999.88
	5429969	WS-TRANS&DIST-3/4" METER SETTER	3,114.80
	5439379	WS-TRANS&DIST-SCREW BOLT,HEX NUT,FLANGE ACC KIT STAR	537.52
0000011448	03/12/2025	XPLORE INC.	463.42
	INV55028655*	WS-MAXWELL CROSSIING SATELLITE SERVICE FOR FEB/25	231.71
	INV55329122	WS-MAXWELL CROSSING SATELLITE SERVICEE FOR MAR/25	231.71
0000011449	03/12/2025	SERVICE NEW BRUNSWICK	19.00
	T191902025	WS-ST5-1988 CASE BACKHO	19.00
0000011450	03/19/2025	BELL ALIANT	303.55
	1136681FEB25	WS-SOURCE-PUMP STATION	136.95
	1900280FEB25	SCD-DISPOSAL-OLD BAY WASTEWATER TREATMENT PLANT	166.60
0000011451	03/19/2025	N. B. POWER	6,435.24
	53123617MAR25	SCD-ST5-DECHLORINATION CHAMBER	315.79
	53158875MAR25	SCD-ST5-BUDD AVE-LIFT STATION	3,618.77
	54807440MAR25	SCD-ST5-159A MILLTOWN BLVD, LIFT STATION	75.56
	56356048MAR25	SCD-ST5-18 RIVERSIDE DR LIFT STATION	48.13
	61204006MAR25	SCD-ST5-2-216KING STREET-LIFT STATION	325.65
	61236008MAR25	SCD-ST5-BUDD AVE LIFT STATION	2,051.34
0000011452	03/19/2025	OAKBAY RENTALS	487.69
	OBR108943	WS-TRANS&DIST-BOSCH BRUTE BREAKER&CART KIT,INSUR	487.69

* - 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 0000011498 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:06:51AM 04/25/2025

Page 5 of 6

Number	Issued		Amount
0000011453	03/19/2025	SOURCE ATLANTIC LIMITED	1,094.06
	5061147	SCD-STAFF-CLOTHING ALLOWANCE	667.00
	5065448	WS-TRANS&DIST-MASTER LOCK 1 KEYED ALIKE	196.08
	5072735UTI	WS/SCD-STAFF-CLOTHING ALLOWANCE	230.98
0000011454	03/19/2025	KING, WAYNE GILBERT	134.99
	2025544121	PREP - 00620028.01	134.99
0000011455	03/25/2025	BRUNNET INC.	1,074.62
	75137UTI	WS/SCD-ADMIN-WATCHGUARD FIREBOX,CLOUD BACKUP,ETC	1,074.62
0000011456	03/25/2025	DALE MATHESON'S TOWING AND REPAIR LTD.	172.50
	6515	WS#105-TOWING	172.50
0000011457	03/25/2025	DAVID BEACH	48.25
	48.25	WS-TRANS&DIST-FEED CREW-CHURCH STREET WATER LEAK	48.25
0000011458	03/25/2025	JCS LOGISTICS INC.	108.05
	49234	WS-SOURCE-WATER SAMPLES TO RPC	108.05
0000011459	03/25/2025	MARITIME ENVIRONMENTAL SERVICES INC.	3,772.00
	34268	WS-ST5-HYDROVAC TRUCK SERVICE AND LABOUR	3,772.00
0000011460	03/25/2025	MCS SANITATION	156.80
	617692	WS-SOURCE-MOP HEAD,GARBAGE BAGS,HAND SOAP	156.80
0000011461	03/25/2025	MILLTOWN MACHINE & FABRICATION LTD.	8,931.84
	24626	WS-SOURCE-LABOUR&MATERIAL TO REPLACE SUCTION LINE	8,931.84
0000011462	03/25/2025	N. B. SOUTHERN RAILWAY COMPANY LIMITED	575.00
	116598	WS-ST5-UNDERGROUND PIPE, PRIVATE CROSSING	575.00
0000011463	03/25/2025	NICK REID	344.97
		CLOTHINGALLOWANCE25 WS-TRANS&DIST-WORK PANTS	344.97
0000011464	03/25/2025	PARTS FOR TRUCKS INC.	172.44
	70087407-00	WS-#8-CIRCULATION HEATER	172.44
0000011465	03/25/2025	QUODDY ELECTRIC	2,294.25
	1121	WS-SOURCE-MAXWELL BUILDING-REPAIR/REPLACE CONTROL WIRE	2,035.50
	1123	WS-SOURCE-MAXWELL BUILDING-CHECK PUMP OPERATION/VERIFY	258.75
0000011466	03/25/2025	RESEARCH & PRODUCTIVITY COUNCIL	219.08
	439006	WS-SOURCE-DRINKING WATER LAB TESTS	219.08
0000011467	03/25/2025	SAINT JOHN LABORATORY SERVICES LTD.	975.34
	439-25	SCD-DISPOSAL TREATMENT PLANT LAB TESTS	725.65
	440-25	WS-TRANS&DIST-MICROBIOLOGICAL WATER SAMPLES	249.69
0000011468	03/25/2025	SOUTHWEST CONCRETE & CONS LTD	8,406.50
	IN000017361	WS-TRANS&DIST-FEB 21 2025 WATER BREAK-DUKE ST	1,690.50
	IN000017370	WS-TRANS&DIST-WATER BREAK FEB 24/25-PLEASANT ST	1,449.00
	IN000017375	WS-TRANS&DIST-WATER BREAK FEB 26/25-MILLTOWN BLVD	2,541.50
	IN000017386	WS-TRANS&DIST-MAR 1/25 CHURCH ST&MAR 3/25 WATSON ST	2,725.50
0000011469	03/25/2025	SPEEDY GLASS	103.50
	8767-5986411	WS-SOURCE-PUMPSTATION-REPAIR LOCK	103.50
0000011470	03/25/2025	WOLSELEY CANADA INC.	7,333.71
	5439378	WS-TRANS&DIST-ADAP FLG,SPLIT ADAPT FLG,FLG ELBOW	7,333.71

* - 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 0000011498 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:06:51AM 04/25/2025

Page 6 of 6

Number	Issued	Amount
Total Issued (69):		\$151,017.29
Total Voided (0):		\$0.00
Grand Total:		\$151,017.29
Number of Cheques Listed:		69

* - 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 0000000001 to 0000001636 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:08:59AM 04/25/2025

Page 1 of 3

Number	Issued	Amount
0000001576	03/05/2025 AED4LIFE/BERRN CONSULTING-VISA	304.75
	FEB072025 CC-SAFETY-AED CABINET AND STORAGE	304.75
0000001577	03/05/2025 ATLANTIC SUPERSTORE-VISA	59.00
	FEB112025 CC-OFFICE FURNITURE&SUPPLIES-BOTTLED WATER	59.00
0000001578	03/05/2025 BERRN CONSULTING LTD.-VISA	962.18
	JAN172025 CC-BUILDING-AED DEFIB ELECTRODE PADS,BATTERY,SIGNS,ETC..	962.18
0000001579	03/05/2025 JEAN COUTU - VISA	11.37
	JAN212025 CC-OFFICE FURNITURE&SUPPLIES-PARCEL RETURN	11.37
0000001580	03/05/2025 MK AUTO RECYCLERS-VISA	672.75
	FEB142025 WS-#105-TAILGATE,ELECTRONIC PARTS,OBD CON&JUNCTION	672.75
0000001581	03/05/2025 COX ELECTRONICS-VISA	52.01
	JAN302025 GG-COMPUTER GOODS-EF FEES COMP/ACCSSRY, WHITE PORTABLE BT SPEAKE	52.01
0000001582	03/05/2025 CAMA-VISA	1,684.46
	FEB132025 CC-ADMIN-TRAINING-DELEGATE REGISTRATION FEE-MAY 26-28 2025	1,316.46
	JAN202025 RC-MEMBERSHIP-2025-2026-FEE	368.00
0000001583	03/05/2025 LANDSCAPE MANAGEMENT NETWORK INC.	223.10
	FEB122025 RC-GREENIUSSUBSCRIPTION-ONLINE SAFETY COURSES	111.55
	JAN202025 RC-GREENIUSSUBSCRIPTIONPLAN-ON LINE SAFETY COURSES	111.55
0000001584	03/05/2025 ATLANTIC SUPERSTORE-VISA	48.49
	FEBRUARY132025 PS-SPECIALEVENTS-MEAL FOR STAFF MEMBERS FAMILY (BEREAVEMENT)	48.49
0000001585	03/05/2025 CAMA-VISA	368.00
	JANUARY272025 PS-FIRE-2025-2026 MEMBERSHIP RENEWAL	368.00
0000001586	03/05/2025 CIVICINFO REGISTRATION SERVICES-VISA	619.97
	JANUARY282025 PS-TRIANING-CAMA EA MASTER CLASS SERIES 2	619.97
0000001587	03/05/2025 MCDONALD'S-VISA	12.68
	JANUARY232025 WS-TRANS&DIST-COFFEE FOR STAFF FIXING WATERBREAK JAN 21/25	12.68
0000001588	03/05/2025 MILLTOWN MARKET-VISA	46.43
	FEBRUARY122025 WS-MAXWELLCROSSING-PIZZA FOR CREW FIXING LINE	46.43
0000001589	03/05/2025 THE MARITIME PROVINCE WATER & WASTE WATER ASSOCIATION - VISA	500.25
	JANUARY272025 WS-SOURCE-2025 W&WW CONFERENCE IN NOVA SCOTIA	500.25
0000001590	03/05/2025 AIR CANADA-VISA	906.05
	FEBRUARY032025 GG-CAO-TRAVEL TO RISKPRO TRAINING	906.05
0000001591	03/05/2025 CIVICINFO REGISTRATION SERVICES-VISA	516.47
	JANUARY282025* GG-EXECUTIVEASSISTANT-CAMA EA MASTER CLASS SERIES 2	516.47
0000001592	03/05/2025 HILTON-VISA	0.01
	FEBRUARY142025 GG-CAO-TEST TRANSACTION-NO RECEIPT	0.01
0000001593	03/05/2025 TIM HORTONS-VISA	60.00
	FEBRUARY032025 GG-CAO-STAFF TREAT IN SUPPORT OF OLYMPICS FUNDRAISER	60.00
0000001594	03/05/2025 ZOOM-VISA	24.71
	JANUARY282025 GG-ADMIN-CONFERENCING SOFTWARE SUBSCRIPTION	24.71
0000001595	03/05/2025 AMAZON MARKETPLACE-VISA	2,087.03
	FEBRUARY032025 CC-POOL-TRIBESIGNS L-SHAPED COMPUTER DESK	284.04
	FEBRUARY052025 CC-CANTEEN-CANTEEN SUPPLIES	47.45
	FEBRUARY052025* CC-CANTEEN-CANTEEN SUPPLIES	29.97
	FEBRUARY062025 CC-ARENA-PROSHOP HEAVY DUTY DOUBLE SIDED MOUNTING TAPE	24.78
	FEBRUARY062025* CC-POOL-RETEVIS RT49P TWO WAY RADIO LONG RANGE WALKIE TALKIES	106.94
	FEBRUARY062025** CC-POOL-RETEVIS RT49P TWO WAY RADIO/WALKIE TALKIES	106.94

* - 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 0000000001 to 0000001636 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:08:59AM 04/25/2025

Page 2 of 3

Number	Issued	Amount
	FEBRUARY102025 CC-POOL-UNION STAFF SANDALS/CLOTHING ALLOWANCE	34.39
	FEBRUARY102025* CC-CANTEEN-CANTEEN SUPPLIES	51.25
	FEBRUARY102025** CC-CANTEEN-CANTEEN SUPPLIES	34.15
	FEBRUARY102025*** GG-EVENTS-ARTAT A4 PORTABLE PAPER CUTTER	16.09
	FEBRUARY102025**** CC-CANTEEN-CANTEEN SUPPLIES	20.49
	FEBRUARY102025***** CC-CANTEEN-BAR STRAWS	11.49
	FEBRUARY122025 CC-POOL-POWEROWL AA RECHARGEABLE BATTERIES	31.27
	FEBRUARY132025 CC-AQUATICS-WINDOW PRIVACY FILM	34.49
	FEBRUARY142025 CC-POOL-SUNLLOK PENDANT LIGHT/HANGING LAMP	87.39
	JANAURY272025 CC-POOL-IRONSEALS 5PK EMT MEDICAL FIRST AID SHEARS	51.75
	JANAURY272025* CC-POOL-IRONSEALS 5 PK STAINLESS STEEL FIRST AID SHEARS	17.25
	JANAURY282025 CC-POOL-REFUND/CREDIT 3 DRAWER FILE CABINET	-126.49
	JANAURY312025 CC-POOL-INSTANT COLD PACK, MEDIUM PACKS, FIRST AID ICE PACKS	46.58
	JANAURY312025* CC-POOL-FOX 40 CLASSIC PEASELESS WHISTLES WITH LANYARD	82.56
	JANUARY162025 CC-CANTEEN-BE RIGHT BACK SIGN FOR CANTEEN	19.33
	JANUARY202025 CC-CANTEEN-CANTEEN SUPPLIES	142.31
	JANUARY222025 CC-CANTEEN-CANTEEN SUPPLIES	39.98
	JANUARY222025* CC-POOL-POOL SUPPLIES	17.08
	JANUARY232025 CC-POOL-COMPUTER DESK	284.04
	JANUARY232025* CC-POOL-REFUND ON COMPUTER DESK	-284.04
	JANUARY242025 CC-POOL-MEDICAL ALERT BRACELETS	72.23
	JANUARY242025* CC-POOL-3 DRAWER FILE CABINET	126.49
	JANUARY272025 CC-POOL-5PK STAINLESS STEEL TWEEZERS/MEDICAL FORCEPS	32.79
	JANUARY272025* CC-POOL-MEDLINE ABDOMINAL PADS	41.28
	JANUARY272025** CC-POOL-PREMIUM GAUZE ROLLS/BANDAGES	51.72
	JANUARY272025*** CC-POOL-ELASTIC BANDAGE COMPRESSION WRAP ROLLS	55.18
	JANUARY272025**** CC-POOL-3M 1530-1 MICROPORE TAPE (12 PK)	25.70
	JANUARY272025***** CC-POOL-AMD-RITMED BX/50 NON-WOVEN, STERILE GAUZE SPONGE	20.86
	JANUARY272025***** CC-POOL-INVERNESS EAR CARE SOLUTION 2PK	68.96
	JANUARY272025***** CC-POOL-DYNAREX STERILE GAUZE PADS 3X3 100/BOX	20.07
	JANUARY272025*1 CC-POOL-PRIMACARE HB-10 EMERGENCY FOIL MYLAR THERMAL BLANKET (10P	28.23
	JANUARY272025*2 CC-POOL-IRONSEALS 5PK STAINLESS STEEL TWEEZERS/FORCEPS	10.93
	JANUARY272025*3 CC-POOL-AMD-RITMED BX/50 NON-WOVEN, STERILE GAUZE SPONGE	14.09
	JANUARY272025*4 CC-POOL-100 PCS VERTICAL CLEAR PLASTIC BADGE HOLDER/WATERPROOF	25.29
	JANUARY292025 CC-POOL-3 DRAWER FILE CABINET	241.49
	JANUARY292025* GG-ADMIN-ROYALE VELOUR 3 PLY FACIAL TISSUE CASE	40.24
0000001596	03/05/2025 ATLANTIC SUPERSTORE-VISA	240.03
	FEBRUARY102025 CC-CANTEEN-CANTEEN SUPPLIES	10.00
	FEBRUARY122025 CC-CANTEEN-CANTEEN SUPPLIES	110.50
	JANUARY202025 CC-CANTEEN-CANTEEN SUPPLIES	66.48
	JANUARY272025 CC-CANTEEN-CANTEEN SUPPLIES	27.05
	JANUARY272025* CC-CANTEEN-CANTEEN SUPPLIES	26.00
0000001597	03/05/2025 BELL ALIANT-VISA	1,110.90
	JANUARY172025 GG-CAO-CELL PHONE UPGRADE	1,110.90
0000001598	03/05/2025 CANADIAN RED CROSS-VISA	77.04
	JANUARY242025 CC-POOL-ASTHMA PUMP TRAINER	77.04
0000001599	03/05/2025 CANVA - VISA	17.00
	JANUARY232025 CC-POOL-POSTERS	17.00
0000001600	03/05/2025 DOLLARAMA-VISA	472.04

* - 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 0000000001 to 0000001636 dated between 03/01/2025 and 03/31/2025

CHEQUE REGISTER

Printed: 9:08:59AM 04/25/2025

Page 3 of 3

Number	Issued	Amount
	FEBRUARY062025 CC-CANTEEN-CANTEEN SUPPLIES	178.36
	JANUARY272025 CC-CANTEEN-TOWELS,CLEANING SUPPLIES,CANDY,CANTEEN SUPPLIES	293.68
0000001601	03/05/2025 ETSY - VISA.	2,452.40
	FEBRUARY052025 GG-EVENTS-THE GRINCH MASK-CHRISTMAS COSTUMES	325.54
	FEBRUARY052025 GG-EVENTS-REFUND/CREDIT GRINCH MASK/CHRISTMAS	-184.29
	JANUARY282025 GG-EVENTS-CHRISTMAS CHARACTER COSTUMES	1,525.78
	JANUARY282025* GG-EVENTS-CHRISTMAS CHARACTERS COSTUMES	785.37
0000001602	03/05/2025 EVENTBRITE-VISA	38.07
	JANUARY292025 CC-AQUATICS TRAINING-CO-WORKERS FIRST WORKSHOP	38.07
0000001603	03/05/2025 FACEBOOK (META) - VISA	122.36
	FEBRUARY132025 CC-POOL-AQUATIC MARCH BREAK AD/WORKPLACE FIRST AID AD	82.11
	JANUARY312025 CC-AQUATICS-SWIM LESSONS ADVERTISEMENTS	40.25
0000001604	03/05/2025 GETSLING.COM - VISA	55.98
	FEBRUARY102025 GG-EVENTS-STAFF SCHEDULING SOFTWARE	55.98
0000001605	03/05/2025 NEW BRUNSWICK LIQUOR CORP.-VISA	509.99
	FEBRUARY062025 CC-CANTEEN-LIQUOR SUPPLIES	509.99
0000001606	03/05/2025 PIZZADELIGHT-VISA	66.96
	JANUARY282025 GG-CAO-ST STEPHEN/ST ANDREWS CAO/MAYOR MEETING	66.96
0000001607	03/05/2025 PYN RETEVIS - VISA	209.18
	FEBRUARY032025 CC-POOL-BELT CLIP	209.18
0000001608	03/05/2025 SOBEYS WHOLESALE-VISA	1,377.69
	FEBRUARY072025 CC-CANTEEN-CANTEEN SUPPLIES	171.12
	FEBRUARY072025* CC-CANTEEN-CANTEEN SUPPLIES	1,206.57
0000001609	03/05/2025 SPARX - VISA	666.90
	JANUARY172025 CC-SKATESHARPENER-HONING KIT, RADIUS RINGS, EDGE CHECKER	666.90

Total Issued (34): \$16,576.25

Total Voided (0): \$0.00

Grand Total: \$16,576.25

Number of Cheques Listed: 34

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals

Chamber of Commerce Withdrawals

March 2025

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 8,142.64
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 14,923.72
Total:	<u>\$ 23,066.36</u>



REQUEST for DECISION

SUBJECT: Municipal Plan By-law Adoption

RECOMMENDATION: To give 1st reading to the revised draft of the Municipal Plan By-law by title. To request the written views of the PRAC. To set a date for a public hearing of objections.

COMMENTS: required as per Community Planning Act s. 110 and 111

RECOMMENDATION	Report/Document: Attached	Available	Nil
----------------	---------------------------	-----------	-----

KEY ISSUE(S)/CONCEPTS DEFINED: Continue the legislative by-law adoption process on the proposed Municipal Plan draft for the Municipal District of St. Stephen.

RELEVANT POLICY: Community Planning Act

STRATEGIC RELEVANCE: Future growth, development, & environment

DESIRED OUTCOME(S): Continue the by-law adoption process

RESPONSE OPTIONS:

1. To give 1st reading to the **revised** draft of the Municipal Plan By-law by title. To request the written views of the PRAC. To set a date for a public hearing of objections.
2. To give 1st reading to the original March 26th draft of the Municipal Plan By-law by title. To request the written views of the PRAC. To set a date for a public hearing of objections
3. Fail to pass a motion giving 1st reading to a draft of the Municipal Plan By-law.

PREFERRED STRATEGY: #1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Harmonize the various land use plans in the MDSS into one cohesive plan that meets current provincial planning legislation and responds to the background research, the public feedback, and the Council's policy (a new municipal plan is required prior to 2028).

ORGANIZATIONAL: Has proposed policies that would help better coordinate municipal corporations and development agencies in St. Stephen towards a defined vision.

FINANCIAL: Proposes a number of capital expenditures and property sales that would assist in the physical development of St. Stephen.

Submitted by: Alex Henderson

Endorsed by: _____

Reviewed by: _____

Planning Report on Municipal Plan By-law

To: Council of the Municipal District of St. Stephen

From: Southwest New Brunswick Service Commission

Date: April 23rd, 2025

Plans: Municipal Plan By-law, M-4 (revised version)

Summary: This is a proposed municipal plan by-law that will repeal and replace the Town of St. Stephen Municipal Plan, Dufferin Planning Area Rural Plan, St. Croix River South Planning Area Rural Plan, St. David Planning Area Rural Plan, that currently apply to the Municipal District of St. Stephen's territory, but which are outdated and no longer conform with provincial planning law.

Proposed Draft By-law Revisions:

Since the public presentation of the proposed municipal plan on March 26th, 2025, and circulation to various Provincial Departments for feedback, planning staff made modifications from the plan that was presented. Since the presentation, staff held five meetings with residents or stakeholders regarding the original draft and worked to provide amendments that would address their concerns. The minor changes to the new revised by-law, dated April 23rd, 2025, are highlighted in red text in the document and include the following main modifications:

Page 3 – Reason: to provide clarity as to when the by-law should be amended.

- **Original:** "Council is not required to carry-out any of the proposals, but it cannot take actions that would prevent a proposal from ever being carried-out in the future."
- **Revised:** "Council is not required to carry-out any of the proposals, but it cannot **approve developments** that would prevent a proposal from ever being carried-out in the future."

Page 40 – Reason: to ensure the boat launch is protected and enhanced.

- **Original:** "Site C (PID 15207749) may be developed for a single building with rear access parking spaces on a ~15 m wide x 24 m deep building lot that is subdivided

off this parcel. The remnant parcel (trail and boat launch area) may be added to the adjoining Chocolate Park.”

- **Revised:** “Site C (PID 15207749, 01305606) may be developed for a **small building on a ~13 m wide x 12 m deep building lot that is subdivided off these parcels. The boat launch maneuvering area may be leveled and paved, with lowered curbs around the trail, to improve the boat launch as well as create dedicated boat launch parking spaces.**

Page 40 – Reason: to balance the development needs of downtown properties for guaranteed property access without promoting an unfettered public access.

- **Original:** “Site G (PID 15080955, 01301894, 15080963) the land with PID 15080955 is proposed to be acquired by the Municipality to serve as a public laneway and increase the development potential of the adjacent downtown properties. Council may further connect PID 15080955 to the lane at PID 15080963 by acquiring a small parcel.”
- **Revised:** “Site G (PID 15080955, 15080963) given that the old laneways with PID 15080955 and 15080963 have ‘unknown ownership,’ they may be acquired by the Municipality. PID 15080955 is needed as a public laneway. PID 15080963 may be acquired to be offered to the abutting property owner to increase their development potential.”

Page 50, 56 – Reason: to ensure that the grants for the downtown façade improvement program are approved and funded directly by Council, with the support of Future St. Stephen and the MDSS staff.

- **Original:** “...FSS is mandated to: ...Provide limited grants to cover a portion of downtown storefront façade improvements that maintain historic character-defining elements and/or where traditional building materials are used.”
- **Revised:** “...FSS is mandated to: ... **Support downtown business owners to make applications to the MDSS downtown storefront façade improvement program.**” And, ...MDSS is mandated to: ... **Downtown Façade Improvement Program - Provide limited grants to cover a portion of downtown building façade improvements that include traditional building materials to architecturally enhance non-heritage buildings or preserve existing historic character.**”

Next Steps:

The Municipal Plan By-law is in draft form, but Council may now start the by-law reading process and motion to give three readings by title (where the full text of the by-law is posted

online). Council must complete the Act's requirement to hold and set a date public hearing of objections as well as request the written views of PRAC.

Further non-substantial changes may still be made to the draft by Council prior to 3rd reading. Once it has passed third reading, the Mayor and Clerk sign the face of the by-law and send it to the Southwest New Brunswick Service Commission Planning Director to be stamped for certification, ensuring the by-law complies with the Community Planning Act. Once it is certified, it gets sent to be approved by the Minister of Local Government and, as a last step, it is sent to be registered at the Land Registration Office.

Recommendation:

It is therefore recommended that Council now give 1st reading to the by-law by title only. Council may also give 2nd reading if its procedural by-laws permit two readings in one night. Council may now set a date public hearing of objections as well as request the written views of Planning Review and Adjustment Committee.

A handwritten signature in blue ink, appearing to read 'Alex Henderson', is written over a horizontal line.

Alex Henderson, MCIP, RPP.

Planning Director, Southwest New Brunswick Service Commission

ST. STEPHEN'S MUNICIPAL PLAN



By-law No. M-4

Municipal Plan By-law for the
Municipal District of St. Stephen

DRAFT

Page 75 of 154





PURPOSE & VISION

Plan Purpose

The purpose of the Municipal Plan (herein “the Plan”) is to provide Council with a 10-year plan to make informed and transparent decisions on the community’s future land use and development, capital budgets, and municipal service levels. The Plan must meet minimum benchmarks set out for it under the Province’s [*Statements of Public Interest Regulation*](#). Those required benchmarks include protecting Municipal District of St. Stephen’s economic well-being and the natural environment through a sustainable land use and settlement pattern. The Plan should also respond to the community’s priorities as they were expressed by members of the public to Council during the plan-making process. Those main community priorities can be generally summarized by the ten issues listed below; each of these community desires are areas of focus for the Plan:

- Facilitate the development of affordable apartments and houses.
- Support industrial employers and small businesses to expand.
- Reduce costs and lower municipal fees and taxes that impede development.
- Protect water quality, natural watercourses and drinking water supplies.
- Revitalize downtown and improve its image for visitors/hotel development.
- Make parks more fun and increase year-round recreation/events for all-ages.
- Address resident homelessness in a fair and compassionate manner.
- Improve local streets and the quality of municipal infrastructure.
- Direct focus to crime prevention and unsightly/dangerous premises.
- Protect rural freedom, promote agricultural development, and support local farms.

The Plan is divided into certain categories as established under the [*Community Planning Act*](#). The Plan sets out Council’s policies within these categories. The policies state what Council’s general position is on matters relating to land use, infrastructure, and services. The policies frame the next part of the Plan, the proposals.

Proposals state what actions Council can take to enact its policies. The proposals may outline changes to municipal services, assets, infrastructure, local by-laws, or zoning. Council is not required to carry-out any of the proposals, but it cannot approve developments that would prevent a proposal from ever being carried-out in the future. Council can instead choose to go through the public process to amend the Plan if it conflicts with a desired future policy or course of action.

There are also maps attached to the Plan which show where the Plan’s policies and proposals are meant to apply within the Municipal District of St. Stephen. Finally, there is a special capital budget and implementation schedule. The capital budget outlines approximate infrastructure costs/revenues of any proposal contemplated by the Plan. The implementation schedule outlines the timing and the key municipal departments that may be involved in carrying out a Plan proposal.

Plan Vision

“St. Stephen is a cherished town and beautiful countryside where families choose to settle; with a bright future built by its people, businesses, and institutions, who are driven by the community’s proud legacy, entrepreneurial spirit, and advantageous location.”

BY-LAW TABLE OF CONTENTS

Municipal Plan Sections

- 1.0 By-law Title & Scope (pg. 5)
- 1.1 Development and Use of Land in the Municipality (pg. 6-13)
- 1.2 Conservation and Improvement of the Physical Environment (pg. 14-15)
- 1.3 Climate Change Adaptation and Mitigation (pg. 16-17)
- 1.4 Control and Abatement of Pollution of the Natural Environment (pg. 18-19)
- 1.5 Development of Communication, Utility and Transportation Systems (pg. 20-25)
- 1.6 Reservation and Projected Use of Land for Municipal Purposes (pg. 26-27)
- 1.7 Provision of Municipal Services and Facilities (pg. 28-43)
- 1.8 Housing, Including Affordable Housing and Rental Housing (pg. 44-47)
- 1.9 Co-ordination of Programs of the Council Relating to the Economic,
Social and Physical Development of the Municipality (pg. 48-57)
- 1.10 Five-year Capital Improvement Plan & Implementation Measures (pg. 58-59)

Under the [*Community Planning Act*](#) (the “Act”), I certify that the following content meets the requirements of the Act.

Alex Henderson, RPP (NB), MCIP Planning Director

Co-author: Alexander Gopen, RPP (NB), MCIP

Southwest New Brunswick Service Commission



MUNICIPAL PLAN BY-LAW

1.0 By-law Title & Scope

The Council of the Municipal District of St. Stephen, under the authority vested in it under the [*Community Planning Act*](#) makes the following Municipal Plan By-law.

1. By-law No. M-4 the Municipal District of St. Stephen Municipal Plan By-law, is hereby adopted.
2. This By-law may be cited as “St. Stephen’s Municipal Plan.”
3. This By-law applies to the Municipal District of St. Stephen local government boundaries as outlined in Subsection 68 of [*Regulation 2022-50*](#) under the [*Local Governance Act*](#).
4. This Municipal Plan By-law contains:
 - i. statements of policy with respect to section 24(5) of the [*Community Planning Act*](#) regarding the coordination of services and by-laws that pertain to the municipality’s development.
 - ii. proposals that is, in the opinion of the Council, advisable for the implementation of policies referred to in the Plan.
 - iii. descriptions of the measures to be taken in order to implement the Plan.
 - iv. a five-year capital budget for the physical development of the municipality.
5. For the purposes of this By-law, the zones into which the municipality is proposed to be divided as shown on Map 1, 2, and 3.
6. The following by-laws and regulations or portions of by-laws and regulations that regulate lands within the Municipal District of St. Stephen are hereby repealed and replaced:
 - i. By-law M-2, A By-Law to Adopt the Town of St. Stephen Municipal Plan, enacted on December 29, 2020, and all amendments thereto;
 - ii. St. Croix River South Planning Area Rural Plan Regulation - [*Community Planning Act*](#), enacted in 2021;
 - iii. St. David Planning Area Rural Plan Regulation - [*Community Planning Act*](#), enacted in 2009, and all amendments thereto; and,
 - iv. Dufferin Planning Area Rural Plan Regulation, enacted in 2022, - [*Community Planning Act*](#).
7. Notwithstanding the repeal of the St. David Planning Area Rural Plan Regulation - [*Community Planning Act*](#) detailed in section 6., Part A, B, and C of that Rural Plan shall remain in force with the necessary modifications to the Zoning Map of Schedule A to exclude the territory within the local government boundaries of the Municipal District of St. Stephen referred to in section 3.
8. Notwithstanding the repeal of the St. Croix River South Area Rural Plan Regulation - [*Community Planning Act*](#) detailed in section 6., Part A, B, and C of that Rural Plan shall remain in force with the necessary modifications to the Zoning Map of Schedule A to exclude the territory within the local government boundaries of the Municipal District of St. Stephen referred to in section 3.

READ FIRST TIME:

READ SECOND TIME:

READ THIRD TIME AND ENACTED:

Mayor, Allan MacEachern

Clerk, Jeff Renaud





PLAN POLICIES & PROPOSALS

1.1 Development and Use of Land in the Municipality

1.1.1 Policies

SEPARATE URBAN AND RURAL DEVELOPMENT AREAS

1. Council shall map the boundaries of the municipal sewer and/or water system and establish an urban service boundary (MAP 1) to separate urban development zones and rural development zones that generally correspond with the development capacity of the land.

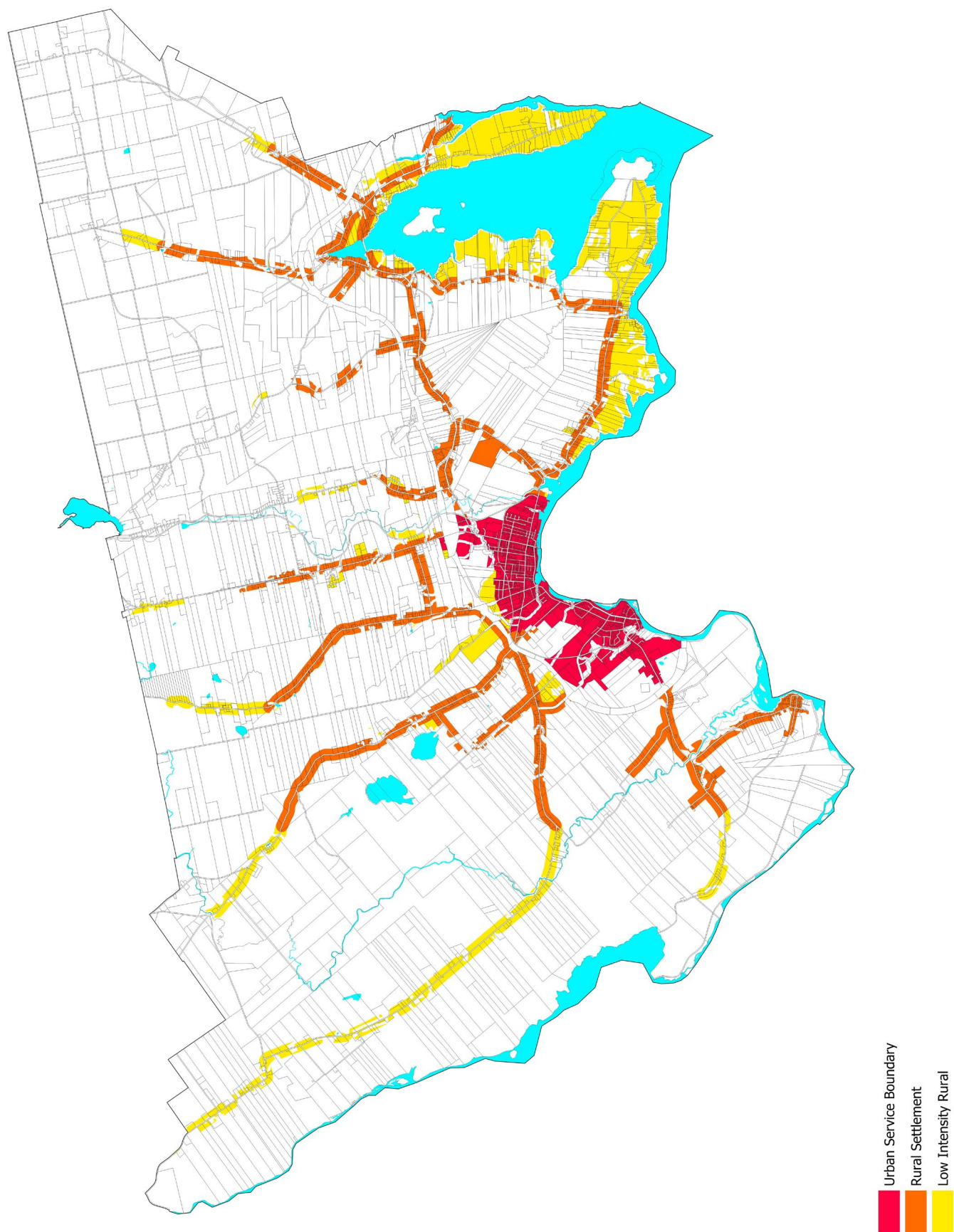
EFFICIENT DEVELOPMENT AND USE OF INFRASTRUCTURE

2. Council shall encourage efficient development of existing, serviced lands within the Urban Service Boundary, and it shall be prioritized for growth over land outside of the Urban Service Boundary that requires an expansion of new infrastructure.
3. Council shall use the Zoning By-law to limit inefficient growth patterns and urban sprawl and concentrate residential subdivisions along existing public road and street frontages.
4. Council shall map stable, rural areas with limited population growth potential and establish a Low Intensity Rural area (MAP 1) to protect against the intrusion of incompatible land uses.
5. Council shall map areas adjacent to maintained public roads and establish the Rural Settlement area (MAP 1) for mixed-uses including commercial, residential, institutional, tourism uses, and agriculture, light industrial, or fishery uses at a small-scale or with a low-impact.

OVERLAY ZONES & REZONING

6. Council shall use the Zoning By-law to establish overlay zones that correspond to special policy areas of the Municipal Plan.
7. Council may consider proposals to rezone any land to another zone or the integrated development (ID) zone, where the applicant demonstrates how their development will meet the intent of the policies and proposals of the Plan and how it will reasonably limit potentially negative impacts on adjacent land uses. In approving a rezoning application, the Council may enter into a development agreement or establish reasonable terms and conditions that are binding on the development. A rezoning application shall address, and Council shall have specific regard for, the following matters:
 - a. building design, accesses, landscaping, and site layout;
 - b. industrial, fishing, mineral resources, or agricultural operations that could be impacted by a proposed residential development;
 - c. noise-mitigation, night-sky friendly lighting, pollution controls, visual screening of storage or loading areas, setbacks, and buffering;
 - d. environmental protection, landscaping and drainage plans that incorporate and preserve important natural features, such as wetlands, watercourses, riparian areas, sensitive coastal areas, and old growth forest; and,
 - e. available municipal services or available groundwater supplies.

MAP 1.



1.1 Development and Use of Land in the Municipality

1.1.1 Policies (continued)

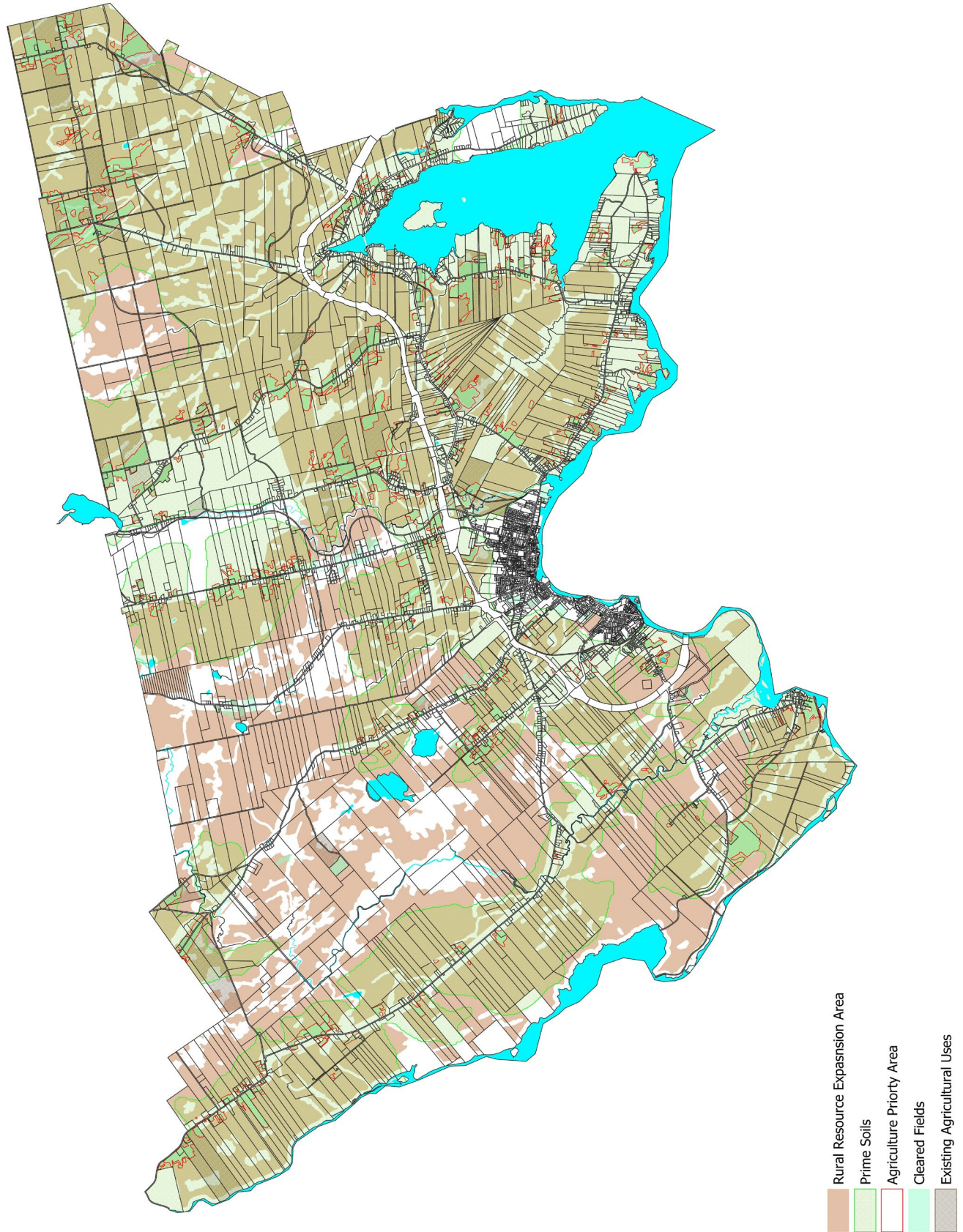
PROTECTING FARMING & RURAL RESOURCES

8. Council shall protect the future viability of agricultural production in the Agricultural Priority Area by applying zoning provisions that limit the subdivisions of land in prime soil areas and where cleared fields exist (MAP 2) and by supporting agricultural uses in these areas.
9. Council shall use the Zoning map to identify and protect viable Rural Resource Expansion Areas and apply the Zoning By-law to limit potential land use conflicts between resource-based uses and residential land uses.

WELL-PLANNED SUBDIVISIONS

10. Council shall require that as new areas of the Municipal District are developed the layout of public roads, streets, and trails incorporate connections with other neighbourhoods in a grid-like pattern to promote better traffic circulation. Subdivisions shall incorporate stub-outs for future streets to any adjacent undeveloped lands and shall avoid overly-long private lanes, cul-de-sacs, or dead ends, to reduce the risks associated with natural hazards or inhibited emergency response.
11. Council shall require that at least eight percent (8%) of the area of a multi-lot subdivision with new streets, or other accesses, be set aside as lands for public purpose. Where appropriate, this land may be used for a building lot dedicated for the purpose of municipal-led development in the public interest, such as affordable housing, community recreation, or a utility use. It may also be used for access to bodies of water, public beaches or shorelines, ecologically sensitive areas, view sheds, parks, greenbelt, trails and/or pedestrian pathways. Cash-in-lieu may be provided as an exception in cases such as where the proposed dedication of lands for public purposes is rejected by the Council.
5. Council shall have specific regard for the following when accepting lands for public purpose and assenting to new subdivision plans:
 - a. Accessibility of this space to the new subdivision;
 - b. Accessibility to existing neighbourhoods;
 - c. Connectivity with other parks, trails, open spaces, and recreation facilities;
 - d. The existence of similar facilities in the immediate area to avoid duplication or low utilization; and
 - e. The needs of the community or the natural environment.

MAP 2.



1.1 Development and Use of Land in the Municipality

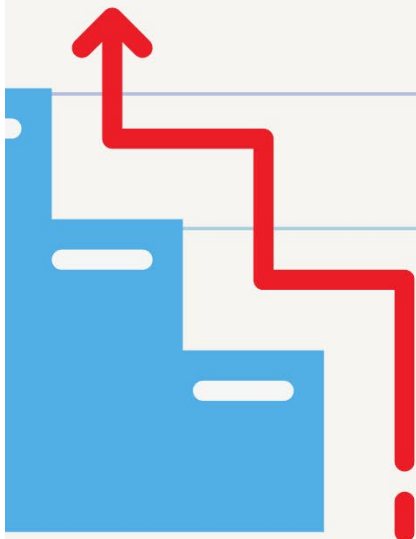
1.1.2 Proposals

DEVELOPMENT ZONES

1. It is proposed that Council establishes the following zones in the Zoning By-law :
 - a. Higher Priority Conservation (C-1) for conservation of the natural environment with extremely limited new development and no new population density.
 - b. Lower Priority Conservation (C-2) for low-impact development and low population density, passive recreation, and other minimal impact land uses, to protect water sources, riparian areas, and important natural areas.
 - c. Low Intensity Rural (R-1) for stable rural areas with limited population growth potential; prevent intrusion of incompatible uses such as intensive resource development or industrial uses. Small-scale or low-intensity agriculture (such as small apiaries or hobby farms), resource development, commercial, and tourism uses (such as campgrounds), developed with limitations and at a scale that is compatible with established rural residential uses.
 - d. Rural Settlement (R-2) for corridor, mixed-use rural settlement with population growth potential. Small-scale commercial; residential; institutional; tourism; and small-scale, low-impact agriculture, light industrial, or low-impact fishery uses.
 - e. Rural Resource (R-3) for low population density, development of agricultural land uses, forestry uses, mineral resource developments, recreation, utility, and secondary residential land uses that do not conflict with other rural resource developments.
 - f. Low Intensity Urban Settlement (U-1) for up to 4-unit residential; home-based business/secondary small-scale commercial/institutional.
 - g. Medium Intensity Urban Settlement (U-2) for up to 8-unit residential (scaled with lot size); neighbourhood commercial; neighbourhood institutional.
 - h. High Intensity Urban Settlement (U-3) for High-density residential; large-scale commercial; large-scale institutional.
 - i. Industrial (I-1) for industrial, industrial agriculture (such as an abattoir), utility, forestry (such as pulp mills or industrial wood products), industrial fishery uses.
2. It is proposed that Council classifies each zone by the following development intensities or development capacities.
 - a. Lower intensity: C-1; C-2; R-1
 - b. Medium intensity: R-2; U-1; U-2
 - c. Higher intensity: R-3; U-3; I-1
 - d. Higher development capacity: U-1; U-2; U-3; I-1
 - e. Lower development capacity: R-1; R-2; R-3; C-1; C-2

ZONING BY DEVELOPMENT INTENSITY & CAPACITY

The Municipal District of St. Stephen proposes to zone land for development based on the intensity of the development and capacity of the land or sanitary/water mains to service the development.



INDUSTRIAL ZONES

- Industrial (I-1)

URBAN ZONES

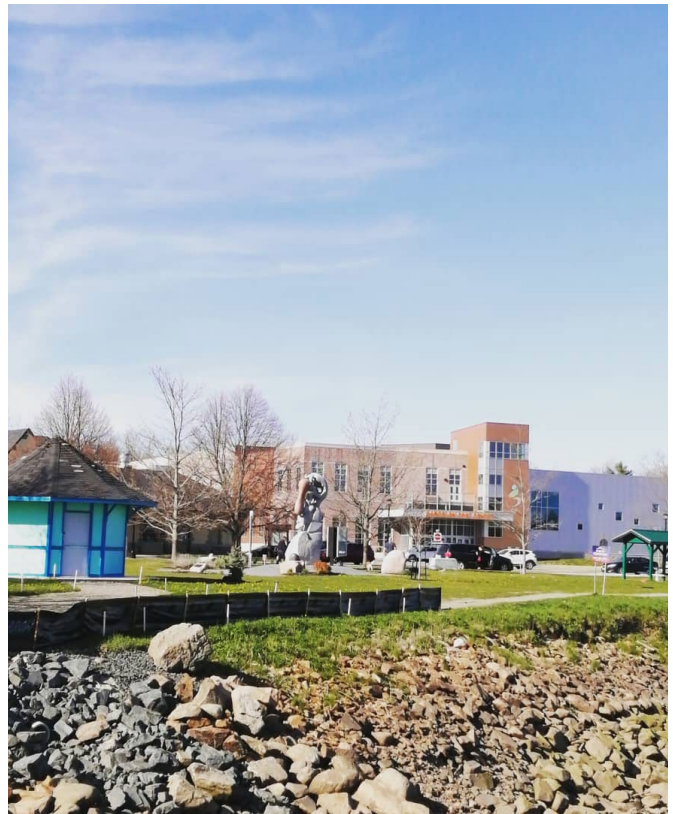
- High Intensity Urban Settlement (U-3)
- Medium Intensity Urban Settlement (U-2)
- Low Intensity Urban Settlement (U-1)

RURAL ZONES

- Rural Resource (R-3)
- Rural Settlement (R-2)
- Low Intensity Rural (R-1)

CONSERVATION ZONES

- Lower Priority Conservation (C-2)
- Higher Priority Conservation (C-1)



1.2 Conservation and Improvement of the Physical Environment

1.2.1 Policies

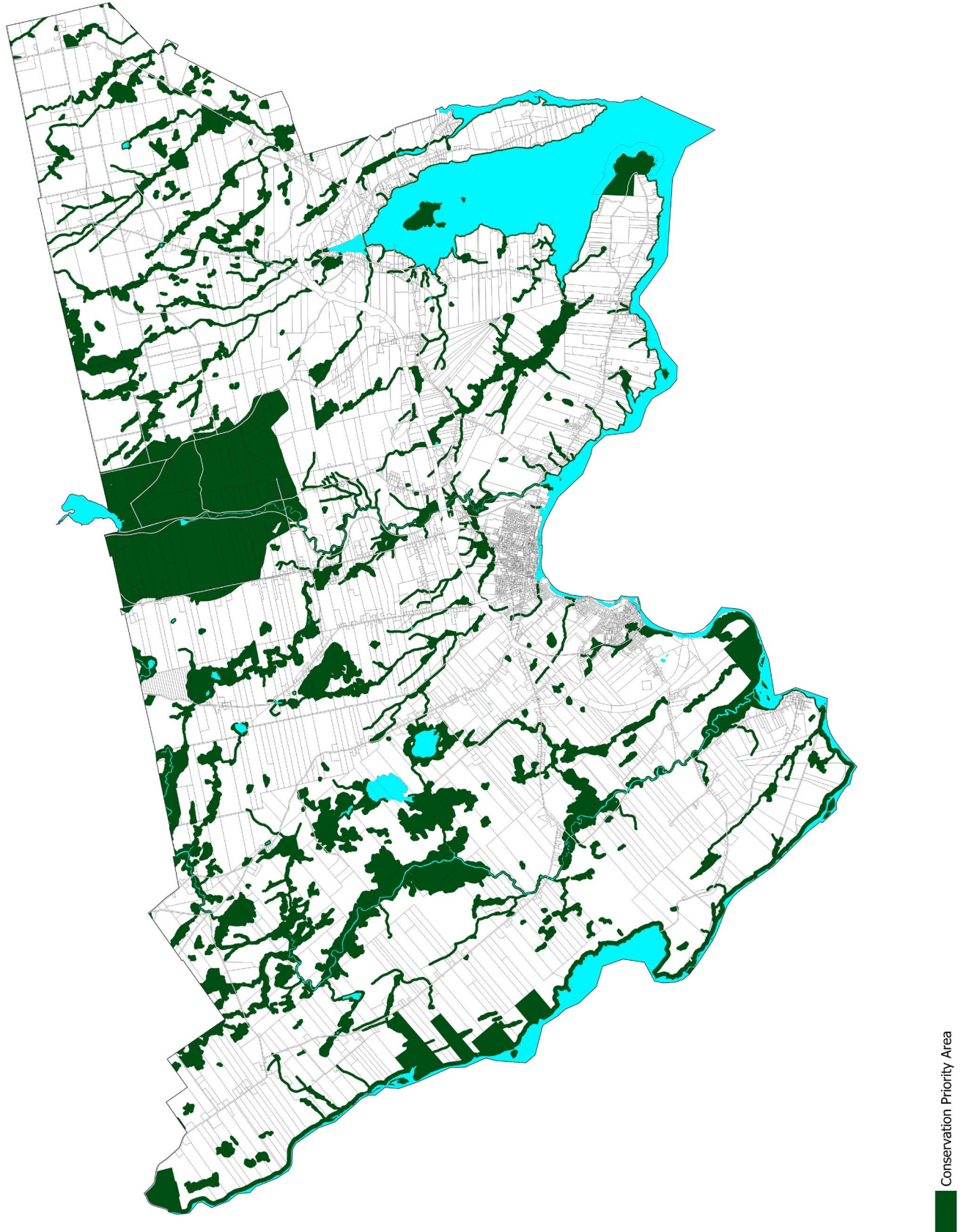
RIVERS, LAKES, WETLANDS & AQUIFERS

1. Council shall establish Conservation Priority Areas (MAP 3) that are based on Provincial and Federal conservation lands, land owned by conservancy groups, coastlines, sensitive wetlands and the Moores Mills drinking watershed designated area, and other environmentally significant features on the land. Zoning in the Conservation Priority Areas shall ensure that the development rights of private properties within this priority area are maintained subject to reasonable limitations necessary to protect the natural environment.
2. Council shall ensure that the downstream effects of water runoff and drainage shall be considered in the development and subdivision application approval process, allowing for consideration of innovative environmental solutions where warranted.
3. Council shall protect natural coastlines and maintain the provisions of the [*St. Croix Corridor South Area Rural Plan Regulation*](#) in rural areas and encourage the use of green shore protection methods for naturalized shore protection works to limit coastal erosion.

NATURAL INFRASTRUCTURE

4. Council shall account for, protect and utilize natural infrastructure, such as wetlands, bioswales, vegetation, street trees, or forests, to maintain or enhance its municipal infrastructure (such as trails, streets, or drainage).

MAP 3.



1.3 Climate Change Adaptation and Mitigation

1.3.1 Policies

CLIMATE CHANGE ADAPTATION

1. Council shall use zoning regulations to ensure lots developed in Projected 2100 High Tide and Projected 2100 Flood Zone areas (MAP 4) are adapted to future risks and shall encourage the use of climate-resilient, green shore protection methods to naturally limit coastal erosion caused by development around the St. Croix River and Oak Bay.
2. Council shall identify Infrastructure at Risk (MAP 4) and work with other levels of government to adapt or relocate it, where necessary.
3. Council shall ensure land use planning for new developments, subdivisions and emergency preparedness plans include the risks of wildfire, inland flooding, coastal inundation, extended power outages, and other emerging climate change impacts.
4. Council shall prioritize building up local food security and access to fresh food by encouraging the production and sale of locally-grown agricultural products to reduce the risk of dependence on global food supply chains.

CLIMATE CHANGE MITIGATION

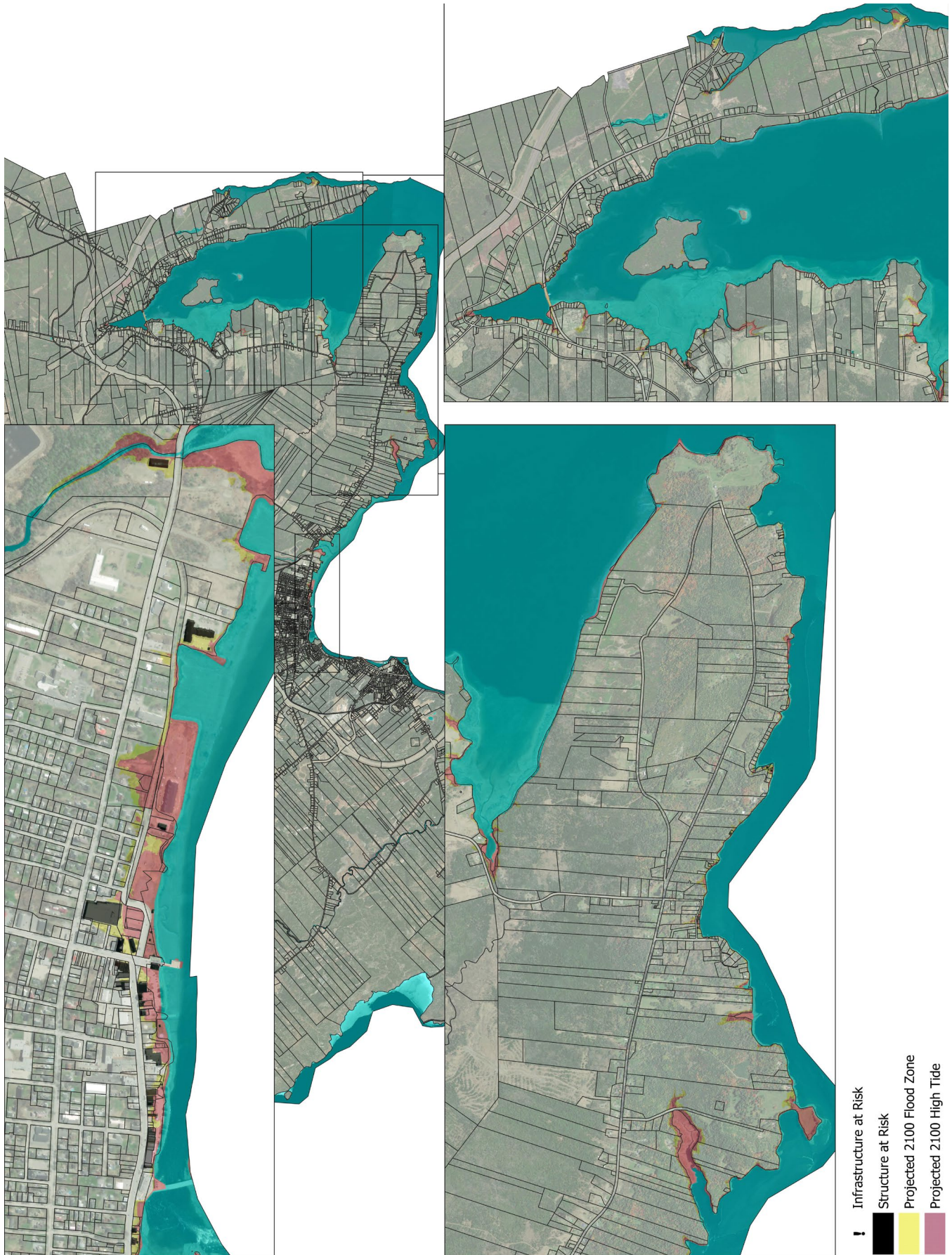
5. Council shall plan out the community's future settlement patterns so that denser, mixed use, and infill development in the Urban Service Boundary is prioritized first over sprawling urban development that disrupts forests, farms, or lightly developed rural areas, in order to promote environmental sustainability, reduced fuel consumption, and mitigate the community's contribution to climate change.
6. Council shall have regard for the QUEST community energy planning reports for St. Stephen when making decisions that may alter future energy consumption or involve renewable energy for municipal facilities or vehicle fleets.

1.3.2 Proposals

WILDFIRE PREPAREDNESS

1. Council proposes that any subdivision involving the creation of a new road or private access longer than 365 m for residential use, be subject to a requirement that the final subdivision plan approval is contingent on the completed construction of a second driveway egress point.
2. Council proposes that residents be educated on the risks for wildfire and that new developments be encouraged to apply fire smart criteria.

MAP 4.



1.4 Control and Abatement of Pollution of the Natural Environment

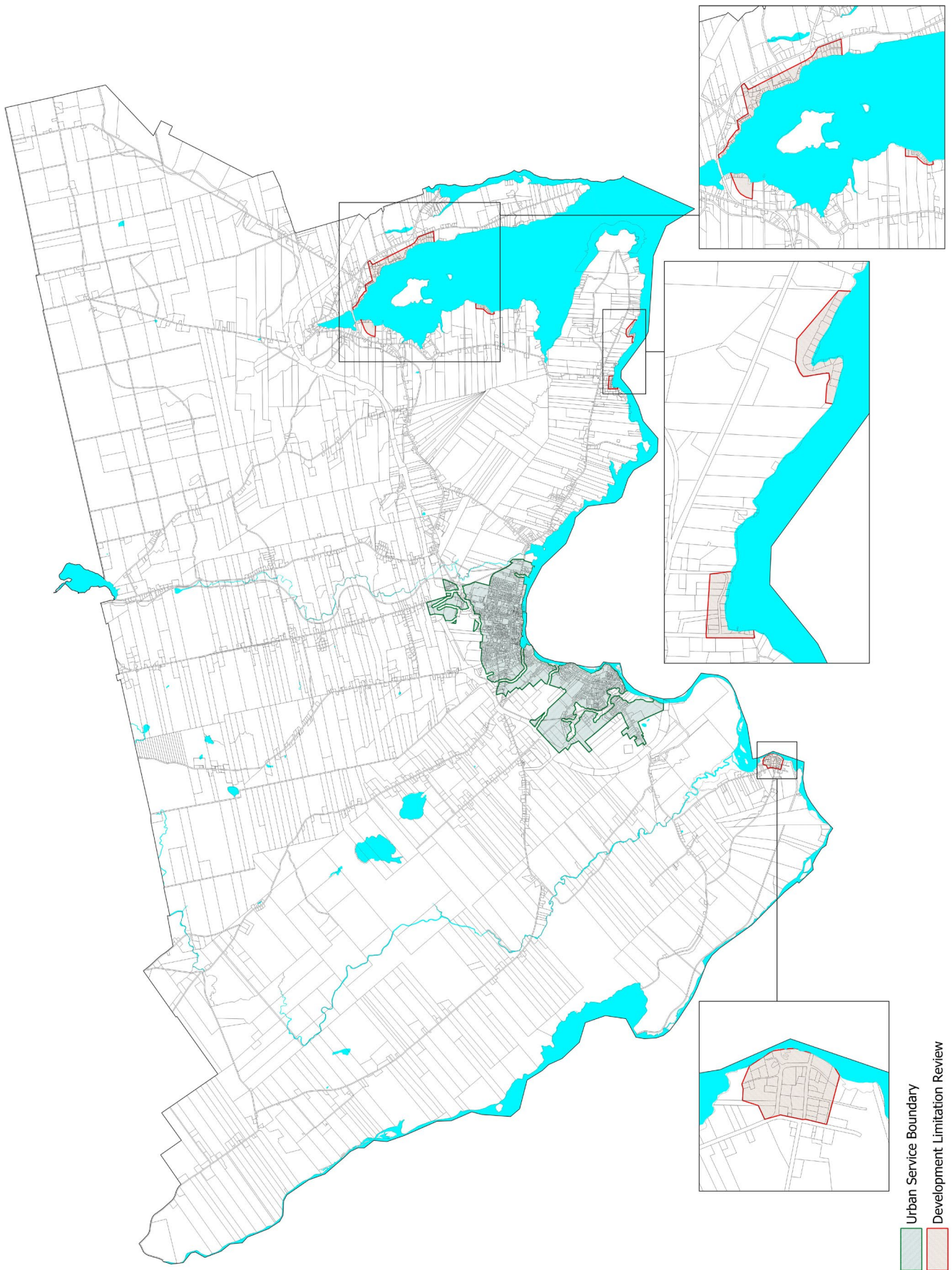
1.4.1 Policies

RESTORING HEALTH TO THE ST. CROIX RIVER

1. Council shall ensure that the municipal sanitary treatment system does not cause pollution of the St. Croix River.
2. Council shall connect all properties with the Urban Service Boundary to the municipality's sanitary sewer system at the time of development approval review or by way of a local improvement by-law under the [*Local Governance Act*](#).
3. Council shall work with the Provincial government and waterfront property owners to abate water pollution in the Causeway, at the Oak Bay Provincial Park, and to notify the public when unsafe swimming conditions are present.

PROTECT DRINKING WATER

4. Council shall apply a Conservation Zone to create a development setback around riparian areas and limit certain developments in Moores Mills drinking watershed to prevent non-point source pollution from contaminating the Municipality's water supply.
5. Council shall apply standards in the Zoning By-law to separate livestock and resource excavation uses from private wells to protect the well water supplies of rural residents.
6. Council shall identify Development Limitations Review Areas (MAP 5) that require special attention to ensure that the density of unserviced dwelling units does not exceed the carrying capacity of the land and that an Overlay Zone is applied in these locations to ensure that new development is limited to not compromise well water supplies.



1.4 Control and Abatement of Pollution of the Natural Environment

1.4.2 Proposals

RESTORING HEALTH TO THE ST. CROIX RIVER

1. Council proposes to install back-up power generation capacity for the municipal sanitary treatment system to eliminate chances of any untreated sewage entering the St. Croix River during power outages.
2. Council proposes to not approve any new main or secondary use on a lot that requires plumbing within the Urban Service Boundary if the lot or building is not adequately connected to the municipality's sanitary sewer system.
3. Council proposes implement a local improvement by-law within the Urban Service Boundary to require connection to the municipality's sanitary sewer system if any existing building is not adequately connected to it and is resulting in untreated sewage entering a natural water body.
4. Council proposes to phase-out septic disposal fields located within 15 m of the St. Croix River, or the Oak Bay causeway, by requiring connection to another on-site sewage disposal system located further than 15 m from of a water body, or to a sewage holding tank approved by the Department of Health, and to have this requirement come into effect prior to any subdivision approval or a development approval involving a new dwelling unit.



1.5 Development of Communication, Utility and Transportation Systems

1.5.1 Policies

PRUDENT ASSET MANAGEMENT

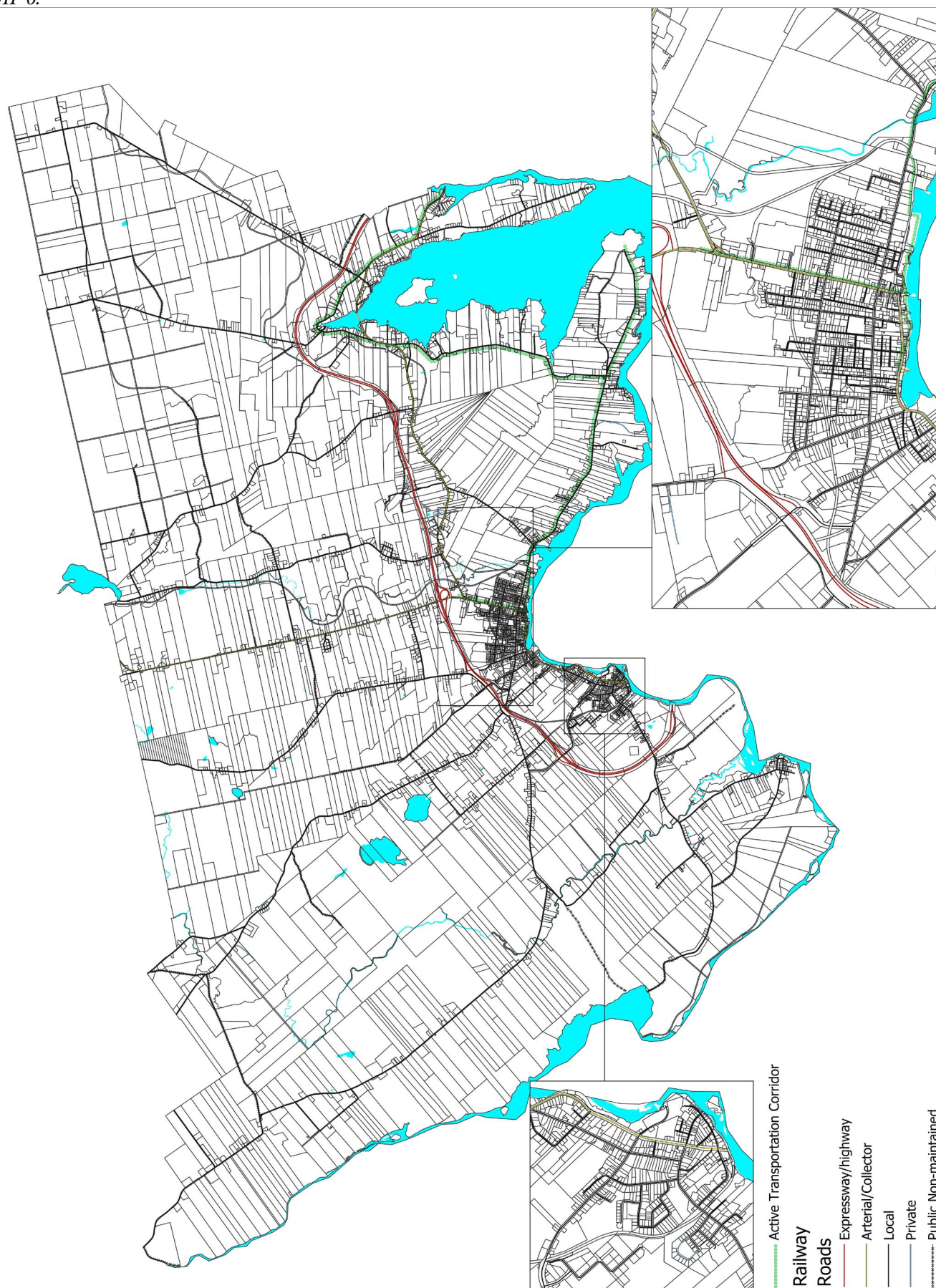
1. Council shall seek to limit its financial liabilities regarding future replacement costs of utility or transportation infrastructure by limiting the extension of any utility or transportation services beyond the Urban Service Boundary, including but not limited to, not voluntarily taking over administrative control over any roads that are currently privately owned or under the jurisdiction of the Department of Transportation and Infrastructure.
2. Council shall bring the Municipality's existing streets, sidewalks and water system into a state of good repair by reducing non-essential capital liabilities, raising adequate revenues, and following a pre-determined schedule for the Public Works & Utility capital budget expenditures as outlined in a long-term Asset Management Plan that is approved by Council but prepared by a Professional Engineer and regularly reviewed/updated by the CAO and Treasurer as well as department directors.
3. Council shall seek to limit its ownership of non-essential assets to avoid its capital budget being spread too-thin, and reduce the burden associated with future capital replacement costs, but Council shall not seek to sell any assets that have a clear community benefit without a plan for their continued operation by another competent entity, or without a plan to leverage that sale to create another community benefit.

LOCAL COMMUNICATION SYSTEMS

4. Council shall promote the use of its Alertable communication system (or another similar system) for its emergency notifications as well as educate business owners and residents on the use of E-1-1 (or another similar system) as a means to communicate with the municipality about immediate local government concerns, such as potholes or park vandalism.

SAFE STREETS & ROADS

5. Council shall consider the needs and safety of people of all ages and shall consider transportation modes other than automobiles (e.g. recreational vehicles, horse riding, pedestrians, cyclists, e-scooters, or wheelchairs) in its transportation planning, recreation planning, or in by-laws regulating parking.
6. Council shall encourage the Department of Transportation and Infrastructure to establish, and maintain where applicable, separated multi-use pathways, or paved widened shoulders for safer pedestrian travel on rural roads along the mapped active transportation corridor (MAP 6).



1.5 Development of Communication, Utility and Transportation Systems

1.5.2 Proposals

RESURFACING AND IMPROVING ROADS, STREETS AND SIDEWALKS

1. Council proposes to apply the following transportation planning policy during all major re-surfacing projects or during subdivision approval processes that involve locally-controlled roads or streets:
 - a. Streets (and other accesses and laneways) should be designed to be narrow, with sharper turns, to slow traffic to increase safety for children, pedestrians and cyclists, while also being designed to be visually appealing and integrate well with the surrounding community, through the use of street trees, landscaping, with pavement and lighting features that create a sense of 'place' that add value to the land in adjacent residential or commercial areas. Most Type-2 subdivisions involve 'streets' and most public right of ways that are maintained by the Municipal District are 'streets.' Streets may facilitate on-street parking according to their class and standards. Milltown Boulevard and King Street are examples of a collector class of 'street,' but Elm Park and Duke Street are examples of local class of 'street.'
 - b. Roads should be designed to be wider, with gentle curves and fewer driveway accesses, to safely speed up vehicle traffic and provide clear lines of sight for drivers. Road should also be able to connect communities within the region and serve industrial or rural resource developments. Route 3 and Route 170, are examples of 'roads.' Roads shall not have on-street parking and pedestrian facilities must be separated or provided on a wide, paved shoulder.

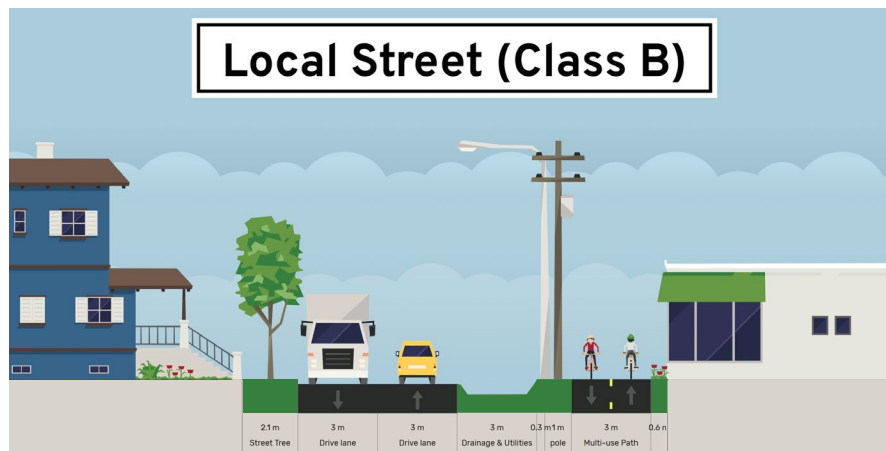
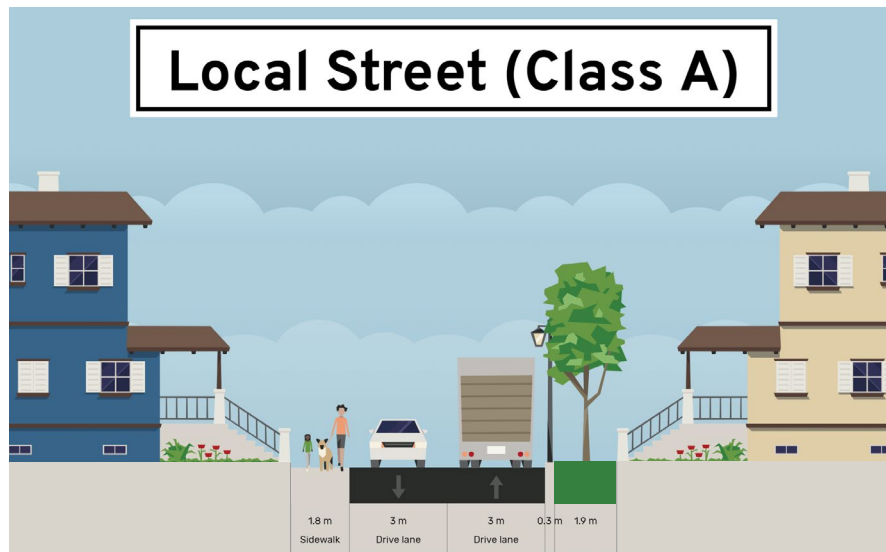
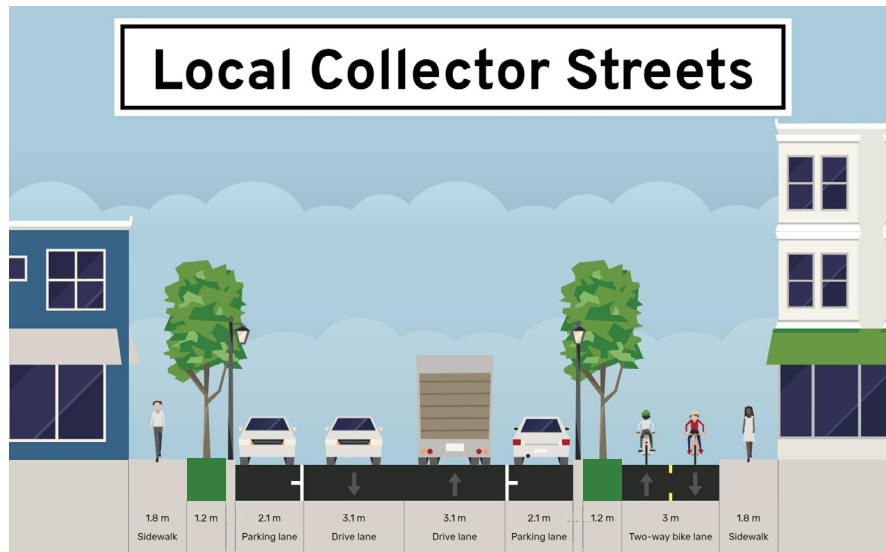
FUTURE MANAGEMENT OF ST. STEPHEN'S AIRPORT

2. Council proposes to either sell the Municipal Airport to a private entity that agrees to a restrictive covenant limiting its use to an airport, or to gift the airport to another public entity. Council may also follow the recommendation of an independent expert consultant that demonstrates the cost-benefit analysis of continued municipal ownership of the airport with improvements under the long-term Asset Management Plan.

SAFER MOTORIZED RECREATIONAL VEHICLE USE AND TRAILS

3. Council proposes to encourage the development of snowmobile and all-terrain vehicle managed trails in rural areas, subject to the [*Off-Road Vehicle Act*](#), but will withdraw and withhold consent for the use of all-terrain vehicles or snowmobiles on the paved Waterfront Trail, or within any parks within the Urban Service Boundary where pedestrians are more likely to utilize a trail, such as the Elm Street Nature Park.

Fig. 1.



1.6 Reservation and Projected Use of Land for Municipal Purposes

1.6.1 Policies

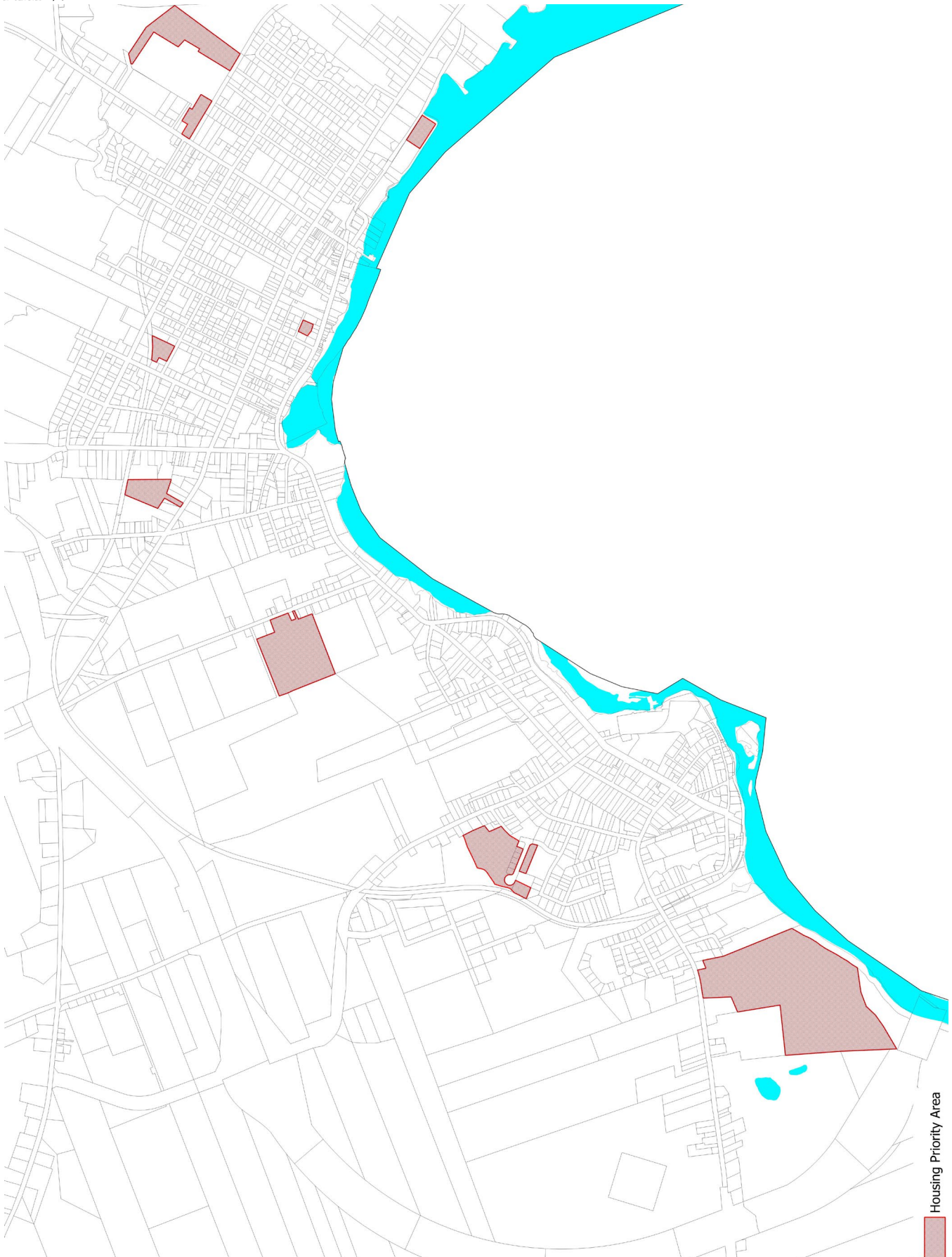
SERVICING OR ACQUIRING LANDS FOR FUTURE DEVELOPMENT

1. Council shall reserve and designate long-term future growth areas with an overlay zone for urban development expansion areas that will necessitate extending municipal streets and/or water and sewer infrastructure beyond the current Urban Service Boundary or the Housing Priority Areas (MAP 7).
2. Council shall reserve and designate future growth areas for expansion of the Industrial Park according to the Town of St. Stephen Industrial Park Secondary Municipal Plan By-law M-3.
3. Notwithstanding By-law M-3 and section 10(b) of this Plan, if a business makes a development proposal for a new expansion of manufacturing operations or increased employment in the industrial park that otherwise conflicts with any part of that secondary plan, that development proposal is permitted by Council despite any conflict with that by-law.
4. Prior to acquiring additional lands for land banking purposes, Council shall seek to develop its inventory of underutilized, non-ecologically significant, and serviced lands that are owned by the Municipal District of St. Stephen with the goals including, but not limited to, increasing the affordable housing supply or increasing industrial or small business development.
5. Notwithstanding section 10 (c) of this Plan, Council shall acquire new public lands through the subdivision approval process, according to section 1(h) of this Plan, and may acquire properties through sections 53(2)(e) and 105 of the [*Community Planning Act*](#) and may acquire lands that are necessary for carrying out a Plan proposal.

1.6.2 Proposals

1. Council proposes to consider extensions to the Urban Service Boundary for new residential or commercial development areas once suitable infill locations are exhausted, or Housing Priority Areas are developed or, in the case of commercial uses, vacancies fall below the national average.
2. Council proposes to mandate Future St. Stephen to carry-out pre-development tasks and the marketing of lands in the industrial park according to the Town of St. Stephen Industrial Park Secondary Municipal Plan, By-law M-3.

MAP 7.



1.7 Provision of Municipal Services and Facilities

1.7.1 Policies

SEWAGE COLLECTION, TREATMENT AND DISPOSAL

1. Council shall require a connection to sanitary sewage system for all new building lots created within the Urban Service Boundary and address those serviceable but unconnected lots by way of section 1.4 this Plan.

WATER SUPPLY AND DISTRIBUTION

2. Council shall apply a policy to reduce utility charges on multi-unit dwellings to encourage the construction of needed housing and replace that lost utility revenue with a special levy on vacant or abandoned properties that are disconnected from available services. The policy is to ensure that all properties with available sewer and water at their lot line contribute to the utility system and also intended to promote infill development and discourage speculative holding of vacant properties.

SOLID WASTE DISPOSAL

3. Council shall harmonize the residential solid waste collection program in the rural areas and urban service areas of the municipality by ensuring that residents, in all housing types, receive the same level services that are paid for by both owners and renters through property taxes. This policy shall also serve to reduce costs for developing, owning, or renting apartment dwellings within the former Town of St. Stephen.

EDUCATIONAL AND CULTURAL INSTITUTIONS

4. Council shall partner with the Anglophone South School District to make available school sports fields, theatres, gymnasiums available to the community for after-hours use under an equitable cost sharing program.
5. Council shall permit adaptive re-use of cultural facilities through mixed-use zoning for churches, the curling club, and community halls, to provide greater flexibility and economic potential for continuing these institutions.
6. Council shall support St. Stephen's University's development and growth.

RECREATION, PARKS, PLAYGROUNDS AND PUBLIC OPEN SPACES

7. Council shall improve its recreational facilities and parks under a tiered service level approach and direct a greater share of its staff time and funding support towards major recreational facilities and parks that are used the most by residents throughout the year.
8. Council shall concentrate its limited resources to improve its parks and recreational facilities using capital funds generated by the sale of unused or underutilized open areas.
9. Council shall foster the concept of volunteerism and community ownership over its low-use parks, memorial gardens, open spaces, and other non-municipal recreational assets.
10. Council shall adopt a "winter town" approach to its facilities, event planning, and parks, to promote quality of life in a season when recreation is harder and resident well-being can be adversely impacted.



1.7 Provision of Municipal Services and Facilities

1.7.1 Policies (continued)

POLICIES FOR FIRE AND POLICE SERVICES

11. Council shall provide the combined Municipal District of St. Stephen Fire Department with a central, appropriately-sized fire station, and shall regularly review the needs and capabilities of the Fire Department with respect to response times, equipment and training, and include the schedule for acquiring or upgrading new buildings or equipment within the Municipality's long-term asset management plan.
12. Council shall seek to reduce operational costs and liabilities related to providing the RCMP a municipally-owned police station building but may maintain ownership of the property if it is required for continued police presence.

POLICIES FOR CEMETERIES AND CREMATORIA

13. Council shall encourage public access and passive recreation uses, like walking trails, in cemeteries and support the continued expansion, maintenance, and beautification of existing rural cemeteries.
14. Council shall establish standards in the zoning by-law to protect known First Nations or settler burial sites from development.
15. Council shall permit the development of new cemeteries or crematoria as a high-impact institutional use of land in the zoning by-law subject to air-quality control or other environmental standards.

POLICIES FOR URBAN RENEWAL AND RURAL REVITALIZATION

16. Council's policy is to clean-up or repair, if possible, dilapidated, dangerous, and unsightly premises at the expense of the owners. Council shall enforce this by-law to help improve community safety, deter property crime and improve the environment for investment. Council may also acquire such properties for municipal purposes according to sections 53(2)(e) and 105 of the [*Community Planning Act*](#).
17. It is a policy of Council to shape its land use regulations and coordinate the efforts of its municipal corporations with the aim of revitalizing downtown as a vibrant, mixed-use residential/commercial area to support small business owners and improve downtown's image for residents, visitors, and hotel developers.



1.7 Provision of Municipal Services and Facilities

1.7.1 Policies (continued)

POLICIES FOR THE PRESERVATION OF BUILDINGS AND SITES OF HISTORICAL INTEREST

18. Council shall encourage the:

- Ongoing cultural expression and heritage of the indigenous Peskotomuhkati people; and,
- Conservation of heritage buildings, such as the Parsons Printing Building at 8 King Street (proposed site of World's Oldest Basketball Museum), in a manner that respects their value to the community, ensures their integrity, and enables their functional viability; and,
- Sensitive rehabilitation and reuse of valuable heritage structures and sites, such as Maxwell Crossing or Salmon Falls, archaeological areas and items of cultural importance.

POLICIES FOR THE PROVISION OF HEALTH AND SOCIAL SERVICES

19. Council shall work together with other governmental and non-governmental partners to develop permanent, safe, affordable, and dignified transitional, supportive, and complex-care housing and health services to meet the needs of unsheltered residents and work to eliminate the need for permanent emergency shelters.
20. Council shall plan future sites for any temporary emergency shelters so that land use conflicts with residential or commercial areas are mitigated to the greatest extent possible, the locations are accessible to other services, and appropriate site supervision can be assured by the local or provincial government to residents.
21. Council shall work with other government and non-governmental partners to ensure that appropriate medical services and facilities are developed and appropriately located to encourage and attract doctors and registered nurses to establish their practice in the St. Stephen.

POLICIES FOR THE PROVISION OF MUNICIPAL ADMINISTRATION FACILITIES

22. Council shall develop government administrative buildings, such as its Council chambers, in downtown St. Stephen to support downtown's development and to promote its central role in the community's identity.
23. Council shall work together with other governmental and non-governmental partners to develop a highly-visible, attractive, and accessible visitor information centre in the downtown, within proximity to Ferry Point Bridge, one of Atlantic Canada's busiest border crossings, with dedicated free on-street parking spots nearby to meet the Department of Tourism Heritage and Culture's standards.



1.7 Provision of Municipal Services and Facilities

1.7.2 Proposals

PROPOSALS FOR WATER SUPPLY AND DISTRIBUTION

1. Council proposes to adopt a by-law under section 117(15)(b) of the [*Local Governance Act*](#) to raise and levy special utility charges on disconnected or vacant properties within the urban service boundary that have water or wastewater services available at a lot line but do not have a utility account and do not contribute to the utility system's upkeep.

PROPOSALS FOR SOLID WASTE DISPOSAL

2. Council proposes to amend By-law No. S-7 so that multi-unit residential receives the same solid waste pick-up services throughout St. Stephen.

PROPOSALS FOR RECREATION, PARKS, PLAYGROUNDS AND SQUARES

3. Council proposes to adopt tiered planned service levels for the categories of the recreational facilities, parks, playgrounds, and other public open spaces found in the Municipal District of St. Stephen (see Fig. 2):
 - a. *Non-Municipal Owned Assets* – Foster volunteerism and community ownership of these non-municipal assets and provide limited support of grants/in-kind services according to a Council-approved policy.
 - b. *Low-use Recreational Facilities* – As a minimum requirement, all low-use recreational facilities require a year-round waste receptacle, bench, and trees. The Municipality should further designate each low-use park either as open space, playground or memorial site.
 - c. *Medium-Use Recreational Facilities* – As a minimum requirement, medium-use recreational facilities require the same facilities found in the low-use category. Medium-use facilities should also contain a sporting element and be used for year-round organized recreational programs run by the Municipality.
 - d. *Special-Use Public Squares* – Special-use public squares serve an important civic role in community identity, culture, commerce and local agriculture, but tend to be used at different intensities throughout the year. As a minimum requirement, public squares require paved pedestrian areas with power outlets to accommodate market stalls and/or mobile food trucks, benches with shade, and year-round waste receptacles. Local farmers may sell at these squares without fees or permits. Public squares should be designed to be used for public events and include public art and outdoor space heaters or fire pits for wintertime activities such as Christmas markets.
 - e. *Major-use Recreational Facilities* – As a minimum requirement, major-use recreational facilities require the facilities found in both low-use and medium use facilities. Major-use facilities should also contain water play structures, drinking fountains, and access to public restrooms. Major-use park facilities should receive the best recreational equipment and be prioritized for capital expenditures and recreational programming.

Fig. 2.

RECREATIONAL FACILITIES

Tiered service levels for recreational facilities

Non-Municipal Owned

\$

- Anglophone South School District sports fields & facilities
- World's Oldest Basketball Court
- Boat launches on DTI roads
- Charlotte County Museum
- Chocolate Museum
- Coastal link trail on DTI road shoulders
- Ganong Nature Park
- Oak Bay Provincial Park
- Rural cemeteries
- Rural community halls
- Snowmobile or ATV trails

Low-use Recreation Facilities

\$

- Abbot Street Tot Lot (playground)
- Cenotaph (memorial site)
- Cotton Mill Workers Monument (memorial site)
- Cove Park (open space)
- Elm Park Tot Lot (playground)
- John E. Jake Donahue Park (memorial)
- Loyalist cemetery (memorial site)
- Riverside Drive Park (open space)

Medium-use Recreation Facilities

\$\$

- Dover Hill Park (tobogganing)
- Elm Street Nature & Dog Park (snowshoeing/cross-country skiing)
- Kiwanis Centennial Skateboard Park (skateboarding)
- Milltown Boat Launch (fishing/boats)
- Milltown Tennis Courts (tennis)
- Rotary Field (soccer/baseball/pickle-ball)
- St. Stephen Boat Launch & Lighthouse Wharf (wharf events/marina/boats).

Special-use Public Squares

\$\$

- Municipal Square (between 5 Kings and Library)
- Turning the Corner (former Milltown Post Office site)

Major-use Recreation Facilities

\$\$\$

- Garcelon Civic Centre
- W.T. Booth Centennial Pool & Basketball Court
- Waterfront Trail & Chocolate Park

Fig. 3.

PARK IMPROVEMENTS

Invest in upgrades to the Chocolate Park's splashpad and play equipment so that the park is more fun for a wider age-range. Consider low-cost methods to encourage wintertime usage such as piling up snow hills for children to use.

A

CHOCOLATE PARK

WATERFRONT TRAIL

B

Explore snow plowing/grooming options for the Waterfront Trail to increase wintertime safety and usage. Consider ending its status as a dedicated snowmobile trail given the snowpack is too inconsistent to attract many snowmobilers.

Improvements to this major park may include adding benches to the basketball court, adding a beach volleyball court, and improving the shade/lounging/picnic facilities around the pool.

C

W.T. BOOTH CENTENNIAL POOL & BASKETBALL COURT

TURNING THE CORNER

D

Improvements could include removing the boulders and planting flowering cherry trees or paving with a high-quality material. Consider installation of a functional clock and adding power outlets for market stalls or food trucks.

Improvements could include adding a pickle ball court, re-configuring the soccer pitch to a shorter regulation length, and moving the existing fences and paving a off-street parking area next to Queen Street West.

E

ROTARY FIELD PARK

MILLTOWN TENNIS COURT

F

Consider improving nighttime lighting systems and add a 24-hour online booking system with a digital key code lock.

Improvements may include picnic area, small swing set, paving the parking area. Signage could include River wayfinding maps that identify hazards. With Dam removal, explore the site's opportunity with river tour outfitters.

G

MILLTOWN BOAT LAUNCH

DOVER HILL PARK

H

Consult with DTI regarding a pedestrian cross walk at the end of West Street. Explore wintertime uses for Dover Hill Park, including installing a flexible safety fence at the bottom of the hill to encourage safe tobogganing.

Improvements might include things such as a picnic table, gazebo, larger playground equipment, small year-round sport equipment like a frisbee golf basket, and a flower garden near the northern triangle of the park.

I

ELM PARK TOT LOT

JOHN E. JAKE DONAHUE PARK

J

Consider raising the profile of this small park by designating it 'the' memorial park for citizens to sponsor tributes to various events, people, or organizations that have local relevance to the history of the community.

Park is not easily accessible, but serves as a public viewing point to the St. Croix River and a natural buffer. Flowering dwarf shrubs could replace high-maintenance lawns/gardens and sight-lines to the water could be restored.

K

COVE PARK

ABBOT ST. TOT LOT

L

Improvements include adding new playground equipment, a bench, a little free library, and a community noticeboard on the smaller portion of the park (PID 01333301).

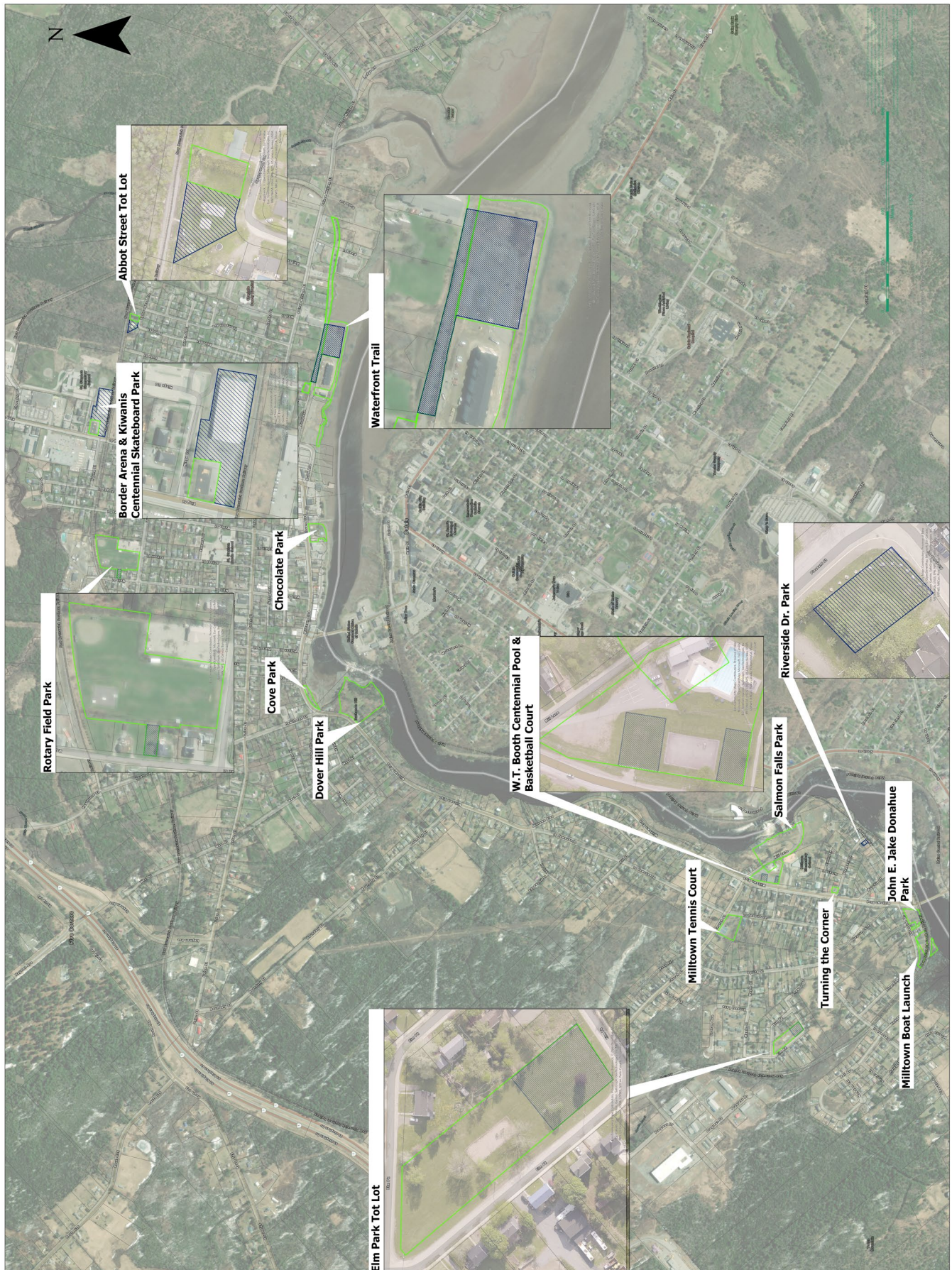
1.7 Provision of Municipal Services and Facilities

1.7.2 Proposals (continued)

PROPOSALS FOR PARK RATIONALIZATION & IMPROVEMENTS

4. Council proposes to reduce the amount of underutilized parkland and recreational assets within the Urban Service Boundary to help reduce annual maintenance costs and to create a funding pool to make strategic upgrades to park and recreation facilities. The goal is to efficiently utilize limited financial resources while making the municipality's parks and recreational facilities more enjoyable and encourage greater year-round use by residents of all-ages. Council proposes to fund the following actions based on sales of underutilized park assets (see Fig 3. & MAP 8):
 - a. *Abbot Street Tot Lot* – Consider a sale of PID 01333293 at full market value as a building lot.
 - b. *Border Arena & Kiwanis Centennial Skateboard Park* – Subdivide a ~36 m wide x 56 m deep lot for continued skateboard park as well as several adjacent parking spaces. Sell building and majority of parking lot for a residential or mixed-use development. Given the state of the old arena, Council may consider a below-market sale with a binding development agreement timeline. Establish public easements for continued access to the skate park as well as underground utilities.
 - c. *Elm Park Tot Lot* – Consider rationalizing the size of this large (1.35 acre) underutilized tot lot. One option includes selling two, ~22 m wide x ~37 m deep, building lots subdivided from the underutilized southern end of the park.
 - d. *Rotary Field Park* – Consider a sale of a ~14 m wide x 34 m deep building lot from the unused, small segment of the Rotary Field Park (PID 15001969) that fronts on Main Street.
 - e. *Milltown Boat Launch*– May make a boundary adjustment with the adjacent surplus property at PID 01332659 so that the boat launch has adequate frontage onto Riverside Drive. Consider a below market value sale of the adjacent surplus property (PID 01332659) to a tour/boat rental company subject to a development agreement.
 - f. *Riverside Drive Park* – Consider decommissioning park status for PID 01310697 as it is underutilized. May sell as a ~15 m x 23 m building lot.
 - g. *W.T. Booth Centennial Pool & Basketball Court* – Subdivide and sell unused land, including a ~30 m wide x ~31 m deep building lot in-between the outdoor basketball court and parking area and subdivide a second unused ~17m x ~40 m deep lot on the west side of the basketball court beside Milltown Elementary School.
 - h. *Waterfront Trail* – Decommission old trail and subdivide a large, ~17,800 sqm building lot beside the Beacon Apartments from PIDs 15211964 and 15175706 and offer the land for below market value as it is a brownfield site that also needs to be adapted for sea level rise.

MAP 8.



1.7 Provision of Municipal Services and Facilities

1.7.2 Proposals (continued)

PROPOSALS FOR FIRE AND POLICE FACILITIES

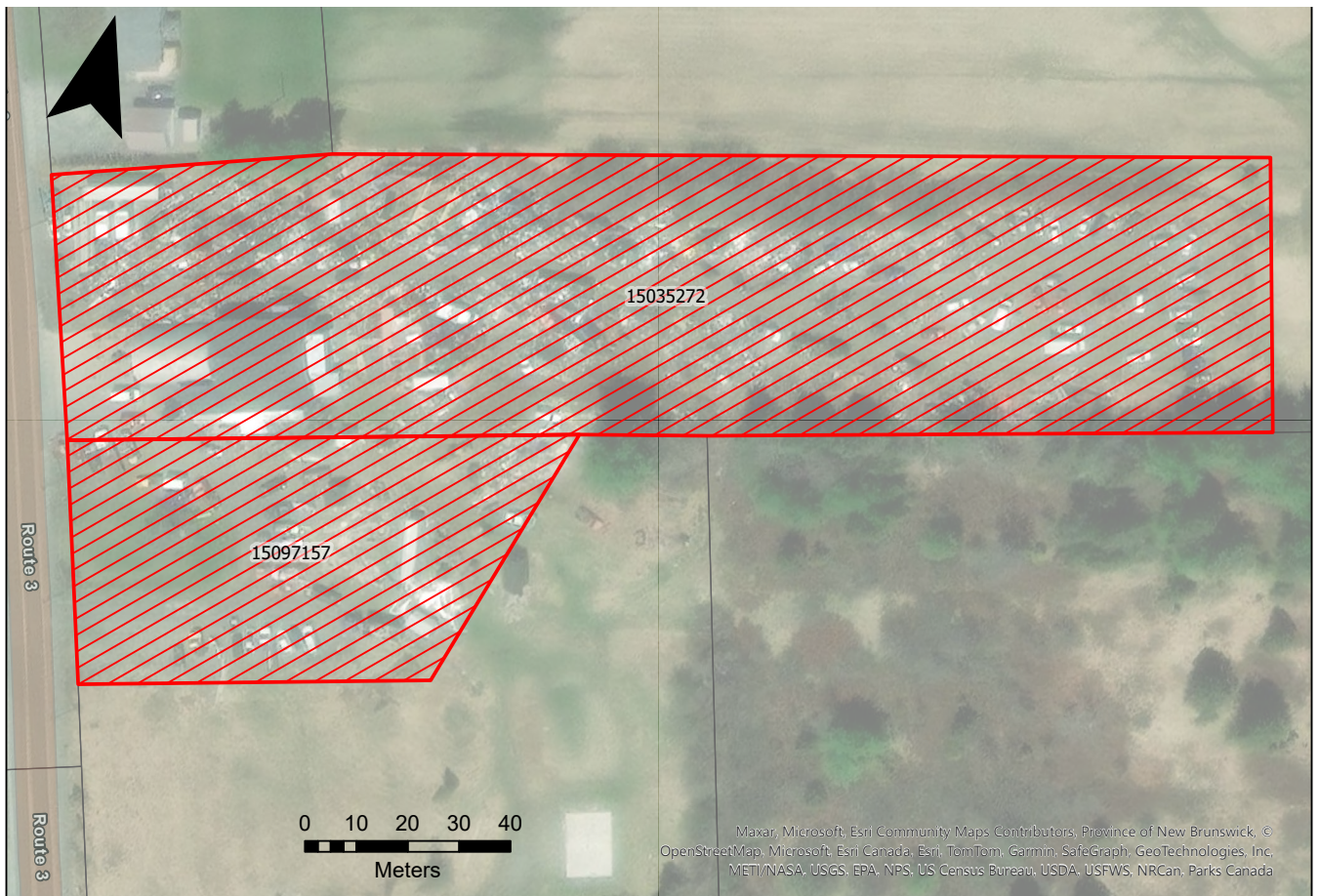
5. Council proposes to acquire centrally located land with good highway access near to the intersection of Route 1 and Route 3 to construct a combined modernized fire station equipped to cover the whole Municipal District of St. Stephen. The current fire station at 199 Union Street is proposed to be maintained for continued use as a public works depot. The rural fire station on Route 170 may be deemed surplus or converted for use as a municipal equipment storage facility.
6. Where a sale can be made directly to the federal government, or where a sale to a third-party does not cause RCMP's presence in St. Stephen to be diminished, the Council may sell 16 Hawthorne Street and utilize the real estate proceeds to fund crime prevention initiatives. Crime prevention initiatives may include increasing night-sky friendly lighting in pedestrian areas, such as within parks and along trails, and by establishing a permanent revolving fund to increase the number of by-law enforcement actions (repairs or demolitions) that the Municipality undertake through the Dangerous or Unsightly Premises By-law.

PROPOSALS FOR URBAN RENEWAL OR RURAL REVITALIZATION

7. Council proposes to acquire the following property for municipal purposes or enforce reasonable standards under section 61 of the [*Community Planning Act*](#) to ensure compatibility with the surrounding area:
 - a. 9305 Route 3, PID 15035272 and 15097157 (MAP 9).
8. Council proposes to implement the following actions to revitalize downtown:
 - a. Special Zoning District – establish a downtown 'overlay zone' that regulates land use in a way that encourages vibrant commercial and residential mixed-use development:
 - Require public notification and terms and conditions to limit the impact/scale of new institutional uses.
 - Permit development without off-site parking lots and total lot coverage, reduced lot width minimums, and up to six storeys.
 - Require new buildings to have façades built along the front lot line with pedestrian-oriented storefronts or 'live-work' units (spaces that combine living quarters with workspace) abutting the sidewalk with large windows, doors, and transparent glazing.
 - Encourage good-quality urban design, including code-compliant exterior cladding that affordably mimics traditional building materials.
 - b. Coordination of Council's Programs – coordinate Council's municipal corporations downtown development efforts according to section 1.9 of this Plan.



MAP 9.



1.7 Provision of Municipal Services and Facilities

1.7.2 Proposals (continued)

PROPOSALS FOR URBAN RENEWAL OR RURAL REVITALIZATION

9. Council proposes to develop its Downtown St. Stephen landholdings by advertising/offering them at below market value and/or with incentive packages in exchange for agreements with developers to build, under binding construction time frames, commercial, mixed-use or residential buildings with active commercial storefronts (or ground floor live-work units). These buildings are to be designed by professional architects and complement St. Stephen's built heritage and to add vibrancy to downtown's image for visitors. Council proposes to utilize the following PID(s) to achieve these purposes (MAP 10):
 - a. *Site A* (PID 01299486, 01299304, 15104797) preserve most existing trees to maintain integrity of the slope but subdivide or prepare a (~16 m deep x 22 m wide) building site close to Milltown Boulevard in front of the former Don Sweeney memorial site.
 - b. *Site B* (PID 01305945, 01306786) may be developed for a single multi-story building with rear access parking spaces on a ~19.5 m wide x 23 m deep building lot that is consolidation of both PIDs and where a parcel is added from the adjoining PID 15021918. The adjacent parking spaces may be added to this building lot.
 - c. *Site C* (PID 15207749, 01305606) may be developed for a small building on a ~13 m wide x 12 m deep building lot that is subdivided off these parcels. The boat launch maneuvering area may be leveled and paved, with lowered curbs around the trail, to improve the boat launch as well as create dedicated boat launch parking spaces.
 - d. *Site D* (PID 15053622) may be subdivided to add a small parcel to the neighbouring vacant lot at 32 King Street (PID 01301720) to provide a valuable rear access to that private land, subject to a binding development agreement with Council.
 - e. *Site E* (PID 01301738, 15049885) may be developed by the Municipality as a parking facility for the buildings on Site F. The land with PID 15049885 is proposed to be acquired by the Municipality to serve as a public laneway to provide access to all adjacent property.
 - f. *Site F* (PID 01301787, 01301621, 01301712, 01301506, 01305812, 01301563, 01301951) may be developed as three to five separate multi-story buildings having narrow facades fronting onto King Street with long rectangular building footprints, where off-street parking facilities are provided to the lots on Site E.
 - g. *Site G* (PID 15080955, 15080963) given that the old laneways with PID 15080955 and 15080963 have 'unknown ownership,' they may be acquired by the Municipality. PID 15080955 is needed as a public laneway. PID 15080963 may be acquired to be offered to the abutting property owner to increase their development potential.



1.7 Provision of Municipal Services and Facilities

1.7.2 Proposals (continued)

PROPOSALS FOR THE PRESERVATION OF BUILDINGS AND SITES OF HISTORICAL INTEREST

10. Council proposes to encourage the preservation of character-defining elements of heritage buildings through the Development Incentive By-law and through a downtown façade improvement grant program.
11. Council proposes to apply a Zoning By-law requirement for Archaeological Impact Assessments (AIA) for major excavations, such as resource developments.

PROPOSALS FOR THE PROVISION OF HEALTH AND SOCIAL SERVICES FACILITIES

12. Council proposes to create an overlay zone that allows temporary emergency shelters so that any nearby residents or businesses are consulted regarding any emergency shelter proposal outside of a pre-designated area that is zoned according to the siting policy of section 1.7.1.20.
13. Council proposes to work with non-profit partners to eventually phase-out the existing emergency shelter site and zone locations for any future temporary emergency shelters based upon the policy of the Plan.

PROPOSALS FOR THE PROVISION OF MUNICIPAL ADMINISTRATION FACILITIES

14. Council proposes to develop new Council chambers for the Municipal District of St. Stephen to provide an appropriately sized, accessible and conducive space for discussions of municipal business, to encourage members of the public to attend and observe, and to more easily allow members of the public to join in the discussions of municipal business during the public hearings or comment periods.
15. Council proposes to develop a stand-alone visitor information centre on land that the municipality owns, or co-located inside of another municipal administrative building, according to the siting policy of section 1.7.1.23.



1.8 Housing, Including Affordable Housing and Rental Housing

1.8.1 Policies

ENCOURAGING AFFORDABLE HOUSING DEVELOPMENT

1. Council shall designate Housing Priority Areas and support and encourage the development of affordable and mixed income residential developments in these locations (MAP 7).
2. Council shall permit and incentivize the development of a broad range of residential and mixed-use housing types to meet the economic, social, and physical needs of current and future residents.
3. Council shall direct the development of small-scale multi-unit housing towards Urban and Rural Settlement Areas subject to Zoning Standards and plumbing permits issued by the Department of Justice and Public Safety.
4. Council shall prioritize and support affordable housing development with shelter costs below 30% of 50% area median household income (adjusted for inflation).
5. Council shall permit the use of on-street or off-street public parking facilities to promote infill affordable housing development in walkable areas, such as downtown, where on-site private parking facilities are not feasible.
6. Council shall limit short-term rental uses to secondary uses of main dwellings within the Urban Service Boundary.



1.8 Housing, Including Affordable Housing and Rental Housing

1.8.2 Proposals

PREPARE AFFORDABLE HOUSING DEVELOPMENT SITES

1. Council proposes to incentivize, and/or contribute to upgrades of municipal streets, water or sanitary sewer infrastructure, to help encourage development in the Housing Priority Areas (MAP 7) for new residential developments that include affordable housing for either rent or purchase.
2. Council proposes to carry-out the site preparation work to develop the municipal snow dump site (~ 80 m wide x 120 m deep) at 34 Boundary Street into a multi-lot, subdivision geared to affordable housing. Council shall retain the remnant lot with a potential future public street to connect onto a Long-term Future Growth Area beyond the subject lot boundaries. Council may move the snow dump to a more suitable location, such as in-behind of the public works yard at 199 Union, on the northside of the railroad tracks and accessible from Hayman Avenue (PID 01337138) and close to Route 1.

INCENTIVIZE ACCESSORY DWELLING UNITS FOR FAMILIES

3. Council proposes to amend the Development Incentives By-law to include a simplified grant program for small accessory dwelling units that are exempt from the National Building Code, to help more families build wealth, address the rental shortage, or to help families create multi-generational properties.

LOCAL ECONOMIC DEVELOPMENT ROLE

4. Council shall mandate Future St. Stephen with certain roles to facilitate the development of affordable housing according to section 1.9 of this Plan.

MAP 7.



1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

1.9.1 Policies

ALIGNING THE MUNICIPAL CORPORATIONS AROUND DEVELOPMENT

1. Council shall co-ordinate the programs of Future St. Stephen, the Business Improvement Area, and the Municipal District of St. Stephen, as they relate to the economic, social, and physical development of the Municipality, so that the mandates are clear, duplication is avoided, and the efforts of the three municipal corporations are efficient, focused and aligned to stimulate the development envisioned by Council and the community.

WE'RE

OPEN!



1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

1.9.2 Proposals

FUTURE ST. STEPHEN

1. Council proposes to co-ordinate the programs of Future St. Stephen (FSS), or a similar municipal economic development agency, as they relate to the economic, social, and physical development of the Municipality in the following ways:
 - a. ***Industrial Park Development*** – FSS is mandated to:
 - Engage with external entities on behalf of the Industrial Park, including prospective industries, consultants, the federal and provincial governments, and the regional service commission's (RSC) Economic & Workforce Development Division.
 - Support existing industries in the Industrial Park and serve as advocate regarding any redevelopment or expansion plans.
 - Support the Municipal District of St. Stephen (MDSS) on the acquisition, holding, surveying, subdividing, selling, and leasing of development-ready sites for industrial developments.
 - Support the MDSS on future land assembly efforts and infrastructure improvements for the Industrial Park.
 - Promote eco-industrial development potential, where one business' by-product becomes an opportunity for a co-located industry.
 - Work with the RSC to research and apply for grants for the development and capital improvement of the Industrial Park.
 - Attract industrial businesses and local talents to the Industrial Park by marketing of its services, labour pool, transportation links, and its advantageous proximity to the Eastern U.S. market.
 - Work with the MDSS to install new signage and other visual aesthetics to improve the Industrial Park's image.
 - b. ***Small Business & Downtown Development*** – FSS is mandated to:
 - Work with the RSC's Economic & Workforce Development Division to share and distribute data from shopping surveys and business gap analyses and assist the RSC with the promotion of business training, such as business bootcamps or summits.
 - Welcome new local business owners to the community and promote new local business offerings.
 - Connect small business owners and entrepreneurs with lenders, funders, support, permitting, or relevant government agencies.
 - Promote the downtown as a business and shopping area.
 - Support downtown business owners to make applications to the MDSS downtown storefront façade improvement program.



1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

1.9.2 Proposals (continued)

FUTURE ST. STEPHEN (CONTINUED)

- c. *Affordable Housing Development* – FSS is mandated to:
 - Work with the MDSS and RSC Planning to ensure municipally owned lands are appropriately subdivided, zoned, serviced, and ready for affordable housing developments.
 - Promote development-ready properties in St. Stephen to housing developers and encourage affordable housing by way of the Development Incentives By-law.
 - Work with the RSC's Housing Specialist to publish and distribute data from housing market research published by the RSC.
- d. *Hotel Development* – FSS is mandated to:
 - Promote hotel development-ready properties in St. Stephen to hotel developers, especially but not limited to the downtown.
 - Attract hotel developers to St. Stephen based on targeted marketing/promotion of the Development Incentives By-law and the findings of a professional hotel feasibility study.

BUSINESS IMPROVEMENT AREA

- 2. Council proposes to co-ordinate the programs of Business Improvement Area (BIA) as they relate to the economic, social, and physical development of the Municipality in the following ways:
 - a. *Reduction of Property Tax Downtown* – the BIA is mandated to:
 - Reduce the tax burden on downtown properties or businesses through a reduction of the BIA levy from its current maximum rate of \$0.20 for each \$100 of assessed value to the minimum of \$0.01.
 - Transfer administrative staff and responsibilities of carrying out downtown promotion and beautification programs to the MDSS or FSS.
 - b. *Special BIA Grant Applications* – the BIA is mandated to:
 - Approve special BIA grant applications for any one-off downtown projects, as identified by the BIA Board, with direct administrative support from the MDSS and FSS staff.



1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

1.9.2 Proposals (continued)

MUNICIPAL DISTRICT OF ST. STEPHEN

3. Council proposes to co-ordinate the programs of the Municipal District of St. Stephen (MDSS) as they relate to the economic, social, and physical development of the Municipality in the following ways
 - a. *Development Incentive Program* – the MDSS is mandated to:
 - Review development incentive applications with administrative support from RSC Planning Division.
 - b. *Development Agreements and Property Sales* – the MDSS is mandated to:
 - Arrange for surplus municipal property sales through real estate agents, or requests for proposals with administrative support from FSS. Draft development agreements with administrative support from the RSC Planning Division.
 - c. *Safety and Dangerous or Unightly Premises Enforcement* – the MDSS is mandated to:
 - Clean-up and repair dilapidated or unsightly properties that negatively impact the community's perception of crime or willingness to invest.
 - Utilize some proceeds of the sale of surplus municipal properties to create a revolving fund for dangerous or unsightly premises enforcement and to fund improved night-sky friendly lighting for pedestrian areas.
 - Encourage community groups to form independent watch associations to liaison directly with the RCMP.
 - d. *Competitive Costs to Spur Housing Development* – the MDSS is mandated to:
 - Amend By-law No. S-7, which regulates garbage collection, to include municipal curbside waste pick-up for multi-unit dwellings.
 - Amend By-law No. W-1, which sets the user charges for municipal water and sewer, to ensure that the water and sewer rates for multiple-unit dwellings are competitive with other NB communities.
 - e. *Transportation & Utility System* – the MDSS is mandated to:
 - Develop a long-term Asset Management Plan with a professional engineer and support from all departments.
 - Tender local street reconstruction projects using the street standards found in Fig. 1 of this Plan.
 - Engage with external entities on behalf of the airport, including prospective airport operators, consultants, the federal and provincial governments, and the RSC.



1.9 Co-ordination of Programs of the Council Relating to the Economic, Social and Physical Development of the Municipality

1.9.2 Proposals (continued)

MUNICIPAL DISTRICT OF ST. STEPHEN (CONTINUED)

- f. Park Improvements & Year-round Events* – MDSS is mandated to:
 - Make recreational facility and park improvements according to the tiered planned service levels, (Fig. 2) using the funds generated by the sale of underutilized assets, and prioritizing the most utilized assets as identified in this Plan (Fig. 3).
 - Program year-round recreational events as well as design and service parks for use during winter months.
 - Promote the peddler's by-law exemption for local farmers to directly sell their locally grown agricultural products at designated public squares without fees or permits.
- g. Partner to Address Homelessness Fairly & Compassionately* – MDSS is mandated to:
 - Advocate to other governmental and non-governmental partners to support the provision of safe, affordable, and dignified transitional, supportive, and complex-care housing and health services to meet the needs of the unsheltered residents of St. Stephen.
 - Work with non-profit partners to eventually phase-out the existing emergency shelter site and zone locations for any future temporary emergency shelters based upon the policy of the municipal plan or through a site-specific rezoning and consultation.
- h. Downtown Façade Improvement Program* – MDSS is mandated to:
 - Provide limited grants to cover a portion of downtown building façade improvements that include traditional building materials to architecturally enhance non-heritage buildings or preserve existing historic character.



1.10 Five-year Capital Improvement Plan and Implementation Measures

1.10.1 Policies

PLAN IMPLEMENTATION

1. Council shall implement the Municipal Plan By-law through its development approvals, asset management, capital budget, municipal programs, land disposition/acquisition, and other municipal by-laws.

1.10.2 Proposals

1. Council shall consider the 5-year capital improvement plan (C.I.P) attached to this plan (Fig. 4) when making annual budgets for capital expenditures within the Municipality.
2. Council shall annually update the C.I.P to reflect its current capital budget priorities that relate to the physical development of the Municipality.
3. Other measures by Council needed to implement the Municipal Plan By-law, include:
 - a. **Zoning By-law** – adopting a new Zoning By-law for the whole Municipal District of St. Stephen that reflects the planning policy of the Municipal Plan, and implements the plan through:
 - Development approvals;
 - Rezoning approvals;
 - Variance approvals;
 - Terms & conditions and other planning approvals; and,
 - Subdivision approvals.
 - b. **Local Improvement By-law** – adopting a Local Improvement By-law to require connection to the municipal sanitary system for any properties able to be connected but without a permitted on-site sewage disposal system.
 - c. **By-law Amendments** – adopting amendments to the following By-laws:
 - Amendments to the By-law to Regulate the Collection and Disposal of Garbage and Other Material, No. S-7, to reduce costs and encourage multiple-unit housing development.
 - Amendments to Water & Sewer Rates and Charges By-law, No. W-1, to reduce costs and encourage multiple-unit housing development.

FIG. 4

Proposals	C.I.P. (5-year approx.)	Project Lead(s)	Years
Predevelopment work towards a new fire station	\$50,000	CAO/Protective Services	5
New Council chamber space & renovation	\$250,000	CAO	1
Visitor information center renovation/small bldg.	\$50,000	CAO/Community Services	2
Housing Priority Areas & downtown lot servicing + moving snow dump	\$600,000	CAO/FSS	4
Land & parcel acquisitions	\$250,000	CAO/FSS	2
Contribution to Industrial Park to lot servicing & improvements	\$100,000	CAO/FSS	2
Re-surface local streets & sidewalks per Dillon's Roads Condition Assessment and Needs Analysis report	\$9,070,000	CAO/Public Works	5
Dangerous & unsightly repairs revolving fund	\$250,000	CAO/Protective Services	2
Nighttime lighting improvements	\$50,000	CAO/Public Works	2
Park & recreation improvements	\$275,000	CAO/Community Services	5
Downtown façade grant program	\$50,000	CAO/FSS	1
TOTALS	\$10,995,000 ~ approximate over 5 years		





Category: Human Resources		Effective Date: April 30, 2025
Policy No.:		Date of Next Review: April 30, 2027

Non-Union Full Time Vacation Policy

The purpose of this policy is to set expectations for the utilization of earned vacation time, authorization to hold over vacation time on a year-to-year basis, and the payment of vacation time not taken or previously paid to the staff member.

This policy only applies to employees hired on a full-time year-round basis. Employees hired on a casual, part-time or seasonal basis are paid vacation with each regular pay run based on employment standards requirements.

Vacation Earned

Employees will be offered Vacation based on their Employment Contract except that at a minimum employees will be offered the following:

On hiring and less than 10 years service	- Three weeks of Vacation
10 years of service and less than 20 years of service	- Four weeks of Vacation
20 Years of service or greater	- Five weeks of Vacation

Department Managers, with the approval of the Chief Administrative Officer, can alter this schedule to provide for individual vacation leave in excess of the minimum where it is warranted as part of an employee's compensation package provided the total vacation granted does not exceed Five weeks of vacation per year.

Vacation Leave

Vacations will, where possible, be granted at the employee's request with due consideration of the operating needs of the department they work for.

Where two or more employees request the same vacation period, and where this request would cause operational difficulties by having more than one employee absent at the same time, vacation requests will be approved on priority basis based on when the request was received for approval.

Carry Over and Payment of Vacation Credits

Requests for carrying forward of unused vacation shall be made in writing no later than November 1st of each year and vacation credits cannot be carried over for greater than one year. Where requests are not made, any unused vacation credits will be paid out by the end of January immediately following.

Vacations that are carried over, and taken as vacation time, will be paid at the current rate approved for the period that the employee takes the vacation time.

Vacations that are carried over and not taken by the end of the subsequent year, will be paid out by the end of January immediately following. Where vacations are paid out, they will be paid out at the wage base of the employee as of December 31st of the year immediately preceding.

Where more than one year of carryover is owed to an employee and not previously paid, payment will be made to that employee so that only one year of carryover is owed to the employee along with the current year's vacation credits.


Mandatory Review:

This policy shall cease to be authorized for application 24 months from the date of its adoption by Council unless a subsequent Council review and approval of this policy is conducted prior to that date.

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer

	POLICY	Owner Department: Corporate Services
	Reserves Management Policy	
Effective Date: April 30, 2024		Last Reviewed Date:
Approving Authority: MDSS Council		Replaces No.: NEW
1. Purpose Statement		

A Reserves Policy is required to establish, maintain, and manage reserve funds that:

1. provide for unanticipated fluctuations in operating and capital activities;
2. set aside funds for the replacement of existing equipment and facilities, as well as for future projects;
3. provide for future operating and capital requirements.

The purpose of this policy is to establish consistent standards and guidelines for the establishment and management of reserves.

2. Policy

Reserves are a crucial consideration in long-term financial planning and good financial management. The [Government Financial Officers of America](#) (GFOA) states that it is essential that governments maintain adequate levels of fund balances to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures) and to maintain a stable tax rate. It is recommended that reserves never be used to pay for ongoing expenses as this would indicate a structural deficit position, which then eliminates the financial protection required by a government.

To meet the objectives of this policy, a commitment of funds dedicated to specific reserves will be recommended on an annual basis. The annual budget document to be approved by Council shall include separate documents for reserves and their accounts and provide estimated additions and uses for the budget period.

3. Benefits

The municipality's objectives in terms of its various reserves are set out in this Policy. By reaching a clear understanding of its reserve objectives, and by continually measuring progress towards achieving those objectives, the municipality can attain greater long-term fiscal stability and prosperity and maintain a stable tax rate.

Reserves provide stability and protection to a municipality in terms of unusual or unexpected events, unforeseen economic impacts and are used as a tool to fund major capital projects.

4. Authority

The establishment of, contributions to, and withdrawals from an operating or capital reserve shall be approved by Council through resolution or by-law in accordance with the [Local Governance Act](#) and/or the [Community Planning Act](#) as applicable.

5. Legal and Regulatory Constraints

Section 101 of the [Local Governance Act](#) of New Brunswick confers power on Council to create a:

1. General Operating Reserve Fund - This fund balance cannot exceed 5% of the previous year's total general operating budgeted expenditure and it can only be used towards general operating expenses.
2. General Capital Reserve Fund - This fund balance can solely be used for General Fund capital expenses incurred by the municipality.

Section 117(7) of the [Local Governance Act](#) of New Brunswick confers power on Council to create a:

1. Utility Operating Reserve Fund - This fund balance cannot exceed 5% of the previous year's total utility operating budgeted expenditure and it can only be used towards general operating expenses of the service or utility.
2. Utility Capital Reserve Fund - This fund balance can solely be used for Utility Fund capital expenses incurred by the municipality.

These are the only reserves the Province of New Brunswick will authorize.

Under the [Community Planning Act](#), there is a statutory requirement to establish and maintain a special account for the purchase and sale of all lands held for public purposes.

1. Public Land Account - This fund balance can solely be used to acquire and develop land held for public purposes.

6. Accounts within the Reserve Funds

To further manage the funds within these Reserves, specific accounts have been created to aid the municipality in achieving financial strength and flexibility, as well as improve cash flow management.

This policy makes the distinction between these internal accounts, which are managed and reported within these reserves and the actual reserve funds themselves.

1. General Operating Reserve Fund

a. **Stabilization Account**

Purpose: The municipality is exposed to non-recurring costs related to various emergency events or situations: e.g. inclement weather, pandemic. These emergent situations cannot be anticipated and budgeted; consequently, it is not always feasible to absorb the cost of such events in other budget areas in any given year. This account can be used to mitigate the impacts of these events.

GFOA indicates that the unrestricted fund balance in the general fund should take into account each government's own circumstances. Items that should be considered include, but are not limited to, weather events, volatile revenue sources, and cuts in provincial or federal funding. Nevertheless, GFOA recommends, at a minimum, that governments maintain no less than two months of general fund operating expenditures. For the Municipal District of St. Stephen, that would mean close to 17% of the annual budget, which represents \$2.4 million of a \$14 million budget.

In New Brunswick, since this fund balance cannot exceed 5% of previous year's budgeted expenditures, which is significantly lower than best practice, the Municipal District will seek to maximize this fund on an annual basis.

b. **Specific Purpose or One-time Account**

Purpose: The municipality occasionally undertakes specific purpose or one-time projects that have significant operating costs. If these projects were funded from property taxation, annual spikes and subsequent declines in taxation would result; therefore, it is not prudent to fund these projects from ongoing property taxation revenue (e.g. a large-scale event). This reserve can also be used when there is an unanticipated delay to an approved budgeted item that cannot be completed within its budget year.

2. General Capital Reserve Fund

Well-designed capital reserve policies support proactive financial management given the many demands on a government's resources. A well-established policy will help the municipality to manage its substantial investments in capital improvements and provide the municipality with a strategic tool to use and optimize asset repair and replacement.

Most governments around the world have an infrastructure deficit and the Municipal District of St. Stephen is no different. Maintaining strong capital reserves is essential in protecting long-term financial sustainability and will serve as the main tool to ensure the municipality is able to support an acceptable level of debt in its operations.

a. Facilities Deferred Maintenance Account

Purpose: To fund deferred maintenance for existing facility infrastructure.

(e.g. Carpeting, repairs to shingles, floor tiles, and painting repairs).

b. Fleet (Lifecycle) Account

Purpose: To fund, based on lifecycle analysis, the replacement of municipal vehicles and equipment included in the municipal fleet.

(e.g. includes the purchase of all municipally-owned vehicles).

c. Unrestricted General Capital Project Account

Purpose: To fund future capital projects not specifically identified or funded from other established accounts. This reserve provides financial sustainability protection for project overages and to cover unanticipated costs. It can provide flexibility to the municipality in a rising interest rate environment or even cover shortfalls in projected “other government funding”. Lastly, it can also be used for strategic purposes.

d. Capital Replacement (Lifecycle) Account

Purpose: To fund future betterments and replacements of existing facility infrastructure. A required contribution should be established through a Capital Maintenance Policy for recent infrastructure acquisitions on an asset-by-asset basis. There is an additional expectation that a blanket annual contribution should be made for infrastructure that existed before the policy was established.

(e.g. contribution on asset-by-asset basis for Oak Bay Fire Station, and a general contribution to cover such assets as 199 Union Street).

e. Major Capital Project Account(s)

Purpose: To fund or partially fund large construction projects that have been designated as being major capital priorities by Council.

(e.g. new fire station, new Council Chambers)

3. Utility Operating Reserve Fund

a. **Financial Stabilization Account**

Purpose: The municipality is exposed to non-recurring costs related to various water operating emergency situations (e.g. high volume of water main breaks). These situations cannot be anticipated and budgeted; consequently, it is not desirable to make major water rate adjustments to absorb the cost of such events.

4. Utility Capital Reserve Fund

a. **Water General Capital Account**

Purpose: To provide funds for the expansion, refurbishment, or replacement of the municipality's utility infrastructure including water treatment, water conveyance and storage projects, water distribution system projects, and water equipment.

(e.g. funding to cover project overages of unanticipated costs - items out of scope of original project - such as water main construction, water treatment plant contributions, and construction of water storage facilities)

b. **Wastewater General Capital Account**

Purpose: To provide funds for the expansion, refurbishment, or replacement of the municipality's wastewater infrastructure and equipment.

(e.g. funding to cover project overages of unanticipated costs - items out of scope of original project - such as construction of sewer mains or sewer lift stations)

c. **Meter & Meter Transmitting Unit Replacement Account**

Purpose: To provide funds for the scheduled replacement of existing meter equipment. This account will permit the municipality to remain current with technological improvements.

(e.g. major overhaul in residential metering system)

5. Public Land Account:

Per the *Community Planning Act*, section 43(2), funds received from the sale of land held for public purposes or cash in lieu from developers are to be paid into a special account, and the money in that account is to be used by Council to acquire or develop land for public purposes.

7. Administration of Reserves

Reserve Account Contributions

Annual contributions to reserves shall be specific to each account within a given reserve as approved by Council through the annual budgeting process. Periodically, the Treasurer may recommend appropriations to/from reserves to Council for their consideration and approval, to further contribute to improving long-term financial planning and good financial management.

Reserve Account Withdrawals

All withdrawals from reserves shall be specific to each account within a reserve and must be approved through a Council Resolution. Withdrawals from accounts within a reserve must not exceed the account reserve fund balance.

Responsibilities

The Treasurer shall be responsible for:

- a. recommending the necessary contributions and transfers so that the Accounts within the Reserve Funds are maintained in accordance with this policy;
- b. conducting an annual review of all designated accounts within the reserve funds; and
- c. recommending any revisions or amendments to this Policy, as a result of changes in applicable statutes, accounting standards, economic conditions, etc.

Interest

Any interest earned on reserves shall be proportionally allocated to each account within the reserve.

Closing Accounts within Reserves Funds

If the purpose or purposes for which the accounts within a reserve fund was created have been accomplished or the accounts within a reserve funds are determined to be no longer necessary, the Treasurer shall report to the Senior Management Team and Council with a recommendation on both the closure of the accounts within a reserve and the change of intended use of these remaining funds within the reserve.

Per the [Local Governance Act](#), no funds can be transferred between reserve funds. Therefore, upon the abolishment of a selected account within a reserve, the funds must be applied to another account within the same reserve fund.

New Accounts with Reserve Funds

Departments may submit a report that recommends the establishment of a new account within a reserve which must be signed by the Treasurer and the Chief Administrative Officer and include the following: statement of purpose, funding source, and rationale for establishing funding level. This recommended addition would then be brought forth at the next annual budget deliberation for approval by Council.

8. Administration and Contact

Municipal District of St. Stephen
22 Budd Avenue, St. Stephen, NB, E3L 1E9
Telephone: 506.466.7700
Email: info@chocolatetown.ca

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer



REQUEST for DECISION

SUBJECT: Amend name of Crown Reserve Road

RECOMMENDATION: That Council approves Potters Lake Road as the new name for a crown reserve road, previously named Durette Drive located in Barter Settlement, off Barter Settlement Road.

A new owner of PID 0138 9342 on a crown reserve road off the Barter Settlement Road has applied for a civic number. Assigning a civic number associated with the Barter Settlement Road does not work. The unnamed road services a number of large, undeveloped parcels, in addition to the applicant parcel.

The applicant (Monique Durette) had suggested Durette Drive and approval was granted by council in October of 2024. Delays in implementing this due to Department of Natural Resources approvals related to occupation of the crown reserve road allowed for further consideration of the road name. Consultation with neighboring parcel owners identified that locals have called this road the Potters Lake Road for many years. In the event of an emergency, this could create confusion. As a result, Protective Services is recommending this be corrected. The applicant, Monique Durette agrees.

Please consider and approve Potters Lake Road as an acceptable name for this crown reserve road.

Submitted by: _____

Endorsed by: _____

Reviewed by: _____



REQUEST for DECISION

SUBJECT: Oak Bay Hall surplus kitchen equipment

RECOMMENDATION: That Council authorizes the kitchen stoves at Oak Bay Hall be deemed surplus

Administration would like to replace the kitchen stoves at the Oak Bay Community Hall with a warming oven, this decision is based on the advice of the Public Health officer. They recommended the warming oven is more hygienic to have in the hall as it is easier to clean.

We currently have a warming oven not in use at the Garcelon Civic Center, this warming oven could be used by renters of the hall for events such as a "potluck" style of food service or catered event in the hall. The warming oven will greatly assist users in keeping the food they have brought into the hall warm while minimizing the risks involved with food preparation on site.

Please accept Community Services recommendation to authorize the kitchen stoves at the Oak Bay Hall as deemed surplus

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

Submitted by: Kev Sumner, Director of Parks & Community Services

April 2025



Activity Report

Allan MacEachern
Mayor



March 31st, meeting with Premier Susan Holt on Tariffs and US relations for Border Communities.

March 31st, Border Mayor's Alliance round table session.

April 1st, Future St Stephen board meeting.

April 3rd, Border Mayor's Alliance weekly meeting.

April 3rd, meeting for potential Garcelon Civic Center event.

April 3rd, Regional Service Commission committee meeting.

April 9th, Municipal District of St Stephen committee meeting.

April 10th, media interview and promotion for basketball court.

April 10th, Regional Service Commission RCMP meeting.

April 11th, Future St Stephen meeting.

April 11th, Attended Meet the Candidates for Federal Election at Garcelon Civic Center.

April 15th, Municipal District of St Stephen special finance meeting.

April 15th, LAC shelter board meeting.

April 16th, Future St Stephen board meeting.

April 16th, UMNb Governance Structure meeting.

April 17th, Border Mayor's Alliance weekly meeting.

April 22nd, Future St Stephen board meeting.

April 24th, Regional Service Commission AGM board meeting.



Councillor Activity Report – April 30th, 2025

Council Meetings

- 26 March - Attended Council Meeting
- 9 April - Attended Committee of the Whole Meeting
- 15 April - Attended a Special Council Meeting.

Committees, Commissions, and Boards

- 16 April – Participated in a Zoom Meeting titled “Insurance, Climate Impacts, and Municipalities.” This call explored the intersection of insurance and climate impacts locally, and the steps municipalities could take were discussed. Participants were from across Canada. The speaker, Craig Stewart, leads the Insurance Bureau of Canada's national work on disaster resilience and climate change. He explained what insurers see and how they respond to escalating severe weather risks across Canada.

Other Meetings

- 10 – April – Attended a meeting with Dr. Bone, local Physicians, Nurse Practitioners, and Councillor Rodas. Dr. Ravneet Comstock, who is responsible for the development of strategic directions with the local departments of Family and Community Medicine, in Partnership with Ms. Lockhart, who is responsible for the planning, administration, budget, and evaluation for primary health care programming across Horizon, presented a detailed overview of a collaborative care clinic.

Community Activities

- 02 – April – Volunteered at the St George Eastern Charlotte Health Link Registration Event.
- 10 - April – Volunteered at the Heritage Fair at the St Stephen Middle School. There were many very impressive projects. It's always a pleasure to witness the enthusiasm of these students.

April 2025



**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

Apr 9- Committee of the Whole Meeting

Apr 15- Special Council Meeting

Apr 30- Council Meeting

Committee and Board Meetings:

Apr 9- Partner meeting MDSS/BIA/Chamber/FSS

Other:

Apr 2- Requested MDSS Send out FireSmart Program information to the residents as the wildfire season is approaching.

Apr 2- Met with local developer.

Apr 4- Met with a concerned citizen on various items.

Apr 7- Attended a meeting update for Small Modular Reactors.

Apr 8- Spoke with several local people on items regarding the Municipal Airport.

Apr 10- Attended the St Andrews Chamber of Commerce Gala.

Apr 10- Ganong Nature Park Programming meeting.

Apr 14- Contacted several local groups regarding completion of the Community Safety Survey.

Apr 15- Met with a concerned Citizen to discuss various items.

Apr 17- Attended the Fundy North Fishermen's Association Annual General Meeting (Learned a lot about the local fishing industry).

Apr 17- Attended the Milltown Activities Group Meeting.

Apr 24- Ganong Nature Park Board of Directors.

Apr 25- Attended the IWK Annual Fundraising Auction.

Apr 26- Attended Lydias Clean Up Meeting.

Apr 28- UMNb Presentation to Campobello Council.

Apr 30- Attended Municipal Assessment Committee Meeting (UMNB/GNB) in Grand Bay Westfield. This is in regard to potential reform for the property tax system.

MISC:

-Review of the RCMP occurrence report and corresponded with local detachment.

-Reviewed Provincial Release of Environmental Trust Fund awards to see what this area received for funding.

- Reviewed the RSC meeting from March for items affecting the region and MDSS directly. I encourage all residents to watch these meetings either live or on you tube afterwards. The links can be found on the RSC website at <http://SNBSC.ca>

- Received an update on the Milltown Ball Field status that was shared with council.

- Continued discussions with residents on economic development and the status of the hotel property.

- Continued discussions with a developer interested in getting Junior tier II hockey reintroduced to the municipality for the 2025/26 season.

- Correspondence with individuals on potential impacts of the Tourism Levy.

2025



**Councillor
Activity Report**

**David Hyslop
Councillor**



COUNCIL MEETINGS

February 6	Special Council Meeting - Budget
February 26	Regular Council Meeting
March 12	Committee of the Whole
March 27	Regular Council Meeting
April 9	Committee of the Whole

COMMITTEES, COMMISSIONS AND BOARDS

March 11	Quarterly WOBC Board Meeting
----------	------------------------------

OTHER MEETINGS

APPEARANCES

COMMUNITY ACTIVITIES

February 14, March 14, April 11 – Loyal Tides Coffee House

CONFERENCES

MISCELLANEOUS

Calls/messages RE: Work on Main St., potholes, unsightly premises, planning, painted crosswalk concerns, etc. Provided factual information from questions relating to social media posts.

Preparation and review of World's Oldest Basketball Court updates to Council.

Preparation of CAO performance review.

FUTURE AGENDA ITEMS

EXPENSE REPORTS

2025



**Councillor
Activity Report**

**Brian Cornish
Councillor**



- 1. Met with the RCMP about a potential access route thru the MDSS for ATV traffic to access local restaurants etc.**
- 2. Spoke with PRAC and the ATV association.**
- 3. Arranging a meeting between the MDSS, RCMP and ATV association.**
- 4. Visited the air quality station in Upper Mills.**
- 5. Attended the monthly PRAC meeting.**
- 6. Attend a special council meeting on the proposal for the Garcelon Center.**
- 7. Informed NB Power of a safety issue at the junction of Rte. 735 Mayfield Road and Little Ridge Road - streetlight at the end of Union Street focused its beam directly into the Mayfield Road.**
- 8. Attended special council meeting concerning finances.**
- 9. Held conversations and examined a by-law for one of my residents on the ability to raise animals in Rural Ward 1.**
- 10. Spent the last 3 weeks picking up donations all over the province for the IWK Annual Auction for Sick Children.**

2025



Councillor Activity Report

**Earle Eastman
Councillor**



COUNCIL MEETINGS

03 Apr 25 - Special Council Meeting
09 Apr 25 - Council of the Whole Meeting
15 Apr 25 - Special Council Meeting
30 Apr 25 - Council Meeting

COMMITTEES, COMMISSIONS AND BOARDS

OTHER MEETINGS

29 Apr 25 - Meeting with CAO with respect to creating new Councillor training package prior to next election

APPEARANCES

11-12 Apr 2025 - Royal Canadian Legion Provincial Command Spring Rally in Edmundon
27 Apr 2025 - Order of St George Church service in Halifax

COMMUNITY ACTIVITIES

CONFERENCES

16 Apr 25 - UMN B Webtar Meeting on By-Laws

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

April 2025



**Councillor
Activity Report**

**Marg Harding
Councillor**



It has been a couple of months since I have been out and about due to a health issue but now, I think I am back and ready to go.

A few months ago, Councillor Cornish put on a presentation regarding the Saint Croix River and the pollution therein. So, the other day there was a company collecting samples across from my home (which is right on the bank of the river). The name on the truck they were driving was Canadian Rivers Institute so I would presume that it was all associated with Councillor Cornish's presentation.

On another topic, my husband and I had a visit from an RCMP officer regarding the newly formed Border Integrity Unit. In their pamphlet they identify as first responder investigators and border tech specialists tasked to ensure security between border crossings. This will be a very important unit and hopefully will curtail the drugs in this community. As someone said to me the other day, "We do not have a homeless problem, we have a drug problem" and I completely agreed with the person.

On a happier topic, I want to tell people about a great dining experience. Many years ago, when I was in London England visiting my son and his family, they took me to an Indian restaurant where I had the absolute best curry dish. I have never been able to find anything to take its place. That was until I found Sia's Kitchen, which is located at 26 King Street right here in the Town of St. Stephen. I had the chicken tikka masala which was a tasty treat to say the least. Anyway, I would recommend it for a great meal with friendly service.

Happy Spring!!

Marg



April 3, 2025 - Special Committee Meeting

April 9, 2025 - Regular Committee of the Whole

April 11, 2025 - Meet Your Candidates forum

April 22, 2025 - Library Board AGM & Library Board regular board meeting

April 26, 2025 - Lydia's Community Cleanup (weather permitting)

April 26, 2025 - St. Croix Theatre Company library fundraiser play

Ongoing: emails from citizens, phone calls from citizens, conversations in community, emails and reading material from FCM & UMN, etc.