



Municipal District of St. Stephen Council
AGENDA

Wednesday, May 21, 2025, 6:00 p.m.
Moosehead Room at the Garcelon Civic Center

Pages

-
- A. CALL TO ORDER**
The Mayor calls the meeting 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. MAYOR'S RECOGNITION OF THE PASSING OF COUNCILLOR EARLE EASTMAN**
1. Moment of Silence
- D. MOTION TO SUSPEND RULES OF PROCEDURE**
Proposed Resolution:
That Council suspend the rules of procedure by removing Public Comment for this meeting.
- E. APPROVAL OF THE AGENDA**
Proposed Resolution:
That the Agenda for the Regular Council Meeting of MAY 21, 2025, be approved.
- F. DISCLOSURE OF CONFLICT OF INTEREST**
- G. PUBLIC AND STATUTORY HEARINGS**
1. Public Hearing of Objections - Municipal Plan By-law No. M-4
a. Correspondence received offering opinions on proposed Municipal Plan Bylaw No. M-4 4
- H. ADOPTION OF MINUTES**
1. Regular Council Meeting 6
Proposed Resolution:
That the Minutes of the Regular Council Meeting held on APRIL 30, 2025, be approved as presented.

I.	REPORT OF THE CHIEF ADMINISTRATIVE OFFICER	15
	<u>Proposed Resolution:</u> That the Report of the Chief Administrative Officer be acknowledged and received.	
J.	PUBLIC COMMENT PERIOD	
K.	REPORTS	
	<u>Proposed Resolution:</u> That the Departmental Information Reports be acknowledged and received.	
1.	<u>Deputy CAO Report</u>	17
2.	<u>Southwest NB Service Commission - MD Planning Report</u>	
a.	Municipal District of St. Stephen May Planning Report	21
3.	<u>Community Services Report</u>	34
4.	<u>Assistant Treasurer's Report</u>	37
5.	<u>Future St. Stephen Economic Development Report</u>	54
L.	NEW BUSINESS	
1.	<u>Requests for Decisions</u>	
a.	Proposal to Amend the Composition of Council	55
	<u>Proposed Resolution:</u> That this proposal be forwarded to the Department of Local Government for their review.	
b.	Personal Protective Equipment Policy	58
	<u>Proposed Resolution:</u> That Council approves the Personal Protective Equipment Policy as presented.	
c.	Public Participation Policy	60
	<u>Proposed Resolution:</u> That Council approves the Public Participation Policy as presented.	
d.	Request for Budget Amendment to Capital Plan	65
	<u>Proposed Resolution:</u> That Council approves a budget amendment to the capital plan by changing the use of funds previously identified for the replacement of the 2003 Sonoma parks vehicle to instead be used for the development of a greenhouse.	
e.	Disability Awareness Week Proclamation - May 25 - 31, 2025	66
M.	CORRESPONDENCE	

- | | | |
|----|--|----|
| 1. | <u>Library Board Renewal of Term - K.Mallory</u> | 67 |
| | <u>Proposed Resolution:</u> | |
| | That Council approve the extension of St. Croix Public Library Board Member Kathy Mallory for a three-year term. | |
| 2. | <u>Schoodic Street Residents Correspondence</u> | 68 |
| | <u>Proposed Resolution:</u> | |
| | That Council refers this matter to Committee of the Whole for review along with proposed amendments to the current Traffic Bylaw T-1. | |
| 3. | <u>Planning Review and Adjustment Committee (PRAC) Letter to Council</u> | 70 |
| | <u>Proposed Resolution:</u> | |
| | That these written views of PRAC be received for information. | |

N. COUNCIL REPORTS

Proposed Resolution:

That the Council Reports be acknowledged and received.

- | | | |
|----|-----------------------------|----|
| 1. | <u>Mayor MacEachern</u> | 71 |
| 2. | <u>Deputy Mayor Wheaton</u> | 72 |
| 3. | <u>Councillor Greenlaw</u> | 73 |
| 4. | <u>Councillor Hyslop</u> | 74 |
| 5. | <u>Councillor Harding</u> | 75 |
| 6. | <u>Councillor Cornish</u> | 76 |
| 7. | <u>Councillor Wright</u> | 77 |

O. ADJOURNMENT

Proposed Resolution:

THAT the meeting be adjourned at ____ p.m.

RONALD W. SUTHERLAND

Phone (506) 466 - 3663
May 15, 2025

Mayor and Members of
Mun. Council
Mun. District of
St. Stephen

Re: Mun Plan By-Law No. M-4
PID 1206622

Dear Sirs:

I draw to your attention my correspondence (with enclosures) to all of you ~~Dated~~ 11/12/24 relative to my concerns as to the Dufferin Rural Plan.

Under date of January 2, 2025 I corresponded further with the Southwest New Brunswick Service Commission, my concerns were laid out in this letter (see page 1 enclosed).

I recently reviewed this letter with Xander Gopen and the only items positive to the subject property were that possibly two permanent dwellings (with full foundations?) could be built on the property and a 10'-12' driveway could be constructed within the bounds of the 20m access to and from the Hannah Road.

I see that it is proposed that the Dufferin Rural Plan be repealed. I would hope that the new Plan would be less restrictive in use (residential) and access.

I hope to attend the Public Hearing on May 21, 2025.

Yours truly,



Ronald W. Sutherland

Encls.

RONALD W. SUTHERLAND

s.land@explornet.com

January 2, 2025

Southwest New Brunswick
Service Commission
33 Wall Street
St. Stephen, NB E3L 2L5

Attention: Xander Gopen
Senior Planner

Dear Sir:

Re: PID 1206622 (the property)

As indicated I hold a Power of Attorney on the Vogeles' properties. Hanno Vogeles is deceased, Maria Vogeles is in Germany. The Vogeles' loved nature and kept and used the property in its natural state. We have a new generation (2 Sons) and they would like to get a handle on what they can do with the property for future use.

The Vogeles' have a 20m access (ROW) to and from the Hannah Road on a Provincially approved Subdivision Plan (No. 4147). I don't believe the Province can deny this access, to do so would landlock the property and destroy its value, also it would be discriminatory as you indicate the access over the non-maintained portion of the Hannah Road to the 16 PIDs beyond is "grandfathered".

When we met on Dec 6, last I asked if it was possible to build 1 or 2 houses on the property, I understand such is possible without a subdivision, although the properties must meet all 5 subdivision rules-what are they? I proposed a 12' wide driveway over the ROW you indicated the Province does not like long driveways. Without Hannah Road driveway access one cannot build on the property, ie cement trucks, well drillers, septic pumpers, emergency vehicles, etc. Part of this ROW fronts on the maintained portion of the Hannah Road-there is a turning circle of sorts- it is not wide enough for my truck, or for ploughs and garbage trucks to turn; cans, recycle bins, loose garbage, piled within the bounds of the Road. The turning circle probably does not meet DOT stds.

For years the property has been assessed and taxes paid on vacant shore land property. In view of the Provincial restrictions on development and use, I Appealed the taxes-assessment reduced in 1923 from \$128,000.00 to \$65000.00- loss in value of \$62800.00 to the Vogeles'. At no time did the Province offer to reimburse for the loss, (which could have been much higher had the property been appraised. Also at no time did the Province offer to reduce the taxes. In fact the property still shows as vacant shore land and the Land Registry shows it as residential.

//////2



MUNICIPAL DISTRICT OF ST. STEPHEN
REGULAR COUNCIL MINUTES

April 30, 2025, 6:00 p.m.
Moosehead Room at the Garcelon Civic Center

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

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

Others Present Frank Godsoe, Assistant Treasurer; Alex Henderson, Director of Planning, SWNBSC;

A. CALL TO ORDER

Mayor MacEachern called the meeting to order.

B. FIRST NATION RECOGNITION

C. APPROVAL OF THE AGENDA

RES. NO. 50/25

Moved by Councillor Wright

Seconded by Councillor Harding

That the Agenda for the Regular Council Meeting of APRIL 30, 2025, be approved with the following late agenda items:

Requests for Decision:

- e. 2024-2028 CCBF Capital Investment Plan;
- f. Tender Results - Lagoon Blower Building;
- g. Tennis Courts Resurfacing; and

Closed Session:

- 7. Financial Matter.

MOTION CARRIED

D. DISCLOSURE OF CONFLICT OF INTEREST

1. Councillor Greenlaw - MOTION TO CLOSE THE MEETING TO THE PUBLIC

Conflict declared with item 1. Potential Litigation Matter.

2. Councillor Rodas - MOTION TO CLOSE THE MEETING TO THE PUBLIC

Conflict declared with item 4. Negotiation of an Agreement.

3. Councillor Rodas - RFP for Real Estate Services

Family association.

E. ADOPTION OF MINUTES

1. Special Council Meetings

RES. NO. 51/25

Moved by Councillor Eastman

Seconded by Councillor Hyslop

That the Minutes of the Special Council Meetings held on APRIL 3, 2025, and APRIL 15, 2025, be approved as presented.

MOTION CARRIED

2. Regular Council Meeting

RES. NO. 52/25

Moved by Councillor Harding

Seconded by Councillor Eastman

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

MOTION CARRIED

F. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

CAO Jeff Renaud presented his report with one correction: there will only be three HR system demos not four as stated in the report.

RES. NO. 53/25

Moved by Councillor Wright

Seconded by Deputy Mayor Wheaton

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

MOTION CARRIED

G. PUBLIC COMMENT PERIOD

No public comments made.

H. REPORTS

RES. NO. 54/25

Moved by Councillor Eastman

Seconded by Councillor Harding

That the Departmental Information Reports be acknowledged and received.

MOTION CARRIED

1. Deputy CAO Report

Deputy CAO Sean Morton presented his report. He also highlighted the Province's acknowledgement of the expertise of Manzer Young with regard to Dangerous or Unsightly premises processes.

a. Monthly Report

2. Southwest NB Service Commission - MD Planning Report

Alex Henderson, Director of Planning for the Southwest Regional Service Commission, presented his report and mentioned highlights of the Municipal Plan documents to be discussed later in the meeting.

a. MDSS April Planning Report

3. Community Services Report

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

Mr. Sumner also provided an update on the work underway at the Rotary Field; work is not finished and is still ongoing.

4. Assistant Treasurer's Report

Frank Godsoe, Assistant Treasurer, presented his report.

Utility accounts have been mailed and will be due at the end of May.

The bank is requiring all cheques to the Municipality be made payable to the Municipal District of St. Stephen (not to the Town of St. Stephen); we now must use the new name with no exceptions.

5. Future St. Stephen Economic Development Report

Rivers Corbett, President of Future St. Stephen, presented his report.

Deputy Mayor Wheaton inquired about the Welcome Committee package through Future St. Stephen. Mr. Corbett is following up on this item to find out more about this program.

I. BYLAWS

1. Municipal Plan By-law

Councillor Greenlaw opposed the motion.

RES. NO. 55/25

Moved by Councillor Harding

Seconded by Councillor Eastman

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*.

MOTION CARRIED

J. NEW BUSINESS

1. Requests for Decisions

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

Councillor Greenlaw opposed the motion.

RES. NO. 56/25

Moved by Councillor Wright

Seconded by Councillor Hyslop

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

MOTION CARRIED

- b. Reserves Management Policy

Councillor Greenlaw had a question about specific tracking of funds from the rural wards. CAO has been working with Dept. of Local Government on this request.

RES. NO. 57/25

Moved by Councillor Harding

Seconded by Deputy Mayor Wheaton

That Council approves the Reserves Management Policy as presented.

MOTION CARRIED

- c. Amend Name of Crown Reserve Road

RES. NO. 58/25

Moved by Councillor Hyslop

Seconded by Councillor Eastman

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.

MOTION CARRIED

- d. Oak Bay Hall Kitchen Equipment

RES. NO. 59/25

Moved by Councillor Harding

Seconded by Councillor Eastman

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

MOTION CARRIED

- e. 2024-2028 CCBF Capital Investment Plan

CAO Jeff Renaud gave an update on what's been happening with the lagoon building project.

RES. NO. 60/25

Moved by Councillor Greenlaw

Seconded by Councillor Cornish

That the document entitled *Municipal District of St. Stephen 2024-2028 Capital Investment Plan for the Canada Community-Building Fund (CCBF)* be adopted.

MOTION CARRIED

- f. Tender Results - Lagoon Blower Building

RES. NO. 61/25

Moved by Councillor Wright

Seconded by Councillor Greenlaw

That Council authorizes the awarding of Tender No. 23-7074 for the Municipal District of St. Stephen - New Blower Building for the Wastewater Treatment Lagoon for the tendered price of \$2,167,000 (two million, one hundred sixty-seven thousand dollars) including HST to Fairville Construction Ltd., 12 Linton Road, Saint John, NB, E2M 5V4.

MOTION CARRIED

g. Tennis Courts Resurfacing

It was clarified that the reference to "all lines" would include pickleball court lines as well as tennis court lines.

RES. NO. 62/25

Moved by Councillor Cornish

Seconded by Councillor Greenlaw

That Council award the contract to resurface the Memorial Park Tennis Courts to PlayTECK enterprises in the amount of \$90,595 plus applicable taxes.

MOTION CARRIED

K. COUNCIL REPORTS

RES. NO. 63/25

Moved by Councillor Hyslop

Seconded by Councillor Eastman

That the Council Reports be acknowledged and received.

MOTION CARRIED

1. Mayor MacEachern
2. Deputy Mayor Wheaton
3. Councillor Greenlaw
4. Councillor Hyslop
5. Councillor Cornish
6. Councillor Eastman
7. Councillor Harding
8. Councillor Wright

L. MOTION TO CLOSE THE MEETING TO THE PUBLIC

Councillor Greenlaw declared a conflict on this item. (Conflict declared with item 1. Potential Litigation Matter.)

Councillor Rodas declared a conflict on this item. (Conflict declared with item 4. Negotiation of an Agreement.)

RES. NO. 64/25

Moved by Councillor Cornish

Seconded by Councillor Greenlaw

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

MOTION CARRIED

- 1. Potential Litigation Matter**
- 2. Negotiation of an Agreement**
- 3. Negotiation of an Agreement**
- 4. Negotiation of an Agreement**
- 5. Personnel Matter**
- 6. Personnel Matter**
- 7. Financial Matter**

M. RFP for Real Estate Services

Councillor Rodas declared a conflict on this item. (Family association.)

RES. NO. 65/25

Moved by Councillor Greenlaw

Seconded by Councillor Harding

That Council award the contract for Real Estate Services to The Rodas Team / eXp Realty.

In Favor (6): Allan MacEachern, Deputy Mayor Wheaton, Councillor Hyslop, Councillor Cornish, Councillor Wright, and Councillor Greenlaw

Opposed (2): Councillor Harding, and Councillor Eastman

Conflict (1): Councillor Rodas

MOTION CARRIED (6 to 2)

N. ADJOURNMENT

RES. NO. 66/25

Moved by Councillor Hyslop

Seconded by Councillor Rodas

THAT the meeting be adjourned at 8:43 p.m.

MOTION CARRIED

Mayor

Clerk



INFORMATIONAL REPORT
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
May 2025



RECOMMENDATION: That Council receives this report for informational purposes.

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

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

Live demonstrations have been completed with potential vendors. At the time of this writing, administration is finalizing evaluations in order to determine the preferred solution.

2. **Realtor Services RFP**

Start-up meeting with the successful service provider was held. We will be working cooperatively to create a strategic approach to divesting of surplus lands in accordance with the established goal of Council.

3. **Accounts Payable Automation**

Live demonstrations of potential solutions have been completed. We are currently speaking with current clients of these solutions as a final step before identifying the preferred solution.

4. **ConnexionWorks**

CAO joined with President of Future St. Stephen to tour the ConnexionWorks operation in Saint John. This tour was part of initial conversations related to a potential of expanding these services into the St. Stephen area.

5. **Branding Project**

Consultant has initiated stakeholder interviews to assist with guiding the branding strategy.

May 2025 (Executive Assistant activities since last CAO report)

- Attended April 30th 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 May 7th; attended meeting to take minutes and enable video connection for livestream. Finalized minutes and created video tags for posting to website.
- Preparation of the agenda and taking minutes at weekly Senior Management team meetings.
- Discussions with Bell and Xplore dealing with cell phone and tablet 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.
- Attendance at Questica team meetings and assisting with tasks related to implementation process.
- Ongoing arrangements and follow-up on tasks assigned in Phase I of Rebranding project.
- Assisting with hiring 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.
- Assist with agenda preparation for May 21st 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: May 21, 2025

Subject: Monthly Report

Recommendation: That Council Accept this report for informational purposes.
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Public Works

1. Water System (Month of April)
 - a. Repaired 5 water service leaks (262 Milltown, 344 Milltown, 14 Hill, 68 Queen, 1 Princess).
 - b. Shut of water at a Victoria St property.
 - c. Flushing hydrants and mainlines.
2. Streets (Month of April)
 - a. Cold patching potholes.
 - b. Installed 2 decorative light posts.
 - c. Started Sweeping streets.
3. Wastewater (Month of April)
 - a. Flushed and cleared sewer main on Prince William.
 - b. Videoed 2 Belliveau and 170 Milltown Blvd.
 - c. Rodded 40 Pine.
 - d. Cleared catch basins for rainstorms.
 - e. Repaired catch basins at corner of Elm and Cedar.
4. General (Month of April)
 - a. Built road at Rotary Field.
 - b. Picked up garbage.
 - c. Put benches out on trail.
 - d. Planted tree on waterfront.
 - e. Put floating docks in at wharf.

Director of Infrastructure Activities

1. Street name and civic number applications.
2. Crown Reserve Road naming (finalized notifications and registrations).
3. Development approvals.
4. E11 files.
5. Water rate structure review.
6. Site meeting with Dillon and Fairvale Construction for Lagoon Blower Building project startup.

Fire Department

Alarms April 22 – May 13

Alarms	# Calls
1. Alarm	4
2. MVA (Motor Vehicle Accident)	2
3. Ambulance Assist	6
4. Nuisance Fire	1
5. Structure Fire (Calais)	1
6. Structure Fire	2
7. Grass Fire	2
8. NB Power	1

Total 19

Fire Department Activities

1. Monthly meeting.
2. Monthly training session (use of syringes for NARCAN treatments).
3. Aerial Apparatus Training with SAFD.
4. Annual flow testing of SCBA and mask fit testing for firefighters.

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. Fire pit inspections.
6. Dangerous and Unsightly files. Working with SCAN on multiple files.
7. Meeting with NBEMO regional coordinator.
8. Meeting with Wildfire Resiliency/Fire Smart consultants about potential project with MDSS.
9. 2025 uniform clothing order.

Bylaw Enforcement

Please find enclosed the report for Bylaw Enforcement. We handled 41 occurrences. These are broken down to:

- .. (15) Assist other Dept.
- .. (2) Public Works
- .. (9) Public Safety issues
- .. (3) Building Inspection
- .. (13) Assist general public
- .. (11) General By Law issues and questions
- .. (4) Property issues
- .. (1) Development questions
- .. (8) Parking
- .. (5) Dog Complaints

Regards,

Brent MacDougall, Bylaw Enforcement

Report of the Animal Control Officer

I continued to patrol the Town daily and responded to all calls and complaints, some of which were two dogs running on Porter St. Warning given. RCMP called for a dog fight on Hill St., also dogs running. Owners were given warning. Also, three missing cats. Received a number of calls from the Old Bay Rd., Old Ridge, Barter Settlement and the Hannah Rd. No one is doing these areas. Hard to keep proper control with no leash bylaw.

Regards,

Mike Shannon, Animal Control Officer

Building Inspector

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

The yearly total to date is 28 (twenty-eight) Building Permits.

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

This office has 9 (nine) open files under By-Law 12-23, A By-Law Respecting Dangerous or Unsightly Premises.

This office responded to and dealt with 17 (seventeen) 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: May 21, 2025
Subject: Municipal District of St. Stephen May Planning Report

Planning Update:

- Meeting with PRAC to review MDSS Municipal Plan – PRAC is expected to provide its written views to Council on the revised draft that passed 1st reading by Council.
- After the public hearing of objections, the Council may give additional municipal plan by-law readings. But it would be advisable to make the new municipal plan by-law effective once a new zoning by-law draft is ready to be adopted by the Council (target September).
- Met with CAO to discuss the development potential of surplus municipally-owned properties.
- Met with NB Housing and Provincial Planning officials and raised different ideas for planning, financing, and developing new housing in St. Stephen and across the region.

Development Update for 2025:

- Thirty-five (35) building permits approved for zoning compliance and referred to building inspector year to date (YTD) – eleven (11) new permits in last month's report period;
- Twelve (12) development permits approved YTD – five (5) new in the last month;
- Three (3) sign permit YTD – one (1) new in last month;
- Four (3) subdivision approvals YTD – one (1) new subdivision approval last month -- eight (8) new building lots added YTD.
- Seven (7) zoning confirmation letters issued YTD, two (2) new in report period.
- One (1) approval/exemption of document for the Registry approved YTD – no new.
- Thirty-one (31) new homes/dwelling units permitted YTD – twenty (3) new dwelling units in report; and,
- Total permitted construction value added to MDSS in 2025 YTD: \$6,181,255.

Recommendation: That Council Accept this report for informational purposes.
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Application Type	Address of Development Site	Value of Construction (CAN \$)	Statistics Canada - Dwelling Unit Created (#)	Issue date of approval	Description of Approval for Development
Zoning Confirmation or Compliance Letter	2 Marks Point Road, Dufferin			May 07, 2025	To develop a new residential use in the Coastal Residential Zone, a lot (one or more adjoining parcels under the same ownership) is required to be at least 1 acre. The PIDs 15027980, 01206127, 15027998 form a lot with a combined area of 4.66 acres.
Development Permit	78 Marks St., St. Stephen	21000	0	Apr 29, 2025	Installing a residential Heat pump.
Development Permit	29 Potters Lake Road, Barter Settlement	80000	1	May 09, 2025	Building a 15'x39' single-family dwelling and building a 14'x32' detached residential accessory building.
Development Permit	9 Main Street, St Stephen	5000		May 05, 2025	Erecting a chain link fence on an institutional lot. Important Notes: The fence is to be no taller than 8.2 feet, and is to maintain 15.1 feet within the site triangle at the intersection of Main Street and St. Croix Street.
Subdivision of Lot(s)	Eaton Street, St. Stephen			Apr 28, 2025	To create lot 2025-1 from a portion of PID 01311281 for residential purposes.
Development Permit	1 Citizen Court	800		Apr 16, 2025	Installation of a residential Heat Pump
Sign Permit	107 Milltown Blvd. St. Stephen			Apr 25, 2025	To install a 2'x6' fascia sign supported by a wall of a building in the Downtown zone, located above the door and windows.

Zoning Confirmation or Compliance Letter	107 Milltown Blvd. St. Stephen			May 01, 2025	<p>6.1.1 DT 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 ground floor.</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>Commercial Use, Downtown - means the use a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses. Please note, a salon is a permitted main use in the DT zone.</p>
Development Permit	262 Milltown Blvd, St Stephen	14000	0	Apr 25, 2025	To erect a 5-foot-high chain link fence at least 3 metres from the front property line.
Sign Permit	16 King St St Stephen			Apr 09, 2025	Sign to be no taller than 24 inches.

Zoning Confirmation or Compliance Letter	1 Budd Ave, St Stephen			<p>DMU Permitted Uses</p> <p>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</p> <p>DT 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 ground-floor.</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>Commercial Use, Downtown - means the use a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p> <p>Important Notes:</p> <p>The courtyard is permitted to be used for an outdoor entertainment use that involves the sale of liquor/alcohol.</p>
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Zoning Confirmation or Compliance Letter	99 King Street, St. Stephen			Apr 04, 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 Section.</p> <p>Important Notes:</p> <p>Residential Use, Medium Density - means a single-unit dwelling, a semi-detached dwelling, a two-unit dwelling, rowhouse dwelling, townhouse dwelling, a multi-unit residential use, a rooming house or boarding house, or a residential care facility; but does not include a recreational vehicle, mini-home, mobile home, hotel, or motel</p>
Development Permit	154 Union St., St. Stephen	16000	0	Apr 16, 2025	Building a 24' X 24', 1-storey detached garage to be supported on a slab-on-grade.
Development Permit	143 Union Street, St Stephen	500	0	Mar 19, 2025	Building a 12'x16' detached storage shed, being accessory to the main residential use of land.
Variance or Terms/Conditions	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:</p> <p>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 standards for a class-B access as shown on plan "DISHER ENTERPRISES INC. Subdivision".</p> <p>Important Notes:</p> <p>25-03-02 Disher Enterprises Inc Subdivision.pdf</p>

Development Permit	42 Thompson Ave., St. Stephen	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:</p> <p>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;</p> <p>and</p> <p>No person is to allow materials to be placed, piled, attached, hung or leaned against or near the swimming pool enclosure that could facilitate the climbing of the enclosure or diminish the structural integrity of the enclosure.</p>
Zoning Confirmation or Compliance Letter	73 Milltown Blvd, St Stephen			Mar 07, 2025	<p>6.1.1 DT 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>Commercial Use, Downtown - means the use of a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p> <p>Residential Use, High Density - means rowhouse dwelling, townhouse dwelling, a multi-unit residential use, a rooming house or boarding house, or a residential care facility; but does not include a recreational vehicle, mini-home, mobile home, hotel, or motel.</p>
Development Permit	358 Mohannes Rd, Mohannes	50000	1	Mar 03, 2025	Building a 20'X20', 1.5-storey cabin. The total square footage must not exceed 625 square feet.
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 NB.	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 Documents for Registration	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 Compliance Letter	Milltown Boulevard, St. Stephen			Jan 23, 2025	<p>6.1.1 DT 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. To our knowledge, there would appear to be no noted outstanding issues or orders regarding the above-mentioned property.</p> <p>Please note, that an office is a permitted main use in the DT Zone.</p> <p>Commercial Use, Downtown - means the use of a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p> <p>Residential Use, High Density - means rowhouse dwelling, townhouse dwelling, a multi-unit residential use, a rooming house or boarding house, or a residential care facility; but does not include a recreational vehicle, mini-home, mobile home, hotel, or motel.</p>

Zoning Confirmation or Compliance Letter	42 Milltown Boulevard, St. Stephen			Jan 20, 2025	<p>6.1.1 DT 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. To our knowledge, there would appear to be no noted outstanding issues or orders regarding the above-mentioned property.</p> <p>Please note, that an office is a permitted main use in the DT Zone.</p> <p>Commercial Use, Downtown - means the use of a building or structure for the purpose of buying and selling commodities, offices or institutional uses, restaurants and bars, artisan manufacturing or microbrewery, entertainment area, hotel, general retail or supply of business services, but distinguished from such uses as industrial, warehousing, vehicle repair, vehicle sales or leasing, contractor yards, utility and telecommunications stations, adult entertainment, or other similar uses.</p> <p>Residential Use, High Density - means rowhouse dwelling, townhouse dwelling, a multi-unit residential use, a rooming house or boarding house, or a residential care facility; but does not include a recreational vehicle, mini-home, mobile home, hotel, or motel.</p>
Subdivision of Lot(s)	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:</p> <p>25-03-02 Disher Enterprises Inc Subdivision.pdf</p>
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 Permit	1 Chipman Street	248000	0	May 07, 2025	Partial Metal Roof Replacement
Building or Demolition Permit	157 Upper Mills Road	40000	0	May 12, 2025	New 20X40 Garage
Building or Demolition Permit	77 Lily Hill Road, Oak Bay	360000	1	May 07, 2025	1414 sq. ft single family dwelling
Building or Demolition Permit	33 Wall Street	600	0	May 07, 2025	Remove and replace shingles on front vestibule
Building or Demolition Permit	18 Sawyer Road, Tower Hill	1000000	0	May 06, 2025	Building 304'x45' addition to an agricultural building.
Building or Demolition Permit	29 Oak Haven Road, Oak Bay	27000	0	May 13, 2025	New deck addition
Building or Demolition Permit	35 route 740	11000	0	Apr 29, 2025	access ramp, consisting of 2 landings
Building or Demolition Permit	29 Elm St	3000	0	Apr 29, 2025	Partial demo to existing main use of land (single unit dwelling)
Building or Demolition Permit	17 King St., St. Stephen	10000	0	Apr 30, 2025	Repair to the roof and the exterior brick work.
Building or Demolition Permit	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: 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. My office will accept the drawings.</p>

Building or Demolition Permit	154 king st st stephen	5000	0	Apr 09, 2025	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 Permit	6 Eaton Street, St. Stephen	140000	1	Apr 29, 2025	Single Family home. One story slab on grade. 900 sq ft. Earthquake Design Permit Issuance Dat
Building or Demolition Permit	1 Chocolate Drive	18677.32	0	Mar 28, 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 Permit	#7 Progress Drive, St Stephen	300000	0	Apr 04, 2025	Re-Roof
Building or Demolition Permit	37 Parkwood Drive, St. Stephen	2500	0	Mar 26, 2025	Replace siding
Building or Demolition Permit	8563 Route 3, Moore's Mills	15000	0	Mar 27, 2025	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 Permit	5 Queen Street East, St Stephen	1000	0	Mar 26, 2025	Demolition
Building or Demolition Permit	Old Bay Road, St. Stephen	1000000	0	Mar 19, 2025	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 Permit	80 West St, St Stephen	5000	0	Mar 24, 2025	Replacing a couple windows and some siding that was damaged in last wind storm
Building or Demolition Permit	199 Union Street, St Stephen	50000	0	Mar 10, 2025	One 25ft (w) by 42 ft (lg) Greenhouse

Building or Demolition Permit	46 Duke St	5000	0	Mar 10, 2025	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 Permit	Waterfront Trail, Budd Avenue	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, well and septic
Building or Demolition Permit	420 Ledge Road Crocker Hill, N.B. E3L3N4	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.

Building or Demolition Permit	45 Main Street, St. Stephen	20000	0	Feb 20, 2025	<p>Replace windows and siding</p> <p>Conditions or Other Important Notes for Constructor:</p> <p>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> <p>a) the enlargement, reconstruction, repair or renovation of an existing building or structure does not further reduce the required minimum front yard, flankage yard, side yard, or rear yard, and does further exceed the required maximum lot coverage or building height, that does not conform to this By-law; and,</p> <p>b) all other applicable provisions of this By-law are satisfied</p>
Building or Demolition Permit	2 Island View Drive, Oak Bay	100000	1	Feb 20, 2025	Building a 14x30 dwelling with a loft area, with an attached 14x30 garage.
Building or Demolition Permit	8 Fraser Lane, Dufferin Charlotte County	90000	1	Feb 04, 2025	Install a 14'x50' mini. New construction.
Building or Demolition Permit	86 Hayman Ave St. Stephen E3L5E4	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 Permit	178 Route 740, Heathland	350000	1	Jan 23, 2025	2 Bedroom modern house with attached garage

Building or Demolition Permit	25 Milltown Blvd., St. Stephen	30000	0	Feb 06, 2025	<p>Amendment (16-04-25)</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. Also, note that this property is in a flood-prone area.</p> <p>To demolish an existing commercial/residential structure</p> <p>Conditions or Other Important Notes for Constructor: Conditions required are subject to letter sent on January 22, 2025 You will need written permission from both the Municipal district of St. Stephen and any adjoining property owners for permission to access their properties with excavation and trucking equipment which will be used in the undertaking of the demolition process. The site will need to be protected from any possible debris that could affect the adjoining properties at all times during the demolition.</p>
Building or Demolition Permit	25 Milltown Blvd., St. Stephen	10000		Jan 09, 2025	Removing drywall to install insulation and repair wall.
Building or Demolition Permit	139 Union Street Saint Stephen	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.</p> <p>4x4 post will be supporting flooring joists and reinforced with 2x10 wood to then frame the door way. Please see attached drawings for further information.</p>
Building or Demolition Permit	176 Barter Settlement Road, Barter Settlement	95000	0	Apr 28, 2025	Garage



Municipal District of St. Stephen

INFORMATIONAL REPORT

Report: Community Services Report May 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: May 21, 2025
Subject: Community Services – May 2025

Recommendation: That Council Accept this report for informational purposes.
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Community Services & Parks Monthly Report

Fencing work began at the Rotary Field in early May, Minor Ball's season will start on May 26th and they appreciate the additional parking and extended playing surface they have. We will continue to enhance the field with new soccer goalposts and higher fencing to prevent soccer balls leaving the field and all users will be safer in and around the field.

Administration was present the findings and recommendations of the "Climate Resilience Project" we were approved for as part of an asset management grant. Options for long-term flooding prevention along the Waterfront Trail and throughout the community included reinforcing the riverbank, seawalls/bulkheads, revetment (engineered slopes) and elevated structures as part of the planning/zoning process. This report will help with future flood prevention planning, funding opportunities and budgeting. We have also been administering the annual JAD Campbell scholarship, the deadline for applications is May 31st.

We have one of our Parks Staff trialing an online Pool Operator course to assist with the Milltown Pool, the opportunity to train in person was not an option this year, we hope this will be a regular occurrence for our staff going forward. The floating dock has now been installed on the wharf; this will be in place until October. We have been donated two trees from a local family, one has been added to the trail with a marker and the other will be in place later in the year.

Our parks staff have been working with the Milltown Activity Group on several requests to enhance the community, they also assisted with St. Stephen Flying Club's Mayday event which was sadly cancelled due to the weather.

As noted in Jeremy's report, we had the ice removed to prepare for the Home & Recreation Show and other events during the Spring. Our maintenance crew has taken advantage of this by adding the minor hockey banners to the rafters, we also have introduced rollerblading and ball hockey to the number of activities we host in the GCC.

Aquatics – Aaron Muzzatti

Past Month's Events:

- a. A \$5,000.00 Grant was put into GNB to supplement the training budget for 2025. At present, the training budget is projected to run over significantly to be able to maintain staffing levels, due to increased training fees and higher course enrollment.
- b. Two new Assistant Lifeguards were hired, and three Multi-Sport Instructors were hired for the 2025 Summer Sessions of programming.
- c. One Part-Time Union Lifeguard resigned effective 6, May. The position will be posted shortly to fill the vacancy and continue current programming levels.

Update on Aquatic & Recreation Programming:

- a. Multi-Sport registration is set to open by the end of the month, including the new additions of Lifesaving Sport, Soccer and Track and Field.
- b. Spring Junior Lifeguard concluded on Sunday 11 April with 3 successful candidates.
- c. Fundy Assistant Swim Instructor ran its second pilot course, concluding the testing of the new material, with this course representing the final iteration of the programming.

Facility Maintenance – Jeremy McShane

GCC - The removal of the ice surface went well, thanks again to the Public Works dept. Maintenance on the GCC cooling tower has been fully updated and are meeting the GNB standards. The dehumidifiers within the arena have been repaired and are online.

St. Croix Publix Library – Jeremy is investigating the choices of retrofitting or replacement of old ceiling florescent lights over to LED lighting and will explore grant options to alleviate the cost. The HVAC work is completed, and all installed parts are running smoothly.

Oak Bay Community & Fire Hall – The issue with front door locks and accessibility for users has been resolved at the community hall. The Fire Marshal inspection has been completed, and the hall is compliant.

RCMP building – Jeremy continues to work with the RCMP members as the rear door was not latching correctly; a contractor was onsite it was determined the frame needs to be replaced and new door installed, we are waiting on a quote. We also require electrical wiring work in the main office area and in the ceiling lights.

Events – Michelle Vest, Community Services Coordinator:

Current & Future Events:

- a) May 17th – IWK Kids Carnival at the GCC 11-3
- b) May 24th – Wall of Fame Banquet
- c) June 6-8th – St. Stephen Pop Up Play Place at the GCC
- d) June 17th – Grand March at the GCC 7pm. Doors open at 6pm
- e) June 20th – Canada Circus Spectacular at the GCC 7pm
- f) July 1st – Canada Day on the Waterfront with live music 9am-2pm

- g) July 12th – Trunk Sale at the GCC (parking lot) 8am-1pm
- 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 run Vendor's Market will run May 16th – 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 have introduced drop-in ball hockey (like our "with sticks" program) and have roller skating sessions.
- n) MDSS seasonal tourism booklet is out and is being shipped to VICs around the province. Copies are available now on the information table at the entrance to the Garcelon Civic Center
- o) VIC still has a tentative opening date of June 1st for weekends, pending the new building going up.
- p) MDSS Community Services student staff will be stepping in and continuing weeding in place of the BIA student position, and plan to extend weeding up King St. as needed.
- q) Oak Bay Hall rentals continue to be busy, with 2 regular weekly users now signed up in addition to the standard events being held.



Municipal District of St. Stephen Information Report to Council Report: May 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: May 21, 2025
Subject: ASSISTANT TREASURER INFORMATIONAL REPORT
A) Staff activity since last report
B) April 2025 cheque register listing.

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

Monthly accounting Information:

- a) Accounts Receivable processing (Invoicing, payment processing, deposits, and collection for both the Utility and General Funds).
- During the month Staff have been busy answering phone calls, posting receipts and with Property sale turnover procedures- 5 Property Water and Sewer Account Transfers including Transfer Authorizations Processed in April.

Posting of Water and Sewer and General Fund Receipts to April 30, 2025
- 411 Water and Sewer receipts, totaling \$106,628.81, were collected and recorded in April. 17 General Fund receipts totaling \$150,183.02 were collected and recorded in April. In addition, various direct payments of \$1,251,052.95 were received for Government transfers and interest credits.

Staff have been busy with answering phone calls, meeting with customers, and daily posting activities. Staff are also assisting with other activities such as bank deposits.

- b) Our new Finance Clerk, Sydney Ivey, began working with us after Easter and is busy training and assisting with Accounts Receivable, Accounts Payable and Payroll Responsibilities. She has also been busy attending meetings associated with presentations from various technology vendors for our Accounts payable and HR/Payroll digital solutions
- c) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town) – 153 Payments totaling \$1,394,592.50 processed in April.
- d) Payroll processing (Timesheet review, payroll entries) and other processing requirements). – **277 payroll payments totaling \$306,582.63 (Net) in April.**

-HR procedures-Nikki and Frank assist with Time sheet review and Nikki updates Employee tracking totals for Vacation, Sick Leave, Banked time as well as completion of various Records of Employment (ROE's) and various payments and reports required for our Pension Benefits.

- e) Garcelon Civic Center (Revenue analysis for import to accounting software) ongoing.
- f) General Ledger reconciliations and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
Work continues on the Audit preparation with initial requirements received from the Auditors. MNP and Frank are currently working through the list. Auditors are currently scheduled to be on site during the week of June 9th.

Compliance Filing

No activity during the month.

Meetings and other

- g) Various meetings during the month, including SMT, Accounts Payable and HR/Payroll technology meetings, and meetings with CAO and various staff.

Questica Budget Software

Work on the Questica Budget Software began on May 1st for Celeste, Nikki and Frank, and with Frank currently preparing historical information for import into the budget software. Celeste, Nikki and Frank attend meetings and are working through various setup requirements and ongoing training.

memo

To: Frank Godsoe, Assistant Treasurer
From: Nikki Mott, Corporate Services Manager
Date: May 16, 2025
Re: APRIL 2025 CHEQUE REGISTER LISTING

Please find the April 2025, Cheque Register Listing with Paid Bills in the amount of \$1,394,592.50 (One Million, Three Hundred Ninety-four Thousand, Five Hundred Ninety-two Dollars and Fifty Cents).

Regards,

A handwritten signature in black ink, appearing to read 'Nikki Mott', with a stylized flourish at the end.

Nikki Mott
Corporate Services Manager

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000034497 dated between 04/01/2025 and 04/30/2025

CHEQUE REGISTER

Printed: 9:59:15AM 05/16/2025

Page 1 of 7

Number	Issued	Amount
0000034282	04/02/2025 ACTIVE NETWORK LTD.	761.88
	4200013004 CC-SUBSCRIPTION FEE-INSTALLMENT FOR APR/25	761.88
0000034283	04/02/2025 ALLAN MACEACHERN	258.99
	UMNBADVOCACY25 GG-MAYOUR TRAVEL-MEETING-UMNB ADVOCACY DAYS	258.99
0000034284	04/02/2025 BELINDA HALL	125.00
	BOOKING REFUND OB-HALL RENTAL REFUND	125.00
0000034285	04/02/2025 BRUNET INC.	73.31
	74975 GG-ADMIN-IT SUPPORT-TEAMS ERROR,RESET PASSWORD,PRINTER ACCESS	73.31
0000034286	04/02/2025 CHARLOTTE COUNTY JANITORIAL	138.00
	6089 PS-FIREHALL-JANITORIAL SERVICES FOR FEB/25	138.00
0000034287	04/02/2025 COCA COLA CANADA BOTTLING LIIMITED	1,478.28
	45914730006 CC-CANTEEN-COCA COLA PRODUCTS	1,478.28
0000034288	04/02/2025 FERRO PORTABLE WELDING & FABRICATION	6,193.11
	INV15983-I RC-PARKS-ROTARY PARK QUOTE GRANT-GOR	6,193.11
0000034289	04/02/2025 FUNDY BUILDING INSPECTION	3,680.00
	25-22 PS-BUILDING INSPECTOR FEES-MAR 16-MAR 29 2025	3,680.00
0000034290	04/02/2025 JEFF RENAUD	300.00
	MARCH2025 GG-CAO-MONTHLY VEHICLE ALLOWANCE MAR/25	300.00
0000034291	04/02/2025 LIBERTY UTILITIES NB	3,751.75
	200002501704MAR25 CC/GG-BUILDING-NATURAL GAS	3,751.75
0000034292	04/02/2025 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17630 PS-BYLAW-MAR 21-MAR28/25 FEE	1,400.00
0000034293	04/02/2025 MICHAEL SHANNON	1,611.83
	MARCH2025 PS-ANIMALCONTROL-MONTHLY VEHICLE & ANIMAL CONTROL	1,611.83
0000034294	04/02/2025 MUNICIPAL DISTRICT OF ST. STEPHEN	50.00
	WALLOFFAME2025 CC-DONATION-FUNDRAISER FOR WALL OF FAME 2025	50.00
0000034295	04/02/2025 PITNEY WORKS	149.28
	MARCH132025GG GG-ADMIN-POSTAGE METER REFILL	149.28
0000034296	04/02/2025 RECEIVER GENERAL FOR CANADA	11,942.89
	PAY072025 GG-REMITTANCE-PAYROLL REMITTANCE TO MARCH 31/25	11,942.89
0000034297	04/02/2025 ROYAL DOOR	3,697.25
	W48561* GG-FRONTENTRANCE-REPLACE 4 TORMAX BOTTOM GUIDES & 2 TRACKS SLIDIN DOORS	3,697.25
0000034298	04/02/2025 SEAN MORTON	300.00
	MARCH2025 PS-FIRECHIEF-MONTHLY VEHICLE ALLOWANCE MAR/25	300.00
0000034299	04/02/2025 SOUTHERN SANITATION LTD.	32,085.00
	194689 GG-TOWN-GARBAGE COLLECTION	16,042.50
	194690 GG-TOWN-GARBAGE COLLECTION	16,042.50
0000034300	04/02/2025 SOUTHWEST ELECTRIC & SECURITY INC.	253.00
	20248* CC-ARENA MAINTENANCE-SERVICE CALL/CP1 & 1A RAMPING UP/DOWN	126.50
	20249 CC-POOL MAINTENANCE-SWAPPED OUTPUT BOARD FOR CHLORING PUMP	126.50
0000034301	04/02/2025 WORKSAFE NB	5,940.00
	200862024CRE PS-FIRE-FIREFIGHTERS COMP ACT CREDIT 2024	-880.00
	200862025 PS-FIRE-FIREFIGHTERS ANNUAL FEE 2025	6,820.00
0000034302	04/09/2025 ACCT #903240047015	483.77
	MARCH2025 VOLUNTEER FIRE MEMBERSHIP DUES-MARCH 2025	290.00
	MARCH2025DIS VOLUNTEER FIRE DISABILITY DEDUCTION-MARCH 2025	193.77

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Number	Issued	Amount
0000034303	04/09/2025 ACCT 8025-280	1,704.92
	MARCH2025 LOCAL 770 UNION DUES-MARCH 2025	1,704.92
0000034304	04/09/2025 BAYVIEW TRUCKS AND EQUIPMENT LTD.	413.16
	01P105788 TS-SHOP-OIL PAIL 15W40, OIL 15W40-5L	-811.92
	01P106151 TS-SHOP-FILTER WRENCH	22.77
	01P106623 TS-SHOP-DEF9.46L,ROTELLA T415W49,SHELL ROTELLA T415W40	409.54
	01P107166 TS-#18-DEF, ROTELLA15W40 T4,ROTELLA15W40CJ 4	661.62
	01P107600 PS-#833-FITTING AND ELBOW	43.47
	01P107645 PS-#833-AIRBRAKE,BRASS BUSHING,ELBOWS	87.68
0000034305	04/09/2025 BLAKNEY'S TRUCKING INC.	4,280.42
	1621 TS-ST5-ROAD SALT DELIVERY	4,280.42
0000034306	04/09/2025 CINTAS CANADA LIMITED	710.48
	5257468105CC* CC-BUILDIN-FIRST AID SUPPLIES	320.76
	5257468105PS PS-FIREHALL-FIRST AID SUPPLIES	59.23
	5257468105TS TS-SHOP-FIRST ADI SUPPLIES	330.49
0000034307	04/09/2025 CNH INDUSTRIAL CAPITAL CANADA LTD.	6,669.44
	IN12566 TS-#18-REMAN JOIST&CORE	1,256.95
	IN12631 TS-#18-10W40-5 G- FLOOR	425.04
	IN12648 TS-REPAIRS-HYDRA HOSES,HOSES, TUBES	4,987.45
0000034308	04/09/2025 DEMPSEY'S PLUMBING & HEATING	1,375.31
	9360 CC-BUILDING-ZURN DIAPHRAGM KIT	1,375.31
0000034310	04/09/2025 FUNDY FIRE FIGHTERS ASSOCIATION	250.00
	030125SS PS-OB/MDSS-ASSOCIATION DUES FOR 2025	250.00
0000034311	04/09/2025 GLOBAL CONVENTION SERVICES LTD.	2,300.00
	INV119119 CC-EVENTS-PIPE&DRAPE BOOTHS,SKIRTED TABLES,CHAMRS	2,300.00
0000034312	04/09/2025 IRVING ENERGY	341.12
	77549 PS-OB-WATER HEATER RENTAL	27.80
	819726 TS-ST5-DIESEL	313.32
0000034313	04/09/2025 K.G. CHASE & SON LTD.	894.86
	404310 TS-SHOP-30 SERIES REUSABLE,MALE JIC UNION FORGED ADAPTER,ETC.	760.55
	405046 TS-SHOP--O RING KIT 90 D METRIC	134.31
0000034314	04/09/2025 L.E.WHITTAKER CO., LTD.	417.09
	49272 PS-ABC F/X HYDROSTATIC TESTED,PURPLE DATED TAMPER SEALS	235.41
	49313 PS-FIRE-FIRE EEXTINGUISHERS-ABC F/X HYDROSTATIC TESTED, SERVICE COLL	143.73
	49351 PS-FIRE-10 LB ABC F/X HYROSTATIC TESTED	37.95
0000034315	04/09/2025 LIFESAVING SOCIETY - NB Branch	410.00
	5225 CC-POOL-EXAMINER APPOINTMENT	112.50
	9108A CC-POOL-WP STNDRD FA/CPR-C,EMER FA/CPR-B,BRONZE MED,ETC.	297.50
0000034316	04/09/2025 MCS SANITATION	9,116.36
	617792 CC-ARENA-PAPER TOWEL-MUTIFOLD KRAFT, HAIR&BODY SHAMPOO	6,068.16
	617792-1 CC-ARENA-HAIR&BODY SHAMPOO	108.19
	618297 CC-POOL-KHLOR SODIUM,HYPOCHLORITE	2,940.01
0000034317	04/09/2025 PARTS FOR TRUCKS INC.	54.13
	70086174-00 TS-#23-PLUG COVER KIT	54.13
0000034318	04/09/2025 PAYROLL TRANSFER	128,808.90
	PAY07-082025 GG-TRANSFER-MARCH 25/25-APRIL 9/25	128,808.90
0000034319	04/09/2025 PCS SALES (CANADA) LTD.	2,342.72
	7010000 TS-ST5-ROAD SALT	2,342.72

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0000034320	04/09/2025	PUROLATOR COURIER LTD.	20.96
	555136062	GG-ADMIN-CORRECTION FEE-TO HICK MORLEY TORONTO	20.96
0000034321	04/09/2025	QUODDY ELECTRIC	1,699.13
	1119	RC-LIBRARY-CALL OUT FOR ELECTRIC SMELL	129.38
	1124	RC-LIBRARY-240X100 WATT KICK SPACE HEATER	805.00
	1126	PS-FIREHALL-MOVING EXIT SIGNS, AND EMERGENCY LIGHTS	764.75
0000034322	04/09/2025	RECEIVER GENERAL FOR CANADA	48,162.52
	PAY082025	GG-REMITTANCE-PAYROLL REMITTANCE FOR PERIOD ENDING APR 1-7/25	48,162.52
0000034323	04/09/2025	RICHWIL TRUCK CENTRE LTD.	1,068.86
	161436	TS-#5-KIT OIL CO,KIT HEAT E,RING-O,FILTER KIT,KIT OIL F	545.49
	161646	TS-#5-ABSORBER,REPLACING PART	523.37
0000034324	04/09/2025	ROY ANDERSON	400.00
	MARCH26-2025	OB-BUILDING-CLEANING KITCHEN,WASHROOMS,STORAGE ROOM	400.00
0000034325	04/09/2025	SAFETY SOURCE FIRE INC.	270.25
	NS-00900978	PS-FIRE-BUNKER SUIT CLEANER	270.25
0000034326	04/09/2025	SOURCE ATLANTIC LIMITED	1,516.50
	5130236	CC-BUILDING MAINTENANCE-PLEATED FILTERS	1,516.50
0000034327	04/09/2025	SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION	32,405.49
	2025-03	GG-CIVIC-PLANNING,TOURISM,ECONOMIC,COMMUNITY,ETC.	32,405.49
0000034328	04/09/2025	ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED	197.11
	37128	GG-ADMIN-BUSINESS CARDS	197.11
0000034329	04/09/2025	ST. STEPHEN AREA CHAMBER	105.00
	4827	GG-MAYOR-TICKETS TO ANNUAL GENERAL MEETING	105.00
0000034330	04/09/2025	THE MINISTER OF FINANCE AND TREASURY BOARD	589,294.50
	42520	PS-RCMP-POLICING SERVICES FOR JAN/25-MAR/25	589,294.50
0000034331	04/09/2025	UNIFIRST CORPORATION	437.18
	7100415143	CC-FRONTLOBBY-FLOOR MATS	221.58
	7100416076	CC-FRONT LOBBY-FLOOR MATS	215.60
0000034332	04/09/2025	WORKSAFE NB	364.52
	232843-25INTEREST	GG-ADMIN-INTEREST CHARGES MAR 31 2025	364.52
0000034333	04/09/2025	WURTH CANADA LIMITED	1,647.58
	26269037	TS-SHOP-HEX BOLTS,ECO BRAKE&PARTS CLEANER,WIRE TIES,ETC.	1,090.95
	26282472	TS-SHOP-UNC HEX BOLT	55.20
	26289219	TS-SHOP-PLOW BLT FLT GR8 BARE	194.93
	26292104	TS-SHOP-CAPS&PLUGS,LIQUID ELEC TAPE,HEX BOLT,LOCKNUT	306.50
0000034334	04/09/2025	MILLTOWN MACHINE & FABRICATION LTD.	557.82
	24430	TS-ST5-FABRICATE&WELD NEW BASE ON LIGHT POST	441.35
	24633	TS-#29-TUBING, FLATBAR	116.47
0000034335	04/16/2025	ATLANTIC COASTAL EQUIPMENT LTD.	2,072.32
	IN0003787	TS-#28-STEEL CUTTING EDGE KIT SIDEWALK PLOW	1,111.51
	IN0003788	TS-#28-FILTER,WATER PUMP,GASKET,THERMOSTAT,ETC	764.16
	IN0003809	TS-#28-HEADLIGHT	196.65
0000034336	04/16/2025	CARQUEST CANADA LTD 6632	1,535.99
	14838-238540	TS-2014 FORD F250-OIL SEAL,U JOINT	209.63
	14838-238551	TS-SHOP-OIL SEAL	123.04
	14838-238552	TS-#24-U JOINT	86.60
	14838-238554	TS-#24-HUB ASSEMBLY	507.77
	14838-238582	TS-SHOP-MTM 42002 NON-FOULER	10.90

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	14838-238620 TS-#24-WHEEL NUT	9.34
	14838-238642 TS-#23-COATED ROTOR,CALIPERS,BRAKE PAD	898.37
	14838-238645 TS-#23- TIE ROD END	193.37
	14838-238694 TS-#24-CALIPERS,UJOINT,HUB ASSEMBLY-WARRANTY RETURNS	-761.40
	14838-238696 TS-#23-U JOINT-ORIGINAL INVOICE 238394	-35.29
	14838-238909 INVOICE 14838-236832-PARKING BRAKE RETURNED	-41.16
	14838-238914 TS-#18-HOSE,COUPLING,COUPLING ADAPTER	99.50
	14838-239165 TS-#21-O RINGS METRIC ASST	16.15
	14838-239327 TS-SHOP-BRAKE KLEEN RTL	79.21
	14838-239378 TS-#21-HYD FITTING	6.88
	14838-239386 TS-#21-HYD FITTING RETURN AND REPURCHASE	2.98
	14838-239423 TS-#21-HOSE, COUPLING/ADAPTER	116.21
	14838-239444 TS-#5-CENTREBOLT	13.89
0000034337	04/16/2025 CITY OF SAINT JOHN	13,877.00
	39497 PS-MDSS/OB-DISTPATCH FEES	13,877.00
0000034338	04/16/2025 FEDERATION OF CANADIAN MUNICIPALITIES	2,743.35
	INV-42958-M6Z5G9 GG-CAO-MEMBERSHIP FOR 2025-2026	2,743.35
0000034339	04/16/2025 FUNDY BUILDING INSPECTION	3,680.00
	25-27 PS-BUILDING INSPECTOR FEE-MAR 30-APR 29/25	3,680.00
0000034340	04/16/2025 HICKS MORLEY HAMILTON STEWART STORIE LLP	905.64
	823227 GG-LEGAL-FILE#11605-1, #11605-8, #11605-9	905.64
0000034341	04/16/2025 IRVING ENERGY	9,862.44
	30329MAR25* TS-FUEL	8,663.93
	927358 TS-STS-FUEL	1,198.51
0000034342	04/16/2025 KEM CANADA MFG	973.96
	148298 TS0SHOP-RUBBER LUBE,WASH N WAX,CAR&TRUCK WASH	973.96
0000034343	04/16/2025 KENT BUILDING SUPPLIES	507.85
	1022817959 TS-SHOP-GARANT 14-TIME THATCHING RAKE,TINE BOW RAKE	161.64
	1022839806 PS-DANGEROUS&UNSIGHTLY PROPERTIES--MARK ST-PLYWOOD	143.27
	1022896835 TS-SHOP-BOTTLED WATER	142.68
	1022912069 CC--ZAMBONIE--HEX NUTS,LOCKWASHERS,HEX CAP SCREW	11.19
	1022917851 OB-COMMUNITY HALL-ASSORTED BRASS KEY BLANK'S	10.67
	1022947767 TS-SHOP-3/16" GALVANIZED PROOF COIL CHAIN	38.40
0000034344	04/16/2025 LAWSON PRODUCTS CANADA INC.	57.98
	9312321664 TS-#21-1 MM O-RING	57.98
0000034345	04/16/2025 MACDOUGALL PROFESSIONAL SECURITY & DOCUMENT SERVICE	1,400.00
	17635 PS-BYLAW-APRIL 4-APRIL 11/25	1,400.00
0000034346	04/16/2025 MCS SANITATION	555.84
	621242 CC-ARENA-BATH TISSUE,HAND TOWEL DISPENSER,MAGIC ERASER,ETC	555.84
0000034347	04/16/2025 MELANIE NEILSON	100.51
	100.51 PS-EXECUTIVEASSISTANT-BREAKFAST FOR STAFF FIGHTING FIRE	100.51
0000034348	04/16/2025 MICHELLE VEST	1,951.54
	1951.54 GG-EVENTS-GAMES, POP-UP PLAY PLACE FOR EVENTS	1,951.54
0000034349	04/16/2025 N. B. POWER	49,620.28
	17935200APR25 TS-KING/UNION ST.-TRAFFIC LIGHTS	60.48
	18169205APR25 RC-POOL-MIILL LANE	92.32
	18988703APR25 TS/PS-199 UNION ST-ELECTRICITY	1,698.85
	19051703APR25 TS-AIRPORT-ELECTRICITY	321.83

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	19051801APR25	TS-AIRPORT-ELECTRICITY	75.00
	216000030308APR25	TS-ST5-AREA LIGHTS	15,152.02
	50660140APR25	RC-PARK-ROTARY CHANGING ROOMS	32.02
	54187672APR25	TS-KING/QUEEN ST. TRAFFIC LIGHTS	57.47
	54253127APR25	GG/CC-BUILDING-ELECTRICITY	26,870.79
	54653258APR25	TS-KING/SUPERSTORE-TRAFFIC LIGHTS	84.20
	55160607APR25	RC-COTTON MILL-LIGHTS	55.07
	55917471APR25	TS-ST5-WATERFRONT LIGHTS	53.30
	57955782APR25	RC-PARKS-CHOC PARK BANDSTAND	32.02
	65919138APR25	OAK BAY COMMUNITY HALL	640.50
	66126787APR25	RC-CONSERVE THE COURT-6 KING STREET	510.97
	71315207APR25	PS-RCMP-ELECTRICITY	1,152.84
	72924306APR25	RC-PARKS-BANDSTAND	77.65
	73006038APR25	RC-LIBRARY-ELECTRICITY	2,216.74
	76139807APR25	PS-OB-FIREHALL ELECTRICITY	263.51
	82122207APR25	RC-PARKS-BASKETBALL COURT	31.94
	83278804APR25	TS-ST5-PARKS SHED	80.63
	84960501APR25	RC-PARKS-RIVERSIDE DR. LIGHTS	60.13
0000034351	04/16/2025	NICK HAYWARD	886.70
	886.70	CC-ADMIN-REIMBURSEMENT FOR CHAMBER OVERPAYMENT	886.70
0000034352	04/16/2025	ORKIN CANADA CORPORATION	124.07
	C-5171680	CC-BUILDING-MONTHLY PEST CONTROL	124.07
0000034353	04/16/2025	PARK FUELS LTD.	867.17
	921	PS-FIREHALL-PROPANE HEATING FUEL	867.17
0000034354	04/16/2025	PETTY CASH	19.78
	MARCH242025	PS-ADMIN-POSTAGE STAMPS	1.66
	MARCH272025	GG-ADMIN-REGISTERED LETTER	18.12
0000034355	04/16/2025	RAH REGNIER SALES LIMITED	429.30
	N18897826	CC-POOL-TYPE C CHARGER	19.53
	N18897827	COMMUNITY EVENTS-LOCKS/LIGHTHOUSE, GLASS KETTLE	74.73
	N18897833	TS-SHOP-REG CUT KEY	10.33
	N18897835	TS-SHOP-DEAD BOLT	54.04
	N18897841	PS-FIRE-LYSOL, BOUNCE, DAWN	38.49
	N18897878	CC-POOL PROGRAMS-YELLOW ABS CEMENT	13.21
	N18901911*	CC-POOL-SUPPLIES-NM DS A19 WW60,CRD	40.23
	N18901951	CC-CANTEEN/EVENTS SUPPLY-SAFETY LATCHES FOR RACKS	55.73
	N18901958	TS-SHOP-BERNZOMATIC TORCH,BERNZ14	103.47
	N18901959	TS-SHOP-TWAX POWEROUT	19.54
0000034356	04/16/2025	SAINT JOHN SPRING WORKS LTD	1,144.34
	129236	TS-#5-SPRING WITH EXTRA LEAF,U BOLTS	1,144.34
0000034357	04/16/2025	ST. CROIX PUBLIC LIBRARY	10,474.25
	APRIL-JUNE2025	GG-GRANT-APRIL-JUNE 2025	10,474.25
0000034358	04/16/2025	ST.STEPHEN DEVELOPMENT BOARD	28,250.00
	APRIL-JUNE2025*	GG-GRANTS-APRIL-JUNE 2025	28,250.00
0000034359	04/16/2025	STATIONERY PLUS LTD	330.15
	154891	GG-ADMIN-BALLPOINT PES BLUE,ROLLER PENS BLACK	53.96
	155106	CC-POOL-COPY COLOUR 8.5X11	220.80
	155349	GG-ADMIN-NAME PLATE	28.74
	155560	GG-ADMIN-NAME PLATE HOLDER DESK 2X10	26.65

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0000034360	04/16/2025	STEVEN MCLAUGHLIN	299.00
	349	PS-FIRE-PREPARE&APPLY SHIELD ON TRUCK,REPAIR STRIPE	299.00
0000034361	04/16/2025	THE ESTEY GROUP	113.85
	158931	CC-ARENA-STAFF-FULL ZIP HOODIES	113.85
0000034362	04/16/2025	TRP	339.32
	52TRP917216	TS-#7-FUEL FILTERS, FILTER	202.75
	52TRP917261	TS-#7-MIRROR AND ARM BRACKETS	136.57
0000034363	04/16/2025	UAP INC.	2,534.93
	961-619156	TS-#23-3" NEEDLE NOZZLE, COUPLING,HOSE	78.10
	961-619231	RC-#304-IGNITION COIL,SPARK PLUG	65.29
	961-619238	TS-SHOP-U-JOINT SOCKET 1/2"	52.20
	961-619249	TS-SHOP-BRAKE FLUID,VALPLEX GREASE	74.27
	961-619283	TS-#24-AIR FILTER PART#9883	24.50
	961-619312	TS-SHOP-PULLY PULLER INSTALLE J17	101.19
	961-619335	TS-SHOP-U JOINT SOCKET 1/2"	52.20
	961-619387	TS-#11-COUPLING & HOSE	82.32
	961-619406	TS-#11-HOSE, COUPLING,HYDRAULIC HOSE	35.81
	961-619975	TS-SHOP-BLOW GUN-PART NUMBER 64721	33.45
	961-620155	TS-#24-BEARING OIL SEAL INST	134.54
	961-620334	TS-SHOP-#1-LOWER BALL JOINT	212.82
	961-620352	TS-SHOP-DYNALINES (1192&1193)	81.17
	961-620371	TS-#1-WARRANTY REFUND FOR INVOICE 961-620334	-212.82
	961-620469	TS-SHOP-FLEECE	74.15
	961-620883	TS-SHOP-PLASTIC DUST COVER	21.85
	961-620884	TS-SHOP-METRIC O-RING ASSORT	36.90
	961-621012	PS-OAK BAY FIRE HALL-COMPRESSOR	1,586.99
0000034364	04/16/2025	UNIFIRST CORPORATION	636.92
	7100404152	CC-FRONT LOBBY-FLOOR MATS	205.72
	7100417010	CC-FRONT LOBBY-FLOOR MATS	215.60
	7100417928	CC-FRONT LOBBY-FLOOR MATS	215.60
0000034365	04/16/2025	WATERSIDE HOLDINGS LTD.	929.17
	6-6031981	TS-#5-OIL FILTER	83.71
	6-6032093	TS-#11-SPIN ON LUBE FILTER, FUEL FILTERS	253.35
	6-6032113	TS-REPAIRS-BRAKE PAD SET	111.42
	6-6032124	TS-SHOP-CC416 1/4"COLD,CC616 3/8" COLD	31.95
	6-6032184	TS-#1-AUTO CHOKE CLEA	9.23
	6-6032373	TS-SHOP-80W90-20L	220.71
	6-6032893	TS-#31-ATF FLUID 20L PAIL	218.80
0000034366	04/23/2025	BANK OF NOVA SCOTIA-IN TRUST	30,000.00
		TRANSFER-RRSP - Retirement Allowance	30,000.00
0000034367	04/23/2025	BELL ALIANT	3,671.59
	0633672MAR25	TS-AIRPORT-LANDLINE PHONE	198.70
	1136889MAR25	GG-TOWN HALL-LANDLINE PHONES	864.01
	1137866MAR25	TS/PS-199 UNIONST-LANDLINE PHONES	399.51
	1139594MAR25	PS-FIRE-LANDLINE PHONES	972.42
	1577296MAR25	RC-REC/POOL-TELEPHONES	535.89
	4742413MAR25	CC-ADMIN-LANDLINE PHONES	282.58
	4778028MAR25	CC-ADMIN-INTERNET,IT,DIGITAL TV	418.48
0000034368	04/23/2025	IRVING ENERGY	1,059.86

* - 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 0000034497 dated between 04/01/2025 and 04/30/2025

CHEQUE REGISTER

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Number	Issued		Amount
	219884	TS-FUEL	861.40
	950099	TS-FUEL	198.46
0000034369	04/23/2025	MINISTER OF FINANCE AND TREASURY BOARD	689.00
	26494	GG-CIVIC-DOG CONTROL	689.00
0000034370	04/23/2025	N. B. POWER	677.86
	10126106APR25	TS-XINGLIGHTS-KING STREET	32.22
	65083030APR25	RC-PARKS-MILLTOWN BOAT LAUNCH	48.48
	67548730APR25	RC-ARENA-FLOOD LIGHTS	597.16
0000034371	04/23/2025	PARK FUELS LTD.	873.40
	19200	TS-SHOP-PROPANE HEATING FUEL	873.40
0000034372	04/23/2025	PCS SALES (CANADA) LTD.	4,560.22
	7023708	TS-STs-ROAD SALT	2,274.00
	7024245	TS-STs-ROAD SALT	2,286.22
0000034373	04/23/2025	PUROLATOR COURIER LTD.	81.37
	520148986	GG-ADMIN-FROM 3700 JERICHO RD RICHMOND BC	81.37
0000034374	04/23/2025	RECEIVER GENERAL FOR CANADA	56,543.72
	PAY092025	GG-REMITTANCE-PAYROLL REMITTANCE FOR PERIOD ENDING APRIL 21/25	56,543.72
0000034375	04/23/2025	SEAN MORTON	354.70
	354.70	PS-FIRECHIEF-BATTERIES FOR FIRE DEPT EQUIPMENT	354.70
0000034376	04/23/2025	STEPHEN GROOM	275.98
	27598	CC-MAINTENANCE-CLOTHING ALLOWANCE	275.98
0000034377	04/23/2025	XPLORE INC.	91.99
	INV55726762	RC-OAK BAY HALL-- SATELLITE SERVICE FOR APR/25	91.99
0000034378	04/23/2025	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITED	107.96
	INV05358796	GG-ADMIN-YELLOW PAGES MEDIA FOR MAR/25	107.96
0000034380	04/23/2025	BELL MOBILITY INC.	1,280.65
	523889487MAR25GG	GG/TS/PS/RC-ADMIN-CELL PHONE CHARGES	1,280.65
Total Issued (96):			\$1,150,401.62
Total Voided (0):			\$0.00
Grand Total:			\$1,150,401.62
Number of Cheques Listed:			96

* - 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 0000011535 dated between 04/01/2025 and 04/30/2025

CHEQUE REGISTER

Printed: 9:59:38AM 05/16/2025

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Number	Issued	Amount
0000011471	04/02/2025 ATLAS COPCO COMPRESSORS CANADA	8,625.00
	1125003816 SCD-LAGOONFIRE-TRAILER RENTAL FOR FEB/25	8,625.00
0000011472	04/02/2025 BRENNTAG CANADA INC.	6,237.28
	46923989 WS-SOURCE-EMPTY CYLINDER RETURNS	-3,680.00
	46931471 SCD-TREAT&DISP-CHLORINE-EMPTY CYLINDER RETURN	8,178.09
	46933322 SCD-DISPOSAL-EMPTY CYLINDER RETURN	-2,760.00
	46934841 WS-SOURCE-CHLORINE	8,179.19
	46936908* WS-SOURCE-EMPTY CYLINDER RETURNS	-3,680.00
0000011473	04/02/2025 NEW BRUNSWICK HIGHWAY CORPORATION	2,875.00
	2018-004-08 WS/SCD-HIGHWAY USAGE-2025 ANNUAL FEE	2,875.00
0000011474	04/02/2025 PITNEY WORKS	447.82
	MARCH132025UTI WS/SCD-ADMIN-POSTAGE METER REFILL	447.82
0000011475	04/02/2025 SOUTHWEST CONCRETE & CONS LTD	11,735.75
	IN000017377 WS-TRANS&DIST-MAXWELL CROSSING-EQUIP RENTAL-PUMP REPAIR	11,735.75
0000011476	04/09/2025 ATLANTIC PURIFICATION SYSTEMS LTD.	6,016.80
	254524 WS-SOURCE- POCKET COLORIMETER,PORTABLE TURBIDIMETER	6,016.80
0000011477	04/09/2025 BLAKNEY'S TRUCKING INC.	964.28
	1620 WS-TRANS&DIST-COLD PATCH	964.28
0000011478	04/09/2025 BRIGGS PLUMBING INC.	500.51
	1584338 WS-PUMPHOUSE-BALL VALVE,COPPER TUBING,ELBOW,ETC.	484.64
	1584351 WS-SOURCE-PUMPHOUSE-CLAMP	15.87
0000011479	04/09/2025 BROWN'S PAVING LTD.	7,360.63
	4607 WS-TRANS&DIST-COLD PATCH BULK	7,360.63
0000011480	04/09/2025 HACH SALES & SERVICE CANADA LP	777.40
	376749* WS-SOURCE-SAMPLE CELL 25X60MM,DPD TOTAL CHLORINE RGT	777.40
0000011481	04/09/2025 MARITIME ENVIRONMENTAL SERVICES INC.	3,519.00
	34014 SCD-JET ROODER FLUSHING SERVICE-9 ST JAMES ST	3,519.00
0000011482	04/09/2025 PITNEY BOWES LEASING	578.74
	3202535503 WS/SCD-ADMIN-POSTAGE METER LEASE FOR FEB/25-APR/25	578.74
0000011483	04/09/2025 QUODDY ELECTRIC	408.75
	1118 WSPUR&TREATMENT-LABOUR, 600 VAC 240 VAC 1 PHASE TRANSFORMER	408.75
0000011484	04/09/2025 RESEARCH & PRODUCTIVITY COUNCIL	319.99
	439717 WS--DRINKING WATER LAB TESTS	319.99
0000011485	04/09/2025 SOURCE ATLANTIC LIMITED	10,481.21
	5127060 WS-SOURCE-REPAIR PUMP	10,262.50
	5131390 WS-SOURCE-MULTIS COMPLEX,LEEVE GREASE GUN	218.71
0000011486	04/09/2025 THE PANEL SHOP INC.	1,583.55
	ITPS004756 WS-SOURCE-ANNUAL-VTSCADA LICENSE RENEWAL	1,583.55
0000011487	04/09/2025 WOLSELEY CANADA INC.	2,666.53
	5487014 WS-TRANS&DIST-ALPHA 6" REST COUPLING	2,047.30
	5487015 WS-SOURCE-WINTERS VACUUM PRESSURE,GAUGES	619.23
0000011488	04/16/2025 ALL GAS TANKS	172.49
	128996 WS-TRANS&DIST-EQUIP REPAIR-GEAR HEAD, WORK ON TRIMMER	172.49
0000011489	04/16/2025 BLAIR FURLOTTE	229.96
	CLOTHINGALLOWANCE20; WS-STAFF-CLOTHING ALLOWANCE 2025	229.96
	5	
0000011490	04/16/2025 CARQUEST CANADA LTD 6632	2,979.90

* - 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 0000011535 dated between 04/01/2025 and 04/30/2025

CHEQUE REGISTER

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Number	Issued		Amount
	14838-238883	WS-2008 FORD F-150-SUSPENSION CONTROL ARM AND BALL	200.94
	14838-238952	WS--TRANS&DIST-#305-WINTER BLADES	39.15
	14838-238957	WS-#8-HOSE CLAMP	12.14
	14838-239149	SCD-2014 TOYOTA TACOMA-STEERING SHAFT	1,161.34
	14838-239320	WS-TRANS&DIST-2004 DODGE DAKOTA-LEAF SPRING SHACKLE	69.66
	14838-239325	WS-TRANS&DIST-2004 DODGE DAKOTA-CONV ULTRA DOM TK	689.94
	14838-239330	WS-TRANS&DIST-2004 DODGE DAKOTA-NTK DOM OXYGEN SENSE	166.20
	14838-239376	WS-#305-CLAMPS 2 1/2 SLOTTED & 2 1/4 SLOTTED	9.61
	14838-239562	WS-TRANS&DIST-#102-NEW COMPRESSOR	463.81
	14838-239588	WS-#102-TRANS&DIST-CCM UC 210 1224YF REPLACEMENTS	39.08
	14838-239626	SCD-#4-SUPSENSION CONTROL ARM AND BALL	128.03
0000011491	04/16/2025	KENT BUILDING SUPPLIES	102.93
	1022744751	WS-SOURCE-1/2"HOSE REPAIR,BOTTLETED WATER	79.95
	1022795649	WS-TRANS&DIST-HOSE REPAIRS COUPLING WITH CLAMP	22.98
0000011492	04/16/2025	N. B. POWER	24,494.83
	36869807APR25	WS-3-119 MAXWELLCROSSING-BUILDING	1,170.92
	50228902APR25	WS-MAXWELLCROSSING-PUMP	229.20
	53123617APR25	SCD-ST5-DECHLORINATION CHAMBER	275.72
	53158875APR25	SCD-ST5-BUDD AVE. LIFT STATION	6,548.93
	53473043APR25	WS-SOURCE-CHLORINE RESIDUAL	91.05
	54807440APR25	SCD-ST5-159A MILLTOWN BLVD. LIFT STATION	45.40
	56356048APR25	SCD-ST5-18 RIVERSIDE DR. LIFT STATION	44.64
	61204006APR25	SCD-ST5-2-216KINGSTREET-LIFT STATION	273.88
	61224002APR25	SCD-ST5-358A MIKLKTIWN BLVD-LIFT STATION	2,324.51
	61230004APR25	WS-MAXWELLCROSSING-PUMP	4,238.59
	61236008APR25	SCS-ST5-BUDD AVE. LIFT STATION	1,460.20
	66007941APR25	SCD-ST5-RIVERSIDE DR LIFT STATION	298.91
	66525025APR25	WS-LAGOON FIRE-WASTEWATER TREATMENT PLANT	2,086.05
	66775102APR25	SCD-218 OLDBAYRD-WASTEWATER TREATMENT PLANT	4,714.25
	82291006APR25	WS-SOURCE-RESERVOIR	304.01
	84934906APR25	SCD-ST5-6-56A RIVERSIDE DR LIFT STATION	200.97
	84943406APR25	WS-ST5-TODD RESERVOIR	187.60
0000011493	04/16/2025	RAH REGNIER SALES LIMITED	171.62
	18898195	SCD-TREAT&DISP-REFUND SM ALUM CAPPR	-29.89
	N18897818	SCD-DISPOSAL-KEYS	10.33
	N18897848	SCD-TREAT&DISP-RECYCLING BAGS,DUCK TAPE	31.03
	N18897890	SCD-DISPOSAL-PLUMBERS PUTTY,MESH TARP	35.97
	N18898701	SCD-TREAT&DIST-BUCKETS, GARBAGE BAGS	33.97
	N18901948	WS-TRANS&DIST-BRASS REPAIR CLAMP	7.46
	N18901963	SCD-DISPOSAL-LEVEL	57.48
	N18901984	SCD-DISPOSAL-TAPE HOSE REPAIR	25.27
0000011494	04/16/2025	STATIONERY PLUS LTD	328.75
	154147	WS/SCD-ADMIN-PENS	18.35
	154836	WS/SCD-ADMIN-REINFORCEMENTS,BINDER 1.5" ROUND RING	33.30
	155265	SCD-TREATMENT&DISP-FILE WALL-LETTER	31.04
	155412	WS/SCD-ADMIN-LASER TONER-BROTHER BLACK	121.89
	155989	WS/SCD-BINDING CASE LETTER SIZE,INK ROLLER	124.17
0000011495	04/16/2025	WATERSIDE HOLDINGS LTD.	331.66
	6-6032269	WS-#105-BRAKE ROTOR	158.75

* - 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 0000011535 dated between 04/01/2025 and 04/30/2025

CHEQUE REGISTER

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Number	Issued		Amount
	6-6033017	WS-#102-PCMO 5W30	68.66
	6-6033077	SCD-#4-SYN GEAR LUBE 75W90,SYN GEA 75W90	104.25
0000011496	04/23/2025	BELL ALIANT	303.55
	1136681MAR25	WS-SOURCE-PUMP STATION	136.95
	1900280MAR25	SCD-DISPOSAL-OLD BAY WASTEWATER TREATMENT PLAN	166.60
0000011497	04/23/2025	BELL MOBILITY INC.	897.25
	523889487MAR25WS	WS/SCD-ADMIN-CELL PHONE CHARGES *	897.25
Total Issued (27):			\$95,111.18
Total Voided (0):			\$0.00
Grand Total:			\$95,111.18
Number of Cheques Listed:			27

* - Partial payment was made on Invoice

** - Name on Check was modified

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000000114 dated between 04/01/2025 and 04/30/2025

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Number	Issued		Amount
0000000113	04/09/2025	MUNICIPAL DISTRICT OF ST. STEPHEN	119,000.00
	119,000.00	CC-TRANSFER-TO GENERAL OPERATING FUND- PERIOD ENDING MAR 31/25	119,000.00

Total Issued (1): \$119,000.00

Total Voided (0): \$0.00

Grand Total: \$119,000.00

Number of Cheques Listed: 1

MUNICIPAL DISTRICT OF ST. STEPHEN

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

Cheques from 0000000001 to 0000001637 dated between 04/01/2025 and 04/30/2025

CHEQUE REGISTER

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Number	Issued	Amount
0000001610	04/05/2025 ELM COMPUTER SYSTEMS INC.-VISA	764.75
	FEBRUARY212025 GG-ASSISTTREASURER-AVANTAX T4 SOFTWARE 2024 TAX SEASON	764.75
0000001611	04/05/2025 AMAZON MARKETPLACE-VISA	30.10
	MARCH122025 CC-POOL-3PCK LIQUID MEASURING CUPS	30.10
0000001612	04/05/2025 PRINCESS AUTO-VISA	20.68
	FEBRUARY242025 CC-MAINTENANCE-BRUSH 4PC POWERDRILL, BRUSH 6PC POWERDRILL SET	20.68
0000001613	04/05/2025 ATLANTIC SUPERSTORE-VISA	47.20
	FEBRUARY192025 GG-ADMIN-BOTTLED WATER FOR STAFF DURING BOIL ORDER	47.20
0000001614	04/05/2025 AV150 LEGACY WALL-VISA	147.12
	FEBRUARY202025 RC-DIRECTORCOMMSERVICES-RE: GF# 10999/T# 182567-PURCHASE MADE IN ERROR	147.12
0000001615	04/05/2025 CANADA POST-VISA	16.78
	FEBRUARY192025 RC-PARKS-REGISTERED LETTER	16.78
0000001616	04/05/2025 LANDSCAPE MANAGEMENT NETWORK INC-VISA	111.55
	MARCH122025 GG-JHSC-GREENIUS MONTHLY SUBSCRIPTION MAR 11/25-APR 10/25	111.55
0000001617	04/05/2025 PIZZA DELIGHT-VISA	65.06
	FEBRUARY252025 GG-MAYOR-MEETING W/ NEW FUTURE ST. STEPHEN PRESIDENT	65.06
0000001618	04/05/2025 TIM HORTONS-VISA	15.50
	FEBRUARY202025 GG-MAYOR-COFFEE, BAGEL, WRAP	15.50
0000001619	04/05/2025 AMAZON MARKETPLACE-VISA	718.86
	FEBRUARY172025 GG-ADMIN-HIGHLAND NOTE PADS	15.49
	FEBRUARY182025 CC-SUPPLIES-COAT HANGERS 40 PK	35.18
	FEBRUARY192025 CC-CANTEEN-MEAT THERMOMETER/COOKING THERMOMETER	30.56
	FEBRUARY242025 RC-OB HALL-MAGNETIC PORTABLE DRY ERASE BOARD	79.24
	FEBRUARY242025* CC-CANTEEN-200 PCS PLASTIC BAGS	44.67
	FEBRUARY192025 CC-ZAMBONI-200 PCS SCREW IN TIRE STUDS/SNOW SPIKES	33.11
	MARCH052025 CC-CANTEEN-100PK FOOD SERVING TRAYS	29.89
	MARCH052025* CC-POOL-FIRST AID ALUMINUM SPLINT-6PK	165.60
	MARCH102025-1 CC-CANTEEN-200 PK HOT DOG TRAYS	31.04
	MARCH102025-2 CC-CANTEEN-CANTEEN SUPPLIES/CANDY/DISH SOAP	76.71
	MARCH122025* GG-EVENTS-REFUND ON MERRY CHRISTMAS HOUSE FLAG	-6.60
	MARCH132025 CC-POOL-TALL DRESSER/STORAGE ORGANIZER	103.49
	MARCH132025* GG-ADMIN-FILE ORGANIZERS	80.48
0000001620	04/05/2025 ATLANTIC SUPERSTORE-VISA	264.81
	FEBRUARY172025 CC-CANTEEN-CANTEEN SUPPLIES	12.58
	FEBRUARY242025 CC-CANTEEN-CANTEEN SUPPLIES	42.00
	FEBRUARY262025 CC-CANTEEN-CANTEEN SUPPLIES	25.50
	MARCH072025 CC-CANTEEN-CANTEEN SUPPLIES & DISH SOAP	35.24
	MARCH132025 CC-CANTEEN-CANTEEN SUPPLIES	149.49
0000001621	04/05/2025 CIRCLE K/IRVING-VISA	23.67
	FEBRUARY172025 CC-CANTEEN-BOTTLED WATER	23.67
0000001622	04/05/2025 DOLLARAMA-VISA	667.77
	FEBRUARY242025 CC-CANTEEN-CANTEEN SUPPLIES	113.02
	FEBRUARY282025 CC-CANTEEN-CANTEEN SUPPLIES	233.47
	MARCH132025 CC-CANTEEN-CANTEEN SUPPLIES/CANDY	321.28
0000001623	04/05/2025 FACEBOOK (META) - VISA	186.56
	MARCH032025 CC-POOL-MARCH BREAK, CERTIFIED WORKPLACE FIRST AID ADVERTISEMENTS	66.78
	MARCH032025* CC-POOL-MARCH BREAK ADVERTISEMENT	9.40

* - 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 0000001637 dated between 04/01/2025 and 04/30/2025

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Number	Issued	Amount
	MARCH042025 CC-SPECIAL EVENTS-ADVERTISMENT FOR HOME & REC SHOW	29.88
	MARCH102025 CC-POOL-MARCH BREAK/SPRING SWIM SESSION REGISTRATION ADVERTISEME	80.50
0000001624	04/05/2025 GETSLING.COM - VISA	52.04
	MARCH102025 GG-EVENTS-STAFF SCHEDULING SOFTWARE	52.04
0000001625	04/05/2025 LANDSCAPE DIRECT-VISA	609.21
	FEBRUARY262025 RC-HORTICULTURE-VARIOUS FLOWERS	609.21
0000001626	04/05/2025 SOBEYS WHOLESALE-VISA	811.34
	MARCH032025 CC-CANTEEN-CANTEEN SUPPLIES	811.34
0000001627	04/05/2025 SPORT CHEK-VISA	252.99
	MARCH132025 GG-SPECIAL EVENTS-DIGITAL RADAR FOR JUNE 6-8/25 POP-UP EVENT	252.99
0000001628	04/05/2025 AMAZON MARKETPLACE-VISA	136.01
	FEBRUARY282025 GG-CAO-STAFF APPRECIATION TOKEN/GIFT	118.97
	MARCH042025 GG-EVENTS-ST PATRICKS DAY DECOR	17.04
0000001629	04/05/2025 ATLANTIC SUPERSTORE-VISA	21.24
	FEBRUARY282025 GG-ADMIN-TREATS FOR STAFF	21.24
0000001630	04/05/2025 CIVICINFO REGISTRATION SERVICES-VISA	1,287.72
	FEBRUARY192025 GG-CAO-CAMA CONFERENCE REGISTRATION FOR 2025	1,287.72
0000001631	04/05/2025 DOLLARAMA-VISA	9.20
	MARCH132025* GG-EVENTS-ST. PATRICKS DAY DECOR	9.20
0000001632	04/05/2025 RMA/CANOE INSURANCE-VISA	131.25
	FEBRUARY192025 GG-CAO-REGISTRATION FOR RISKPRO TRAINING SESSION	131.25
0000001633	04/05/2025 STAPLES-VISA	109.37
	MARCH032025 GG-CAO-NEW CHARGER FOR LAPTOP	109.37
0000001634	04/05/2025 TIM HORTONS-VISA	13.66
	FEBRUARY272025 GG-CAO-LUNCH AND LEARN WEBINAR	13.66
0000001635	04/05/2025 ZOOM-VISA	24.71
	FEBRUARY282025 GG-ADMIN-CONFERENCING SOFTWARE SUBSCRIPTION	24.71
0000001636	04/05/2025 TIM HORTONS-VISA	16.28
	MARCH1420205 TS-STAFF-COFFEE FOR FIRST AID COURSE	16.28

Total Issued (27): \$6,555.43

Total Voided (0): \$0.00

Grand Total: \$6,555.43

Number of Cheques Listed: 27

* - Partial payment was made on Invoice

** - Name on Check was modified

Bank Direct Withdrawals

Chamber of Commerce Withdrawals

April 2025

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 8,408.01
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	\$ 15,116.26
Total:	<u>\$ 23,524.27</u>



Municipal District of St. Stephen INFORMATIONAL REPORT

To: Jeff Renaud - CAO

From: Rivers Corbett – President: FSS

Date of Meeting: May 21, 2025

Subject: Future St. Stephen Economic Development monthly report

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

Future St. Stephen Monthly Report

Housing Developments

- The FSS President has been actively exploring housing development opportunities and offering our assistance.
- In addition, discussions are ongoing with another developer regarding a specific MDSS property and asset in St. Stephen.

Business Growth and Labour Force Development

- Networking and connecting new business opportunities to existing businesses is a priority to foster business expansion and growth.
- Initial meeting with the Southwest Regional Service Commission Economic Development Director and a representative from the group interested in developing the airport.
- The FSS President had meetings with several developers to determine collaborative projects. (Database 23 contacts)
- A pharmaceutical company is looking at 53 Progress Drive. (concern is lack of labor)

Regards,
Rivers Corbett
President



Proposal to Amend the
Composition of Council for the
Municipal District of St. Stephen

BACKGROUND

The Municipal District of St. Stephen was formed on January 1st, 2023 as a result of a municipal reform initiative of the Government of New Brunswick. The Municipal District was created through the amalgamation of the former Town of St. Stephen with previously unincorporated areas in the surrounding area.

As part of the municipal reform process, a local advisory committee worked with a provincially appointed Transition Facilitator to develop necessary governance structures to allow the newly formed municipality to begin operations. One such aspect was the creation of a Ward based electoral system.

Council Composition 2023 – 2026

The composition of the municipal Council was established through bylaw 05-23, which was approved by the Transition Facilitator. This bylaw established a Council comprised of a total of 9 members (Mayor + 8 Councillors). In accordance with the bylaw, the Mayor was elected via an “at large” election. The Councillor positions were elected within three distinct wards.

Elected Position	Number of Positions	Voters	Voter/Elected Official
Mayor	1	6,086	6,086
Councillor- Ward 1	2	1,359	680
Councillor- Ward 2	4	3,103	776
Councillor- Ward 3	2	1,624	812

PROPOSED CHANGES TO COUNCIL COMPOSITION

As the Council term is nearing its end, the Council for the Municipal District of St. Stephen has been assessing the municipal operations, including governance structures, with a specific intent to ensure that the next Council is set up for success.

It is the belief of the Council for the Municipal District of St. Stephen that the composition of Council should be amended from a nine (9) member Council to a seven (7) member Council. In order to achieve this change, the Municipal District of St. Stephen proposes to amend our electoral system to utilize a 2-ward system with a Mayor elected at large. The proposed system would be:

Elected Position	Number of Positions	Voters	Voter/Elected Official
Mayor	1	6,086	6,086
Councillor- Ward 1	3	2,983	994
Councillor- Ward 2	3	3,103	1,034

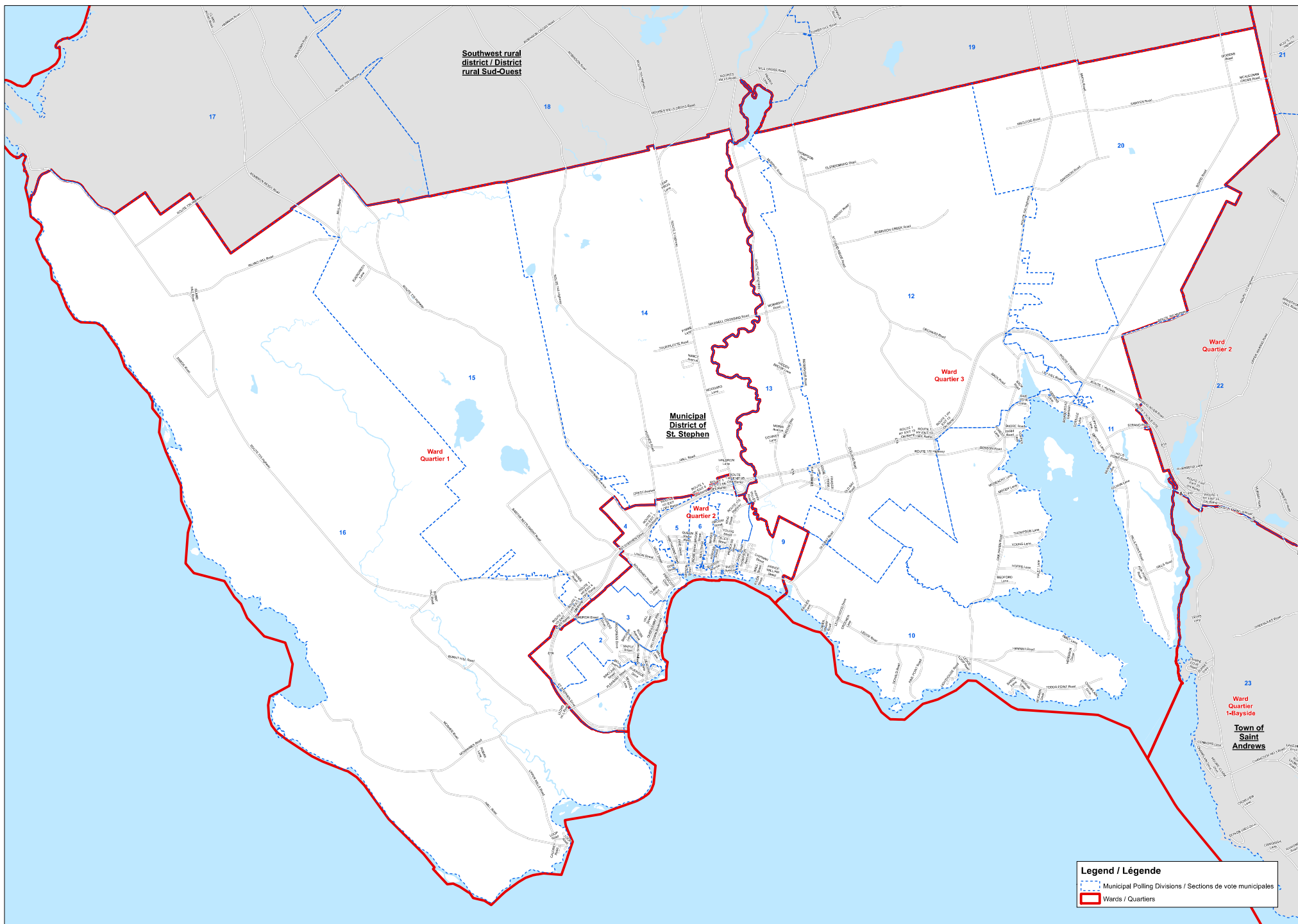
The proposed number of Councillors was determined by application of key principles:

- 1) Applying the target representation ratio of 1000-1500 population per representative;
- 2) Ward parity; and
- 3) Rural-Urban balance.

As can be seen in the above chart, the voter/elected ratio fits within the preferred range (approx. 1,000/official), achieves a greater Ward parity (only 120 voter difference). Finally, this proposal maintains the balance of Rural and Urban representatives that currently benefits the existing Council.

WARD BOUNDARY CHANGES

To facilitate this new Council composition, the Municipal District of St. Stephen proposes to alter our current ward boundaries by combining our current wards 1 and 3 into a single ward. This approach would mimic the boundaries of the Municipal District's taxing areas, creating a single boundary for both aspects of municipal governance.



Category:		Effective Date: May 21, 2025
Policy No.:		Date of Next Review:

Personal Protective Equipment Policy:

Purpose:

The Municipal District of St. Stephen recognizes the importance of always wearing personal protective equipment (PPE). All PPE is mandatory in or around job sites, work areas, and inside or outside of the facility. Failing to comply with the PPE policy can result in being written up and other disciplinary actions. If you are unsure of the required PPE for the specified job, please contact your supervisor or the department head for direction.

Scope:

The Municipal District of St. Stephen will provide a clear understanding of the roles and responsibilities of the employer, department head, and employee, ensuring consistency for all PPE being worn correctly, as it is a mandatory process and must be followed.

This policy applies to the following:

- All full-time employees of the Municipal District of St. Stephen.
- All seasonal employees, part-time employees, summer students, and volunteers.
- All contractors working on Municipal District of St. Stephen sites.

Roles & Responsibilities:

The Municipal District of St. Stephen department heads and/or supervisors will facilitate with distribution of the correct PPE for the job being carried out. All employees must follow the PPE policy and procedures detailed by your supervisor. Failure to do so could result in an injury and / or disciplinary action.

Procedure:


- Employees, including part-time and summer students, are to wear all PPE provided to them.
- Have morning discussions about the job for the day and do a Hazard & Risk Assessment, if necessary.
- Ensure each employee has the correct PPE to safely carry out the job.
- Ensure that the employee understands how to use the PPE properly. Read instructions or manuals, if necessary.
- Inspect PPE regularly to ensure its safety.

- Keep all PPE clean and in good working order.
- Replace all PPE when worn out or if compromised in any way. Safety is number one on and off the job site.
- Risk Assessment is used to describe the overall process or method of identifying hazards, assessing the risk of hazards, and prioritizing hazards associated with a specific job.
- Follow all necessary safety steps to help maintain a safe workplace.
- Each department may have different lists of PPE as it relates to the specific job being done. Employees must follow all orders from the department head and / or supervisor to maintain safety on the job site. Failing to comply with this policy can result in the workplace, supervisor, and employee receiving fines for not properly wearing PPE on the job site.

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer

Category:		Effective Date: May 21, 2025
Policy No.:		Date of Next Review: On or before May 21, 2029

PUBLIC PARTICIPATION POLICY

1. PURPOSE AND APPLICATION

This Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory Public Hearing requirements contained in the *Local Governance Act*, *Community Planning Act*, or other legislation.

2. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- a. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision; and
- b. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests; and
- c. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- d. Recognizing that although Councillors are elected to consider and promote the welfare and interests of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

3. DEFINITIONS

“**C.A.O.**” means the Chief Administrative Officer of the Municipal District of St. Stephen or their designate.

“**Municipality**” shall refer to the Municipal District of St. Stephen (MDSS).

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by a decision made by the Municipality.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- a. In-person participation which may include interviews, meetings, roundtables, town halls, open houses and workshops;
- b. Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c. Written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- d. Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

4. **POLICY RESPONSIBILITIES**

a. Council Responsibilities

i. Council shall:

1. Review and approve Public Participation Plans developed by the C.A.O. in accordance with this policy or as directed by Council;
2. Consider input obtained through Public Participation;
3. Review this policy no less than once per term to confirm that its content accurately reflects Council’s Public Participation goals;
4. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
5. Promote and support Public Participation; and

6. Request and review information from the C.A.O. on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

b. Administration Responsibilities

- i. The Chief Administrative Officer shall:
 1. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 2. Implement approved Public Participation Plans; and
 3. Report the findings of the Public Participation to Council.

5. PUBLIC PARTICIPATION OPPORTUNITIES

- a. The C.A.O. shall develop and implement a Public Participation Plan in the following circumstances:
 - i. When new programs or services are being established.
 - ii. When existing programs and services are being reviewed.
 - iii. When identifying council priorities.
 - iv. When considering changes to public spaces.
 - v. As otherwise directed by Council.

6. POLICY EXPECTATIONS

- a. Legislative and Policy Expectations
 - i. All Public Participation will be undertaken in accordance with the *Local Governance Act, Right to Information and Protection of Privacy Act*, and any other applicable legislation.
 - ii. All Public Participation will be undertaken in accordance with all existing municipal policies.

- iii. This policy shall be available for public inspection and may be posted to the municipal website.
- iv. This policy shall be reviewed at least once every four years.

b. Public Participation Standards

- i. Public Participation will be conducted in a sustainable and inclusive manner having regard for different levels of accessibility.
- ii. Public Participation activities will be conducted in a professional and respectful manner.
- iii. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- iv. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

7. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the C.A.O. shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. The nature of the matter for which Public Participation is being sought.
 - ii. The impact of the matter on Municipal Stakeholders.
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, the level of engagement and time for input.
 - iv. The timing of the decision and time required to gather input.
 - v. What information is required, if any, to participate.
 - vi. Available resources and reasonable costs.

b. Public Participation Plans will, at a minimum, include the following:

- i.** A communication plan to inform the public about the Public Participation Plan and opportunities to provide input.
- ii.** Identification of which Public Participation Tools will be utilized.
- iii.** Timelines for participation.
- iv.** Information about how input will be used.
- v.** The location of information required, if any, for the specific Public Participation opportunity.

8. REPORTING AND EVALUATION

a. Information obtained in Public Participation will be reviewed by the C.A.O. and a report shall be provided to Council.

b. The report shall include, at a minimum, the following:

- i.** An overview of the Public Participation Plan and how it was developed.
- ii.** An assessment of the effectiveness of the plan based on the level of engagement and the quality of input.
- iii.** A summary of the input obtained.
- iv.** May include recommendations for future Public Participation Plans.

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer



REQUEST for DECISION

SUBJECT: MDSS RFD for Council to approve the budget amendment to the capital plan

RECOMMENDATION: That Council approves a budget amendment to the capital plan by changing the funds previously identified for the replacement of the 2003 Sonoma parks vehicle for the development of a greenhouse.

Administration has identified an opportunity to further enhance our horticultural displays and programs with long-term cost-effectiveness, sustainability, and community engagement by constructing and operating a municipally owned greenhouse. We initially requested capital funding to replace the 2003 Sonoma Parks Vehicle, but we can extend the life of this vehicle for another year, then use those funds to enhance our horticultural displays by developing a greenhouse. This initiative would allow us to grow many of the flowers, shrubs, and other plants used throughout our parks, planters, and public spaces right here in our own community space.

- 1. Cost Efficiency Over Time:** While there would be an initial investment in construction and setup, a municipally run greenhouse will reduce plant procurement costs over time and allow for better control over plant selection and availability.
- 2.. Sustainability:** Growing our own plants gives us the ability to use eco-friendly practices, reduce transportation-related emissions, and adopt sustainable growing methods that align with our municipality's environmental goals.
- 3. Year-Round Use and Flexibility:** A municipal greenhouse allows for year-round cultivation and experimentation with new plant varieties, giving our horticultural staff the tools to respond creatively to seasonal needs and beautification goals.
- 4. Community Engagement:** An MDSS greenhouse allows staff to offer educational sessions with our local schools, they could participate in planting days, workshops, and greenhouse tours, helping foster a stronger connection between the community and our green spaces

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

PROCLAMATION

DISABILITY AWARENESS WEEK— MAY 25 TO MAY 31, 2025

“Championing Accessibility, Celebrating Diversity”

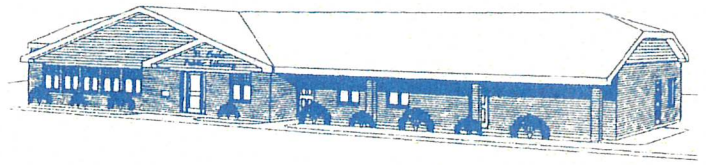
Whereas, the Municipal District of St. Stephen is committed to assisting citizens with disabilities to participate fully in our community, and

Whereas, many persons living with disabilities face barriers in the areas of employment, access to information, transportation, housing, education, recreation, and other disability-related supports; and

Whereas, we believe that more citizens with disabilities should have the chance to access disability related supports to improve their opportunities in New Brunswick; and

Whereas, we support the theme: **“Championing Accessibility, Celebrating Diversity”**;

Now Therefore Be It Known That I, Allan MacEachern, Mayor of the Municipal District of St. Stephen, do hereby request the citizens of our municipality to join our Council in recognizing persons with disabilities and their role in our community by the observance of Disability Awareness Week, May 25 to May 31, 2025.



May 1, 2025

His Worship Allan MacEachern
Mayor, Municipal District of St. Stephen
22 Budd Avenue
St. Stephen, NB
E3L 1E9

Dear Mr. Mayor:

Please receive this request to extend the term for Kathy Mallory on the St. Croix Public Library Board. Ms. Mallory has been a great supporter of the library and would very much like to continue her service.

She has been a Board member since 2014. Her present term expires at the end of May 2025. We request that her membership on the Board be extended for three years.

Thank you for your consideration.

Sincerely,

Tracy Pomeroy
Library Director

March 14, 2025

Petition to Council for the Municipal District of St Stephen

We the undersigned residents of Schoodic Street in the Municipal District of St Stephen request:

1. Schoodic Street be changed to a one-way street. The traffic would flow from West Street to Hawthorne Street. (Note: this would not impede the route the fire department typically takes when responding to a call on Milltown Blvd or in Calais).
2. There be no parking allowed on Schoodic Street at any time.

The residents agree that Schoodic Street should be a one-way street and that doing so will make the street safer for its residents who are a mixed group consisting of elderly, disabled and families with children. We do not want to see anyone hurt or impacted by cars speeding up our street. The residents also want to be able to back out of their property without incident.

The traffic coming off Milltown Blvd speeds up our street which is narrow (about 1 ½ car widths) and does not have a proper sidewalk or curbs. Changing the flow to a one-way will also prevent the close calls we have witnessed at the three-way intersection at the corner of Hawthorne and Milltown Blvd. The curb lane at the corner of Hawthorne and Milltown Blvd has a right turn arrow/yield sign. Typically, that would mean the car should be turning right from Milltown Blvd onto Hawthorne. Instead, they drive straight through and speed up Schoodic Street, which they wouldn't be able to do legally if Schoodic were a one way.

The residents feel the street is unsafe with the current traffic flow and feel the proposed change to a one way would improve the safety and the quality of life on Schoodic Street with minimal impact to adjoining streets/neighbourhoods.

The residents of Schoodic Street also agree there should be no parking on the street at any time. Schoodic Street is too narrow for street parking to be safe, and this would also prevent impeding the fire department using our street to attend a call or fight a fire for one of the residents on the street.

Having a one-way street with no parking could possibly improve the movement of emergency vehicles.

Please find below/attached the signatures of the Schoodic Street residents.

Thank you for your consideration.

Celine Morgan
on behalf of the Schoodic St residents

Name & Signature	House Number on Schoodic Street
1. Celia & Steve Morgan <i>Celia Morgan</i>	21
2. Bill & Linda Morgan	38
3. Wendy Gilmore W. Gilmore	29
4. Kathy Orvis <i>Kathy Orvis</i>	
5. Phil Richardson <i>Phil Richardson</i>	25
6. Joan Richardson <i>Joan Richardson</i>	17
7. <i>David Anderson</i>	20
8. BENJAMIN TUCKER MARIA TARA TUCKER	32
9.	
10.	
11.	



Southwest New Brunswick Service Commission

May 16, 2025

Dear Mayor MacEachern and the Council,

I am writing to you today to give our written views on the proposed Municipal District of St. Stephen Municipal Plan By-law M-4.

Our committee had an opportunity on May 15th, 2025, to discuss the proposed municipal plan for the Municipal District of St. Stephen. **Our committee's recommendation is that you approve the proposed municipal plan with two minor amendments:**

- ***Suggested modification of the housing proposal in section 1.8.1(1) from:***
"Council shall designate Housing Priority Areas and support and encourage the development of affordable and mixed income residential developments in these locations (MAP 7)"
- ***To (underline added):***
"Council shall designate Housing Priority Areas and support and encourage the development of affordable, mixed aged, and mixed income residential developments in these locations (MAP 7)"

And,

- ***Suggested addition of a policy to section 1.4.1 on the Control & Abatement of Pollution of the Natural Environment:***
"Council shall prioritize the environmental health of the St. Croix River as a pathway to the community's future prosperity given the opportunity for tourism, coastal transportation, and river-based recreation."

We also congratulate Council's efforts on developing a solid municipal plan for St. Stephen's future.

Signed,

A handwritten signature in blue ink, appearing to read "Sam Walsh", is written over a light blue circular stamp.

Sam Walsh,
PRAC Chair

May 2025



Activity Report

Allan MacEachern
Mayor



April 27th Lydia's town wide clean up.
April 30th Future St Stephen board meeting.
April 30th Border Mayor's Alliance meeting.
April 30th MDSS Council meeting.
May 1st Tourism interview.
May 2nd MDSS project recognition with staff.
May 6th Meeting with Calais Mayor Rogers.
May 6th NB Power meeting Point Lepreau information session.
May 7th MDSS Committee of Whole meeting.
May 8th Circular Materials meeting in recycling services.
May 8th Inspire Awards ceremony for school district.
May 9th Quad NB meeting.
May 10th UMNb special meeting on bylaws.
May 12th LAC shelter board meeting.
May 13th Future St Stephen board meeting.
May 13th Industrial tax revenues meeting Saint John.
May 14th Border Mayor's Alliance meeting.
May 15th Meeting with JD Irving representatives.
May 15th Chamber networking mixer.
May 15th Regional Service Commission committee of whole meeting.
May 21st MDSS Council meeting.



Councillor Activity Report – May 21, 2025

Council Meetings

- 30 April - Attended Council Meeting

Committees, Commissions, and Boards

- 23 April – Participated in a Webinar on Pavement Management. The Webinar focused on enhancing pavement practices within Atlantic Canadian municipalities, addressing the pressing challenges of rising costs and deteriorating road conditions. Matt Delorme introduced the session by highlighting the importance of effective asset management strategies, particularly as many municipalities struggle with aging infrastructure.
- 24 April – Met with Charlane Hatt from the Regional Service Commission to discuss Physician Recruitment and Retainment Support.
- 30 April – Video chat with Dr. Saber, a new doctor who is slated to come to the St. Stephen area in the summer.
- April - Video chat with Hayley Bohan on the Rebranding Project

Community Activities

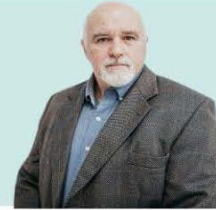
- 02 – 03 May – Volunteered at the Charlotte County Recreation and Home Show at the Garcelon Civic Center on behalf of the St. Stephen-Milltown Lionettes and the Municipality.
- 02 May – Attended a Volunteer Appreciation Luncheon at Neighbourhood Works.
- 30 April – Attended a John Howard Society YESS program (Youth Employment and Skills Strategy Program) Graduation Celebration. I was very impressed with the participants' successes. They will be starting a new program on June 2nd.
- Participated in a TV interview with the American co-chair (Andrea Walton) of the International Festival Committee. I have received many positive comments re the International Festival.

May 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

May 7- Committee of the Whole Meeting

May 21- Council Meeting

Committee and Board Meetings:

May 9- Chamber Board Meeting and Strategic Planning sessions

May 14- Partner meeting MDSS/BIA/Chamber/FSS

May 23/24- UMNb Board Meeting

Other:

May 3- Attended the Home Show for MDSS booth.

May 6- New England Canada Business Council Webinar on Impact of Tariffs on Key Business Sectors Webinar.

May 6- Attended NB Power Update on Small Module Reactors, New Nuclear and Point Lepreau.

May 7- Webinar on Downtown Safety and Well Being put on by Canadian Center for Safer Communities.

May 9- Meeting with stakeholders on ATV's and town.

May 12- Decentralized Housing Development Program Webinar. (Building in Rural Areas: solutions to water and wastewater management).

May 15- Chamber of Commerce Business Mixer.

May 22- Ganong Nature Park Board Meeting.

May 27/28- Attending the Southwest Business Summit.

May 29- Attending Saint John Port Days.

MISC:

- Review of the RCMP occurrence report and correspond with local detachment.
- Several calls and discussions about the airport.
- Reviewed the RSC meeting from April 24 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>
- Calls on the ballfield in Milltown and its availability.
- Continued discussions with residents on economic development and the status of the hotel property.
- Junior tier II hockey reintroduced to the municipality for the 2025/26 season. The League has officially announced the expansion to 5 teams. Lots of work to be done and a call for volunteers will be going out soon.
- A correction from my April report. I noted that I had attended Lydia's Clean up on Sat April 26, but I was not able to attend. These reports are done in advance of the month being completed and I make every effort to ensure accuracy and make any adjustments prior to publication.

2025



**Councillor
Activity Report**

**David Hyslop
Councillor**



COUNCIL MEETINGS

April 9	Committee of the Whole
April 30	Regular Council Meeting
May 7	Committee of the Whole

COMMITTEES, COMMISSIONS AND BOARDS

OTHER MEETINGS

APPEARANCES

May 2	Trade Show Booth
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COMMUNITY ACTIVITIES

April 11, May 9	Loyal Tides Coffee House
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CONFERENCES

MISCELLANEOUS

Calls/messages	RE: Potholes, unsightly premises, planning, painted crosswalk concerns, Legion Field, etc. Provided factual information from questions relating to social mass media posts.
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FUTURE AGENDA ITEMS

EXPENSE REPORTS

2025



Councillor Activity Report

Marg Harding Councillor



It is so sad to drive past the institutions and businesses that hang red dresses on May 5th in recognition of National Day for missing indigenous women and two spirited people. This is the 15th year for this event. Hopefully in time there will be no need to address this day when this tragedy is no longer happening.

On another topic, I am wondering when civility stopped happening in our community. It is perfectly fine to take Councillors to task and ask all the questions you want. However, when our staff is maligned, it is a whole different story. Do you not realize that staff acts on Councils recommendations so if you are really concerned you should ask Council. I haven't figured it out why you would put our staff on the spot by asking the same question in various ways. Is it because our Council is taped and you maybe want to send it to your family and friends? Anyway, it appalls me to see our staff being degraded over and over again. A year from now this Council will change because of the election in May of 2026. I would advise all who are so upset with this Council to run for the next Council. Then you will see what life as a Councillor is all about. Like I said fair game to challenge councillors, just rude behavior to challenge staff.

Marg

2025



Councillor Activity Report

Brian Cornish
Councillor



1. Arranged and facilitated an open discussion with the RCMP, Quad NB, Western Charlotte ATV Club, Mayor and Councillor Greenlaw about potential proposals for travel in and around the MDSS for the benefit of tourism and safe travel for over 34,000 potential New Brunswick ATV owners.
2. Met with rural residents of Ward 1 clarifying the by law on farm animal management and ownership in the Ward 1.
3. Attended the annual flea market as a vendor.
4. Volunteered and manned the MDSS information booth at the annual trade show.
5. Met with the local managers of First Nations Passamaquoddy Nation about water quality studies on the St Croix River system.
6. Attended the monthly PRAC meeting.
7. Received and reviewed a very disappointing 55-word response from the New Brunswick Environment and Climate Department requested by Councillor Harding and myself plus the MDSS for an investigation of the air and water quality surrounding the St Croix River System from Woodland thru the MDSS; the report contained no data on the water quality and absolutely no mention on air quality. Basically, in my humble opinion, it appears from the report no evidence of pollution was discovered (TO BE CONTINUED).



April 30, 2025 - regular Council meeting

May 2, 2025 - met with CAO re 2024 budget audit submitted to external auditors

May 7, 2025 - regular Committee of the Whole meeting

May 8, 2025 - volunteer shift at McDonald's for McHappy Day

May 11, 2025 - IWK Kids Carnival

May 15, 2025 – St. Stephen Area Chamber of Commerce Networking Business Mixer

Ongoing:

Emails and correspondence from citizens.

Emails and reading material from UMNb and FCM.

Phone calls and conversations with citizens.

Update emails from staff following up on committee discussions.