

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, SEPTEMBER 23, 2019 @ 7:00 P.M.

1. MOMENT OF SILENCE
2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – August 26, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to July 31, 2019
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
COMMUNICATION FOR ACTION
10. APPROVAL OF COMMITTEE MINUTES
 - (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – September 11, 2019

11. STAFF REPORTS

- (a) Chief Administrative Officer
- (b) Finance Department
- (c) Public Works Department
- (d) Fire Department
- (e) By-Laws and Building Inspection Services
- (f) Community Services

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Capital Asset Management Plan Report and Capital Asset Management Planning Policy
- (b) Horizon Health Network – Saint John & NB Heart Centre and Town of St. Stephen – Letter of Agreement
- (c) Awarding of Tender # TOSS19-04 – 2019 All Season Dump Body
- (d) Awarding of Tender: Waterfront Enhancements – St. Stephen, NB, Project No: 19-9772
- (e) Town of St. Stephen – Designated Highways Five Year Priorities (2020-2024) – Municipal Designated Highway Program

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on August 26, 2019 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, AUGUST 26, 2019 @ 7:00 P.M.

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Harding

Seconded by Councillor Hyslop

144/19 **THAT** the Agenda be approved as circulated.

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

5. **READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS**

(a) **Town Employee Retirement** – Councillor Harding, Chair of the Police and Fire Committee, presented a plaque to Walter Cooke recognizing his many years of dedicated service to the Fire Department.

(b) Mayor MacEachern proclaimed the month of September 2019 as Prostate Cancer Awareness Month.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Wheaton
Seconded by Deputy Mayor Carr

145/19 **THAT** the Minutes of the Regular Council meeting held on July 22, 2019 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Parker
Seconded by Councillor Chisholm

146/19 **THAT** the Minutes of the Special Council meeting held on July 31, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Harding
Seconded by Deputy Mayor Carr

147/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2019 be received. **CARRIED**

PAID BILLS

Moved by Councillor Hyslop
Seconded by Councillor Chisholm

148/19 **THAT** the paid bills in the amount of \$1,904,588.11 (one million, nine hundred and four thousand, five hundred and eighty-eight dollars and eleven cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Councillor Parker

149/19 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 150/19 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on August 14, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop

Seconded by Councillor Harding

- 151/19 **THAT** the following staff reports for the month of July 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

- 152/19 **THAT** the Royal Canadian Mounted Police July 2019 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

ST. STEPHEN FIRE DEPARTMENT – AERIAL APPARATUS STUDY

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 153/19 **THAT** the Council of the Town of St. Stephen approves \$5,250.00 (five thousand two hundred and fifty dollars), plus HST, be drawn from the General Operating Reserve for the purpose of engaging a consultant to evaluate the impact that the acquisition of an aerial fire truck (ladder truck) would have to the region outside of

the Town's boundaries. The results of this study to be utilized by administration to assist with the identification of potential funding sources. **CARRIED**

GARCELON CIVIC CENTER POOL – REPLACEMENT LIGHTING SYSTEM

Moved by Councillor Hyslop

Seconded by Councillor Harding

154/19 THAT the Council of the Town of St. Stephen approves the expenditure of up to \$60,000 (sixty thousand dollars), subject to normal procurement methodology, to address the lighting deficiencies at the Garcelon Civic Center pool.

AND THAT funding for the replacement will be from a redirection of funds currently identified as contributions to the General Capital Reserve. **CARRIED**

APPOINTMENTS - CHARLOTTE COUNTY HOSPITAL FOUNDATION INC.

Moved by Councillor Chisholm

Seconded by Councillor Wheaton

155/19 THAT Amanda Boudreau and Tony Mann be appointed to the Board of Trustees of the Charlotte County Hospital Foundation Inc. for a three (3) year term effective September 1, 2019 and expiring August 31, 2022. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Busy month attending Chocolate Fest and International Homecoming Festival events.
- Attended all Town meetings.

Councillor Hyslop

- Attended all Town meetings.
- Busy month attending Chocolate Fest and International Homecoming Festival events.
- Stated that Tom Morrison's, Engineer with Heritage Standing Inc., presentation at the Charlotte County Museum on Monday, August 12th @ 7:00 p.m. on the topic "Bad Things Don't Have to Happen to Old Buildings" was well attended.
- Attended the Saint John Sea Dogs vs. Halifax Moosehead hockey game at the Garcelon Civic Center

Councillor Parker

- Busy month attending Chocolate Fest and International Homecoming Festival events.
- Attended all Town meetings.
- Attended Richard Fulton's retirement party.

Councillor Wheaton

- Attended all Town meetings.
- Attended and enjoyed Richard Fulton's retirement party.
- Worked at the road toll in Calais for the International Homecoming Festival.
- Attended New Brunswick Day, Chocolate Fest, and International Homecoming Festival events.
- Attended a couple of Bonfire Festival activities.
- Attended the "Small Shop Festival".
- Attended the Saint John Sea Dogs vs. Halifax Moosehead hockey game at the Garcelon Civic Center.
- Attended a couple of Thursday night music concerts in the David Alison Ganong Chocolate Park.
- Attended a regional meeting in Saint John for the New Brunswick Public Library Services.

Councillor Harding

- Participated in the well-attended "Hands Across the Border" opening ceremony of the International Homecoming Festival on the Ferry Point Bridge.
- Attended Richard Fulton's retirement party and enjoyed the great food.
- Attended the beer tent after the International Homecoming Festival parade.

Councillor Chisholm

- Attended all Town meetings.
- Attended the "Hands Across the Border" opening ceremony of the International Homecoming Festival on the Ferry Point Bridge, and pleased with the improvement of festival events in the past couple of years, and thanked the many dedicated volunteers who have contributed to its success.

Mayor MacEachern

- Attended the "Hands Across the Border" opening ceremony of the International Homecoming Festival on the Ferry Point Bridge, and agreed with Councillor Chisholm's comment on the success of the festival the past couple of years.
- Attended Richard Fulton's retirement party.
- Attended the International Fire Truck Pull hosted by the St. Stephen Fire Department and sponsored by the Fundy Firefighters in support of Muscular Dystrophy Canada.
- Attended the "Fireside Chat" with Honourable Frank McKenna at the Garcelon Civic Center.

- Celebrated his 50th birthday on August 14th.
- Attended the Saint John Sea Dogs vs. Halifax Moosehead hockey game at the Garcelon Civic Center.
- Attended several meetings with NB Power related to the potential decommissioning of the Milltown Power Station.
- Attended Dr. Tom Goulding's retirement party.
- Attended Charlotte Gowan's 90th birthday party.
- Attended many meetings.
- Disappointed with Arauco's news of the particleboard operations shutting down by year end.

16. QUESTION PERIOD

There were no questions from the public.

17 ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

156/19 THAT the meeting adjourn at 7:32 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
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2. RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. CONFLICT OF INTEREST
5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS
 - (a) Town Employee Retirement – Presentation to Walter Cooke
 - (b) Prostate Cancer Awareness Month (September) – Proclamation
6. NOTICES OF MOTIONS
7. APPROVAL OF COUNCIL MINUTES
 - (a) Regular Council Meeting – July 22, 2019
 - (b) Special Council Meeting – July 31, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to June 30, 2019
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

- (a) Thank you card from the Passamaquoddy Region NB Antique Auto Club.
- (b) Thank you letter from the Saint John Regional Hospital Foundation.
- (c) Thank you note from "The Zimbabways".
- (d) Thank you card from Harold Williams and family.

COMMUNICATION FOR ACTION

10. APPROVAL OF COMMITTEE MINUTES

- (a) Committees Meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism – August 14, 2019

11. STAFF REPORTS

- (a) Chief Administrative Officer
(b) Finance Department
(c) Public Works Department
(d) Fire Department
(e) By-Laws and Building Inspection Services
(f) Community Services

12. UNFINISHED BUSINESS

13. CONSIDERATION OF BY-LAWS

14. NEW BUSINESS

- (a) Royal Canadian Mounted Police – Monthly Report
(b) St. Stephen Fire Department - Aerial Apparatus Study
(c) Garcelon Civic Center Pool – Replacement Lighting System
(d) Appointments – Charlotte County Hospital Foundation Inc.

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

STATEMENTS OF REVENUE AND EXPENDITURE

THAT the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2019 be received.

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

	Actual To Date For the Seven Months Ending July 31, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Taxes	3,120,939	5,350,179	\$2,229,240	58%
Services Provided to Other Governments	75,539	222,218	146,679	34%
Sale of Services	307,056	561,000	253,944	55%
Other Revenue From Own Sources	119,686	207,656	87,970	58%
Unconditional Grants	971,922	1,595,353	623,431	61%
Conditional Transfers	8,070	4,200	(3,870)	192%
Other Transfers	724,723	1,307,994	583,271	55%
Total Revenue	5,327,935	9,248,600	3,920,665	58%
Expenditure				
General Government Services	674,436	1,060,813	386,377	64%
Protective Services	1,191,022	2,295,612	1,104,590	52%
Transportation Services	1,208,878	2,096,199	887,321	58%
Environmental Health Services	140,487	230,625	90,138	61%
Environmental Development Services	201,592	322,448	120,856	63%
Recreational and Cultural Services	1,096,383	2,023,621	927,238	54%
Fiscal Services	419,922	1,211,282	791,360	35%
Other	684	8,000	7,316	9%
Total Expenditures	4,933,404	9,248,600	4,315,196	53%
Surplus (Deficit)	\$394,531	\$0		

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

	Actual To Date For the Seven Months Ending July 31, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,028,149	\$2,034,570	\$1,006,421	51%
Other Revenue From Own Source	115,759	208,302	92,543	56%
Other Transfers	52,220	89,521	37,301	58%
Total Revenue	1,196,128	2,332,393	1,136,265	51%
Expenditures				
Water Supply	593,152	1,070,324	477,172	55%
Sewerage Collection and Disposal	359,895	716,897	357,002	50%
Fiscal Services	438,529	545,172	106,643	80%
Total Expenditures	1,391,576	2,332,393	940,817	60%
Surplus (Deficit)	(\$195,448)	\$0		

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,052,886.96 (one million, fifty-two thousand, eight hundred and eighty-six dollars and ninety-six cents) be received.

Bank Direct Withdrawals:**Chambers of Commerce Group Insurance Plan:****SEPTEMBER, 2019**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	8,048.40
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	10,351.63
Total	<u>\$ 18,400.03</u>

Visa:**JULY, 2019**

Allan MacEachern (General Government: Mayor Travel)	122.07
Jeff Renaud (General Government: CAO Other Travel/Training, Office Furniture and Supplies, Computer Goods)	208.77
Frank Godsoe (Disposal: Treatment and Disposal Telephone)	500.22
Michelle Vest (General Government: Community Events; Civic Center: Canteen Merchandise; Parks: Maintenance, Pool Supplies, Office Equipment, Telephone)	2,459.96
Total	<u>\$ 3,291.02</u>

AUGUST, 2019

Allan MacEachern (General Government: Mayor Travel/Meeting)	60.13
Jeff Renaud (General Government: CAO: Meeting)	59.51
Frank Godsoe (Civic Center: Cell Phone Upgrade)	505.98
Michelle Vest (Civic Center: Canteen Supplies; Recreation: Program Initiatives, Telephone; General Government: Event Expenses)	4,589.29
Total	<u>\$ 5,214.91</u>

Service New Brunswick:

Invoice #1245129 (Utility Payment Acceptance Fees)	136.07
Total	<u>\$ 136.07</u>

Total Amount	<u>\$ 27,042.03</u>
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TOWN OF ST. STEPHEN BILLS PAID (GENERAL & UTILITY CAPITAL FUNDS):

August 2019

Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Murchie Avenue - Project No. 18-7576R, Cheque #124)	\$	44,742.50
Debly Enterprises Limited (Construction - Water and Sanitary Sewer System - Extension Route 3 - Project No. 18-8036, Cheque #1199)	\$	42,351.55
Debly Enterprises Limited (Construction - Combined Sewer Separation & Utility Renewal - Elm Park - Project No. 16-4847, Cheque #1200)	\$	101,009.23
Total Amount	\$	<u>188,103.28</u>

Town of St. Stephen
BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000048 dated between 08-01-2019 and 08-31-2019

CHEQUE REGISTER

Printed: 12:59:30PM 09/19/2019

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Number	Issued		Amount	SC	Status	Status Date
000046	08/07/2019	TOWN OF ST. STEPHEN	41,000.00	A/P	CLEARED	08/31/2019
	41,000.00	CC-FUNDTRANSFER-TO TOWN GEN	41,000.00			
		Cheque Totals Issued:	41,000.00			
		Void:	0.00			
		Total Cheques Generated:	41,000.00			
		Total # of Cheques Listed:	1			

* - Partial payment was made on invoice

** - Name on Check was modified

Town of St. Stephen
 BNK5 - Interim No.1-GCF
 Cheques from 000001 to 000006 dated between 08-01-2019 and 08-31-2019

CHEQUE REGISTER

Printed: 1:00:18PM 09/19/2019

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Number	Issued	Amount	SC	Status	Status Date
000001	08/27/2019 DILLON CONSULTING LIMITED 201502 Waterfront Revitalization	21,850.00 21,850.00	A/P	OUT-STD	08/27/2019
000002	08/29/2019 DILLON CONSULTING LIMITED 203405 Waterfront Revitalization	15,303.17 15,303.17	A/P	OUT-STD	08/29/2019
000004	08/29/2019 FUNDY CONTRACTORS LTD. 24071G Claim 11 Water Main and Utility Renewal Milltow	37,421.18 37,421.18	A/P	OUT-STD	08/29/2019
Cheque Totals Issued		74,574.35			
Void		0.00			
Total Cheques Generated		74,574.35			
Total # of Cheques Listed		3			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK6 - Interim No.1-UCF
 Cheques from 000001 to 000006 dated between 08-01-2019 and 08-31-2019

CHEQUE REGISTER

Printed: 1:04:00PM 09/19/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000005	08/29/2019 FUNDY CONTRACTORS LTD. *24071G Claim 11 Water Main and Utility Renewal Milltow	96,225.92 96,225.92	A/P	OUT-STD	08/29/2019
	Cheque Totals Issued:	96,225.92			
	Void:	0.00			
	Total Cheques Generated:	96,225.92			
	Total # of Cheques Listed:	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 024691 dated between 08-01-2019 and 08-31-2019

CHEQUE REGISTER

Printed: 1:01:37PM 09/19/2019

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Number	Issued	Amount	SC	Status	Status Date
024363	08/01/2019 HERITAGE COURT HOLDINGS LIMITED CN000001016 GG-TOWNHALL-OPERATING COST / RC000030054 GG-TOWNHALL-LEASE-AUGUST/19	4,037.62 -1,380.00 5,417.62	A/P	OUT-STD	08/01/2019
024444	08/07/2019 ACCT #903240047015 JULY2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	08/07/2019
024445	08/07/2019 ACCT 8025-280 JULY2019 LOCAL 770 UNION DUES-JULY/19	1,947.71 1,947.71	A/P	OUT-STD	08/07/2019
024446	08/07/2019 AGRI-MECHANICAL LTD. 58884 TS-#22-KEYSWITCH	21.72 21.72	A/P	OUT-STD	08/07/2019
024447	08/07/2019 AJW MECHANICAL LTD. 31948 PM-5KINGS-HEAT PUMP REPAIR	5,615.07 5,615.07	A/P	OUT-STD	08/07/2019
024448	08/07/2019 CANADIAN SPRINGS 19100853 GG-TOWNHALL-WATER	33.56 33.56	A/P	OUT-STD	08/07/2019
024449	08/07/2019 CARQUEST 14838-107987 TS-SHOP-BOLT/PINS, BRAKE PAD S	56.36 56.36	A/P	OUT-STD	08/07/2019
024450	08/07/2019 CIBC MELLON GLOBAL SECURITIES NBMF0216002 JULY2019 GG-MUNCIPALPLAN-JULY/19	41,145.12 41,145.12	A/P	OUT-STD	08/07/2019
024451	08/07/2019 CONNORS DIVING SERVICES 26882 PS-FIRE-SERVICE BREATHING AIR (1,393.23 1,393.23	A/P	OUT-STD	08/07/2019
024452	08/07/2019 COX ELECTRONICS & COMMUNICATIONS 1-029327 CC-CONFERENCE ROOM-TABLE MI 1-029340 CC-CONFERENCE ROOM-RCA CABL	166.71 155.22 11.49	A/P	OUT-STD	08/07/2019
024453	08/07/2019 DAIGLE EXCAVATION & GRAVEL 593558 PS-BUILDINGINSPECTOR-BUILDING	13,455.00 13,455.00	A/P	OUT-STD	08/07/2019
024455	08/07/2019 DOWNEY FORD SALES LTD. 30128 TS-#24-FILTER ASY, INSERTS	132.39 132.39	A/P	OUT-STD	08/07/2019
024456	08/07/2019 Frank Godsoe CPAETHICSCOURSE GG-ASSTTREASURER-PREVENTING	57.50 57.50	A/P	OUT-STD	08/07/2019
024457	08/07/2019 FRANK COWAN COMPANY LIMITED IN000008544 GG-INSURANCE-COST OF INVESTIC IN000009830 GG-INSURANCE-COST OFINVESTIG IN000009831 GG-INSURANCE-COST OF INVESTIC	4,156.00 970.50 1,529.50 1,656.00	A/P	OUT-STD	08/07/2019
024458	08/07/2019 GARCELON CIVIC CENTER TOMATOTOMATO CC-REFUND-TOMATO TOMATO TIC	348.00 348.00	A/P	OUT-STD	08/07/2019
024460	08/07/2019 KATHERINE MOLLER AUGUST082019 GG-EVENTS-AUGUST 08 2019 ENTE	300.00 300.00	A/P	OUT-STD	08/07/2019
024461	08/07/2019 KONICA MINOLTA BUSINESS SOLUTIONS 280002461 CC-ADMIN-PHOTOCOPIER MAINTEN	206.72 206.72	A/P	OUT-STD	08/07/2019
024462	08/07/2019 LOYAL TIDES MUSIC COLLECTIVE TOMATOTOMATO CC-REFUND-TOMATO TOMATO TIC	92.00 92.00	A/P	OUT-STD	08/07/2019
024463	08/07/2019 MAYFIELD GARDENS INC. 111 RC-HORT-BAGS 10-10-10, BAG GRA	372.54 372.54	A/P	OUT-STD	08/07/2019
024464	08/07/2019 MICHELLE VEST CANTEEN/NBDAY19 CC/GG-EVENTS-CANTEEN SUPPLIE	554.71 554.71	A/P	OUT-STD	08/07/2019
024465	08/07/2019 MINISTER OF FINANCE WEEK322019 EMPLOYEE DEDUCTIONS - AUG 04	209.30 209.30	A/P	OUT-STD	08/07/2019
024466	08/07/2019 MINISTER OF FINANCE	300.00	A/P	OUT-STD	08/07/2019

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 024891 dated between 08-01-2019 and 08-31-2019

CHEQUE REGISTER

Printed: 1:01:37PM 09/19/2019

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Number	Issued		Amount	SC	Status	Status Date
	980262-39	CC-ELEVATOR-PASSENGER ELEVATOR	300.00			
024467	08/07/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	08/07/2019
	443119	PS-RCMP-FLOOR MATS	46.74			
024468	08/07/2019	ORR ELECTRIC & ALARM LTD.	949.93	A/P	OUT-STD	08/07/2019
	3957	PS-FIRE-WIRING FOR GEAR EXTRA	604.93			
	4004	TS-WHARF LIGHTS-UNHOOKED FOF	172.50			
	4017	RC-CHOCOLATE PARK-CLOCK MAIN	172.50			
024469	08/07/2019	PARTS FOR TRUCKS INC.	2,301.75	A/P	OUT-STD	08/07/2019
	34295983-00	TS-#24, #12-PEC ATTACH KITS	951.74			
	34297738-00	PS-#200-LIGHTHEADS, SURFACE MA	1,350.01			
024470	08/07/2019	RONALD BRISLEY	300.00	A/P	OUT-STD	08/07/2019
	SUMMERCONCERT19	GG-EVENTS-SUMMER CONCERT SE	300.00			
024471	08/07/2019	SAUNDERS EQUIPMENT LTD.	185.10	A/P	OUT-STD	08/07/2019
	0000076895	TS-#22-TRINARY PRESSURE SWITC	185.10			
024472	08/07/2019	SEAN MORTON	85.58	A/P	OUT-STD	08/07/2019
	MISCSUPPLIES	PS-FIRE-STATIONERY SUPPLIES, KI	85.58			
024473	08/07/2019	SHARPE'S LAWN CARE	1,150.00	A/P	OUT-STD	08/07/2019
	530	GG-BUSINESS PARK-GROUND MAIN	1,150.00			
024474	08/07/2019	SOURCE ONE SUPPLIES	389.72	A/P	OUT-STD	08/07/2019
	20943-A	RC-MILLPOOL-CHEMICALS	389.31			
	21623	RC-MILLPOOL-EYEWASH SOLUTION	20.41			
024475	08/07/2019	SOURCE ATLANTIC	569.06	A/P	OUT-STD	08/07/2019
	3289199	TS-SHOP-TRAFFIC HARNESES, CL	466.71			
	3299916	TS-SHOP-DRY SEGMENTED CUP WI	102.35			
024476	08/07/2019	SPEEDY ST-STEPHEN 6768	179.40	A/P	OUT-STD	08/07/2019
	8768-316771	GG-COMMUNITY BOARD-CLEAR AC	179.40			
024477	08/07/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	172.50	A/P	OUT-STD	08/07/2019
	210162	GG-AD-CCHF-SEEKING BOARD TRU	172.50			
024478	08/07/2019	ST. STEPHEN UTILITY DEPT.	60.00	A/P	OUT-STD	08/07/2019
	JULY2019	EMPLOYEE DEDUCTIONS-JULY/19	60.00			
024479	08/07/2019	THYSSENKRUPP ELEVATOR (CANADA) LIMITED	1,206.36	A/P	OUT-STD	08/07/2019
	1804458	CC-MAINTENANCE-AUG TO OCT 20'	1,206.36			
024480	08/07/2019	TOTAL FALL PROTECTION	757.28	A/P	OUT-STD	08/07/2019
	1231064	PS-FIRE-HARNESS AND HARDWARE	757.28			
024481	08/07/2019	GARCELON CIVIC CENTER	3,279.00	A/P	OUT-STD	08/07/2019
	ST.CROIXWELLNESS	CC-PROGRAMFUNDING-ST. CROIX	3,279.00			
024482	08/07/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	08/07/2019
	443314	GG-TOWN HALL-FLOOR MATS	95.36			
024483	08/07/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	285.44	A/P	OUT-STD	08/07/2019
	29747	RC-KIOSK-BANNER	166.75			
	29820	GG-TOWN HALL-LETTERHEAD, ENV	118.69			
024484	08/07/2019	JEFF RENAUD	394.80	A/P	OUT-STD	08/07/2019
	INFOSHARINGMEETING	GG-CAO-MUNICIPAL INFO SHARING	144.80			
	JULY2019	GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
024485	08/12/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/12/2019
	WEEK332019	EMPLOYEE DEDUCTIONS- AUG 11	209.30			
024486	08/07/2019	BELL ALIANT	351.78	A/P	OUT-STD	08/07/2019
	47780283JUL19	CC-ADMIN-LANDLINE PHONES	351.78			

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024487	08/09/2019 BORDER INVESTIGATIONS & SECURITY INC. 15207 PS-BYLAW-JULY 29 - AUGUST 09/19	966.00 966.00	A/P	OUT-STD	08/09/2019
024488	08/09/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 19-92 PS-BUILDINGINSPECTOR-JULY 28-A	2,484.00 2,484.00	A/P	OUT-STD	08/09/2019
024489	08/09/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 334080 CC-BUILDING-NATURAL GAS	920.99 920.99	A/P	OUT-STD	08/09/2019
024490	08/09/2019 REID & ASSOCIATES SPECIALTY ADVERTISING INC 12572 GG-AD-EXPLORE MAGAZINE	1,259.25 1,259.25	A/P	OUT-STD	08/09/2019
024491	08/09/2019 SEAN MORTON EXTINGUISHERLICENSES PS-FIRE-FIRE EXTINGUISHER SERV	200.00 200.00	A/P	OUT-STD	08/09/2019
024492	08/09/2019 SHANNON MICHAEL JULY2019 PS-ANIMALCONTROL-MONTHLY FEI	1,487.64 1,487.64	A/P	OUT-STD	08/09/2019
024493	08/09/2019 WATER & ICE NORTH AMERICA INC. 46961 RC-MILLPOOL-CHEMICAL FEEDER 47212 RC-MILLPOOL-LID, GASKET	1,401.16 711.16 690.00	A/P	OUT-STD	08/09/2019
024494	08/21/2019 BELL ALIANT 11368891JUL19 GG-TOWNHALL-LANDLINES 11395944JUL19 PS-FIRE-LANDLINE PHONES	2,693.66 1,784.42 909.24	A/P	OUT-STD	08/21/2019
024495	08/21/2019 BRUNSWICK NEWS INC 20047915 GG-EVENTS-CANADA DAY SCHEDU	172.50 172.50	A/P	OUT-STD	08/21/2019
024496	08/21/2019 CANADIAN SPRINGS 19100841080119 GG-TOWN HALL-WATER 19100841080119* RC-MILLPOOL-WATER	70.32 33.56 36.76	A/P	OUT-STD	08/21/2019
024497	08/21/2019 CENTRAL AUTO PARTS LTD 9245 TS-#21-REBUILD ENGINE & PARTS	7,470.18 7,470.18	A/P	OUT-STD	08/21/2019
024498	08/21/2019 DALE MATHESON'S TOWING 3592 TS-#22-TOWING	86.25 86.25	A/P	OUT-STD	08/21/2019
024499	08/21/2019 DAVIS FUELS 21061 TS/PS-199 UNION ST-HEATING FUEI	492.80 492.80	A/P	OUT-STD	08/21/2019
024500	08/21/2019 DILLON CONSULTING LIMITED 202316 GG-MUNCIPAL ASSET MANAGEMEN 202426 CC-PARKING LOT RECONFIGURATI 202434 GG-CO-ORD FOR DISASTER FIN AS:	6,034.86 1,495.00 3,450.00 1,089.86	A/P	OUT-STD	08/21/2019
024501	08/21/2019 FOUR SEASONS SPORTS LTD. 02566 TS-ST5-LINE PAINTING	8,410.81 8,410.81	A/P	OUT-STD	08/21/2019
024502	08/21/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 342794 TS-ST5-DIESEL	2,570.78 2,570.78	A/P	OUT-STD	08/21/2019
024503	08/21/2019 JOSH NORRAD/YORK COUNTY SMOKE NBDAYCONCERT2019 GG-EVENTS-NB DAY CONCERT	1,250.00 1,250.00	A/P	OUT-STD	08/21/2019
024504	08/21/2019 KEM CANADA MFG 124782 TS-SHOP-DEFENSE PROTECTIVE FI 124817 TS-SHOP-SILICONE, HAND CLEANER 124933 TS-SHOP-TAR AND ASPHALT CLEAN	545.94 -201.25 493.51 253.68	A/P	OUT-STD	08/21/2019
024505	08/21/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 9306845271 TS-SHOP-HVY DUTY CHAIN TIGHTE 9306886691 TS-SHOP-ADD-A-CIRCUT'S, SEALS,	417.94 314.76 103.18	A/P	OUT-STD	08/21/2019
024506	08/21/2019 LSW WEAR PARTS LTD. 51289 TS-STREET SWEEPER-BRUSHES	1,008.56 577.88	A/P	OUT-STD	08/21/2019

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	51338 TS-#11-LOADER EDGE, NUTS & BOL	430.68			
024507	08/21/2019 MAD SCIENCE OF THE MARITIMES 19-08-08A GG-INTL FESTIVAL-MAKE & TAKE S	851.00 851.00	A/P	OUT-STD	08/21/2019
024508	08/21/2019 MICHELLE VEST CANDY&SUPPLIES19 GG-EVENTS-INTERNATIONAL FESTI	75.08 75.08	A/P	OUT-STD	08/21/2019
024509	08/21/2019 MINISTER OF FINANCE WEEK342019 EMPLOYEE DEDUCTIONS - AUG 18	209.30 209.30	A/P	OUT-STD	08/21/2019
024510	08/21/2019 OK TIRE & AUTO SERVICE IN050486 TS-#6-TIRES, TRUCK TIRE LEVY	1,245.98 1,245.98	A/P	OUT-STD	08/21/2019
024511	08/21/2019 ORCHARD'S PAINT 2014 LTD. 580126 GG-EVENTS-KIOSK PAINT	110.40 110.40	A/P	OUT-STD	08/21/2019
024512	08/21/2019 PAYROLL TRANSFER WEEK332019 GG-TRANSFER-AUGUST 02 - 15/19	86,106.00 86,106.00	A/P	OUT-STD	08/21/2019
024513	08/21/2019 PETTY CASH - GARCELON CIVIC CENTER APRIL242019 CC-ADMIN-DRY ERASE BOARD AUGUST102019 GG-EVENTS-METAL HOOKS CASHOVERAUG19 CC-CASHOVER-PETTY CASH AS OF JULY012019 CC-KITCHEN-MISC KITCHEN ITMES JUNE082019 CC-CANTEEN-HOT DOG BUNS JUNE152019 CC-CANTEEN-TONIC WATER JUNE272019 CC-KITCHEN-TOASTER/CONVECTIC MARCH122019 CC-ADMIN- FILE FOLDER, BASKET, (135.35 4.60 8.65 -0.10 25.00 17.45 9.40 60.00 10.35	A/P	OUT-STD	08/21/2019
024514	08/21/2019 PITNEY BOWES 1013565875 GG-POSTAGE METER-POSTAGE ME 1013565876 GG-POSTAGE METER-CLEANING KI	223.64 192.18 31.46	A/P	OUT-STD	08/21/2019
024515	08/21/2019 PUROLATOR COURIER LTD. 441996201 GG-TOWN HALL-TO DENNIS A.L. AS:	45.21 45.21	A/P	OUT-STD	08/21/2019
024516	08/21/2019 RECEIVER GENERAL FOR CANADA WEEK332019 GG-REMITTANCE-AUGUST 02 - 15/19	37,914.32 37,914.32	A/P	OUT-STD	08/21/2019
024517	08/21/2019 RECEIVER GENERAL JULY2019 EMPLOYEE DEDUCTIONS-JULY/19	3,000.00 3,000.00	A/P	OUT-STD	08/21/2019
024518	08/21/2019 RICHWIL TRUCK CENTRE LTD. 130288 TS-#5-CORE ASSEMBLY	655.39 655.39	A/P	OUT-STD	08/21/2019
024519	08/21/2019 SEAN MORTON KITCHENSUPPLIES PS-FIRE-BRISTOL BOARD, KITCHEN	71.13 71.13	A/P	OUT-STD	08/21/2019
024520	08/21/2019 SOURCE ONE SUPPLIES 21684 CC-POOL-POOL CHEMICALS 21732 CC-POOL-POOL CHEMICALS 21777 CC-ARENA-FOAM SOAP 21798 PS-FIRE-LAUNDRY DETERGENT	759.68 107.51 395.28 196.57 60.32	A/P	OUT-STD	08/21/2019
024521	08/21/2019 TRACTION FREDERICTON (591) 591222542 TS-SHOP-X-LIFEAF 50/50, WHITELIC 591222641 TS-#6-WATER/FUEL SEPARATOR, A 591222718 TS-#6-VALVE DRAIN	1,111.58 190.62 334.31 586.65	A/P	OUT-STD	08/21/2019
024522	08/21/2019 YELLOW PAGES GROUP 19-7351550 GG-TOWN-911LISTING-AUG/19	10.47 10.47	A/P	OUT-STD	08/21/2019
024523	08/21/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 335735 CC-BUILDING-NATURAL GAS	525.47 525.47	A/P	OUT-STD	08/21/2019

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024524	08/22/2019 GARY ACHESON SUMMERCONCERT19 GG-EVENTS-SUMMER CONCERT SE	300.00 300.00	A/P	OUT-STD	08/22/2019
024526	08/27/2019 ALL GAS TANKS 99139 RC-PARKS-KNOB SPRING, EYELET, 99255 RC-PARKS-6 PACK MIX OIL, 12" PUL 99270 RC-PARKS-FAN HOUSING & STARTER	195.41 28.72 30.99 135.70	A/P	OUT-STD	08/27/2019
024527	08/27/2019 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P41148 RC-MOWERS-BOSS GUAGE WHEEL	72.35 72.35	A/P	OUT-STD	08/27/2019
024528	08/27/2019 BELL ALIANT 06336721JUL19 TS-AIRPORT-LANDLINE PHONE 11378668JULY19 PS/TS-199UNIONST-LANDLINE PHO 15772965JULY19 RC-REC/POOL-LANDLINE PHONES 46435731JULY19 RC-PARKS-CHOCOLATE PARK CAMER 47424130JULY19 CC-CIVICCENTER-LANDLINE PHONE	1,598.72 183.63 363.15 245.09 111.46 715.36	A/P	OUT-STD	08/27/2019
024529	08/27/2019 BENS TROPHIES & AWARDS 72178 RC-EVENTS-MEDALS FOR FUN RUN	977.50 977.50	A/P	OUT-STD	08/27/2019
024530	08/27/2019 BORDER INVESTIGATIONS & SECURITY INC. 15221 PS-BYLAW-AUGUST 12 - 23/19 FEE	966.00 966.00	A/P	OUT-STD	08/27/2019
024531	08/27/2019 BRUNET 40526 GG-TOWNHALL-QUARTERLY SERVE	54.63 54.63	A/P	OUT-STD	08/27/2019
024533	08/27/2019 CANADIAN TIRE JULY182019 PS-FIRE-BATTERIES N16383633 TS-#14-TRAILER LIGHT N16383640 TS-SHOP-885783 1/4X3/4, 885782 1/4 N16383652 TS-SHOP-ALUM FLAT BAR N16383653 RC-PARKS-MASON TWN 600"W N16383705 RC-LOYALIST CEMETERY PLAQUE-4 N16383709 RC-PARKS-KEY CUT N16383713 RC-PARKS-WATER N16383725 TS-SHOP-HOSE, NOZZLE N16383731 CC-ARENA-PROPANE, SPRAY 9 N16383736 CC-ARENA-O-RING N16383758 CC-ARENA-HOOK, CALCULATOR N16383765 RC-PARKS-DRILL BIT SET N16410168 TS-#24-ALIGN MEND N17093437 PS-FIRE-SCREWDRIVERS, PROPAN N17093450 TS-SHOP-TORCH N17093453 GG-TOWN HALL-BATTERIES N17093478 TS-SHOP-FRIDGE N17093482 TS-SHOP-TAPE, LEVEL, DRILL BITS N17093494 TS-SHOP-WATER N17433717 CC-ARENA-BATTERIES	1,475.21 20.03 32.19 13.32 18.04 13.79 30.98 4.59 76.68 18.38 214.84 11.70 75.81 10.91 68.99 49.11 103.49 10.91 459.94 73.46 76.88 91.37	A/P	OUT-STD	08/27/2019
024534	08/27/2019 CANADIAN TIRE JUMPSTART FUNRUNPROCEEDS RC-FUNRUN-PROCEEDS	211.18 211.18	A/P	OUT-STD	08/27/2019
024535	08/27/2019 CARQUEST 14838-108387 TS-#11-HOSES, COUPLINGS	47.43 47.43	A/P	OUT-STD	08/27/2019
024536	08/27/2019 CHAMPION COMMERCIAL PRODUCTS INC. 530797 TS-AIRPORT-LED A19 9W 4100K DIM	1,117.80 1,117.80	A/P	OUT-STD	08/27/2019

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024537	08/27/2019 CHARLOTTE COUNTY JANITORIAL	1,491.07	A/P	OUT-STD	08/27/2019
	4355 PS-FIRE-JANITORIAL-JULY/19	253.00			
	4359 PM-RCMP-JANITORIAL-JUL 2019	1,238.07			
024538	08/27/2019 CHOCOLATE FEST INC.	60.26	A/P	OUT-STD	08/27/2019
	BROCHURE/FUNRUN RC-EVENTS-CHOC FEST BROCHUR	60.26			
024539	08/27/2019 CINTAS CANADA LIMITED	360.78	A/P	OUT-STD	08/27/2019
	5014313232 PS-FIRE-FIRST AID SUPPLIES	360.78			
024540	08/27/2019 CNH CAPITAL	1,916.60	A/P	OUT-STD	08/27/2019
	IN92127 TS-#10-THROTTLE CABLE AND HAR	1,326.99			
	IN92170 TS-#11-SEAL KITS	139.96			
	IN92245 TS-#10-HUB	449.65			
024541	08/27/2019 COCA COLA REFRESHMENTS CANADA COMPANY	641.33	A/P	OUT-STD	08/27/2019
	15330201936 CC-CANTEEN-SUPPLIES	641.33			
024542	08/27/2019 CODIAC PRINTING INC.	136.28	A/P	OUT-STD	08/27/2019
	25582 PS-FIRE-CIVIC NUMBERS	136.28			
024543	08/27/2019 COX ELECTRONICS & COMMUNICATIONS	22.98	A/P	OUT-STD	08/27/2019
	1-030072 CC-CONFERENCE ROOM-35MM CAE	22.98			
024544	08/27/2019 DILLON CONSULTING LIMITED	7,612.75	A/P	OUT-STD	08/27/2019
	203497 GG-COORDINATION FOR DISASTER	137.75			
	203536 CC-PARKINGLOT-RECONFIGURATIO	7,475.00			
024545	08/27/2019 DYNAMIC ONLINE MARKETING CORP.	368.00	A/P	OUT-STD	08/27/2019
	126044 PS-FIRE-FIRE PREVENTION MATERI	368.00			
024546	08/27/2019 FERO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	08/27/2019
	0001673378 GG-TOWN-ZONE II GARBAGE COLLI	3,777.12			
024547	08/27/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC	2,484.00	A/P	OUT-STD	08/27/2019
	19-96 PS-BUILDINGINSPECTOR-AUG 11 - 1	2,484.00			
024548	08/27/2019 HICKS MORLEY HAMILTON STEWART STORIE LLP	343.52	A/P	OUT-STD	08/27/2019
	495156* GG-LEGAL-GENERAL	343.52			
024549	08/27/2019 KEITH'S BUILDING SUPPLIES	1,029.25	A/P	OUT-STD	08/27/2019
	187539 TS-ST5-LINE PAINT	1,029.25			
024550	08/27/2019 KENNEY JAMES	423.37	A/P	OUT-STD	08/27/2019
	SOFTBALLSUPPLIES RC-LADIESSOFTBALLGRANT-FIELDI	423.37			
024551	08/27/2019 KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	08/27/2019
	7256726 CC-ADMIN-COPIER LEASE-SEPT/19	118.24			
024552	08/27/2019 LUKE MORROW	250.00	A/P	OUT-STD	08/27/2019
	ROOMCANCELLATION CC-REFUND-ROOM CANCELLATION	250.00			
024553	08/27/2019 MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	08/27/2019
	RC00075484 CC-BUILDING-WATER COOLER REN	80.50			
024554	08/27/2019 MARITIME GREEN PRODUCTS	389.07	A/P	OUT-STD	08/27/2019
	591 RC-PARKS-ROLLERS FOR DRAG	389.07			
024555	08/27/2019 MAYFIELD GARDENS INC.	11,347.94	A/P	OUT-STD	08/27/2019
	112 RC-HORT-ANNUALS	8,944.30			
	120 RC-HORT-FLOWER SUPPLIES	1,023.64			
	122 RC-PARKS-PALLET MARKING LIME	1,380.00			
024556	08/27/2019 MCINNES COOPER	1,310.49	A/P	OUT-STD	08/27/2019
	2019018696 GG-LEGAL-BY-LAW	1,055.77			
	2019018697 GG-LEGAL-GENERAL	254.72			
024557	08/27/2019 MICMAC FIRE & SAFETY SOURCE LTD.	795.80	A/P	OUT-STD	08/27/2019

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	NS-00870393	PS-FIRE-FIRE HELMET, LIEUTENAN	394.45			
	NS-00870419	PS-FIRE-FLAMEFIGHTER WALKAW/	401.35			
024558	08/27/2019	MILLTOWN MACHINE & FABRICATION LTD.	77.62	A/P	OUT-STD	08/27/2019
	20728	TS-#5-1/4 X 6 FLAT BAR, 3/8 X 6 FLA	77.62			
024559	08/27/2019	MINISTER OF FINANCE	209.30	A/P	OUT-STD	08/27/2019
	WEEK352019	EMPLOYEE DEDUCTIONS-AUG 25 - :	209.30			
024560	08/27/2019	MINISTER OF FINANCE	749.75	A/P	OUT-STD	08/27/2019
	40037170	PS-FIRE-RADIO COMMUNICATIONS	749.75			
024562	08/27/2019	N. B. ELECTRIC POWER	45,768.31	A/P	OUT-STD	08/27/2019
	10126106AUG19	TS-XINGLIGHTS-KING STREET	26.68			
	17935200AUG19	TS-KING/UNIONST-TRAFFIC LIGHT	41.32			
	18169205AUG19	RC-POOL-MILL LANE	1,853.64			
	18988703AUG19	TS/PS-199UNIONST-ELECTRICITY	1,178.38			
	19051703AUG19	TS-AIRPORT-ELECTRICITY	229.24			
	19051801AUG19	TS-AIRPORT-ELECTRICITY	46.06			
	19055406AUG19	RC-ARENA-ELECTRICITY	368.30			
	216000030308AUG19	TS-ST5-AREA LIGHTS	11,987.39			
	50660140AUG19	RC-PARKS-ROTARY CHANGING RO	27.07			
	54187672AUG19	TS-KING/QUEENST-TRAFFIC LIGHTS	39.79			
	54253127AUG19	CC-BUILDING-ELECTRICITY	27,516.19			
	54653258AUG19	TS-KING/SUPERSTORE-TRAFFIC LIC	54.48			
	55160807AUG19	RC-COTTONMILL-LIGHTS	54.00			
	55917471AUG19	TS-ST5-WATERFRONT LIGHTS	66.30			
	57955782AUG19	RC-PARKS-BANDSTAND IN CHOCOL	29.52			
	57955808AUG19	GG-120MILLTOWNBLVD-ELECTRICIT	182.22			
	71315207AUG19	PS-RCMP-ELECTRICITY	863.72			
	72924306AUG19	RC-PARKS-BANDSTAND	40.84			
	73006038AUG19	RC-LIBRARY-ELECTRICITY	1,022.30			
	82122207AUG19	RC-PARKS-BASKETBALL COURT	26.59			
	83278804AUG19	TS-ST5-PARKS SHED	37.24			
	84980501AUG19	RC-PARKS-RIVERSIDE DR LIGHTS	75.04			
024563	08/27/2019	NEW SYSTEM LAUNDRY & CLEANERS LTD.	48.74	A/P	OUT-STD	08/27/2019
	444027	PS-RCMP-FLOOR MATS	46.74			
024564	08/27/2019	ORKIN CANADA CORPORATION	244.98	A/P	OUT-STD	08/27/2019
	IN-9497687	PS-FIRE-PEST CONTROL	161.58			
	IN-9498094	CC-BUILDING-PEST CONTROL	83.38			
024565	08/27/2019	ORR ELECTRIC & ALARM LTD.	656.48	A/P	OUT-STD	08/27/2019
	4014	TS-WHARF-POLE LIGHT WORK	172.50			
	4042	TS-TRAFFIC LIGHTS-REPAIR	279.37			
	4043	PS-FIRE-REPLACED ONE BALLAST	118.36			
	4047	TS-WHARF-DE-ENERGIZED OLD PO	86.25			
024566	08/27/2019	PETTY CASH	59.60	A/P	OUT-STD	08/27/2019
	JULY042019	PS-BYLAW-REGISTERED LETTER	13.10			
	JULY052019	PS-BUILDINGINSPECTOR-REGISTE	12.15			
	JULY152019	PS-BUILDINGINSPECTOR-REGISTE	12.15			
	JULY242019	GG-TOWNHALL-KITCHEN SUPPLIES	20.00			
	JULY302019	GG-TREASURY-LETTER	2.20			
024567	08/27/2019	PITNEY WORKS	289.34	A/P	OUT-STD	08/27/2019
	AUGUST132019GEN	GG/PS-TOWNHALL-POSTAGE METE	269.34			

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024568	08/27/2019 SAINT JOHN SEA DOGS 11034 CC-EXHIBITIONGAME-FINAL PAYME	4,000.00 4,000.00	A/P	OUT-STD	08/27/2019
024569	08/27/2019 SAUNDERS EQUIPMENT LTD. 0000077069 TS-#21-MOTOR MOUNTS	464.83 464.83	A/P	OUT-STD	08/27/2019
024570	08/27/2019 SOUTHERN SANITATION LTD. 180797 CC-BUILDING-GARBAGE COLLECTIK 180874 TS-AIRPORT-GARBAGE COLLECTIO 180889 GG-TOWN-OVERRUN GARBAGE CO 180890 GG-TOWN-ZONE 1 GARBAGE COLLI 180891 GG-TOWN-ZONE III GARBAGE COLL	9,646.48 352.42 53.04 632.50 4,602.78 4,005.74	A/P	OUT-STD	08/27/2019
024571	08/27/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16484 CC-POOL-TROUBLESHOOT POOL P 16511 CC-POOL-TROUBLESHOT MAIN POK	243.23 54.05 189.18	A/P	OUT-STD	08/27/2019
024572	08/27/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 204564-205439 GG-TOWN-REGIONAL LANDFILL COI	10,000.40 10,000.40	A/P	OUT-STD	08/27/2019
024573	08/27/2019 SPEEDY ST-STEPHEN 8768 8768-320001 TS-#16-LAMINATED GLASS, FRONT ' 8768-320151 PS-FIRE-RAIN DEFLECTOR, TONNE/	1,300.26 479.17 821.09	A/P	OUT-STD	08/27/2019
024574	08/27/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 209088 GG-EVENTS-TOWN EVENTS 209726 GG-EVENTS-TOWN EVENTS 210163 GG-TOWN-EVENTS 210164 GG-AD-JOB OPPORTUNITY 210610 GG-EVENTS-TOWN EVENTS 211118 GG-TOWN-RECEPTIONIST & HOSPI	815.06 57.50 57.50 57.50 268.81 57.50 316.25	A/P	OUT-STD	08/27/2019
024576	08/27/2019 STATIONERY PLUS 51342 GG-TOWN HALL-FILE BOXES, PAPEI 51457 GG-TOWN HALL-COFFEE K-CUPS 51600 GG-TOWN HALL-LASER TONERS 51720 CC-ADMIN-RUBBER STAMP 51828 CC-ADMIN-FLASH DRIVE, MARKER 51964 CC-ADMIN-LASER TONER, PAPER, S 51965 CC-ADMIN-MARKER BOARD, TAPE, : 51985 CC-ADMIN-INDEX DIVIDERS 52077 GG-TOWN HALL-FLASH DRIVES, PAI 52149 PS-FIRE-PENS, ENVELOPES 52201 GG-TOWN HALL-COFFEE K-CUPS 52222 RC-MILLPOOL-DRY ERASE MARKER 52358 GG-TOWN HALL-PENS 52484 CC-ADMIN-NAME BADGES	1,835.68 246.85 48.28 625.09 32.17 31.83 366.23 152.10 8.73 160.74 12.98 48.28 65.17 1.83 35.40	A/P	OUT-STD	08/27/2019
024578	08/27/2019 UAP INC. 961-481452 TS-#6-HYDRAULIC HOSE, COUPLIN 961-481581 TS-#18-DIESEL EXHAUST FLUID 961-481989 TS-#22-AIR FILTER 961-482018 TS-#22-RED TEK 12A-RECHARGE 961-482073 TS-SHOP-STOVER LOCKNUTS 961-482149 TS-#22-AIR FILTER 961-482307 TS-SHOP-BUTANE TORCH, BUTANE 961-482389 TS-#5-HEATER HOSE	1,796.90 227.37 79.97 47.53 73.57 25.30 47.53 122.34 3.38	A/P	OUT-STD	08/27/2019

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 024691 dated between 08-01-2019 and 08-31-2019

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	981-482458	TS-SHOP-LOCKING FUEL CAP, BRAI	28.50			
	961-482465	TS-#18-DIESEL EXHAUST FLUID	53.31			
	961-482537	TS-#22-SWITCH	126.48			
	961-482633	TS-#24-TIE ROD END	244.09			
	961-482823	TS-#10-FUEL FILTER, OIL FILTER	19.37			
	961-482850	TS-#10-AIR FILTER	52.39			
	961-482875	TS-#6-MINIATURE LAMPS	2.12			
	961-482936	RC-#302-OIL FILTER	13.12			
	961-483086	TS-#10-AIR FILTER	71.21			
	961-483095	TS-#10-INSERT RIN BEARINGS	141.16			
	961-483271	TS-SHOP-T-SHIRT WIPERS	53.96			
	961-483320	TS-SHOP-LUCITE THINNER	121.45			
	961-483422	TS-#11-HYDRAULIC HOSE, COUPLIN	63.71			
	961-483548	TS-SHOP-METRI PACK 120 TERMIN	10.64			
	961-483555	TS-#307-TLAMP ASM RH 04-12	87.91			
	981-483572	TS-SHOP-D DRILL	80.49			
024579	08/27/2019	UNIFIRST CANADA LTD.	485.96	A/P	OUT-STD	08/27/2019
	7100176372	CC-BUILDING-FLOOR MATS	124.23			
	7100177077	CC-BUILDING-FLOOR MATS	124.23			
	7100177778	CC-BUILDING-FLOOR MATS	112.84			
	7100178481	GG-BUILDING-FLOOR MATS	124.66			
024580	08/27/2019	KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	08/27/2019
	7258860	GG-TOWNHALL-COPIER LEASE-SEF	193.71			
024581	08/27/2019	TIM HORTONS	63.66	A/P	OUT-STD	08/27/2019
	JUNE212019	PS-FIRE-REFRESHMENTS FOR A FII	83.66			
024582	08/27/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	268.09	A/P	OUT-STD	08/27/2019
	29837	RC-SPECIALEVENTS-MAPS, HANDO	268.09			
024583	08/27/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	102.01	A/P	OUT-STD	08/27/2019
	29824	GG-ADMIN-REQUEST FOR LEAVE F	102.01			
024584	08/27/2019	CYCLE WORKS	14.39	A/P	OUT-STD	08/27/2019
	580094	TS-#10-19-7044 TOTK	14.39			
024585	08/27/2019	RECREATION NB	87.12	A/P	OUT-STD	08/27/2019
	2020-169	CC-POOL-LOG BOOK	87.12			
024586	08/29/2019	HELGA REISS-BRUMMITT	300.00	A/P	OUT-STD	08/29/2019
	SUMMERCONCERT19	GG-EVENTS-SUMMER CONCERT SE	300.00			
024587	08/29/2019	PAYROLL TRANSFER	122,692.00	A/P	OUT-STD	08/29/2019
	WEEK352019	GG-TRANSFER-AUG 16-29/19	122,692.00			
024588	08/29/2019	RECEIVER GENERAL FOR CANADA	45,540.95	A/P	OUT-STD	08/29/2019
	WEEK352019	GG-REMITTANCE-AUG 16 - 29/19	45,540.95			
024607	08/01/2019	JEFF RENAUD	267.75	A/P	OUT-STD	08/01/2019
	CANTEENSUPPLIES	GG-CAO-CANTEEN SUPPLIES PICK	6.55*			
	HERITAGEDEVELOPMENT	GG-CAO-HERITAGE DEVELOPMENT	261.20			
024808	08/01/2019	JEFF RENAUD	85.45	A/P	OUT-STD	08/01/2019
	CANTEENSUPPLIES	GG-CAO-CANTEEN SUPPLIES PICK	85.45*			

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Town of St. Stephen
BNK1 - General Bank Account
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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	551,085.61			
	Void:	0.00			
	Total Cheques Generated:	551,085.61			
	Total # of Cheques Listed:	141			

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 008011 dated between 08-01-2019 and 08-31-2019

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Number	Issued	Amount	SC	Status	Status Date
007935	08/07/2019 BRENNTAG CANADA INC. 46057918 WS-SOURCE-CHLORINE	6,692.05 6,692.05	A/P	CLEARED	08/31/2019
007936	08/07/2019 RESEARCH & PRODUCTIVITY COUNCIL 262549 WS-SOURCE-DRINKING WATER LAE	743.54 743.54	A/P	CLEARED	08/31/2019
007937	08/07/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 29721 WS-TRANS&DIST-DOOR KNOCKERS 29734 WS/SCD-TOWN HALL-METER SHEET 29820* WS/SCD-TOWN HALL-LETTERHEAD	685.41 426.65 140.07 118.69	A/P	CLEARED	08/31/2019
007938	08/07/2019 WOLSELEY CANADA INC. 8276223 WS-TRANS&DIST-COUPPLINGS	1,943.22 1,943.22	A/P	CLEARED	08/31/2019
007939	08/19/2019 SERVICE NEW BRUNSWICK CTH7982019 WS-TRAN&DIST-2016 FORD F250	19.00 19.00	A/P	CLEARED	08/31/2019
007940	08/07/2019 CAMPBELL, MARK & C/O HENRY CAMPBELL (Refund)	328.14	A/R	CLEARED	08/31/2019
007941	08/09/2019 SUBWAY 1321 WS-TRANS&DIST-WATER BREAK MI	159.25 159.25	A/P	CLEARED	08/31/2019
007942	08/21/2019 A ONE PUMPING SERVICE LTD. 4592 SCD-DISPOSAL-JET RODDER/OPER 4606 SCD-DISPOSAL-JET RODDER AND C	1,438.65 1,118.95 319.70	A/P	OUT-STD	08/21/2019
007943	08/21/2019 BRIGGS PLUMBING INC. 116825 WS-TRANS&DIST-CRIMP IN COPPE	89.02 89.02	A/P	CLEARED	08/31/2019
007944	08/21/2019 CLONEY CONSTRUCTION INC. 00677 WS-TRANS&DIST-TOPSOIL	1,127.00 1,127.00	A/P	CLEARED	08/31/2019
007945	08/21/2019 COLE-PARMER CANADA COMPANY 00634788 WS-SOURCE-CHLOROSENSE SENS	2,956.74 2,956.74	A/P	CLEARED	08/31/2019
007946	08/21/2019 EMCO CORPORATION 12512058-00 WS-TRANS&DIST-WATERMAIN COU 12512098-00 WS-TRANS&DIST-HYD EXT CTDS 12512186-00 WS-TRANS&DIST-18 M67 HYD EXT C	6,823.13 994.27 3,512.79 2,316.07	A/P	CLEARED	08/31/2019
007947	08/21/2019 PITNEY BOWES 1013565875* WS/SCD-POSTAGE METER-POSTAG 1013565878* WS/SCD-POSTAGE METER-CLEANI	223.64 192.18 31.46	A/P	OUT-STD	08/21/2019
007948	08/21/2019 RESEARCH & PRODUCTIVITY COUNCIL 263172 WS-SOURCE-DRINKING WATER LAE 263261 WS-SOURCE-DRINKING WATER LAE	694.52 416.71 277.81	A/P	CLEARED	08/31/2019
007949	08/21/2019 SOURCE ONE SUPPLIES 21767 WS-TRANS&DIST-CENTER-PULL HA	75.89 75.89	A/P	CLEARED	08/31/2019
007950	08/21/2019 SOUTHWEST CONCRETE & CONS LTD IN000007349 WS-TRANS&DIST-EQUIPMENT REN	232.88 232.88	A/P	CLEARED	08/31/2019
007951	08/21/2019 TOTAL FALL PROTECTION 1231063 SCD-DISPOSAL-HARNESS INSPECT	443.33 443.33	A/P	CLEARED	08/31/2019
007952	08/21/2019 TRACTION FREDERICTON (591) 591222734 WS-#20-AIR FILTER VENT PAN, CLE	51.47 51.47	A/P	OUT-STD	08/21/2019
007953	08/21/2019 VIKING FIRE PROTECTION INC 639681 WS-SOURCE-ANNUAL SPRINKLER S	203.55 203.55	A/P	CLEARED	08/31/2019
007954	08/21/2019 WOLSELEY CANADA INC. 8311032 WS-TRANS&DIST-SERVICE BOXES, 8311033 WS-TRANS&DIST-HYDRANT EXTEN:	9,012.44 3,000.70 1,863.00	A/P	CLEARED	08/31/2019

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Town of St. Stephen
BNK2 - Utility Bank Account
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Number	Issued		Amount	SC	Status	Status Date
	8311034	WS-TRANS&DIST-SPECIAL CJ FITTIT	3,012.54			
	8328136	WS-TRANS&DIST-TORQUE WRENCH	240.35			
	8351633	WS-TRANS&DIST-HYDRANT EXTEN:	895.85			
007955	08/21/2019	XPLORNET	126.49	A/P	CLEARED	08/31/2019
	INV27774831	WS-MAXWELLCROSSING-SATELLIT	126.49			
007956	08/27/2019	ALL GAS TANKS	734.11	A/P	OUT-STD	08/27/2019
	99063	WS-TRANS&DIST-TRIMMER	494.44			
	99064	WS-TRANS&DIST-HELMET ASSEMB	239.67			
007957	08/27/2019	AVENSYS SOLUTIONS INC	548.55	A/P	OUT-STD	08/27/2019
	065503	SCD-DISPOSAL-SAMPLER MOTOR	548.55			
007958	08/27/2019	BELL ALIANT	316.85	A/P	CLEARED	08/31/2019
	11366812JULY19	WS-SOURCE-PUMP STATION	136.38			
	19002807JULY19	SCD-DISPOSAL-OLD BAY WASTERW	180.47			
007959	08/27/2019	BRIGGS PLUMBING INC.	541.65	A/P	OUT-STD	08/27/2019
	116874	WS-MAXWELL CROSSING-LEAK IN F	224.25			
	116901	WS-SOURCE-JET PUMP FILTERS	317.40			
007960	08/27/2019	BRUNET	54.62	A/P	OUT-STD	08/27/2019
	40526*	WS/SCD-TOWNHALL-QUARTERLY S	54.62			
007961	08/27/2019	CANADIAN TIRE	943.36	A/P	OUT-STD	08/27/2019
	N16383637	WS-SOURCE-ICE PACKS, SPRAY BC	132.48			
	N16383645	WS-SOURCE-PAINT SUPPLIES, BAT	79.35			
	N16383711	WS-TRANS&DIST-BACK SEAT ORGA	28.67			
	N16383716	WS-SOURCE-SPRAY PAINT, PAINT	109.60			
	N16383718	SCD-DISPOSAL-SOCKET, CRC THRO	46.53			
	N16383727	WS-#20-EXPANSION SPRING	5.73			
	N16383732	WS-TRANS&DIST-GARAGE JACK	211.53			
	N16383754	WS-SOURCE-BUCKETS, RAGS, FEB	95.13			
	N16383760	SCD-DISPOSAL-PAINT SET	11.49			
	N16383773	SCD-DISPOSAL-CAUTION TAPE	25.28			
	N17093418	WS-TRANS&DIST-SOCKETS & WREI	94.17			
	N17093431	WS-SOURCE-GRINDER	80.41			
	N17093432	SCD-DISPOSAL-CLAMP METER	22.99			
007962	08/27/2019	CARQUEST	348.93	A/P	OUT-STD	08/27/2019
	14838-107980	WS-TRANS&DIST-TRAILER BALL, HI'	68.78			
	14838-107981	WS-TRANS&DIST-CIRCUIT TESTER	21.79			
	14838-108472	WS-TRANS&DIST-IMPACT SOCKETSE	64.03			
	14838-109096	WS-#20-MULTI-CONDUCTOR CABLE	194.35			
007963	08/27/2019	CNH CAPITAL	328.44	A/P	OUT-STD	08/27/2019
	IN92256	WS-#103-HY-TRAN 5GA FLOOR	328.44			
007964	08/27/2019	KEITH'S BUILDING SUPPLIES	1,507.03	A/P	OUT-STD	08/27/2019
	187336	WS-TRANS&DIST-TIEDOWN HD RAT	89.63			
	187467	WS-TRANS&DIST-SHOVELS, TAPE F	56.32			
	187638	WS-TRANS&DIST-LIMBER	11.49			
	187782	WS-WELL'S 2+3-PLYWOOD	563.39			
	187783	WS-WELL'S 2+3-DECK SCREWS, CL	196.01			
	187860	WS-WELL#2, #3-PAINT, BIT, PAIL LIN	275.16			
	187904	WS-WELL#3, #4-PAINT	315.03			
007965	08/27/2019	MILLTOWN MACHINE & FABRICATION LTD.	3,905.83	A/P	OUT-STD	08/27/2019

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 BNK2 - Utility Bank Account
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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	20686	WS-MAXWELL CROSSING-FABRICA	177.42			
	20708	SCD-DISPOSAL-BAR SCREEN RACK	1,886.94			
	20727	WS-#20-3/16X1-1/2X20 FLAT BAR	28.59			
	20745	WS-TRANS&DIST-FABRICATE ALUM	1,959.05			
	20746	WS-#20-WELD DIVIDER IN ALUMINU	53.83			
007967	08/27/2019	N. B. ELECTRIC POWER	25,720.04	A/P	CLEARED	08/31/2019
	36869807AUG19	WS-3-119MAXWELLCROSSING-BUIL	929.17			
	50228902AUG19	WS-MAXWELLCROSSING-PUMPS	202.62			
	52557428AUG19	SCD-218OLDBAYRD-WASTEWATER	16,462.17			
	53123617AUG19	SCD-STS-DECHLORINATION CHAME	126.27			
	53158875AUG19	SCD-STS-BUDD AVE LIFT STATION	3,213.78			
	53473043AUG19	WS-SOURCE-CHLORINE RESIDUAL	28.88			
	54807440AUG19	SCD-STS-159A MILLTOWN BLVD. LI	34.30			
	56356048AUG19	SCD-STS-18 RIVERSIDE DR LIFT S	32.76			
	61204006AUG19	SCD-2-216KINGSTREET-LIFT STATI	207.72			
	61224002AUG19	SCD-STS-358A MILLTOWN BLVD LIF	1,124.19			
	61230004AUG19	WS-MAXWELLCROSSING-PUMPS	2,809.32			
	61236008AUG19	SCD-STS-BUDD AVE LIFT STATION	135.98			
	76139807AUG19	SCD-STS-5-4 RIVERSIDE DR LIFT	69.39			
	82291006AUG19	WS-SOURCE-RESERVOIR	165.45			
	84934906AUG19	SCD-STS-6-58A RIVERSIDE DR LIF	118.31			
	84943406AUG19	WS-STS-TODD HILL RESERVOIR	59.73			
007968	08/27/2019	PITNEY WORKS	1,811.36	A/P	OUT-STD	08/27/2019
	AUGUST132019UTI	WS/SCD-TOWNHALL-POSTAGE MET	1,811.36			
007969	08/27/2019	RESEARCH & PRODUCTIVITY COUNCIL	277.81	A/P	OUT-STD	08/27/2019
	264016	WS-SOURCE-DRINKING WATER LAE	277.81			
007970	08/27/2019	SAINT JOHN LABORATORY SERVICES LTD.	2,299.68	A/P	OUT-STD	08/27/2019
	703-19	SCD-DISPOSAL-TREATMENT PLANT	2,299.68			
007971	08/27/2019	SOURCE ATLANTIC	215.97	A/P	OUT-STD	08/27/2019
	3287180	WS-TRANS&DIST-CLOTHING ALLOW	215.97			
007972	08/27/2019	ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	102.00	A/P	OUT-STD	08/27/2019
	29824*	WS/SCD-ADMIN-REQUEST FOR LEA	102.00			
007973	08/27/2019	STATIONERY PLUS	113.91	A/P	OUT-STD	08/27/2019
	51342*	WS/SCD-TOWN HALL-FILE BOXES, F	40.19			
	51349	WS-TRANS&DIST-MANUAL DATE ST	8.15			
	51890	WS-SOURCE-STAMP PAD	6.43			
	52077*	WS/SCD-TOWN HALL-FLASH DRIVE!	22.98			
	52358*	WS/SCD-TOWN HALL-PENS	1.83			
	52542	WS-SOURCE-COLOUR INKJET CARTI	34.33			
007974	08/27/2019	UAP INC.	139.05	A/P	OUT-STD	08/27/2019
	961-481789	WS-TRANS&DIST-ENGINE SHAMPO!	18.95			
	961-482828	WS-TRANS&DIST-T-SHIRT WIPERS	26.98			
	961-482912	WS-TRANS&DIST-PIN PUNCH SET	87.39			
	961-482925	SCD-#4-OIL FILTER	3.05			
	961-482935	SCD-#4-OIL FILTERS	2.88			
007975	08/27/2019	WOLSELEY CANADA INC.	814.89	A/P	OUT-STD	08/27/2019
	8382088	WS-TRANS&DIST-6"TF GRIP DUALW	814.89			
007976	08/27/2019	KIRK, RYAN MATTHEW (Refund)	62.35	A/R	OUT-STD	08/27/2019

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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued	74,855.77			
	Void	0.00			
	Total Cheques Generated	74,855.77			
	Total # of Cheques Listed	41			

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RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

COMMITTEES MEETING

THAT the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on September 11, 2019 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 11, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

Mayor MacEachern requested a moment of silence on the passing of Honourable Greg Thompson, MLA for Saint Croix.

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – one (1) item
2. Potential Litigation Matter – Section 68(1)(g) of the New Brunswick *Local Governance Act* – one (1) item

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Harding that the above-noted two (2) items be moved into closed session following the Open Committees Meeting as per Section 68(1)(d) and (g) of the New Brunswick *Local Governance Act*. CARRIED

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Jeff Renaud; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

ABSENT: Councillor Ghislaine Wheaton.

2. APPROVAL OF AGENDA

It was MOVED by Councillor Hyslop and SECONDED by Councillor Chisholm that the agenda be approved as circulated. CARRIED

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

There were no delegations/presentations.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – There was no report this month.
- (ii) Report of the Fire Department – Information Report: FD 14-19 from the Fire Chief was received and reviewed for informational purposes.
- (iii) Report of the By-Laws Office – The report of the By-Law Enforcement Officer was received and reviewed.

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Councillor Parker

- (i) Report of the Building Inspection Office – The report of the Building Inspection Office was received and reviewed.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 24-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – Information Report: TR 15-19 from the Treasurer was received and reviewed for informational purposes.

Councillor Harding commended Merton Lewis, volunteer firefighter, for his many dedicated years with the annual bucket sit fundraiser.

- (iii) Capital Asset Management Planning Policy and Capital Asset Management Plan Report – Request for Decision Report: TR 14-19 from the Assistant Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2019 to accept the Capital Asset Management Plan Report and the Asset Management Planning Policy.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 05-19 from the Director of Community Services was received and reviewed for informational purposes.

- (ii) Horizon Health Network – Saint John & NB Heart Centre Cardiac Rehabilitation Program (at the Garcelon Civic Center) and Town of St. Stephen – The Letter of Agreement for Community Based Cardiac Rehab Program at the Garcelon Civic Center was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2019 to authorize the Mayor and Town Clerk to execute the agreement with Horizon Health Network – Saint John & NB Heart Centre Cardiac Rehabilitation Program.

PLANNING, PROMOTION AND TOURISM – Chaired by Mayor MacEachern in the absence of Councillor Wheaton

No items this month.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 11-19 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Tender Results: 2019 All Season Dump Body – Request for Decision Report: PW 12-19 from the Director of Operations was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2019 to award the tender to Parts for Trucks, Inc. for the purchase of a 2019 All Season Dump Body.
- (iii) Tender Results – Waterfront Enhancements – St. Stephen, NB, Project No. 19-9772– The recommendation from Dillon Consulting Limited dated September 6, 2019 was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2019 to award the tender to Fundy Contractors Limited for the waterfront enhancements project.
- (iv) Designated Highway Five Year Priorities – Request for Decision Report: PW 13-19 from the Director of Operations was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, September 23, 2019 to approve the “Designated Highways Five Year Priorities” list.

6. **NEW BUSINESS**

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:30 p.m. and returned to open session at 5:45 p.m., at which time it was **MOVED** by Deputy Mayor Carr and **SECONDED** by Councillor Hyslop that the meeting adjourn at 5:45 p.m.

Joan Flewelling

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, SEPTEMBER 11, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Land Matter – Section 68(1)(d) of the New Brunswick *Local Governance Act* – one (1) item
2. Potential Litigation Matter – Section 68(1)(g) of the New Brunswick *Local Governance Act* – one (1) item

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) Report of the NCO, RCMP – No report this month.
- (ii) Report of the Fire Department – Information Report: FD 14-19 from Fire Chief attached.
- (iii) Report of the By-Laws Office

PROPERTY, BY-LAWS AND ENVIRONMENT – Chaired by Councillor Parker

- (i) Report of Building Inspection Office

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 24-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 15-19 from Treasurer attached.
- (iii) Capital Asset Management Planning Policy and Capital Asset Management Plan Report – Request for Decision Report: TR 14-19 from Assistant Treasurer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 05-19 from Director of Community Services attached.
- (ii) Horizon Health Network – Saint John & NB Heart Centre Cardiac Rehabilitation Program (at the Garcelon Civic Center) and Town of St. Stephen – Letter of Agreement attached.

PLANNING, PROMOTION AND TOURISM – Chaired by Councillor Wheaton

No items this month.

PUBLIC WORKS – Chaired by Councillor Hyslop

- (i) Report of the Public Works Department – Information Report: PW 11-19 from Director of Operations attached.
- (ii) Tender Results: 2019 All Season Dump Body – Request for Decision Report: PW 12-19 from Director of Operations attached.
- (iii) Tender Results – Waterfront Enhancements – St. Stephen, NB, Project No. 19-9772– Recommendation from Dillon Consulting Limited dated September 6, 2019 attached.
- (iv) Designated Highway Five Year Priorities – Request for Decision Report: PW 13-19 from Director of Operations attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of August 2019 be adopted: Chief Administrative Officer; Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services.



**Town of St. Stephen
Information Report to Council
Report: CAO 24-19**



To: Mayor and Council
From: Jeff Renaud, Chief Administrative Officer
Resource Staff: N/A
Date of Meeting: September 09, 2019
Subject: CAO INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Activities of the CAO Office during the reporting period can be summarized as follows:

1. 2020 Budget Preparations:

In this reporting period the Senior Management team initiated the process for preparation of the 2020 municipal budgets. This process remains in its early stages, however, an earlier start than in previous years should ensure that the town is in a position to have the budget adopted by council before the legislated deadlines.

In order to assist us in preparation of this documentation, as well as enhance our early drafts of this document, if Council has any specific items that they would like considered, they could provide the CAO with details at their earliest convenience.

2. CAO Vacation Leave:

During this reporting period the CAO availed himself of some accumulated vacation leave. Much appreciation should be expressed for the performance of the Senior Management Team in ensuring that operations continued unfettered during this time.

3. Upcoming Tenders to be released:

Administration is currently preparing to release tenders for the following services as the contracts for these services are nearing their termination points:

- General Liability and Property Insurance
- Financial Auditing Services

4. Economic Development

CAO office continues to work with the new President of Future St. Stephen towards progressing forward on number of initiatives.

Unfortunately, there is no confirmed news regarding the development of a new hotel at this time. This is a situation which is being worked on closely by both the CAO and FSS President in order to bring this development to fruition.

Meetings with potential developers continue to happen and we continue to encourage a broad spectrum of enterprises consisting of both local entrepreneurs and outside developers.

5. Upcoming CAO Absences

- a. CAO will be travelling to Whitehorse, Yukon, to attend a quarterly meeting of the Board of Directors of the Canadian Association of Municipal Administrators. As such, the CAO will be out of the office from Wednesday, Sept. 18th to Friday, Sept. 20th, inclusive. During this time period I will be reachable via phone/email. **[No cost to Town of St. Stephen]**
- b. CAO will be travelling to Birmingham, UK, in October to represent Canada at the SOLACE conference. (October 12th-18th) **[No cost to Town of St. Stephen]**
- c. CAO will be travelling to Nashville, Tennessee, to attend the International City/Council Managers Association (ICMA) annual conference. **[No cost to Town of St. Stephen]**

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer



**Town of St. Stephen
Information Report to Council
Report: TR 15-19**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, CPA, CMA, Treasurer
Resource Staff: Assistant Treasurer, Accounts Payable Manager, Manager of Compensation and Benefits/Accounts Receivable and Collection, Human Resource/Office Manager and Civic Center Administrative and Accounting Coordinator.
Date of Meeting: September 11, 2019
Subject: TREASURER INFORMATIONAL REPORT

Recommendation: That this report be received for informational purposes.

Staff Activity since last report:

1) Monthly accounting procedures:

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing and collection for both the Utility and General Fund).
 - Accounts Receivable closed to July 31, 2019.
 - Utility collection procedures involving analysis and possible connection shutoffs-In progress.
- B) Accounts Payable processing (Verification and daily input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to July 31, 2019.
 - Review of procedures for electronic payments-In progress.
 - Computer cheques transition for remaining funds-In progress.
 - Review for update of purchasing policy-In progress.
- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
 - Bi-weekly 79 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 113 employees.
 - Review of procedures for new software for payroll direct deposit-In progress.
- D) General Ledger reconciliation's and analysis of accounts of all funds (Monthly closing of accounting records for nine funds).
 - Finalized Month end completed to December 31, 2018.
 - Department Head and Council Statements to July 31, 2019.

2) Meetings:

- A) Committee meeting-August 14, 2019.
- B) Weekly Garcelon Civic Center management staff meetings.
- C) Weekly Accounting Department staff meetings.
- D) Weekly Senior Management Staff meetings.

3) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Civic Center.
 - 2) Prince William Street Infrastructure Renewal.
 - 3) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 4) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 5) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 6) Waterfront Revitalization.
 - 7) Waterfront Enhancements (GTF).
 - 8) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
 - 9) Milltown Blvd (Pleasant Street to Riverside Drive).
 - 10) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 11) 2019 Capital Plans-16 capital projects.
 - 12) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 13) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).

- B) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to July 31, 2019.

- C) 2018 Gas Tax Fund Reporting-Complete.

- D) 2020 Budget-In Progress.

- E) Multiple HST remittances-In Progress.

- F) Various insurance issues-In Progress.

- G) Transitioning Town Hall receipting process-In progress.

- H) Administering the Charles F Todd Trust Fund

- I) Computer server maintenance.

Emergency Expenditures

Per the Purchasing Policy #3A "expenditures related to safety or emergency expenses that are unbudgeted and require immediate action are to have the purchase order signed off for approval by the Mayor, Chief Administrative Officer, Treasurer, and Department Head. Members of Council are to be made aware of these expenditures by the Department Head at the next available meeting of Committee."

The following expenditure is related to a safety or emergency expense for Council information;

- 1) **Transportation Services**- An unbudgeted emergency expense (including HST) was incurred for the engineering related to the Waterfront Revitalization (Wharf) project. The additional cost of \$19,000 plus HST was for a redesign of the wharf tender after the initial tender came in over budget.



**Town of St. Stephen
Information Report to Council
Report: PW 11-19**



To: Jeff Renaud, Chief Administrative Officer
From: Lee Johnson, Director of Operations
Resource Staff: Supervisor II, Supervisor I and Treatment Plant Operator
Date of Meeting: Sept. 04, 2019
Subject: September Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 4 new Water Meters.
- b) Gate Valve Maintenance.
- c) Repaired 6 Water Meters.
- d) Repaired 4 Water Laterals.

2: Streets:

- a) Painted Crosswalks.
- b) Repaired Lawns.
- c) Removed Trees at N.B. Southern Crossing.
- d) Helped with July First Parade and Lumber Jack Contest.
- e) Patched water leak cuts and pot holes.

3: Waste Water:

- a) Videoed 4 Sewer Laterals.
- b) 1 new Lateral was installed.
- c) 1 Lateral was inspected.

Progress Updates

Sept 05, 2019

Water and Sanitary Sewer System Extension (Route 3) – Project No. 18-8036

The water main has been commissioned and the project is complete with the exception of a few deficiencies related to site restoration that are currently being addressed.

Combined Sewer Separation and Utility Renewal (Murchie Avenue) – Project No. 18-7576

Work is complete with the exception of minor deficiencies which are currently being addressed and the addition of a small amount of crushed gravel in 2 driveways.

Street Improvements 2018 (Milltown Boulevard Pleasant Street to Riverside Drive) – Project No. 18-7514

The project is complete with the exception of a portion of the hydroseeding on the north side of the street, and some minor cleanup.

Waterfront Revitalization – Project No. 18-7081

The project is well underway. Many of the structural upgrades below deck have been completed and decking/railings are currently being installed. Equipment tenders for the floating docks and gangway have been issued and are awaiting results.

Combined Sewer Separation and Utility Renewal (Elm Park, Pinewood, Maple) – Project No. 16-4847

Work in Elm Park is complete. Some deficiencies remain outstanding are being addressed.

Water Main and Utility Renewal (Milltown Boulevard) – Project No. 17-5356

The project is complete and final progress claim has been submitted. Clean up of concrete splatter in some areas remains to be done as a deficiency.

Parking Lot Reconfiguration (Garcelon Civic Centre) – Project No. 19-9720

Work is complete with the exception of some line painting and signage items that are outstanding and a section of sidewalk that cracked which will be replaced by the contractor.

Riverside Drive WWPS Replacement – Project No. 19-9953

Design drawings are at 50% with the overall site layout currently being reviewed to address property constraints.

Waterfront Enhancements – Project No. 19-9772

The tender closes September 6, 2019.



**Town of St. Stephen
Information Report to Council
Report: FD 14-19**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, September 11, 2019
Subject: Committee Meeting for September

Recommendation: That this report be received for informational purposes.

1. Alarms were:	Town Alarms	10
	Out of Town Alarms	7
	Total	17

Alarms	# Calls	# FF	# Hours
1. Ambulance Assist	4	35	35
2. Structure Fire	2	25	73
3. Fuel Spill	1	1	1
4. MVA	5	53	52
5. Burning Complaint	3	22	22
6. Debris Fire	1	2	4
7. Gas Smell	1	6	6
Total			
SSFD	17		
Other FD	35		
St Stephen PW	3		
St Andrews PW	4		
Total calls dispatched	59		

Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections
3. Milltown Elementary School Fun Day
4. Hands Across Border Ceremony
5. Muscular Dystrophy Truck Pull
6. International Festival Parade

2. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Communications with John Redden, Emergency Preparedness Services, with respect to ladder truck study for Dept. of ELG.
4. Meeting with Worksafe NB representative with respect to JHSC development.
5. Workplace Harassment and Violence Codes of Practice
6. VFIS Policy Renewal for 2019/2020
7. Completed two more online courses through Worksafe NB.
8. Internal job posting for Driver / Dispatcher.
9. Safety Talk with children at Boys and Girls Club.
10. Budget 2019/2020
11. Bucket Sit event preparation.

3. Equipment

Nothing new to report.

4. Personnel

1. An internal posting for the Position of Driver / Dispatcher closed on Monday, August 12th, with one applicant. Capt. Joe Richardson has been hired to fill this position, leaving his former position of Firefighter/Spare Driver Dispatcher vacant.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

73 Milltown Blvd. St. Stephen NB. E3L-1G5

August REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for August By-Law –Enforcement.
We handled 21 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (4)	Attended the RCM Police detachment to discuss an ongoing issue with a dog compliant Received a call from the SPCA with regards to a dog that was found dead on the channel block road Assisted the building inspector with an ongoing building issue Assisted the building inspector posting a house for demolition.	<i>Investigation is ongoing</i>
Assist General Public (10)	Person called with regards to the a neighbor with a rooster in their yard	<i>Patrol made and spoke to the young lady and she will look after getting rid of the rooster.</i>

	<p>Received a call from a person with regards to a property in their neighborhood that is in disrepair</p> <p>Lady called concerning a neighbor letting her kitten out and she is afraid it might get run over.</p> <p>lady called to complain about be threatened by one of their tenants</p> <p>Complaint from a gentleman about their neighbors garbage being dragged around the neighborhood</p> <p>Received a call from a lady complaining about a dog running at large</p> <p>Lady called about their neighbor operating a home base business and is crossing onto their property</p> <p>Received a call from a lady asking what she needed to put up a portable garage</p> <p><i>Received a call from a person complaining again about noxious weeds</i></p> <p><i>Also received complaint of an abandoned vehicle in the same yard.</i></p>	<p><i>Patrol made with building inspector and responded to the complainant</i></p> <p><i>Problem has been passed onto the animal control officer</i></p> <p><i>Informed her to contact the RCM Police and lodge a complaint.</i></p> <p><i>Patrol made and met up with the sanitation people and they retrieved same.</i></p> <p><i>Passed onto the animal control officer</i></p> <p><i>Patrol made and spoke to the gentleman and he has since put the equipment away in a portable shelter.</i></p> <p><i>Informed her as long as it is a portable shelter she is fine just putting it up.</i></p> <p><i>Had our horticulturalist check it out and the weeds are fine</i></p> <p><i>Notice has been sent to the property owner to remove same.</i></p>
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Parking (5)	<i>5 Verbal Warnings were given for parking</i>	
Dog Complaints (2)	<p>Received a call from a lady complaining about a dog running at large</p> <p><i>Gentleman called about his neighbor letting their dog run at large</i></p>	<p><i>Passed onto the animal control officer</i></p> <p><i>Patrol made and found nothing and also passed onto animal control.</i></p>

Also this office attended court in Saint John twice this month as well we are investigating a dog attack that will be before the courts this month and also we have an ongoing court case with the same animal. Summons's have been issued to the accused.

Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer

REPORT OF THE ANIMAL CONTROL OFFICER

I patrolled the Town on a regular basis and responded to all calls. I received several calls of missing cats and dogs, on Pleasant and Church streets. I received a call from West St. of a cat running at large, talked to both parties and seems to be resolved. I received a call from Pleasant St. that he was bit by a dog in his apt. building. I assisted the by-law officer in trying to seize the animal however further legal action will be needed. Complaint of a dog being neglected on Pleasant St., dog belonged to people whose house burnt. Warning given. Dog broke loose at customs, assisted in the recovery

Respectfully Submitted,
Mike Shannon
Animal Control Officer

BUILDING INSPECTION 2019	2019	2018	2019	2018	2019	2018	2019	2018
AUGUST								
	# of Per.	# of Per.	Value	Value	YTD.#Permits	YTD.#Permits	YTD.Value	YTD.Value
TYPE OF CONSTRUCTION	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	5	\$0.00	\$12,750.00	2	12	\$350,000.00	\$68,249.00
Residential Renos/Additions	7	8	\$83,800.00	\$59,200.00	53	44	\$350,150.00	\$1,102,103.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	1	2	\$7,544,000.00	\$37,400.00
Com./Indus./Inst. Renos	1	1	\$2,000.00	\$15,000.00	13	11	\$526,500.00	\$178,500.00
Institutional	1	1	\$405,000.00	\$0.00	2	8	\$1,286,700.00	\$864,500.00
Demolition	1	0	\$7,800.00	\$4,500.00	6	1	\$26,255.00	\$5,200.00
TOTALS	10	15	\$498,600.00	\$91,450.00	77	78	\$10,083,605.00	\$2,255,952.00
	Cur. Mth							
Demolition Permits	1	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	19	N/A						
Electrical waivers issued	5	N/A						
Active Unsightly Premises	8	N/A						
Sign Permits	3	N/A						



**Town of St. Stephen
Information Report to Council
Report: CMS 05-19**



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: Wednesday, September 11th
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. The Rotary Clock Tower at Chocolate Park is now fixed.
- b. The 7th Annual NB Day Fun Run was a great success, nearly 75 runners took part over the 3 distances.
- c. The Fall and Winter ice time user agreement are now being created
- d. The Aquatic schedules for the Back to School period (Sept 3-13) and Fall & Winter (Sept – Mar) have been created.
- e. The Milltown Pool is now closed for the season, the process of winterisation will begin.
- f. Website development continues, with the coordination of the content for each webpage, photography and the allocation of hours needed by the development team.
- g. Milltown Bandstand was subjected to minor arson Aug 20, thankfully a member of the public spotted the flames at 1:30am and called 911.
- h. The Aquatic & Programming Coordinator position application deadline is Sept 13, it was extended after a lack of applications. We are now advertising on Indeed.com, one of the leading recruitment websites.
- i. I attended the Provincial library meeting in St. John with the Ghislaine, we represented the town at the discussion. There is a lot of uncertainty over the reason why the meeting was called, the province did not clarify why even under questioning.
- j. I met with Doug Borthwick from Dramis, they are a company that will evaluate the town's phone bills and give a free assessment of our current phone system. We envision that we can get a better service than what we have at present and with the new renovations this will be a good time to take advantage of the assessment.
- k. Met with Herb & Lynda Deplissea and Reed Haley who are the volunteers at the Tennis Courts, they are once again happy that the courts are locked at Dusk. We have added a power source on the courts side of the bandstand that can help them with the leaf blowing and ball launcher.
- l. The Tennis Court surface installer is planning on visiting us in mid-september.

- m. The Pool light renovation will cost approximately \$25,000 include installation, plus they will come with a 5 year warranty that we monitor and immediately use with the new lights. They will be the exact same make and model as current lights so the installation should be quite straight forward.
- n. Met with the Canadian Tire Jumpstart representative and local store owner to discuss the on-going application process and issues that can arise.

2. Future meetings & other activities:

- a. Meeting with Bob Sharpe (Lawn contractor) and School representatives to discuss the current working practices and how we can move forward.
- b. On-going meetings with the Ganong Nature Park Advisory Group to study the park and discuss new initiatives for the future.
- c. Hosting the Fundy Recreation Professionals Association (FRPA) quarterly meeting at the GCC on September 6th, items being discussed with be helmets worn on benches and minimum age of gym users.

Administration & Accounting

1. Monthly Projects

- a. Reviewed Outstanding Invoices – re-sent past due invoices for payment and processed payments received. Fixed any errors in the system.
- b. Sent monthly invoices to various organizations.
- c. Various Staff Training - Conducted interviews for Administrative & Hospitality Attendant Position.
- d. Processed the Revenue reports for the finance department.
- e. Deposits, banking, and reconciled shifts.

2. Statistics:

- a. Approximately 1392 membership check-ins were recorded for the month.
- b. Approximately 73 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 6 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 41 punch cards sold throughout the month.

Operations and Maintenance

- 1. Ongoing preventative maintenance in building.
- 2. Contractors for Refit of Admin area visiting site throughout the month
- 3. Working on logistics in building for seadogs game.
- 4. Regular building up keep on the go. (Crack filling, painting etc.)
- 5. Small Pool pump drive has been replaced and back on line.
- 6. Working on 2020 budget and capital items.
- 7. On-going progress on light solution in the Aquatics area going well, will have solution in place in Sept.
- 8. Parking lot is close to finish, painting was completed, great positive feedback so far.

9. Batteries in Zamboni have come to their expected end of life cycle, it was anticipated and budgeted in to the 2019 budget and have been ordered, install will happen in September. In the meantime the 1996 440 Zamboni has been maintained, and will resume resurfacing work until the electric has been fixed.

Events

3. Past Month's Events:

- a. 35th Annual Chocolate Festival - August 4th – 8th.
- b. 46th Annual International Festival (with Calais, ME) -August 7th – 11th (parade August 10th, fireworks August 11th). Brochure to be finalized first week of July.
- c. Muscular Dystrophy Fire Truck Pull – August 11th at 2pm (Budd Ave).
- d. Sailors for Wishes – Ride Across NB to raise money for Children's Wish Foundation – August 10th and 11th
- e. Frank McKenna – August 14th (Catered lunch for Mr. McKenna and FSS by the GCC)
- f. Bonfire Music Festival – August 15th – 18th.
- g. Enbridge Movie Night in the Park – Arena Diamond – August 20th.
- h. Shop Local Festival – August 23rd 10am – game time.
- i. Saint John Sea Dogs vs. Halifax Mooseheads Pre-Season Exhibition Game August 23rd. Sponsorship opportunities going well – 3 of 5 spots (Platinum, Gold, Silver) claimed by Dillon, Tidal Health and Arauco.
- j. International Lumberjack Championships – August 31st – September 1st.

4. Future Events:

- a. Charlotte County Fall Fair - September 14th – 15th.
- b. All Breed Championship Dog Show – September 14th – 15th.
- c. Start of hockey season – September 16th (canteen to open following week).
- d. Breakfast with the Premier – September 20th.
- e. Annual Rotary Run – September 22nd.
- f. Legends of Hockey HotStove Series with Guy LaFleur and Steve Shutt – September 24th.
- g. Women Riders World Relay – September 24th.
- h. Doors Open St. Stephen – September 28th.
- i. Open Meeting on the Future of Junior A Hockey (held by Bob Sweeney) – September 29th
- j. Meet your (federal) candidates night – October 1st.
- k. Chamber of Commerce Gala – October 24th.
- l. Black Friday Market – November 29th.
- m. St. Stephen Christmas Farmers Market – December 1st.
- n. St. Stephen Christmas Parade - Friday, December 6th at 6pm.
- o. Storytime with Mrs. Claus December 7th 10am then Santa's Arrival Saturday, December 7th at 11:30-1:30.

5. Other Activities:

- e. Worked on schedules with Kev.
- f. Working on user agreements for all regular users at GCC.
- g. Conley Martial Arts has moved to the GCC as of September 4th.

- h. In-house Catering continues with great reviews – Mike has been doing very well with planning menus.
- i. Interviewing new Canteen staff as half chose not to return after summer hiatus.

Respectfully submitted,
Kev Sumner - Director of Community Services

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

**CAPITAL ASSET MANAGEMENT PLAN REPORT AND CAPITAL ASSET
MANAGEMENT PLANNING POLICY**

THAT the Council of the Town of St. Stephen accepts the Capital Asset Management Plan Report and Capital Asset Management Planning Policy No. 69.

Asset Management Plan

TOWN OF ST. STEPHEN



July 2019



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Appendices

Appendix A –Governance Policy

Appendix B – Condition Index and Unit Rates

Appendix C – Asset Renewal Schedule

Appendix D – Municipal Land, Fleet Vehicles and Specialty Equipment

Governance Policy

Condition Index and Unit Rates

Asset Renewal Schedule

Municipal Land and Fleet Vehicles

EXECUTIVE SUMMARY

Purpose of Asset Management Planning

Dillon Consulting Limited (Dillon) was retained by the Town of St. Stephen to assist in completing a municipal Asset Management Plan (AMP) for the purpose of efficiently managing infrastructure and other assets to deliver an agreed upon level of service for community residents. The local governments of New Brunswick signed the Gas Tax Funding agreements that committed municipalities to start implementing asset management planning related to all infrastructure. The Province released the *Guide to Asset Management Planning for Local Governments (July, 2017)* which outlines the minimum requirements for completing the AMP. New Brunswick municipalities and local governments are required to have a plan completed by July 31st, 2018.

The AMP will help the municipality by setting service standards for residents, which will increase accountability between the community and municipal departments, and minimize risks to community infrastructure by establishing clear procedures for management of assets throughout its useful life.

Importance of Municipal Infrastructure

The majority of infrastructure in Canada is owned and maintained by municipalities (FCM, 2018). Infrastructure such as roads, underground piping, buildings and facilities provide general and critical services to residents. The state and condition of municipal assets not only affects the operations of local governments but also the community's residents. Ensuring that these assets are maintained and accounted for correctly minimizes the overall risk for residents and decision makers.

General Requirements

The *Guide to Asset Management Planning for Local Governments* sets minimum requirements of the AMP. The goal of this initiative is to encourage municipalities to plan and account for their municipal assets in a systematic and organized manner. The minimum requirements of Phase 1 of this initiative include the following:

1. **GOVERNANCE:** Draft and enact a Governance Statement that expresses the commitment to asset management planning and Governance Model, including asset management policies, administrative procedures, schedules of review, and roles and responsibilities within the organization;
2. **LEVEL OF SERVICE:** Identify and give an overview of services provided by the municipality, including a description and scope for each category of service. In future iterations, the AMP will expand to include levels of service and performance measures;
3. **INVENTORY OF ASSETS:** Present a detailed inventory of all tangible capital assets as per PSA-3150 and how they align with the types of services provided;
4. **RISK ASSESSMENT:** Identify assets that are necessary to attaining the service level objectives of the Town's core services, which include protective, transportation and environmental health services. Identify the Town's high value assets. Wherever possible, identify potential risks, the likelihood and possible severity for core and high value assets.

5. **CLIMATE CHANGE:** As a first step in adaptation planning, identify types of climate threats and associated impacts from climate change that are relevant to the Town's location. Identify core and high value assets that are at risk or vulnerable to climate change impacts and provide a list of vulnerable assets.
6. **CONDITION ASSESSMENT:** Complete a condition assessment on core and high value assets, using a suitable methodology defined. The minimum requirements may include visual assessment, estimates and useful life as necessary methods of condition assessment;
7. **COST ANALYSIS:** Identify and plan for the maintenance and operation, renewal, replacement and acquisition costs for existing and planned core and high value assets over the next 50 years.
8. **FINANCIAL PLANNING:** Establish cash flow forecasts for core and high value assets; and,
9. **PRIORITY SETTING:** Identify key municipal priorities for core and high value asset renewal and replacement as well as any anticipated acquisitions.

This AMP addresses the minimum requirements set by the Province while preparing the municipality for the next phase of their asset management planning system. The goal of this plan is to provide the municipality with the confidence to make informed financial decisions about their assets.

Background and Location

The Town of St. Stephen is located in Charlotte County, in the southwest corner of the Province of New Brunswick. St. Stephen is situated along the St. Croix River, which marks a section of the Canada-United States Border, separating it from Calais, Maine. The Town of St. Stephen provides services to over 4,000 residents.

Approach to Asset Management Planning

In 2010, St. Stephen completed the requirements of PSA-3150 (Public Sector Accounting Board) review of tangible capital assets which included accounting for and determining a value for tangible capital assets in St. Stephen. The project captured assets such as drinking water, sanitary and storm linear infrastructure, buildings and facilities, as well as roads, curbs and sidewalks. The project also completed a financial forecasting analysis using the Dillon Predictive Scenario Software (DPSS), a Microsoft Access application that relies on overall assessment of the infrastructure condition to produce forecasted financial expenditures based on degradation curves.

The requirements of the AMP set out by the Province clearly states that each municipality requires an asset management lead to maintain and update asset inventory in house. Dillon recognized the need to develop a simple and efficient tool for municipal representatives to use, therefore an Excel-based Asset Management Tool was developed. The Tool incorporates several elements from the DPSS database, including deterioration curves and financial forecasting tools. The Excel-based Asset Management Tool was developed as a user-friendly database to store asset inventory, asset condition, required levels of services for each asset type, and replacement cost justification for each asset component. The Tool is explained in greater detail in Section 6.0 Condition Assessment.

Requirements of the Phase 1 Asset Management Planning initiative by the Province also included consideration of risk and climate change impacts for high value and core assets. A workshop was

facilitated with staff from the Town of St. Stephen to discuss what qualifies as a high value or core asset, and to determine their associated risks in terms of social, economic, environmental and climate factors.

The workshop was held on June 20th, 2018 and consisted of the following staff, listed in **Table E-1**. The workshop was beneficial in confirming the Town’s current asset inventory, presenting Dillon’s Asset Management Tool and condition assessment methodology, confirming initial results and discussing infrastructure risk and climate change risks for the Town.

Table E-1: Workshop Participants

Participant Name	Participant Role
Town of St. Stephen	
Jeff Renaud	Chief Administrative Officer and Development Officer
Frank Godsoe	Assistant Treasurer
Manzer Young	Building Inspection Officer
Lee Johnson	Director of Operations

Sections 1.0 through 9.0 present the minimum requirements for an Asset Management Plan as required by the *Guide to Asset Management Planning for Local Governments (2017)*.

1.0 GOVERNANCE

Implementing and committing to asset management planning can be a challenge without clear direction and an effective governance model to support it. The following two components that support successful asset management planning are presented in this section:

- **Governance Statement:** expresses the commitment being made by the local governments to asset management planning; and,
- **Governance Model:** details the principles, procedures and roles needed to implement and carry out asset management planning.

1.1 Governance Statement

A Governance Statement declares the local government's commitment to asset management planning and makes it a corporate priority. The statement must reference the specific resolutions passed by council and acknowledge the need to appropriately resource the financial implications.

The purpose of the policy is to provide St. Stephen with guidance to drive cohesive decision making between Town council and municipal departments in order to provide the intended level of service to community residents. The policy also presents a vision statement to be incorporated by the Town, as stated below:

"The Town of St. Stephen is committed to using asset management practices to become more proactive in decision-making and to provide quality services for the Town's residents"

1.2 Governance Model

To support effective asset management planning and decision-making, an organization must establish an asset management system – a set of interrelated elements including governance, people, processes, data and technology (FCM, 2018).

A Governance Model includes:

- Asset management planning principles
- Administrative procedures
- Schedules of plan review and maintenance
- Definition of roles related to asset management within the organization and responsibilities defined for council, management (administration and finance) and operations

1.2.1 Asset Management Planning Principles

The purpose of this new policy was to provide guidance and drive cohesive decision making between the council and department leads. The policy will further aid in reporting the desired level of service to resident, and be guided by a set of principles which help define the overall intent of the policy.

Principles and procedures were developed to guide the organization in asset management practice and to achieve the goals for the AMP. The main principles that were developed to guide the municipality include:

- Delivery of services;
- Long-term sustainability and risk management;
- Systematic and transparent decision making; and
- Fiscal responsibility and asset management decision making.

A more in-depth explanation of these principles can be found in **Appendix A**, the draft asset management planning policy.

1.2.2 Administrative Procedures

Administrative procedures were created and are outlined in the policy in order to achieve the objectives of a sound asset management system for the Town of St. Stephen. The basic procedures were developed to ensure that asset management practices are upheld and intertwined with the Town’s planning and budgeting procedures. Examples of administrative procedures include:

- Evaluating the governance structure as an organization;
- Encouraging consistent communication among municipal departments;
- Incorporating life cycle costs into asset investment;
- Monitoring the performance of asset management planning; and,
- Evaluating the current level of service, and adjust as needed to ensure the intended level of service is attained.

1.2.3 Schedules of Plan Review and Maintenance

The AMP should be maintained to efficiently manage the performance and quality of the asset management system. The policy contains a timeline for updating items such as the asset inventory, the asset management policy and the roles and responsibilities within the system. The time frames to update each item, as well as the corresponding updates for each item is listed in **Table 1-1**, below.

Table 1-1: Timeline for Asset Management Planning Updates

Item	Frequency	Updates
Asset Inventory	Annually	- Update infrastructure based on projects completed; - Update installation/ commissioning years based on projects completed; - Update condition ratings based on condition assessment completed;
Asset Management Policy	Every 5 years or when needed	- Align policy with strategic or financial plans;
Roles and Responsibilities	3 years or when needed	- Update as per changes within council and staff;

1.2.4 Roles and Responsibilities

The draft policy included the roles and responsibilities of the Town’s staff and council members. A summary of the roles and responsibilities is highlighted in **Figure 1- 1**.

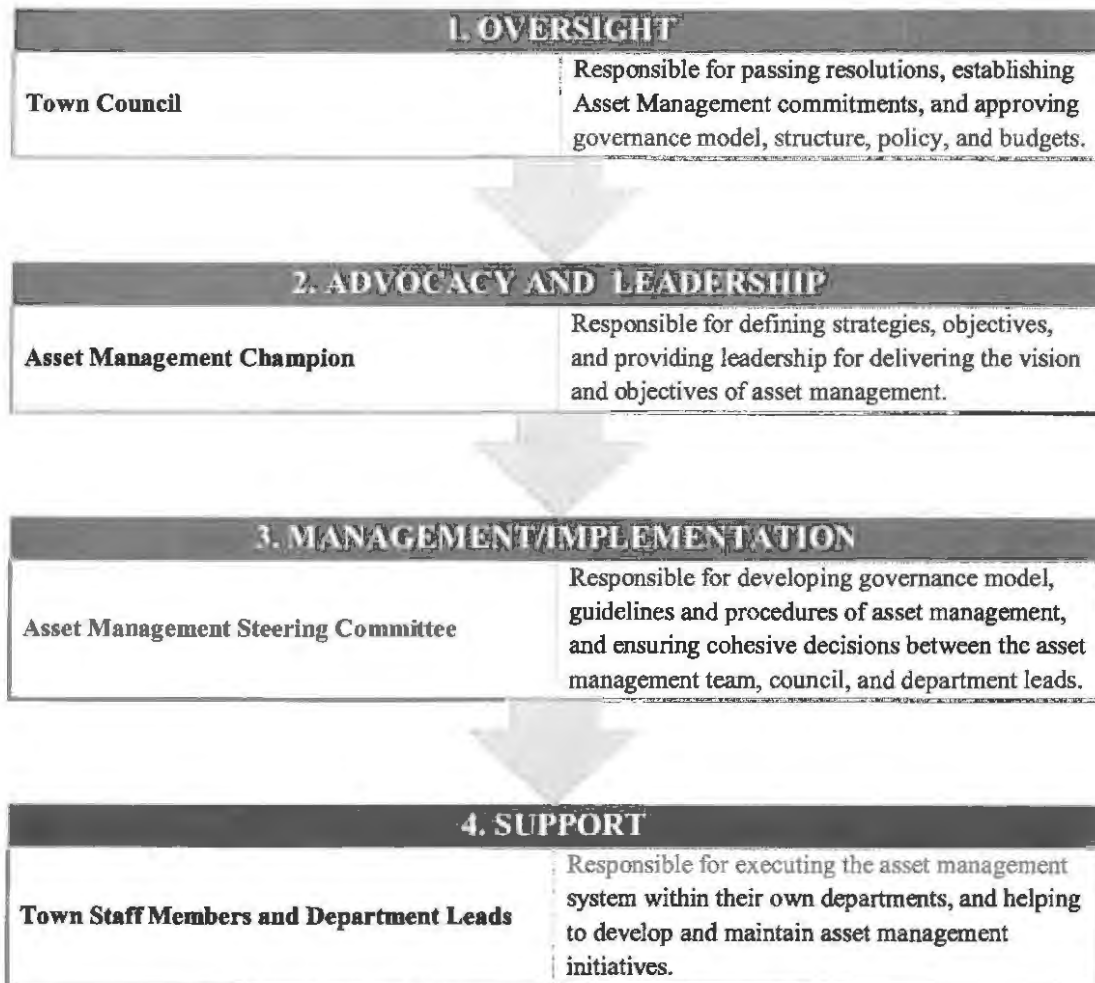


Figure 1-1: Asset Management Roles for the Town of St. Stephen

2.0 LEVEL OF SERVICE

The services provided by a municipality affect the residents' quality of life. In this section the services provided by the municipality are identified and an overview of services provided including a description and scope for each category of services. In future revisions of the AMP, this section will be expanded to include levels of service and performance measures.

The Town provides multiple services to its residents, which are highlighted in **Table 2-1**. The services are grouped into five categories:

- *Protective services*, such as emergency services, fire protection and police services;
- *Transportation services*, such as roads, pedestrian walkways, snow removal services and street cleaning services. This service includes the financial costs associated with maintaining storm water infrastructure;
- *Water and Sewerage services*, such as drinking water conveyance, wastewater collection, and related water/ wastewater infrastructure;
- *Environmental Health services*, solid waste management services (contracted), and brush removal services;
- *Recreation and Cultural services*, such as community centers, public pools, sporting courts, parks and cultural facilities; and,
- *General Government services*, such as Town office and administrative services.

Table 2-1: Services for St. Stephen

Protective Services	
Fire Protection/Rescue	<ul style="list-style-type: none"> • Fire Station
RCMP	<ul style="list-style-type: none"> • RCMP building
Transportation Services	
Roads	<ul style="list-style-type: none"> • Collector and Industrial roads • Residential roads
Sidewalks	
Curbs	
Water and Sewerage Services	
Wastewater	<ul style="list-style-type: none"> • Sewer linear infrastructure • Wastewater Pumping Stations
Municipal Water	<ul style="list-style-type: none"> • Drinking water linear infrastructure • Well Houses • Water Storage Facilities
Storm Water*	<ul style="list-style-type: none"> • Storm pipes • Storm structures
Environmental Health Services	
Solid Waste Collection	<ul style="list-style-type: none"> • Administrative Procedures; • Brush Removal Services

Recreation and Cultural Services	
Parks	<ul style="list-style-type: none"> • Dover Hill Park • Abbot Street Playground • Elm Park • Queensway Park • Riverside Drive Park
Fields	<ul style="list-style-type: none"> • Rotary Field
Recreational Centers and Buildings	<ul style="list-style-type: none"> • Civic Centre • Waterfront Wharf • Border Arena • Swimming Pool • St. Croix Library • Airport Office • Visitor's Information Center • Ball Diamond Building
Sport Courts	<ul style="list-style-type: none"> • Tennis courts • Basketball courts
Trails	<ul style="list-style-type: none"> • Elm Street Nature Trail
General Government Services	
Buildings	<ul style="list-style-type: none"> • Old Town Hall • Storage Buildings – miscellaneous services • Works Offices and Garages – miscellaneous services

*For the purposes of financial planning, storm sewer is accounted for under Transportation Services.

3.0 INVENTORY OF ASSETS

In this section, a summary of the Town's tangible capital asset inventory is presented, how they align with the types of services provided by the Town.

In 2010, the Town completed an asset inventory of its existing infrastructure to fulfill the requirements for the PSA-3150. The inventory included assets up to, and including 2010, which has been updated and used to complete the AMP. A summary of the asset inventory is presented in Table 3-1.

Table 3-1: Summary of Asset Inventory

Asset	Inventory	Associated Service
Municipal Buildings and Facilities		
Recreational Centers	6	Recreation and Cultural
Government Buildings	7	General Government
Protective Service Facilities	2	Protective Services
Transportation Buildings	3	Transportation
Process Buildings and Facilities		
Wastewater Treatment Facility	1	Water and Sewerage
Water Treatment Facility (Chlorination)	1	Water and Sewerage
Pump Stations	7	Water and Sewerage
Water Pump Houses	1	Water and Sewerage
Well Houses	2	Water and Sewerage
Water reservoirs	2	Water and Sewerage
Dams	1	Water and Sewerage
Underground Water - Sanitary Sewer		
Sanitary Sewer Pipes	47.3 km	Water and Sewerage
Force Main	3.39 km	Water and Sewerage
Underground Piping - Storm Water		
Storm Pipes	23.2 km	Transportation
Underground Piping - Municipal Water		
Water Main	59.54 km	Water and Sewerage
Transportation Infrastructure		
Residential Road	31.77 km	Transportation
Industrial/Collector Road	4.43 km	Transportation
Sidewalks	25.5 km	Transportation
Curb	10.2 km	Transportation

The asset inventory compiled for the AMP included two additional categories: municipal land and fleet vehicles. Municipal land and vehicles are characterized as assets owned by the Town, but are not part of financial planning for the AMP. The Town has a process in place to manage the purchase and sale of land, as well as maintenance of municipal vehicles.

3.1 Municipal Designated Highways

In New Brunswick, highways that were built by the Province that are no longer classified as highways and are used as collector roads by municipalities are called *municipal designated highways*. These roads are generally owned and maintained by the Province, therefore they are not considered an asset owned by a municipality. Capital improvements, renewals and new infrastructure is generally funded by the Province through the Municipal Designated Highway Program which requires that the Town submit a Five Year Priority Plan of proposed improvements. The construction work and repairs that are generally considered eligible Provincial costs include:

- Road reconstruction and resurface;
- Roadway widening;
- Culvert replacement;
- Storm sewer system upgrades; and
- Curb and gutter upgrades.

Items such as sidewalks, water mains and sanitary sewer do not qualify for funding from the provincial government, therefore, these items are considered assets owned by the municipality. For St. Stephen, the roads considered designated highways are Route 170 and Route 3.

3.2 Core and High Value Assets

As per the requirements of the Province, the condition assessment, risk assessment and climate change portions of the work must be completed on core and high value assets, at a minimum. A core asset is described as an infrastructure system or component that contributes to providing a core service for the residents of St. Stephen. Core services are protective services, transportation services, and water and sewerage services. The core assets that correspond to the core services are highlighted in **Table 3-2**.

Table 3-2: Core Assets

Core Service	Core Assets
Protective Services	Complex Assets: Fire Hall, Fire Truck, RCMP building.
Transportation Services	Linear Assets: Industrial/collector and residential roads, sidewalks, curbs, storm water piping Complex Assets: Salt building, storage buildings.
Water and Sewerage Services	Linear Assets: Drinking water pipes, sanitary sewer pipes, including force main and gravity; Complex Assets: Wastewater treatment plant, water chlorination building, pump stations, well houses, pump house, and water reservoirs.

During the workshop, participants discussed additional assets and asset components to be included in the risk assessment and climate change considerations. High value assets were described as assets which may have a large financial impact at the time of replacement, or assets which hold a high importance rating for the community. The following assets were deemed as high value assets, and were included in the risk and climate change portions of the work:

- Community Civic Centre;
- Border Arena – Recently decommissioned.

3.3 Overview of Data Included

As a continuation of PSA-3150, the detailed inventory of all tangible capital assets was reviewed and updated from the work completed in 2010. The inventory was modified to include additional elements, as per the provincial Phase 1 requirements, as listed below:

- Asset Name;
- Asset Description (i.e., building name, type of linear asset, vehicle name, etc.);
- Unique ID for administrative reporting purposes;
- Civic Address, or start node/ end node for linear assets;
- Descriptive Attributes (i.e., length, diameter, installation year, material, and specific asset components);
- High Value or Core Asset Denomination;
- Unit Cost, for linear assets only- this cost includes installation and construction cost considerations;
- Current Replacement Cost, based on initial purchase price or engineer's estimate for replacement- this cost represents current replacement cost in 2018 dollars;
- Condition Assessment, as stated through visual inspections or model-derived formula, see Section 6.0;
- Expected Useful Life and Remaining Useful Life, as per recommendations from PSA-3150 and through professional opinions;
- Risk and Climate Change Risk Flag, see Section 4.0 and 5.0 respectively;
- Forecasted Replacement Year, based on model-derived formula, see Section 6.0;

A sample of the inventory sheet as collected in the Excel-based Asset Management Tool for water and sewerage linear assets is shown in **Figure 3-1**, below.

ID	Description	Location	Quantity	Status	Value	Notes
SA 0000001	Storage and Collection	Storage	100	Good	10000	
SA 0000002	Storage and Collection	Storage	100	Good	10000	
SA 0000003	Storage and Collection	Storage	100	Good	10000	
SA 0000004	Storage and Collection	Storage	100	Good	10000	
SA 0000005	Storage and Collection	Storage	100	Good	10000	
SA 0000006	Storage and Collection	Storage	100	Good	10000	
SA 0000007	Storage and Collection	Storage	100	Good	10000	
SA 0000008	Storage and Collection	Storage	100	Good	10000	
SA 0000009	Storage and Collection	Storage	100	Good	10000	
SA 0000010	Storage and Collection	Storage	100	Good	10000	
SA 0000011	Storage and Collection	Storage	100	Good	10000	
SA 0000012	Storage and Collection	Storage	100	Good	10000	
SA 0000013	Storage and Collection	Storage	100	Good	10000	
SA 0000014	Storage and Collection	Storage	100	Good	10000	
SA 0000015	Storage and Collection	Storage	100	Good	10000	
SA 0000016	Storage and Collection	Storage	100	Good	10000	
SA 0000017	Storage and Collection	Storage	100	Good	10000	
SA 0000018	Storage and Collection	Storage	100	Good	10000	
SA 0000019	Storage and Collection	Storage	100	Good	10000	
SA 0000020	Storage and Collection	Storage	100	Good	10000	
SA 0000021	Storage and Collection	Storage	100	Good	10000	
SA 0000022	Storage and Collection	Storage	100	Good	10000	
SA 0000023	Storage and Collection	Storage	100	Good	10000	
SA 0000024	Storage and Collection	Storage	100	Good	10000	
SA 0000025	Storage and Collection	Storage	100	Good	10000	
SA 0000026	Storage and Collection	Storage	100	Good	10000	
SA 0000027	Storage and Collection	Storage	100	Good	10000	
SA 0000028	Storage and Collection	Storage	100	Good	10000	
SA 0000029	Storage and Collection	Storage	100	Good	10000	
SA 0000030	Storage and Collection	Storage	100	Good	10000	

Figure 3-1: Sample screenshot from the Asset Management Tool

4.0 RISK ASSESSMENT

As a first step towards implementation of a risk management strategy within asset management plans, the minimum requirements are to identify assets that are necessary to attaining the service level objectives of core services. In addition, high value assets should be considered for risk assessment as their potential loss could have significant financial repercussions. Wherever possible, identify potential risks, the likelihood of the risk, and possible severity.

Risk assessments are an essential aspect to asset management planning as it can inform the community on potential asset vulnerabilities, which can potentially reduce the costs associated with repairing or replacing failed assets and minimize the disruption in municipal services. Risks are the results of a negative event interacting with an asset or infrastructure component resulting in a negative consequence. The following equation was used as the framework to analyze risks:

$$\text{Risk} = \text{Hazard} \times (\text{Vulnerability} \times \text{Consequence})$$

Or

$$\text{Risk} = \text{Hazard} \times (\text{Vulnerability} \times \text{Exposure})$$

A hazard, in this case, represents the likelihood and magnitude of the negative event. The vulnerability is the predisposition for a negative event based on exposure to a hazard, taking into consideration the harm that can be caused (e.g., financial, environmental) and lack of capacity to cope/adapt and the exposure measures the effect or result, (i.e., what is impacted and the scale impact - localized versus regional). In this risk assessment framework:

$$\text{Severity} = \text{Consequence}$$

And

$$\text{Severity or Consequence} = (\text{Vulnerability}) \times (\text{Exposure})$$

The following sections outline the basis in which the risk assessment was completed for the Town of St. Stephen, for the purposes of this AMP.

4.1 Methodology

The main goal of the risk assessment was to identify negative scenarios or hazards that could potentially impact the Town's infrastructure or services. The risk assessment framework is based on ISO 31000 Risk Management. During the workshop held on June 20th, 2018, Town staff along with Dillon personnel discussed potential hazards and scenarios that have impacted the community in the past, and may impact them in the future.

The framework for the discussion loosely followed the BowTie approach, a risk management tool that helps visualize risk in a bow tie shaped diagram, where:

- The negative scenario (the likelihood and magnitude of the hazard) is in the middle;
- The threats that may cause that negative event are on the left; and
- The consequences of that negative event are on the right.

During the workshop, the BowTie approach was used in a simplified form to facilitate the conversation around risk. As shown in **Figure 4-1**, the BowTie diagram was given to participants and the following questions were asked:

- 1) What is an example of a negative scenario?
- 2) What are the threats that could cause the hazard or the scenario?
- 3) What are the consequences that could result from the negative event?



Figure 4-1: Simplified BowTie Approach

4.2 Workshop Proceedings

As per the requirements of the Province, high value and core assets were included, as a minimum, in the risk assessment portion of the plan. Core assets are identified as protective services (fire and RCMP services), transportation services (roads), and water and sewerage services (drinking water and wastewater infrastructure). The assets related to the provision of these core services were at the fore front of the risk assessment conversation, although not all core assets were identified as having potential risks.

Workshop participants discussed the negative scenarios and the consequences that may impact the municipality's infrastructure, residents, or the surrounding environment. The scenarios concluded from the workshop are presented below:

- **Potential failure of Drinking Water Transmission Line:** The drinking water distribution system contains a cast iron transmission main installed in 1906. The main line is approximately 7 km long and the Town is concerned that there are no available funds to repair or replace the line in the event of a break. Currently, the transmission main is in working order with minimal leaks, although the Town would like to remain proactive and develop a mitigation plan.
- **Structural failure of the Border Arena:** The Border Arena was recently closed and replaced by the Garcelon Civic Centre, and is currently used to store files. The building is not regularly maintained and will deteriorate, causing concern of economic losses for the Town, and potential public safety risks.
- **Economic risk of RCMP Building Maintenance:** The Town currently maintains the RCMP building and has completed continuous renovations and upgrades on the building in order to keep up with the RCMP's strict federal guidelines concerning work space allocations and atmospheric air requirements. Additionally, the Town is at risk of losing the RCMP as a permanent resident with the construction of a new RCMP facility in the region.
- **Lack of knowledge on Municipal Buildings:** There is an inherent risk in not knowing the state of infrastructure. As per the requirements of this AMP, a condition assessment was completed using a model-derived method built in to the Asset Management Tool. Further assessment is required to determine the state of the municipal buildings, and to determine major repairs required to avoid costly replacement costs.
- **Ageing Wastewater Pump Stations:** Pump stations #2, #4, and #5 are in poor structural condition. Further assessment is required to determine actual building condition and expected timeline for replacement.
- **Remoteness of Water Transmission Main:** Portions of the existing water transmission main are installed on easements/private property in a forested area. Access to the transmission main for repairs and/or maintenance is difficult, increasing overall repair time which can result in direct/indirect economic losses, environmental damage, and service confidence issues.
- **Brush Removal Service:** The Town offers brush removal services for community residents. There are no fees for this service, and the Town currently does not allocate any funds from the revenue stream to maintain this service. In the event of property or environmental damage, the Town would not have the funds to offset costs for which they may be liable.

These scenarios were reviewed and a risk matrix was created to help identify the consequence of each scenario based on public safety, loss of service, environmental damage, and economic losses. The risk matrix is presented in **Table 4-1**. The scale used for both the likelihood and the severity of a negative event followed the low, moderate, and high scale, where low corresponds to "remote" or "unlikely to occur" with a trivial or minor severity rating, moderate corresponds to a possibility of occurring with a medium severity rating, and high corresponds to "likely" and "very likely to occur" with a serious or fatal severity rating.

Table 4-1: Risk Matrix

	Public Safety	Loss of Service	Economic Losses	Environmental Damage
Transmission Main failure (Likelihood: Moderate)	<ul style="list-style-type: none"> Moderate risk to public safety; 	<ul style="list-style-type: none"> Loss of water service for residents - High; 	<ul style="list-style-type: none"> 7 km of pipe to be repaired- High; 	<ul style="list-style-type: none"> Erosion effects due to transmission line break – Moderate;
Border Arena structural failure (Likelihood: High)	<ul style="list-style-type: none"> Low risk to public safety; 	<ul style="list-style-type: none"> No loss of building service for residents, Low; 	<ul style="list-style-type: none"> Roof and structural repairs– Moderate; 	<ul style="list-style-type: none"> N/A;
Wastewater Pump Station Failure (Likelihood: High)	<ul style="list-style-type: none"> Low risk to public safety; 	<ul style="list-style-type: none"> Loss of service provided by pumps – High; 	<ul style="list-style-type: none"> Repair of building and/or platforms– Moderate; 	<ul style="list-style-type: none"> Potential sewage environmental release – Moderate;
Lack of Knowledge on Municipal Buildings (Likelihood: High)	<ul style="list-style-type: none"> Moderate risk to public safety; 	<ul style="list-style-type: none"> Loss of service due to building repair if required - Moderate 	<ul style="list-style-type: none"> Repairs/ Replacements to building components – Moderate 	<ul style="list-style-type: none"> N/A;
Remoteness of Water Transmission Main (Likelihood: High)	<ul style="list-style-type: none"> Low risk to public safety; 	<ul style="list-style-type: none"> Loss of water service during repairs – High; 	<ul style="list-style-type: none"> Pipe repair/ replacement and removal of trees – High; 	<ul style="list-style-type: none"> Removal of large portion of trees – Moderate
Brush Removal Service	<ul style="list-style-type: none"> Moderate risk to public safety; 	<ul style="list-style-type: none"> Potential loss of service due to increased costs – Moderate; 	<ul style="list-style-type: none"> Repairs or legal action fees – Moderate 	<ul style="list-style-type: none"> N/A;
RCMP Building Maintenance (Likelihood: High)	<ul style="list-style-type: none"> N/A; 	<ul style="list-style-type: none"> N/A; 	<ul style="list-style-type: none"> Possible costly renovations for new tenants – High; 	<ul style="list-style-type: none"> N/A;

Mitigation measures for the risks identified were briefly discussed with workshop participants. Table 4-2 displays the proposed mitigation measures for each of the major negative scenarios identified.

Table 4-2: Potential Mitigation Measures for Risk Assessment

Scenario/ Risk	Potential Mitigation
Transmission Main Failure (Likelihood: Moderate)	Prepare a phased, long term plan to replace or renew the pipeline.
Border Arena structural failure (Likelihood: High)	Demolish the building to avoid structural failure and costly operations and maintenance costs, or renew and repurpose the building.
Pump Station Failure (Likelihood: High)	Repair pump station pump platform.
Lack of Knowledge on Municipal Buildings (Likelihood: High)	Implement an inspection plan for all the buildings to determine the actual condition and repairs required for municipal buildings.
Remoteness of Water Transmission Main (Likelihood: High)	Develop a condition assessment plan to determine the integrity of the pipe.
Brush Removal Service	Implement a funding strategy to maintain the program and revise terms and conditions for the service provision.
RCMP Building Maintenance (Likelihood: High)	Form a renovation fund for the rehabilitation required to convert the building to be suitable for new tenants, or divest of the asset.

5.0 CLIMATE CHANGE

In recent years, there has been an increasing emphasis on identification of climate change vulnerabilities within municipalities around the world. Local governments are coming to realize that climate change has its most immediate and dramatic effect on their infrastructure. This has resulted in the incorporation of climate change factors within engineering infrastructure design, retrofits and maintenance. Climate change considerations identified the potential climate impacts to infrastructure that have the ability to cause a disruption in the level of service provided by the municipality.

The minimum requirements set by the Province state that high value and core assets shall be included in the climate change considerations. For this AMP, each category of assets was incorporated into the assessment to capture the potential climate interactions on municipal infrastructure. This included consideration of the five categories for municipal and process buildings, linear assets for transportation (i.e., roads), drinking water conveyance, wastewater collection (i.e., sanitary and storm sewer), as well as recreational land.

In 2016, Environment Canada commissioned Ouranos, a company specializing in future climate trends, to complete an analysis on expected future climate trends for all Environment Canada-owned meteorological stations in New Brunswick, as well as some stations in Quebec, Prince Edward Island, and Nova Scotia. In order to assess the expected climate trends for St. Stephen, the three nearest meteorological stations with the most complete dataset were chosen, with consideration to geographic similarities. The nearest stations included Pennfield, Hoyt-Blissville, and Saint John Airport, as shown in **Figure 5-1**. Climate data for these stations were incorporated in the assessment to help determine an overall climate trend for the region surrounding St. Stephen.



Figure 5-1: Meteorological Stations surrounding St. Stephen

The historical climate parameters, or baseline information, as well as future climate projections used for the assessment were obtained from a few sources, namely:

- The global climate models (GCM) datasets produced by Ouranos for the Government of New Brunswick (Roy & Huard, 2016);
- The Climate Normals Station Data obtained from Environment Canada (Government of Canada, 2018); and,
- The New Brunswick Government Adaptive Sciences Report (Department of Environment, 2010).

5.1 Climate Threats

A series of meteorological stations were investigated to determine an overall climate trend for the region surrounding St. Stephen. The following sections outline the main climate trends used in the assessment, and which climate indices were used to analyze the trend.

5.1.1 Annual Mean Temperature

Annual mean temperature was included as a threat as it can have a significant impact on heating, ventilation and air condition (HVAC) equipment. Engineering design of this infrastructure is based on the historical annual mean temperature, therefore infrastructure designed using current historical trends may not operate optimally in the future due to increased temperature stresses.

This trend was found to be increasing significantly for each meteorological station investigated, including mean temperatures in summer, fall, winter, and spring months individually.

5.1.2 Hot Temperature Days

Hot temperature days represent the average number of days in any calendar year in which temperatures reach 25°C or higher. The trend for this parameter was found to be increasing for each meteorological station used in this assessment. The average number of days in which temperature reached and/or exceeded 30°C and 35°C were also found to be increasing for the inland meteorological stations, and increasing slightly for the coastal stations.

5.1.3 Precipitation as Rain

Rainfall trends are largely dependent on the local hydrological cycle, which can result in uncertain forecasting using GCMs and climate ensembles. For this trend, the annual precipitation (i.e., total precipitation in mm) and annual rain days (i.e., average number of days with at least 2 mm of precipitation as rain) was observed. The annual rain days were found to be either decreasing or remaining constant, while the annual precipitation was found to be increasing for the meteorological stations observed. This correlates to an increase in intense precipitation as rain, due to the fact that the number of days with rain is remaining constant, but a larger amount of rain is expected.

The increased risk of intense precipitation can have a significant impact on storm infrastructure, building structures and roof, recreational land, as well as linear transportation infrastructure such as roads. Storm infrastructure such as culverts can fail not only in the event of an extreme rainfall event, but can also become blocked due to the increased chances of flash floods that can carry debris.

5.1.4 Precipitation as Snow

Similarly to rainfall trends, snowfall is largely dependent on the hydrological cycle, as well as winter mean temperatures. The average number of days with at least 2 cm of snow is expected to decrease over several meteorological stations observed, while the annual precipitation amount is expected to increase. Therefore the same trend is observed as compared to rainfall; an increased amount of intense snowfall events are expected for the region.

The increased risk of intense snowfall can have an impact on roof snow loads, as well as access to buildings and facilities, thus impacting municipal services. Although intense snow may not have an impact directly on roads, it may represent an indirect impact as it can hinder the provision of services that the municipality provides.

5.1.5 Extreme Weather Events

As per the New Brunswick Adaptive Sciences report, dating back to 2010 and using data from the Intergovernmental Panel on Climate Change (IPCC) Working Group 1 (2007), the frequency of extreme weather events, such as wind storms, ice storms, droughts, and increased winter freeze-thaw activity were expected to increase. The IPCC has since released results from Working Group 2 (2016), and based on Dillon's analysis of the climate change trends presented in that study, occurrences of extreme weather events are again expected to increase in frequency.

This climate hazard, particularly ice storms, was also confirmed through the workshop as being an observable trend in the community. Workshop participants stated that the community has felt the impacts of extreme weather events and have noticed an increase in frequency.

5.1.6 Flooding – Indirect

Flooding has a significant impact on many municipalities surrounding the Saint John River and in southern New Brunswick. Extreme flooding events in the region have resulted in loss of services such as:

- The inability to pump wastewater to treatment facilities due to submerged, or partially submerged pumping stations, resulting in direct discharge to the river which leads to contamination;
- Road closures due to high water affecting the structural integrity of the road and posing a threat to public safety; and,
- Municipal services halted due to building flooding and/or lack of access.

Flooding is characterized as an indirect threat in climate change due to the wide range of factors that can cause a flood event. The hydrological cycle has many influences that are difficult to quantify using current global climate change forecasting models. Given the past flooding events in the region, it has been included for the St. Stephen climate change assessment as an indirect climate change threat.

5.1.7 Sea Level Rise

The St. Croix River and associated Saint Croix River Reservoir is a body of water that intersects the Town of St. Stephen. The river runs along the bank of Milltown Boulevard, which is a main downtown

road within the Town. As this body of water is hydraulically connected to Passamaquoddy Bay, changes such as sea level rise and tidal changes can impact the St. Croix River. Sea level is expected to rise, as projected through several GCM models. The change in sea level may impact the St. Croix River flow patterns, which can worsen erosion during extreme weather events and/or storm surges (Roy & Huard, 2016).

5.2 Results

A review of climate change considerations for municipal buildings, water and wastewater infrastructure, roads, as well as recreational land and parks was completed. **Table 5-1** demonstrates the climate change matrix for each of the building components, as well as underground piping, roads, and land. It is important to note that the evaluation did not consider the probability of the climate change threats, nor the severity of the interaction with the infrastructure or asset component. Given the scope of Phase 1 Asset Management Planning, initial climate change threats to community infrastructure were identified; further study may be required to quantify the risk, and develop strong mitigation procedures or practices. **Table 5-1** shows the potential interaction (i.e., yes or no) of that climate threat with that particular infrastructure or component.

Table 5-1: Climate Change Threats and Impacts

	Annual Mean Temp.	Hot Temp. Days (>25C)	Precip. as Snow	Precip. As Rain	Extreme Weather Events	Indirect Flooding	Sea Level Rise	Number of Interactions
Municipal and Process Buildings								13
HVAC	X	X						2
Structural			X	X	X	X	X	5
Remaining Components/ Process Equipment		X				X		2
Electrical						X		1
Roof			X	X	X			3
Water, Wastewater and Stormwater Assets								4
All Underground Piping					X			1
Storm Sewer/ Culverts				X	X	X		3
Transportation - Roads								6
All Roads		X	X	X	X	X	X	6
Municipal Land								3
Recreational Land				X		X	X	3
	1	3	3	5	5	6	3	

As shown above, from the four categories of assets, it is observed that the municipal buildings category shows the highest number of potential impacts with climate change (13 potential interactions). The

climate change threats and impacts analysis did not consider probability or severity, therefore additional studies may be required to quantify these risks.

Through the workshop, St. Stephen personnel identified specific assets that are known to be problematic after a climatic event, such as a heavy rainfall, or wind storms. **Table 5-2** lists the identified climate change risks for specific infrastructure, the associated climate threat, as well as proposed mitigation measures.

Table 5-2: Identified Climate Change Threats and Potential Mitigations

Climate Change Risks	Associated Climate Change Threats	Mitigation Procedure
Flooding near Route 170 roundabout	<ul style="list-style-type: none"> • Indirect: Flooding – localized. • Precipitation as rain – heavy rainfall events. 	<ul style="list-style-type: none"> • Determine the cause of the localized flooding – continue work with stakeholders who own the drainage infrastructure to upgrade crossings and channel geometry to reduce flooding risk. • Complete a storm water management plan.
Risk of building collapse on the banks of the St. Croix River	<ul style="list-style-type: none"> • Sea Level Rise • Indirect: Flooding – localized. • Precipitation as rain – heavy rainfall events. 	<ul style="list-style-type: none"> • Complete a thorough structural assessment of buildings near banks of the St. Croix River.

6.0 CONDITION ASSESSMENT

Determining the condition of infrastructure and infrastructure components is a crucial step in asset management planning as it helps practitioners determine the remaining useful life of that asset, which helps inform on decisions regarding replacement date and cost. There are two methods of performing condition assessments on community infrastructure: (1) to visually inspect the components to determine the condition (*Visual Assessment*), or (2) to assign a deterioration/ decay curve to the infrastructure to determine the expected theoretical condition (*Model-Derived Assessment*).

As shown in **Table 6-1**, the condition rating scale used for the condition assessment follows the five point scale developed for the Canadian Infrastructure Report Card. A grade of 1 signifies new infrastructure in excellent condition, while a grade of 5 signifies very poor or failing infrastructure.

Table 6-1: Condition and Performance Ratings for Assets

Grade	Condition	Description
1	Excellent	Like new/physically sound and performing as intended.
2	Good	Minor superficial deterioration.
3	Fair	Showing deterioration and wear.
4	Poor	Major portion of the asset is deficient, functions but has major problems.
5	Very Poor	Physically unsound, unreliable and has reached or exceeded useful life.

6.1 Deterioration Curves

The condition of assets and infrastructure deteriorate over time due to a variety of reasons, and rarely does it deteriorate in a straight line. As the condition degrades it becomes harder to maintain and declines in condition more quickly. Previous experience and studies have indicated that a logarithmic decay curve is a better representation of an asset's condition over the course its operational life. An example of such curves used in the Asset Management Tool is shown in **Figure 6-1**.

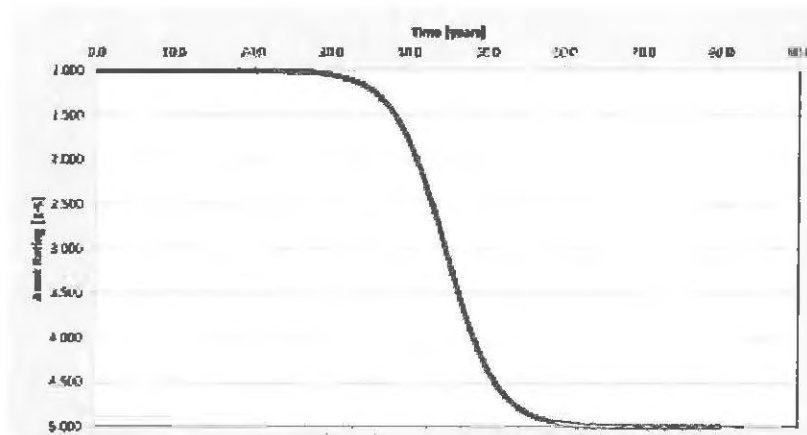


Figure 6-1: Deterioration Curve for PVC/ HDPE Piping for Water and Wastewater Application

The asset decay curve follows a logistic regression. The Asset Management Tool implements a modified Richard's growth curve (also called the "generalized growth curve") which provides three points of adjustment that dictate the shape of the decay curve between "new" and "critical" asymptotes and over the life span of the asset.

$$C(t) = C_{new} + \frac{C_{old} - C_{new}}{1 + Weight \times e^{-Growth(t-Delay)}}$$

The decay function estimates the condition (C) at any given component age (t) between the condition asymptotes C_{new} and C_{old} using the adjustable parameters (Weight), (Growth), and (Delay). Together the three parameters determine the shape of the decay curve (Growth), the duration in like-new condition (Delay), and the longevity of the curve (Weight) and (Growth).

The deterioration curves were modeled using asset service life information obtained on expected and realized service lives of each component type. The information was provided from equipment manufacturers, engineers of varying disciplines, and other asset owners (i.e., workshop participants). The information obtained allowed decay curves to be created representing an approximated service life of important physical components.

The use of a decay curve permits a computational projection for the Asset Management Tool in determining condition thresholds. This is valuable for determining longevity, remaining life, and time to intervention for infrastructure systems and components. The timing for replacement can be estimated from the condition decay curve by observing the difference between present condition ranking and the threshold for replacement (i.e., condition index).

By inputting a condition index into the Tool, the Town can control at which point on the decay curve that particular asset component or asset class is to be replaced. The condition index represents the threshold of acceptability for which an asset must be maintained at or above in order to uphold the intended level of

service provided to Town residents. The condition index used for the Town of St. Stephen’s assets can be found in **Appendix B**.

6.2 Condition Assessment Results

The condition assessment for infrastructure systems and components were completed using two methods. In the event that visual assessments were considered practical, assets were inspected and assigned a condition rating of 1 to 5. In the event that visual inspections were not possible, a theoretical condition was assigned to that asset using the deterioration curve method (model derived assessment). Condition assessments were performed as follows:

- 1) *Visual Assessments*: During the workshop, condition assessment information was modified based on anecdotal information and as taken from the knowledge of Town staff. There were no visual assessments completed for St. Stephen’s assets.
- 2) *Model Derived Assessments*: Municipal and Process Buildings and Facilities, Drinking Water Distribution System, Sanitary Sewer, Storm Sewer, Industrial/Collector and Residential roads, Sidewalks, and Curbs;

6.2.1 Linear Assets

Linear assets are assets that contain only one primary component and are dispersed geographically over a wide area, such as roads, sidewalks and underground piping. The condition of these assets was determined by using the Asset Management Tool.

Transportation Linear Assets

Transportation linear assets assessed included industrial/collector roads, residential roads, curb and sidewalk. A summary of results from the model-derived condition assessment is presented in **Figure 6-2**. Overall, the majority of the Town’s linear transportation assets are either in excellent or very poor condition.

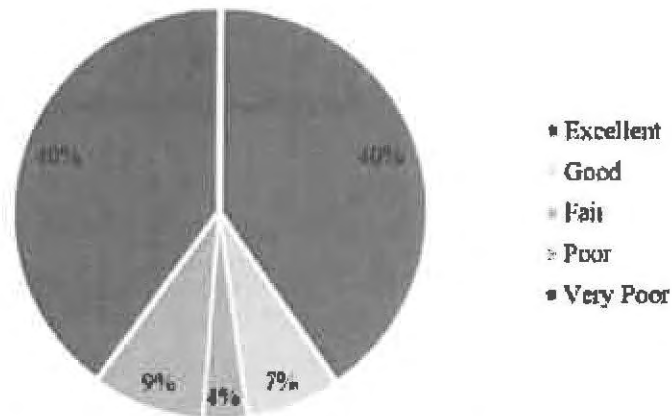


Figure 6-2: Summary of Condition of Transportation Assets

The figure above shows the summarized condition of transportation linear assets, specifically for road surface, sidewalks and curb. The road base information is not shown. Various material types are included for different asset types, such as asphalt and concrete for sidewalk type, as well as chipseal, gravel and asphalt for road surface type. A breakdown of each asset type can be found in **Figure 6-3**.

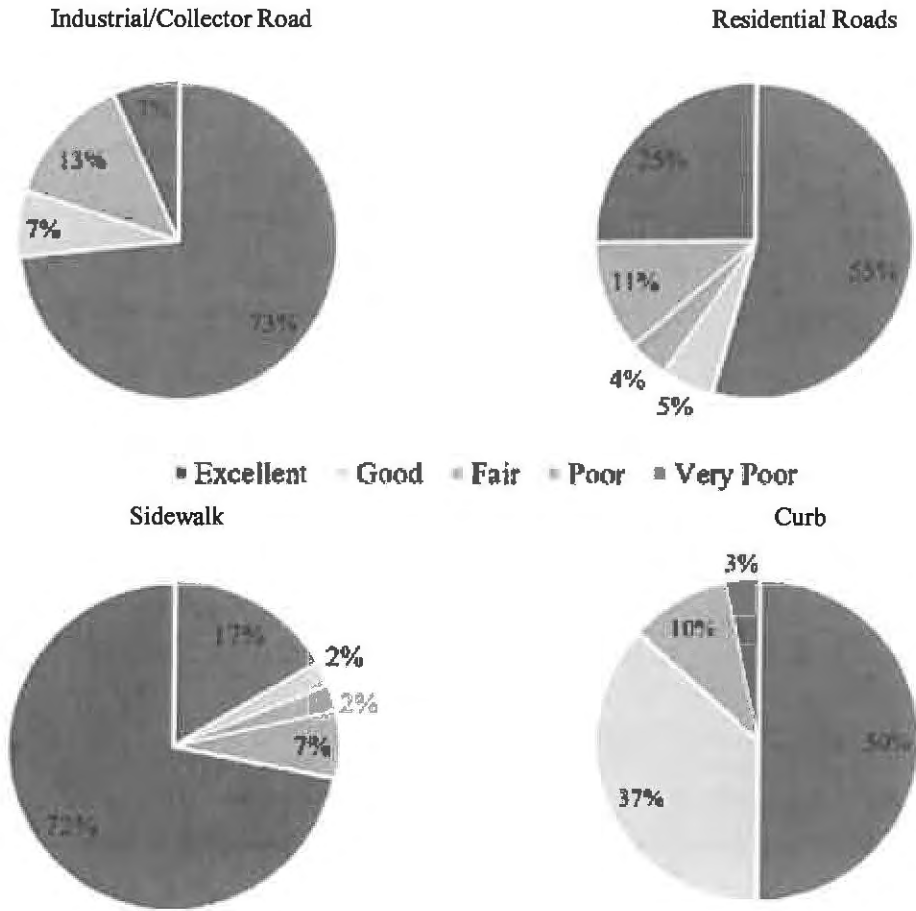


Figure 6-3: Condition of Transportation Assets

Water and Sewerage Assets

The water and sewerage assets such as drinking water distribution system piping, sanitary sewer piping, storm sewer piping and wastewater force main piping, were assessed for condition using the model-derived assessment method. A summary of the results from the model-derived assessment can be found in **Figure 6-4**. Overall, the condition of the majority of the Town's underground piping was in excellent condition, with a large portion of the piping in very poor condition stemming from the water main category. A breakdown of each type of pipe is presented in **Figure 6-5**.

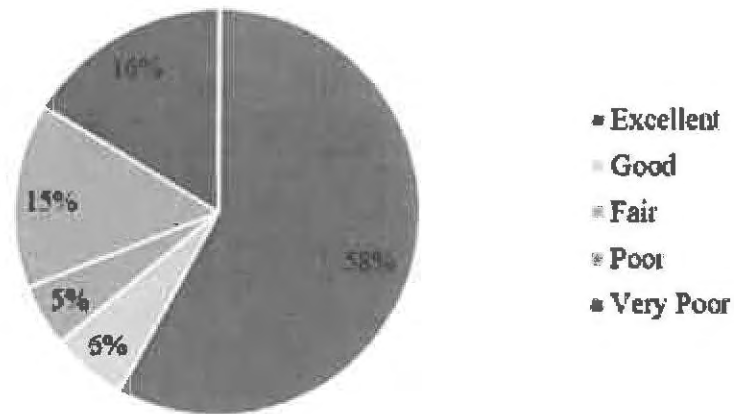


Figure 6-4: Summary of Pipe Conditions

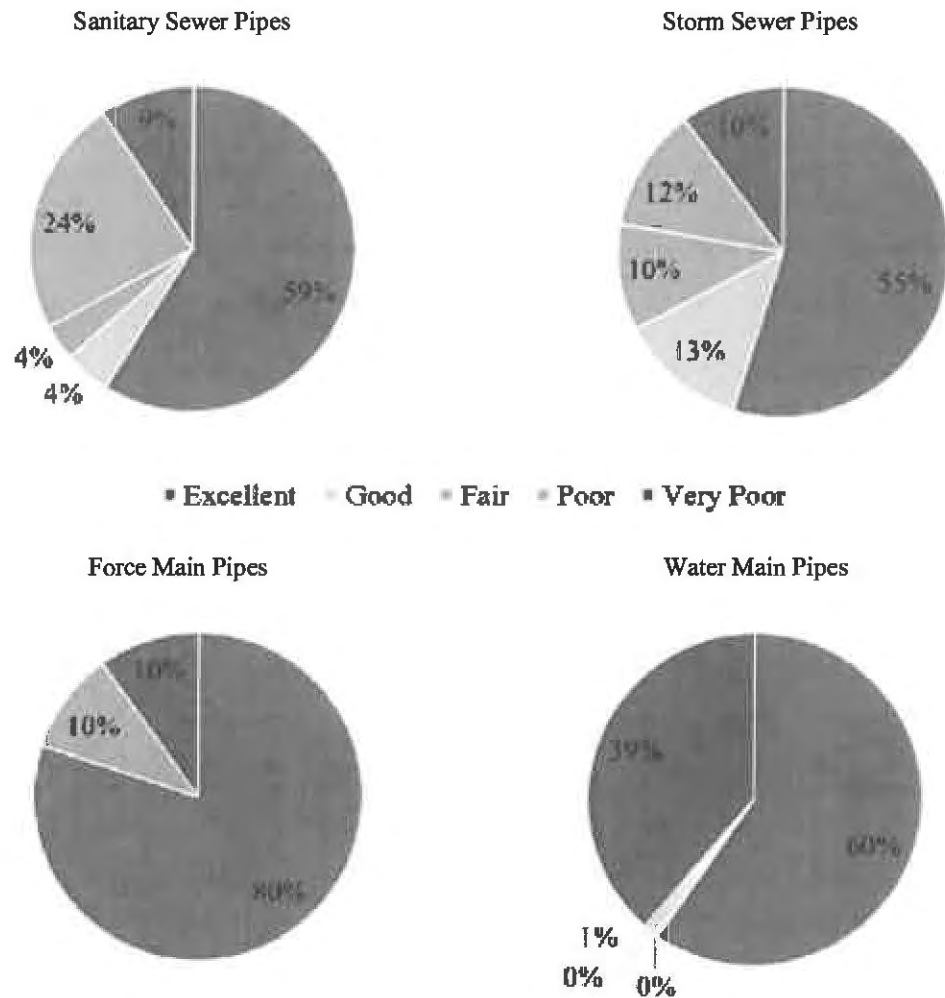


Figure 6-5: Condition of Pipe Infrastructure

The diagram denoting water main pipes in **Figure 6-5** shows 0% for both good and very poor conditions, and shows 1% for a condition of fair.

6.2.2

Complex Assets

Complex (or point) assets are classified as non-linear infrastructure containing multiple components, such as:

- Remaining Components or Process Equipment;
- Electrical Equipment;
- Structural and Foundation;
- Mechanical Equipment; and,
- Roof.

Complex assets are componentized to better reflect the variability of life expectancies of various building components. For this assessment, complex assets were separated into general municipal buildings and process buildings. Each asset was broken down into sub-components and were assigned a percentage according to the building style. The breakdown for each building component was previously developed during the PSA-3150 exercise therefore previous percentages were used, when available. In the event that a building was constructed since PSA-3150 activities, or required modification, a new breakdown was developed specific to that building.

Each building was given a current replacement cost using the 2018 market value, which was either based on the original construction cost of the building, or from an engineer’s cost estimate. The estimated replacement cost was applied to the sub-component breakdown for each facility.

Municipal Buildings

Community centers, municipal offices and fire stations are examples of buildings that were included in the municipal buildings category. The percent breakdown for each building component was taken from the breakdown previously developed during PSA-3150 activities. Generally, the building component breakdown followed the percentages presented in **Table 6-2**.

Table 6-2: Breakdown of Municipal Buildings

Asset Component	Scenario 1: Regular Building
Remaining Components	50%
Electrical	10%
Structural	15%
Mechanical	20%
Roof	5%
Total	100%

Remaining components typically relate to miscellaneous building components that do not fall under a specific category. Equipment costs may vary significantly from building to building, and in order to capture the potentially high replacement costs of these items, a higher percentage was given to this component. Electrical equipment refers to general electrical conduit, switched, wires, and electrical panels, while mechanical equipment relates to heating, ventilation, and air conditioning (HVAC) equipment, as well as indoor and outdoor plumbing. The structural component typically includes the building envelope, foundation, site civil work, surrounding area, as well as fencing and security.

A summary of building component conditions are presented in **Figure 6-6**. The summary is broken down into individual building components.

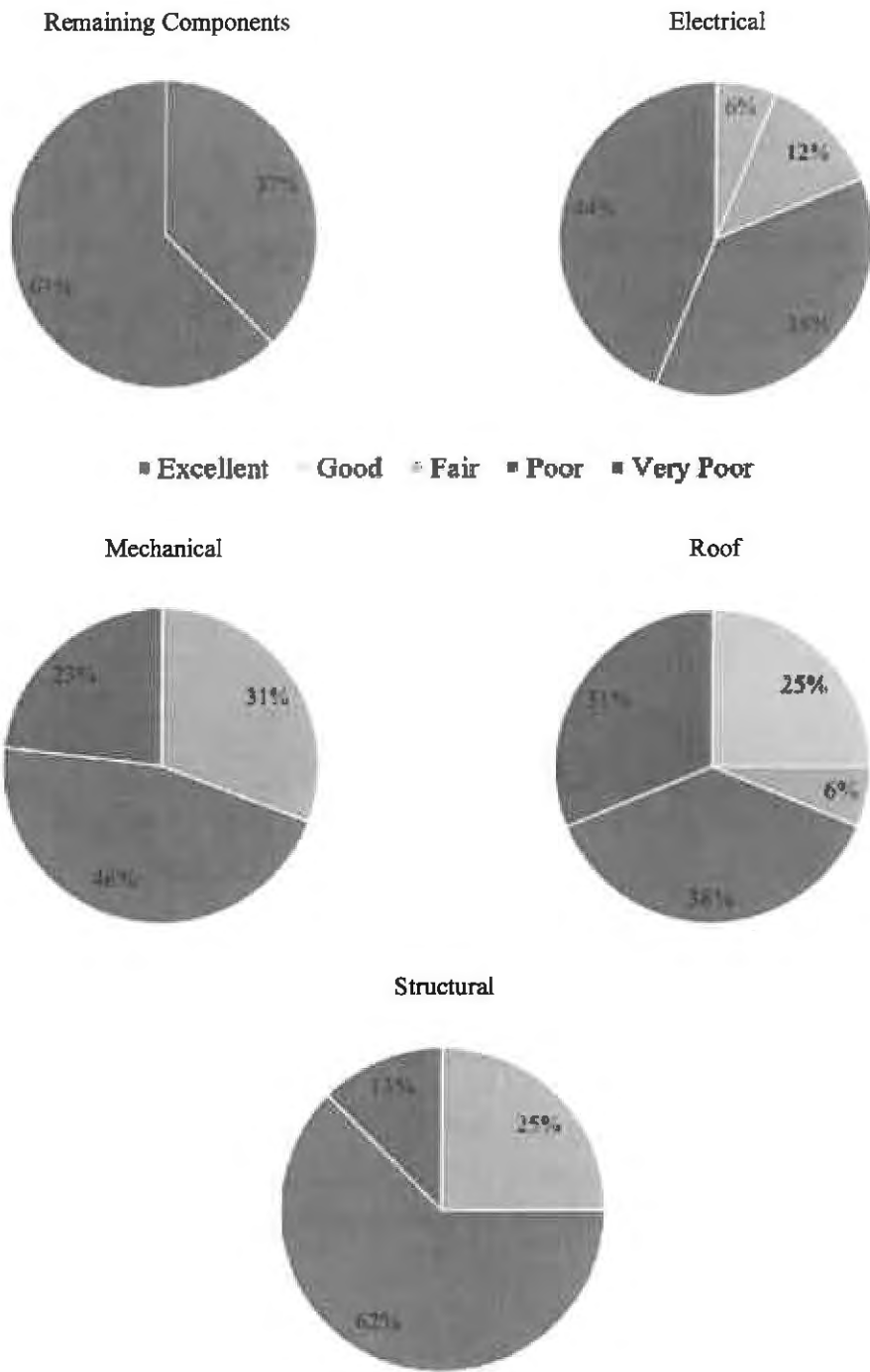


Figure 6-6: Summary of Municipal Building Conditions (Building Components)

The results shown above are preliminary results from the Asset Management Tool, and are meant to present the type of information that may be extracted from the Asset Management Tool. Within the Tool, the asset management lead may isolate individual buildings, or buildings categorized within a certain department, to look at specific components. The data presented above may not be representative of actual building condition.

Process Buildings and Facilities

Infrastructure such as wastewater treatment plants, pumping stations, reservoirs, pump houses, and well houses were considered under the process buildings category. Similar to the municipal buildings, sub-component breakdown information previously developed during PSA-3150 activities were used, where available. In the event that the percent breakdown for process buildings required adjustments, two distinct categories were developed:

Scenario 1: Above Ground Structure – contains all major components of a building:

- Process Equipment refers to pumps, and treatment or process equipment. For example, the wastewater treatment facility process equipment contains lagoon construction, baffle curtains and aeration equipment.
- Electrical refers to electrical equipment, Programmable Logic Controller (PLC) and SCADA systems.
- Mechanical Equipment refers to HVAC equipment, process piping, as well as indoor and outdoor plumbing.
- Structural refers to the building envelope, foundation, site civil work and security fencing.
- Roof refers to the roof structure.

Scenario 2: Underground Structure – contains three of the five major components:

- Process Equipment refers to pumps, and treatment or process equipment as well as underground piping and fittings.
- Electrical refers to electrical equipment, Programmable Logic Controller (PLC), SCADA systems, antennae's.
- Structural refers to the wet well construction, subsurface reservoir, lid or hatch, as well as embankment or site civil work required for the underground structure.

The breakdown of each of both scenarios is presented in **Table 6-3**.

Table 6-3: Breakdown of Process Building Components

Asset Component	Scenario 1: Aboveground Structure	Scenario 2: Underground Structure
Process Equipment	45%	50%
Electrical	15%	10%
Structural	30%	40%
Mechanical	5%	0%
Roof	5%	0%

The wastewater treatment facility was further separated into two components: (1) the building and, (2) the lagoon. By taking information from the PSA-3150, the wastewater treatment facility building was determined to be 31% of the total cost of the facility, while the lagoon comprised of 69% of the cost. The sub-component breakdowns for the building and the lagoon are presented below:

Building: Contains all major components of a building, defined as:

- Process Equipment (19%): Comprised of a portion of the aeration system, specifically, the blowers and associated piping, fans, and connections.
- Electrical (14%): Comprised of the electrical equipment in the building, including computers, SCADA and PLC panels.
- Structural (30%): Comprised of the building enveloped, walls, slab, and foundation.
- Mechanical (34%): Comprised of the mechanical components within the building, including HVAC, fans, and unit heaters.
- Roof (3%): Comprised of the roof.

Lagoon: Contains 3 of 5 major components of a building, defined as:

- Process Equipment (15%): Comprised of the remaining components of the aeration system, including aeration chains, piping and connections, as well as the geosynthetic baffle curtains, if present.
- Structural (66%): Comprised of the pond construction, perimeter fencing and the road surrounding lagoon.
- Mechanical (19%): Comprised of underground piping for aeration system up to and surrounding the building.

A summary of results from the condition assessment on process buildings is highlighted in **Figure 6-7**. The summary is broken down into individual building components.

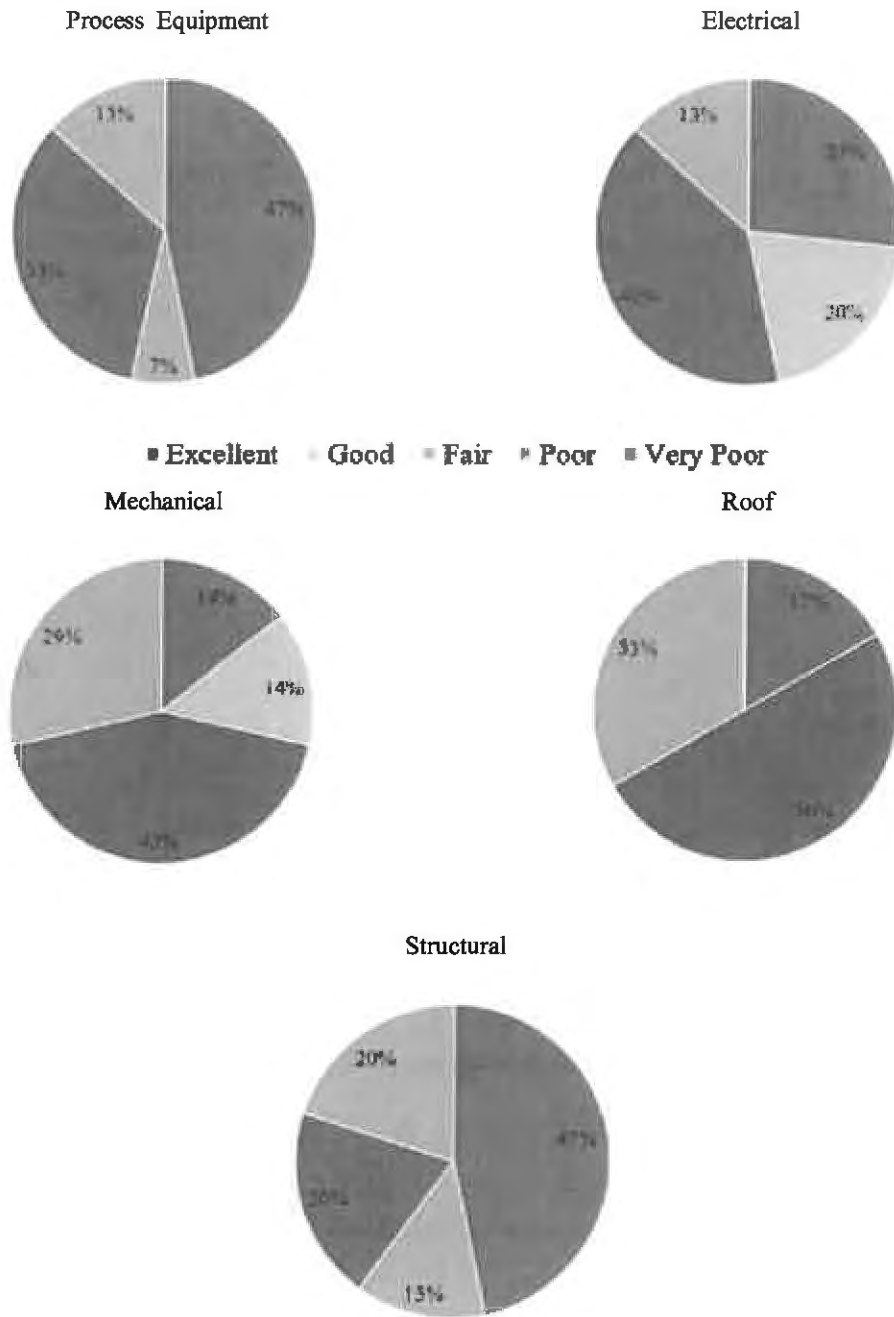


Figure 6-7: Summary of Conditions of Process Buildings (Building Components)

The results shown above are preliminary results of the Asset Management Tool, and are meant to present the type of information that may be extracted from the Asset Management Tool. Within the Tool, the asset management lead may isolate individual buildings, or buildings categorized within a certain department, to look at specific components. The data presented above may not be representative of actual building condition.

7.0 COST ANALYSIS

Disclaimer: Further analysis may be required to determine more accurate costs of replacement and expected timelines for replacement

A cost analysis was completed for the Town's assets in order to identify and plan for the cost associated with the replacement of each asset over the next 50 years. At a minimum, the cost associated with the high value and core assets were completed within the cost analysis

A replacement cost valuation was completed for the Town's assets. This evaluation considers the replacement cost as being the current value of the asset. The replacement cost was determined using one of the following: (1) historical cost indexed to inflation, (2) replacement cost through an engineer's estimate or (3) using the unit rates based on current market trends. The majority of replacement costs were derived using the same method as completed in the PSA-3150 project. Where possible, an engineer's cost estimate was used. In the absence of this information, the current replacement cost of each asset was calculated using the 2010 replacement cost multiplied by an inflation factor of 1.75% (Bank of Canada), which represents the inflation rate from 2010 to 2018, to represent current replacement cost. All replacement costs are expressed in 2018 dollars as inflation rates vary significantly. The unit rates used to determine replacement values can be found in **Appendix B**.

In the sections below, the financial forecasting projections are based on replacement cost, and forecasted replacement year, determined through the Asset Management Tool. Estimated replacement costs were developed within each asset category or class and should be considered to be representative over the class of the asset, while specific portions of the asset will have replacement costs that vary higher and lower than the estimated replacement cost used for modeling purposes. The replacement cost results presented in the following sections are estimated replacement costs and are intended for long term financial planning only. Detailed cost estimates for renewals/replacements are required to fully understand costs based on current market and site conditions, and reflect needs not identified by the asset management plan including increased capacity, growth, land use changes, new technologies, regulatory changes, etc. A preliminary replacement schedule, based on theoretical useful lives of the asset, the Town's condition index set for various asset classes, and deterioration curves as informed by age or condition assessment are also included in the following sections. The data shown may not be representative of actual replacement costs and may need to be refined during a more thorough condition assessment.

The cost analysis focussed on the renewal and replacement for existing and planned core and high value assets. Future revisions of the AMP could expand on the cost analysis to include maintenance and operational costs.

7.1 Complex Assets

7.1.1 Municipal Buildings

The estimated current replacement value of the Town's municipal buildings is \$41,619,875. A breakdown of the cost associated with each building can be found in **Table 7-1**.

Table 7-1: Estimated Replacement Value of Municipal Buildings (2018)

Municipal Buildings	Estimated Replacement Value (2018)
Fire Hall- Works Garage	\$2,223,086.25
Union Salt Building	\$103,399.36
Union Storage Building	\$45,955.27
Swimming Pool Building	\$235,750.54
Gazebo Cenotaph	\$58,592.97
Old Town Hall	\$1,778,469
Border Arena	\$7,109,280
St. Croix Library	\$947,827
Visitors Information centre	\$556,633
Works Storage Building	\$445,076
RCMP Building	\$715,293
Ball Diamond Building	\$43,945
Airport Office	\$62,039
Civic Centre	\$24,191,511
Commercial Building 1	\$49,591
Commercial Building 2	\$53,421
St. Stephen Wharf*	\$3,000,000
Total	\$41,619,875

A timeline of the forecasted replacement year, at five year increments, along with the associated replacement cost is highlighted in **Figure 7-1**.

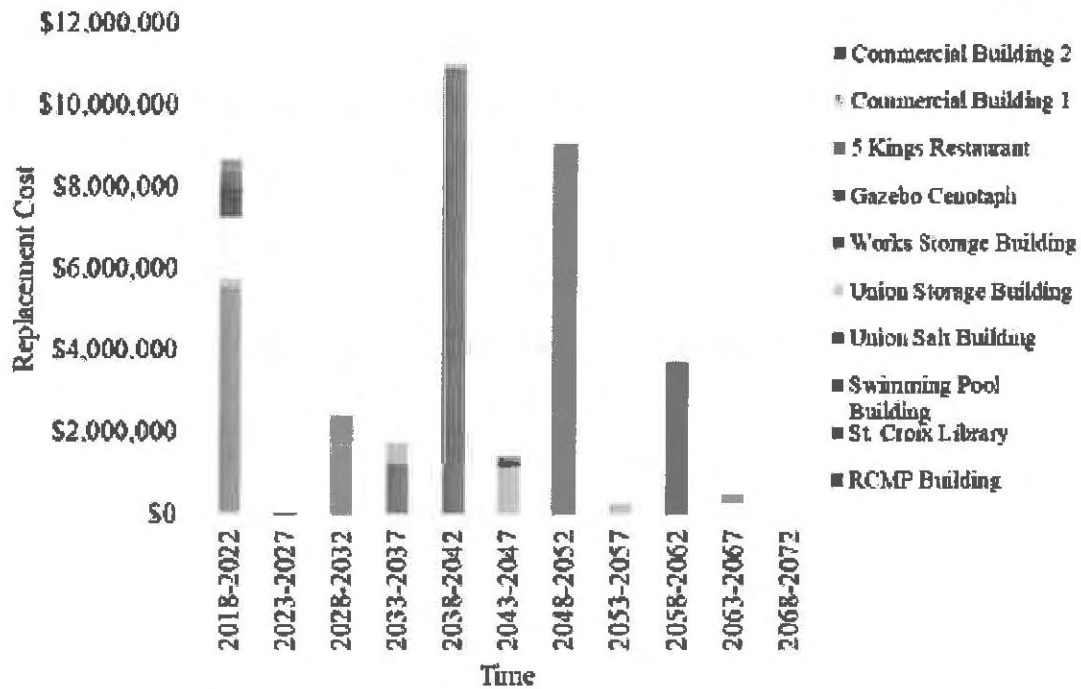


Figure 7-1: Estimated Timing of Replacement for Municipal Buildings

The above figure demonstrates that there is a repair or renewal cost of \$8.68 million due within the first five years, 2018 to 2022, inclusive. This cost encompasses the five building components, remaining components, electrical, mechanical, structural, and roof. The Town may use this information to complete a thorough assessment of each building to refine the condition of each specific component and determine the actual remaining useful life and forecasted replacement year. Further detailed information is available in **Appendix C**.

The St. Stephen Wharf was not included in the above figure. The Town is currently undertaking a renewal of the wharf structure which will be complete in 2019.

7.1.2 Process Buildings and Facilities

The estimated current replacement value of the process buildings is \$11,368,165. The replacement cost of each facility is presented in **Table 7-2**.

Table 7-2: Replacement Value of the Process Buildings (2018)

Process Buildings and Facilities	Current Value (2018)
Pump Station #1	\$633,845
Pump Station #2	\$126,377
Pump Station #3	\$438,650
Pump Station #4	\$126,377
Pump Station #5	\$126,377
Pump Station #6	\$68,932
Pump Station #7	\$126,377
Pump House (Main Building)	\$574,440
Chlorination Building	\$148,550
Well House #2	\$148,550
Well House #3	\$148,550
Valley Road Reservoir	\$1,826,722
Todd's Hill Reservoir	\$1,826,722
Middle Lake Dam	\$320,616
Wastewater Treatment Facility	\$4,727,076
Total	\$11,368,165

As mentioned in Section 6.2.2, the process buildings can be subdivided into two scenarios: underground and aboveground structures. The forecasted replacement year and associated replacement cost of aboveground structures can be found in **Figure 7-2**.

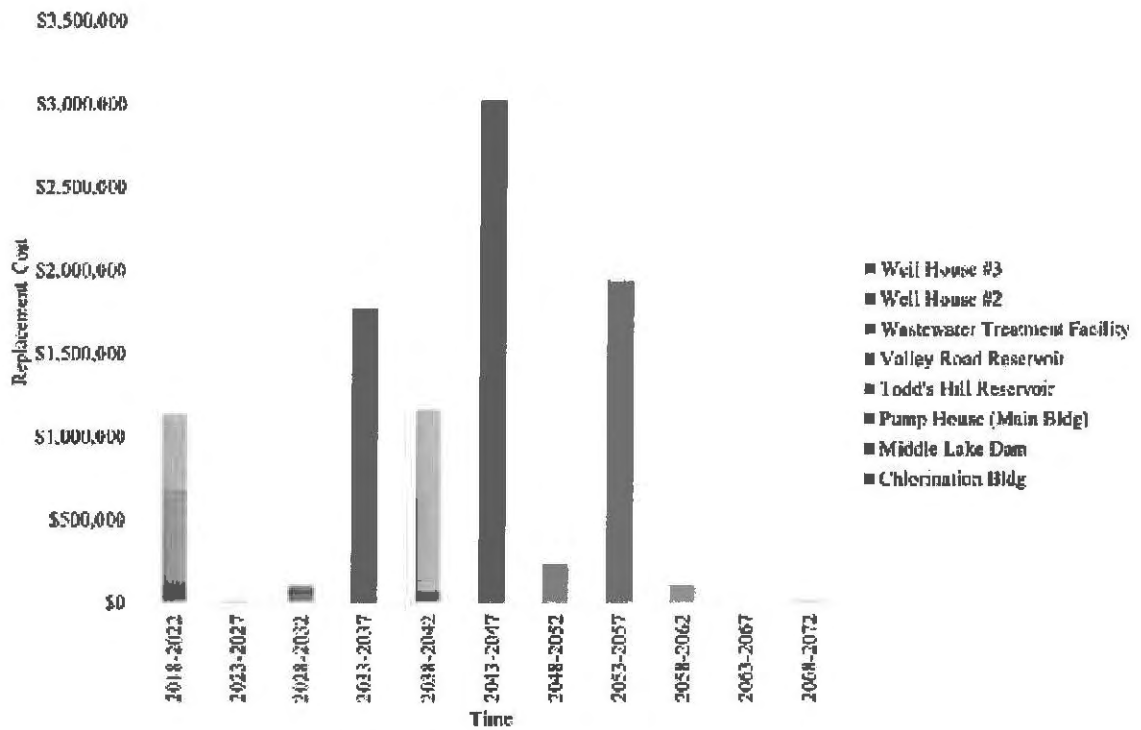


Figure 7-2: Estimated Timing of Replacement for Aboveground Process Buildings

The figure above shows the estimated investment required to replace aboveground water and wastewater ageing infrastructure, broken down into five year increments. A repair or renewal cost of \$1,135,107 is required within the first five years. This cost encompasses the five building components that are nearing its useful life for the Chlorination Building, the Pump House, and Todd’s Hill Reservoir. Further detailed information is available in **Appendix C**.

The underground facilities, namely, the seven Pumping Stations are presented below with the estimated replacement cost, and a timeline for the expected replacement, as shown in **Figure 7-3**.

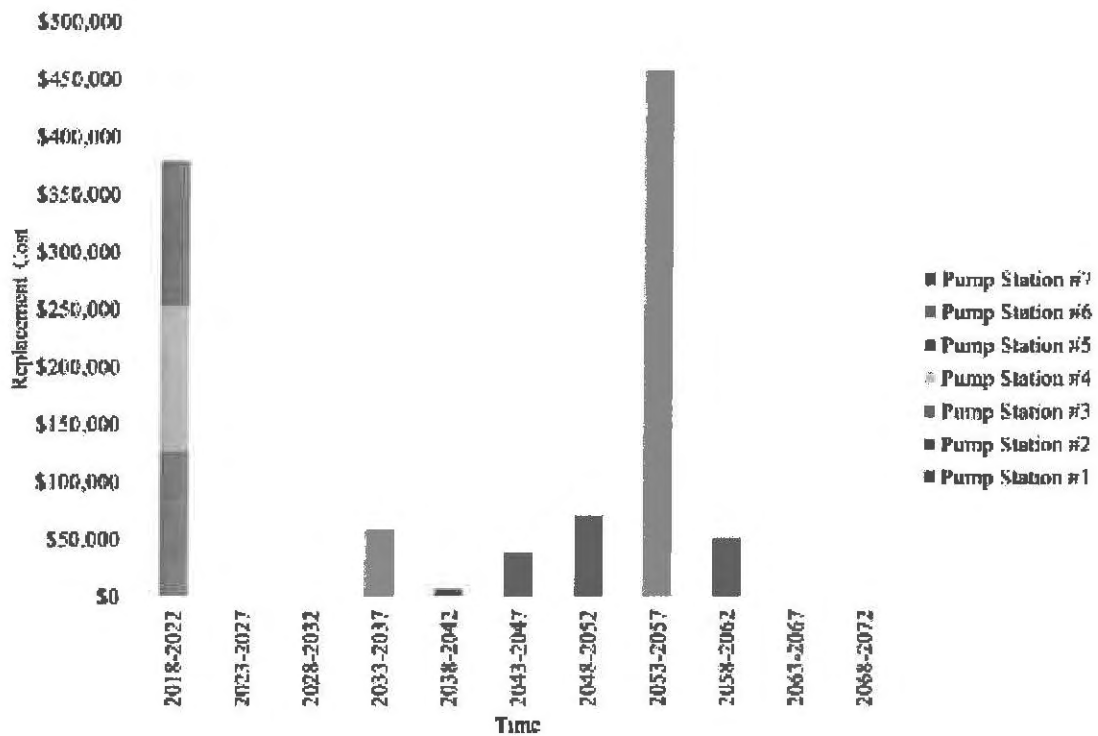


Figure 7-3: Estimated Timing of Replacement for Pumping Stations

The figures above show the estimated investment required to replace St. Stephen’s pumping stations, broken down into five year increments. A repair and renewal cost of approximately \$379,131 is required within the first five years. This cost encompasses only three of the five building components, namely process equipment, electrical equipment, and structural components for pump stations #2, #4, and #5. Further detailed information is available in **Appendix C**.

7.2 Linear Assets

7.2.1 Water and Sewerage Assets

The estimated current replacement value of the water and sewerage linear assets is \$84,709,407. The valuation for these assets were calculated including construction cost in order to present a much more representative number, as compared to PSA-3150 valuation methodologies. Additionally, the replacement cost was influenced by a “depth factor” and an “installation factor” in the Asset Management Tool, which helps provide conservatism in the replacement cost while considering the extra work required for digging and installing the underground piping. The forecasted replacement year and associated cost is presented in **Figure 7-4**.

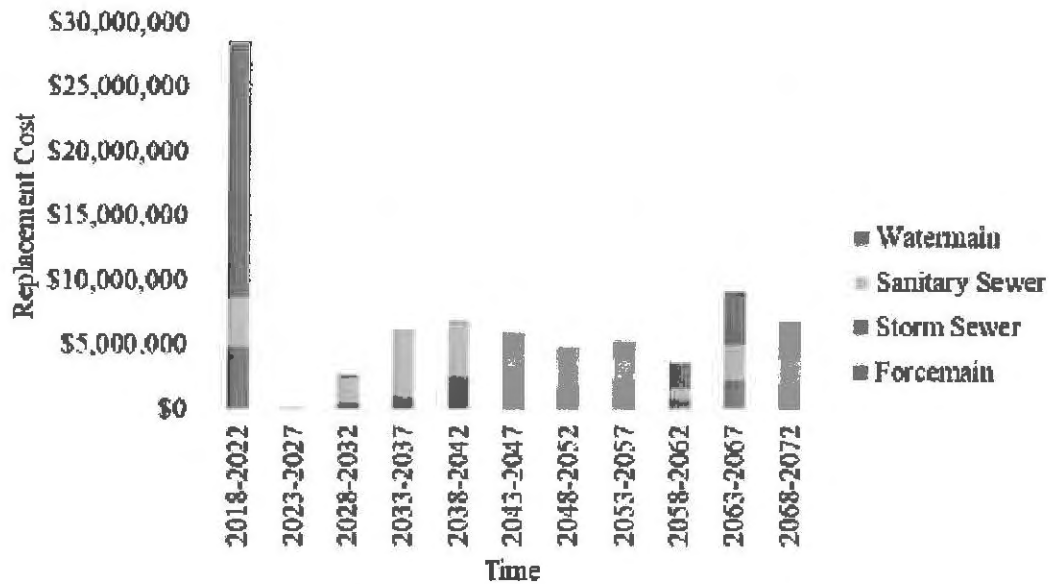


Figure 7-4: Estimated Timelines of Replacement for Water and Sewerage Pipes

The figure above indicates that a significant investment is required within the first five years – approximately \$28.5 million. In order to allocate these costs optimally, the total repair or renewal costs required for water and sewerage infrastructure was summed and divided into each year, demonstrating an investment of \$1.47 million required annually for 54 years (i.e., for the period of 2018-2072).

The majority of the investment is a result of the 1906 cast iron water main. This asset alone would have significant financial implications, and a renewal/replacement priority plan should be implemented to address this significant core asset.

7.2.2 Transportation Assets

The estimated current replacement value of transportation assets in 2018 is \$10,913,206. The replacement value of the roads, sidewalk and curb is highlighted in **Table 7-3**. These values do not include replacement of the base material for the roads and only considers the cost of resurfacing the roads.

Table 7-3: Replacement Value of Transportation Assets (2018)

Asset Type	Current Estimated Replacement Value (2018)
Industrial/Collector Roads	\$1,053,575
Residential Roads	\$5,270,944
Sidewalk	\$3,580,668
Curb	\$1,008,018
Total Replacement Cost (2018)	\$10,913,206

The renewal cost and associated forecasted replacement timeline is presented in **Figure 7-5**.

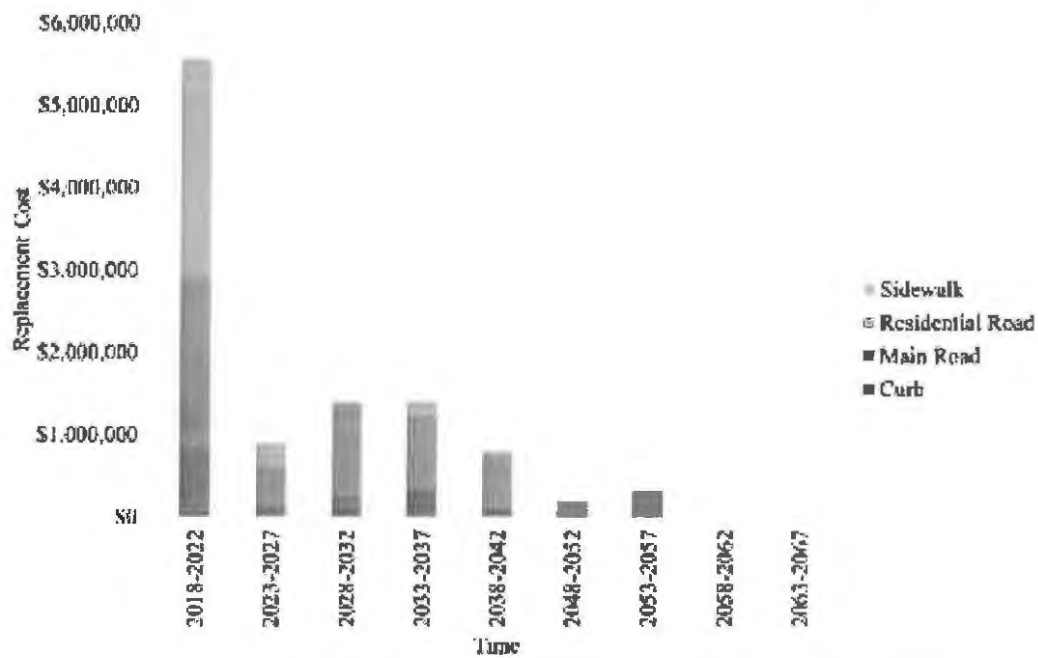


Figure 7-5: Estimated Timeline for Replacement of Transportation Linear Assets

The Asset Management Tool determined that a significant amount of sidewalks and residential roads may need to be rebuilt or resurfaced in the first five years (i.e., 2018 to 2022). This comes as a result of many of the Town’s roads last being repaired or resurfaced in the 1970’s and 1980’s. Proceedings from the workshop indicated that the majority of the Town’s roads were in good to excellent condition. A thorough condition assessment is required to determine actual condition of roads and sidewalks to determine a more suitable replacement schedule.

7.3 Specialty Equipment and Fleet Assets

Three additional categories were presented in the Asset Management Tool for inventory purposes. The Town submitted a list of equipment, land parcels, and a list of fleet vehicles. The replacement cost associated with the fleet vehicles was determined using an estimated replacement cost based on similar vehicle costs. A full breakdown of the replacement cost for the fleet assets can be found in **Appendix D**. Land parcels and specialty equipment do not have replacement costs associated and are reported for inventory purposes only.

8.0 FINANCIAL PLANNING

8.1 General Procedures

The cost analysis for the estimated renewal costs for the Town's assets was an essential part of the asset management plan, but identifying the potential funding sources to cover these anticipated costs is equally important. The municipality is required to identify the intended funding sources to cover the operations, maintenance, renewal and replacement activities related to the assets.

Annually, available funding sources within the annual budget can be divided into the following categories:

- General Operation Budget
 - Tax Revenue
 - Sales of Services to Residents
 - Sales of Services to Other Governments
 - Own Source Revenue
- Gas Tax Fund
- Water and Sewerage Budget
 - Sales of Services to Residents
 - Own Source Revenue

In general, new construction or replacement projects are allocated within the General Operating Budget, based on available funds. Once this allocation is expended, additional projects or emergency remediation projects are typically covered through ad-hoc measures due to the significant lack of funds, and the inability to store money in a capital fund. Additionally, Gas Tax Funding provided by the federal and provincial government helps the municipality allocate funds to construction projects for renewal or replacement of transportation infrastructure.

Similar to other municipalities in New Brunswick, the Town has a separate Water and Sewerage Fund which is used to maintain, operate and upgrade their water and wastewater infrastructure. The infrastructure covered under this fund includes assets related to the treatment and conveyance of drinking water and the collection and treatment of wastewater within the community. For example, the operations, maintenance, repairs, and small renewals for sanitary sewer pipes, sewer lift stations and the lagoon would all be covered under this funding source. Generally, if the cost of the project is minimal, the Town will use funds obtained from the sales of services.

Besides the Gas Tax Fund, the Town also applies to other federal and provincial funding opportunities to develop and renew their infrastructure. A source of funding that the Town utilizes to update and renew their infrastructure is the designated highway funding that is provided by the Province of New Brunswick. As previously mentioned in Section 4.1, there is only certain infrastructure that the Province funds under these projects, such as roads surfaces, curb and storm water infrastructure.

8.2 Forecasted Financial Investment

As presented in Section 7.0, the estimated capital investment required was shown in five year increments for approximately 50 years for each asset class. The replacement years were presented in this manner to show a more realistic investment schedule for the municipality. The Asset Management Tool, in many instances, displayed a high capital investment required for the year 2018. Grouping the investment in five year increments helped to disperse significant costs over five years. The 2018 capital investment and the proposed annual renewal cost investment estimated for the next five years are shown in **Table 8-1**.

Additionally, the potential funding sources are presented in **Table 8-1** next to each asset class to show the potential funding sources for the annual renewal investment required. Every year the Town searches for other funding sources and grants to help renew their existing infrastructure such as various Infrastructure Canada programs, Gas Tax, Environmental Trust Fund and others.

Table 8-1: Summary of Replacement Cost per Asset Type

Asset Type	Estimated Renewal Investment for 2018-2022	Estimated Annual Renewal Investment (for next 5 years)	Potential Funding Source
Municipal Buildings	\$8,684,765	\$1,736,953	General Operating Budget and/or Capital Borrowing
Process Buildings and Facilities	\$1,514,238	\$302,847	Water and Sewerage Fund
Water, Wastewater and Storm Linear Assets	\$28,559,510	\$5,711,902	Water and Sewerage Fund and/or Gas Tax Funding
Transportation Linear Assets	\$5,148,484	\$1,029,697	Gas Tax Funding and General Operating Budget
Total Value (2018)	\$43,906,996	\$8,781,399	

*Cost includes road surface only, with sidewalk and curb replacement.

The estimated required capital investment is further presented in **Table 8-2** in terms of the municipality's services. Presenting this information as the estimated required investment per service is beneficial to the Town as these values can be directly compared to line items within the annual budget.

Table 8-2: Summary of Replacement Cost per Service

Services	Estimated Capital Renewal Investment in 2018	Estimated Annual Capital Renewal Investment (over 5 years)
General Government Services	\$8,291,214	\$1,658,243
Protective Services	\$522,732	\$104,546
Transportation Services	\$10,865,518	\$2,173,104
Environmental Health Services	\$0	\$0
Environmental Development Services	\$0	\$0
Recreational and Cultural Services	\$465,203	\$93,041
Water and Sewerage Services	\$25,427,329	\$5,085,466
Total Value	\$45,571,996	\$9,114,399

A review of the Town’s budget and annual operations and maintenance costs was completed to determine available funds for capital expenditures. Using the 2018 budget, the operations and maintenance costs for each of the Town’s services, as well as the estimated annual capital investment required over five years is presented in **Figure 8-1**, below. The estimated annual investment correlates to the “Estimated Annual Capital Renewal Investment (over 5 years)” column in **Table 8-2**.

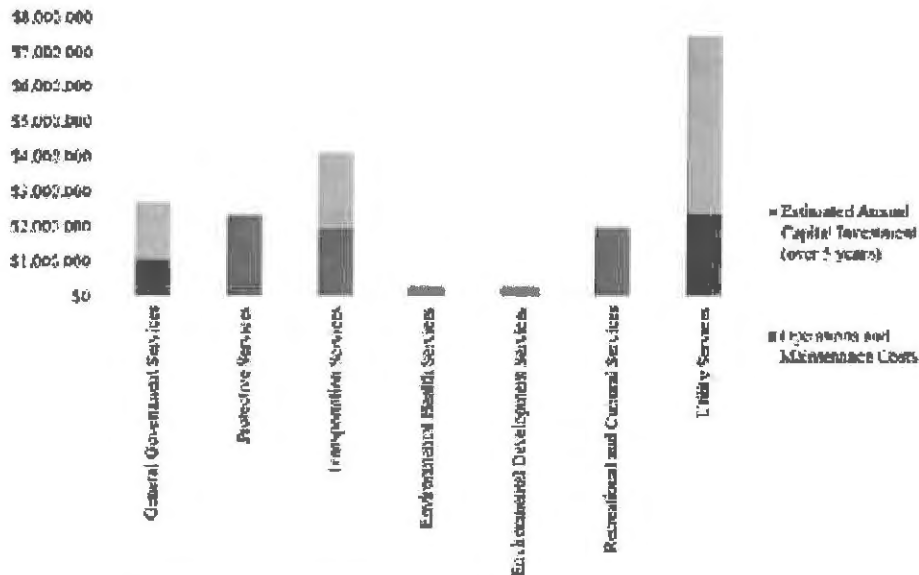


Figure 8-1: Town’s O&M and required annual investments for services

A net value was calculated based on the Town's General Revenue Fund and the required annual investment. The results demonstrate that the Town needs to budget an additional \$1,228,000 dollars within their annual budget to renew or replace existing Town assets, as per results from the Asset Management Tool.

Table 8-3: Budget Justification with Estimated Annual Investment.

Services	Budget 2018		Estimated Budget 2018	
	Operations and Maintenance Costs	Capital Expenditures	Operations and Maintenance Costs	Estimated Annual Capital Investment (over 5 years)
General Government Services	\$1,044,472		\$1,044,472	\$1,658,243
Protective Services	\$2,260,064		\$2,260,064	\$104,546
Transportation Services	\$1,938,884		\$1,938,884	\$2,173,104
Environmental Health Services	\$247,794		\$247,794	\$0
Environmental Development Services	\$292,874		\$292,874	\$0
Recreational and Cultural Services	\$1,929,757		\$1,929,757	\$93,041
Sewerage Services	\$2,355,391*		\$2,355,391*	\$5,085,466
Fiscal Services		\$1,636,952		\$1,636,952
Total Value	\$9,350,797		\$18,465,196	
Total Revenue Stream	(-) \$9,350,797		(-) \$9,350,797	
Net Budget	\$0		\$9,114,399	
Additional Investment Required			\$9,114,399	

* Not included in General Operating Budget as the Water and Sewerage Fund is separate.

8.2.1 Financial Investment for High Value and Core Assets

The deficit shown in section 8.2 represents the replacement costs for Town assets that have either surpassed their useful life, or have reached the Town's condition threshold of acceptability. As the requirements from the Province stipulate financial planning is required for high value and core assets, **Table 8-4** displays the renewal cost estimated for high value and core assets only.

Table 8-4: Summary of Replacement Cost for High Value and Core Assets

Asset Type	Estimated Renewal Cost for 2018
Fire Hall- Works Garage	\$222,308
Pump Stations #2, #4, and #5	\$379,131
Pump House (Main Building)	\$574,441
Chlorination Building	\$103,985
Todd's Hill Reservoir	\$456,680
Cast Iron Water main (1906)	N/A*
Sections of Force main	N/A*
Roads – Resurface only	N/A*
Total Value (2018)	\$1,736,545*

*Assessment required to determine actual costs. Total not including cost of assessment.

In the event that the Town would like to focus on renewing and repairing high value and core assets only, an estimated investment of \$1,736,545 would be required in 2018 with the addition of the cost to assess linear infrastructure, such as roads, sidewalks and underground piping. This is a significant investment for the Town therefore a few options have been developed to investigate the possibility of reducing the overall deficit for high value and core assets, as well as the overall deficit for the Town’s assets. Potential options include:

- Completing feasibility studies and condition assessments to determine actual renewal and repairs required to maintain the Town’s assets to an acceptable standard;
- Divesting of Town assets that are deemed no longer necessary;
- Increasing tax and water/sewerage utility rates; and,
- Initiating an emergency capital fund, with contributions on a yearly basis.

9.0 PRIORITY SETTING

Based on the current condition of the existing infrastructure, **Table 9-1** summarizes the priorities for the Town of St. Stephen's capital assets. These recommendations are based on the results from the condition assessment, risk assessment and climate change assessment.

Table 9-1: Asset Priorities

Asset	Recommendations	Cost
1. Cast Iron Water main	<ul style="list-style-type: none"> Complete a replacement strategy for water main Begin replacing sections of aged or problematic water mains with PVC 	\$5,181,372 – PVC/HDPE Replacement Cost Estimate
2. Pumping Stations #2, #4, #5	<ul style="list-style-type: none"> Inspect station elements; Replace or upgrade structure of building or platforms that the pumps sit on 	\$379,131 – Estimated Replacement Cost of Various Building Components
3. Section of force main near the school	<ul style="list-style-type: none"> Replace section of force main Reconfigure route if section has become redundant 	\$50,000* - Estimated Cost of Inspection
4. Roads and Sidewalks Condition Assessment	<ul style="list-style-type: none"> Complete a condition assessment to help inform on a replacement strategy for the residential roads and sidewalks 	~\$20,000 Condition Assessment
5. Lack of knowledge of managed buildings	<ul style="list-style-type: none"> Implement inspection plan 	~\$30,000 Condition Assessment

* Additional costs may be required due to remoteness of work.

The water main is considered a high value and a core asset as it is part of the Town's water and sewerage service, and has been identified as a significant financial investment. During the workshop, it was determined that many sections of the water main are in need of repair and the risk of failure is increasing. Failure of this asset would significantly impact the level of service provided to the Town in terms of drinking water distribution and may result in lower public confidence in the water system which can impact growth. Many sections of the water line were installed in 1906, or updated in the 1970's, which means that the majority of the transmission line has greatly surpassed its useful life.

During the workshop, pump stations #2, #4, and #5 were deemed as having surpassed their useful life. These pumping stations are in poor structural condition, and the platforms holding the pumps are physically falling apart. The failure of these pump stations could reduce the level of service of the sewage system in the municipality, and pose a potential threat to the environment and nearby residents. To prevent these risks it is recommended the Town repair these stations, and complete a thorough condition assessment on mechanical, electrical, and process equipment for each pump station.

The Town identified a section of force main located on an easement between Riverside Drive and Milltown Boulevard that has surpassed its useful life and requires replacement. The Town has been investigating shorter routes for the force main, as this section of has become redundant with the new wastewater collection system configuration. A condition assessment with potential video inspection is recommended for the force main to determine the condition and expected remaining useful life.

At the workshop, the Town identified that a significant risk exists concerning the lack of condition information for the Town's managed buildings. This is a priority for the Town as a lack of knowledge on building condition can lead to risks to public safety and potential service losses during closures. The Town manages a significant amount of buildings; it is difficult to know specific problems and needs for each building, therefore implementing an inspection plan for their buildings is an important step towards remediation and implementation.

10.0 REFERENCES

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DISCLAIMER

Dillon Consulting Limited (Dillon) has used the degree of care and skill ordinarily exercised under similar circumstances at the time the work was performed by reputable members of the environmental consulting profession practicing in Canada. Dillon assumes no responsibility for conditions it was not authorized to investigate or which were beyond its scope of work.

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

Appendix A
Governance Policy



TOWN OF ST. STEPHEN
Corporate Policy & Procedure

Policy Title: Capital Asset Management Planning

Policy No.: 69

Section:	Financial	Subsection:	Capital Assets
Effective Date:		Last Review Date:	N/A
Approved by:	Owner Division/Contact: Corporate Services		

PURPOSE

The Town of St. Stephen, herein referred to as the Town, provides a wide variety of services to the community. The essential assets that are used to provide the desired level of services to the community are sewer pipes, watermains, storm pipes, roads, municipal buildings and facilities. Asset management planning is an integrated approach to:

- Managing existing and future assets in order to provide optimal services to residents;
- Reducing life cycle cost of assets;
- Improving decision making procedures with regards to financial planning; and
- Reducing and mitigating risks associated with assets.

The policy will provide guidance and drive cohesive decision making between Town council and municipal departments to provide the desired level of services to the community.

SCOPE

The policy applies to all physical assets owned by the Town and physical assets that are required to provide services, including municipal buildings and facilities; water and wastewater facilities; sewer pipes; watermain; storm pipes; roads; sidewalks and curbs, fleet and recreational land.

VISION STATEMENT

“The Town of St. Stephen commits to asset management practices by being proactive in decision making, risk management and providing services to residents in a cost-efficient manner.”

PRINCIPLES

Delivery of Services

- Appropriately manage assets to provide optimal level of services to customers and residents.
- Maintain and assess level of services to ensure the community's and council's expectations are met.

Long-Term Sustainability and Risk Management

- Utilize long term decision making procedures that consider environmental, social and economic factors impacting assets.
- Evaluate and mitigate the risk associated with assets that may disrupt the intended level of service.
- Evaluate and mitigate, where possible, the climate change impacts and hazards that may disrupt the intended level of service.

Systematic and Transparency Decision Making

- Determine a consistent approach to managing assets to achieve the intended level of service.
- Make decisions using evidence based information and consider the impacts of the decision prior to establishing a consensus.

Fiscal Responsibility and Asset Management Decision Making

- Develop and maintain a capital investment plan for short-term and long-term infrastructure renewal.
- Prioritize assets renewal and replacement based on risk profile, including climate change consideration, to ultimately provide the intended level of service.

ADMINISTRATIVE PROCEDURES

To maintain the objectives and principles as listed in this policy, the following will be completed:

- Evaluate the Asset Management governance structure to develop Asset Management practices within the organization;
- Encourage consistent communication among all departments and council on matters related to asset condition, replacement, renewal, and retrofitting;
- Incorporate life cycle costs into asset investment;
- Monitor the performance and effectiveness of the Asset Management plan, policies and principles;
- Evaluate the current level of service provided and make improvements when needed;

GENERAL MAINTENANCE

In order to be efficient at managing the performance and quality of the Asset Management system, consistent reporting is required to the Asset Management plan and policy. Table 1 highlights the timeline for updating and reviewing documents in the Asset Management system.

Table 1: Timeline for updating documents and databases pertinent to Asset Management Practices.

Item	Frequency	Updates
Asset Inventory	Annually	<ul style="list-style-type: none"> - Adding/ removing infrastructure as necessary based on projects completed; - Updating installation year as necessary based on projects completed; - Updating condition ratings based on condition assessment completed;
Asset Management Policy	5 years or when needed	<ul style="list-style-type: none"> -Adding/ removing policies, principles as necessary;
Roles and Responsibilities	3 years or when needed	<ul style="list-style-type: none"> - Updating changes within council and staff; - Updating the Asset Management Structure;

ROLES AND RESPONSIBILITIES



ROLES AND RESPONSIBILITIES

Oversight

The roles of the Council are to:

- Act on behalf of and represent the interests of the community and the organization.
- Review, approve and update the Asset Management policy.
- Set priorities and express the community values to Town staff and department leads.
- Ensure necessary funding is available to support Asset Management elements and practices.

The role of the Town Manager is to:

- Act on behalf of and represent the interests of council.
- Guide the Asset Management steering committee with regards to council's priorities.
- Implement the Asset Management policy within the departments.

Advocacy and Leadership

The roles and responsibilities of the Asset Management Lead is to:

- Advise and coordinate Asset Management initiatives within the organization.
- Generate solutions to organizational challenges.
- Advocate and support Asset Management within the organization.
- Coordinate information transfer regarding assets between the departments.

Management and Implementation

The roles and responsibilities of the Asset Management steering committee is to:

- Support the Asset Management practices within the organization.
- Provide direction and coordination to implement Asset Management practices and tools within the municipal departments.
- Monitor the progress and performance of the Asset Management system and recommend improvements as necessary.
- Lead and manage the development, implementation and improvement of Asset Management practices in the organization.
- Recommend and manage the content of the Asset Management policy.

Support

The roles and responsibilities of the department leads are to:

- Provide support to the Asset Management lead.
- Inform the Asset Management lead and Asset Management steering committee of any issues related to their respective department's asset inventory.
- Provide solutions to organizational challenges related to the implementation of Asset Management.
- Ensure consistency of Asset Management practices and processes across the departments, including adoption and application of Asset Management policies and principles.
- Observe and assess the Town assets, notifying the Town Manager of any disruption in services.

THE POLICY IS SUBJECT TO AMENDMENT OR CANCELLATION AT ANYTIME BY RESOLUTION OF COUNCIL.

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer

Appendix B
Condition Index and Unit Rates

Component	Useful Life	Condition Index - Replacement
Municipal/Process Buildings		
Remaining Components	40	4.5
Process Equipment	40	4.5
Electrical	30	4.5
Structural	50	4.5
Mechanical	30	4.5
Roof	25	4.5
Transportation Linear Assets		
Concrete- Sidewalk	30	4.5
Asphalt- Sidewalk	15	4.5
Chipseal	15	4.5
Asphalt	20	4.5
Gravel	15	4.5
Curb	40	4.5
Base	50	4.5
Sewerage Linear Assets		
PVC/HDPE	60	4.5
Concrete	60	4.5
Reinforced Concrete	50	4.5
Ductile Iron	40	4.5
Cast Iron	40	4.5
Terra Cotta	70	4.5
Municipal Vehicles (Types)		
Light Vehicle	10	N/A*
Heavy Vehicle	20	N/A
Trailer	25	N/A
Fire Truck	20	N/A
Police Car	5	N/A
ATV	20	N/A
Watercraft	30	N/A
Light Construction	10	N/A
Heavy Construction	15	N/A

*Fleet vehicles do not utilize a condition index as deterioration is age based.

Transportation Linear Assets	
Material	Cost
Concrete- Sidewalk	\$120/m ²
Asphalt- Sidewalk	\$75/m ²
Chipseal	\$20/m ²
Asphalt	\$25/m ²
Gravel	\$30/m ²
Curb	\$99/m
Base Material	\$35/m ²

Sewerage Linear Assets	
Diameter	Cost per meter
100	\$250
150	\$350
200	\$400
250	\$500
300	\$600
350	\$700
400	\$800
450	\$900
500	\$1,000
550	\$1,050
600	\$1,100
650	\$1,150
700	\$1,200
750	\$1,250
800	\$1,300
850	\$1,350
900	\$1,400
950	\$1,450
1000	\$1,500

Municipal Vehicles

Vehicle Type	Cost
Light Vehicle	\$20,000
Heavy Vehicle	\$250,000
Trailer	\$15,000
Fire Truck	\$270,000
Police Car	\$100,000
ATV	\$5,000
Watercraft	\$8,000
Light Construction	\$75,000
Heavy Construction	\$150,000

Appendix C
Asset Renewal Schedule

ST. JOHN LIBRARY																
Remaining Components	\$ 341,218												\$ 341,218			
Heating/Electrical				\$ 94,783									\$ 94,783			
Mechanical				\$ 303,305									\$ 303,305			
Structural								\$ 170,609					\$ 170,609			
Roof								\$ 37,913					\$ 37,913			
ST. STEPHEN WAREHOUSE																
Remaining Components										\$ 1,280,000			\$ 1,280,000			
Heating/Electrical								\$ 540,000					\$ 540,000			
Mechanical								\$ 180,000					\$ 180,000			
Structural											\$ 900,000		\$ 900,000			
Roof							\$ 120,000						\$ 120,000			
SWIMMING POOL BUILDING																
Remaining Components										\$ 141,450			\$ 141,450			
Heating/Electrical								\$ 7,073					\$ 7,073			
Mechanical								\$ 30,648					\$ 30,648			
Structural											\$ 47,150		\$ 47,150			
Roof							\$ 9,430						\$ 9,430			
UNION BAIT BUILDING																
Remaining Components	\$ 77,550												\$ 77,550			
Heating/Electrical	\$ 3,102												\$ 3,102			
Structural	\$ 18,612												\$ 18,612			
Roof	\$ 4,136												\$ 4,136			
UNION STORAGE BUILDING																
Remaining Components										\$ 34,007			\$ 34,007			
Heating/Electrical								\$ 1,379					\$ 1,379			
Structural											\$ 8,272		\$ 8,272			
Roof							\$ 2,298						\$ 2,298			
WORKS STORAGE BUILDING																
Remaining Components	\$ 329,357												\$ 329,357			
Heating/Electrical	\$ 13,352												\$ 13,352			
Mechanical	\$ 26,705												\$ 26,705			
Structural								\$ 57,860					\$ 57,860			
Roof	\$ 17,803												\$ 17,803			
TOTAL	\$ 4,926,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,612	\$ 1,536,183	\$ 1,004,755	\$ 4,997,089	\$ 2,061,517	\$ 15,679,167	\$ 1,480,541	\$ 3,652,883	\$ 1,938,780	\$ 41,781,251

Process Buildings

	2018-2022					2023-2072							TOTAL	
	2018	2019	2020	2021	2022	2023-2027	2028-2032	2033-2037	2038-2042	2043-2047	2048-2052	2053-2057		2058-2062
Chlorination Bldg														
Heating/Electrical	\$ 7,428													\$ 7,428
Mechanical	\$ 7,428													\$ 7,428
Process Equipment	\$ 81,703													\$ 81,703
Roof	\$ 7,428													\$ 7,428
Structural						\$ 44,565								\$ 44,565
Middle Lake Dam														
Heating/Electrical									\$ 48,092					\$ 48,092
Mechanical									\$ 16,031					\$ 16,031
Process Equipment										\$ 144,277				\$ 144,277
Roof						\$ 16,031								\$ 16,031
Structural												\$ 96,185		\$ 96,185
Pump House (Main Bldg)														
Heating/Electrical	\$ 28,722													\$ 28,722
Mechanical	\$ 28,722													\$ 28,722
Process Equipment	\$ 315,942													\$ 315,942
Roof	\$ 28,722													\$ 28,722
Structural	\$ 172,332													\$ 172,332
Pump Station #1														
Heating/Electrical							\$ 63,385							\$ 63,385
Process Equipment									\$ 443,692					\$ 443,692
Structural											\$ 126,769			\$ 126,769
Pump Station #2														
Heating/Electrical	\$ 12,638													\$ 12,638
Process Equipment	\$ 88,464													\$ 88,464
Structural	\$ 25,275													\$ 25,275
Pump Station #3														
Heating/Electrical							\$ 43,865							\$ 43,865
Process Equipment									\$ 307,055					\$ 307,055
Structural											\$ 87,730			\$ 87,730
Pump Station #4														
Heating/Electrical	\$ 12,638													\$ 12,638
Process Equipment	\$ 88,464													\$ 88,464
Structural	\$ 25,275													\$ 25,275
Pump Station #5														
Heating/Electrical	\$ 12,638													\$ 12,638
Process Equipment	\$ 88,464													\$ 88,464
Structural	\$ 25,275													\$ 25,275
Pump Station #6														
Heating/Electrical							\$ 6,893							\$ 6,893
Process Equipment									\$ 48,253					\$ 48,253
Structural											\$ 13,787			\$ 13,787
Pump Station #7														
Heating/Electrical								\$ 12,638						\$ 12,638
Process Equipment										\$ 88,464				\$ 88,464
Structural												\$ 25,275		\$ 25,275
Todd's Hill Reservoir														
Heating/Electrical	\$ 54,802													\$ 54,802
Mechanical	\$ 91,336													\$ 91,336
Process Equipment						\$ 365,344								\$ 365,344
Structural							\$ 1,315,240							\$ 1,315,240
Valley Road Reservoir														
Heating/Electrical							\$ 54,802							\$ 54,802
Mechanical							\$ 91,336							\$ 91,336
Process Equipment									\$ 365,344					\$ 365,344
Structural											\$ 1,315,240			\$ 1,315,240

Wastewater Treatment Facility - Building																
Heating/Electrical								\$ 203,980							\$ 203,980	
Mechanical								\$ 495,380							\$ 495,380	
Process Equipment										\$ 276,830					\$ 276,830	
Roof							\$ 43,710								\$ 43,710	
Structural													\$ 437,100		\$ 437,100	
Wastewater Treatment Facility - Lagoon																
Mechanical								\$ 616,170							\$ 616,170	
Process Equipment										\$ 486,450					\$ 486,450	
Structural													\$ 2,140,390		\$ 2,140,390	
Well House #2																
Heating/Electrical								\$ 7,428							\$ 7,428	
Mechanical								\$ 7,428							\$ 7,428	
Process Equipment									\$ 81,703						\$ 81,703	
Roof								\$ 7,428							\$ 7,428	
Structural													\$ 44,565		\$ 44,565	
Well House #3																
Heating/Electrical								\$ 7,428							\$ 7,428	
Mechanical								\$ 7,428							\$ 7,428	
Process Equipment									\$ 81,703						\$ 81,703	
Roof								\$ 7,428							\$ 7,428	
Structural													\$ 44,565		\$ 44,565	
TOTAL	\$ 1,203,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 483,330	\$ 1,770,102	\$ 1,392,001	\$ 1,927,628	\$ 321,871	\$ 4,121,006	\$ 121,460	\$ -	\$ 11,941,090

Water and Sewerage Assets

	2018-2022					2023-2072										TOTAL
	2018	2019	2020	2021	2022	2023-2027	2028-2032	2033-2037	2038-2042	2043-2047	2048-2052	2053-2057	2058-2062	2063-2067	2068-2072	
Environmental Health Linear Assets																
Force Main	\$ 192,376					\$ 34,151						\$ 83,984		\$ 1,325,101	\$ 137,346	\$1,772,958.00
Sanitary Sewer	\$ 4,646,418					\$ 371,127	\$ 794,253	\$ 2,501,133	\$ 3,176,758	\$ 1,742,521	\$ 2,094,274	\$ 736,186	\$ 852,448	\$ 1,679,377	\$18,594,493.75	
Storm Sewer	\$ 3,792,383					\$ 2,988,442	\$ 5,257,592	\$ 4,996,432	\$ 1,933,829	\$ 2,087,219	\$ 1,758,453	\$ 847,030	\$ 2,830,004	\$ 1,993,772	\$26,635,153.75	
Water Main	\$ 19,928,333					\$ 208,331	\$ 29,229	\$ 232,398	\$ 789,488	\$ 1,068,698	\$ 1,305,431	\$ 2,050,496	\$ 4,129,526	\$ 2,913,147	\$32,655,075.75	
TOTAL	\$ 8,592,177	\$ -	\$ -	\$ -	\$ -	\$ 34,151	\$ 2,459,569	\$ 6,051,845	\$ 6,597,564	\$ 5,110,587	\$ 3,779,740	\$ 3,936,710	\$ 1,583,216	\$ 5,007,553	\$ 3,810,494	\$ 79,657,681

Transportation Linear Assets

	2018-2022					2023-2072										TOTAL
	2018	2019	2020	2021	2022	2023-2027	2028-2032	2033-2037	2038-2042	2043-2047	2048-2052	2053-2057	2058-2062	2063-2067	2068-2072	
Transportation Linear Assets																
Curb	\$ 37,026					\$ 95,733	\$ 307,395	\$ 79,596		\$ 191,961	\$ 296,307					\$1,008,018.00
Main Road	\$ 1,267,889					\$ 113,872	\$ 148,109	\$ 13,438	\$ 195,610	\$ 230,566	\$ 186,059	\$ 143,554	\$ 176,208			\$2,475,304.31
Residential Road	\$ 3,604,790					\$ 61,280	\$ 1,126,060	\$ 2,403,550	\$ 1,504,565	\$ 778,921	\$ 614,451	\$ 265,129	\$ 866,795	\$ 1,236,537		\$12,462,075.92
Sidewalk	\$ 2,649,819					\$ 292,750	\$ 32,940	\$ 183,780	\$ 45,180	\$ 376,200						\$3,580,668.50
TOTAL	\$ 7,559,523	\$ -	\$ -	\$ -	\$ -	\$ 467,902	\$ 1,492,842	\$ 2,908,162	\$ 1,824,950	\$ 1,385,687	\$ 992,471	\$ 704,998	\$ 1,043,003	\$ 1,236,537	\$ -	\$ 19,526,967

Appendix D
Municipal Land and Fleet Vehicles

Municipal Vehicles

Fleet #	Year	Make/Model	Vehicle Type	Department	Acquisition Year	Original Acquisition Cost	High Value?	Leasing	Estimated Mileage/Year	Comments
Fleet 1	2008	DODGE DAKOTA 4x4	Light Vehicle	Public Works	2008	\$20,000.00	No	10	2008	
Fleet 2	1996	FORD 4x4 WITH PLOW	Light Vehicle	Public Works	1996	\$20,000.00	No	10	2008	
Fleet 3	2002	NISSAN 1/4 TON WITH PLOW	Light Vehicle	Public Works	2002	\$20,000.00	No	10	2008	
Fleet 8	1996	INTERNATIONAL S-2500 PLOW TRUCK	Heavy Vehicle	Public Works	1996	\$250,000.00	Yes	20	2008	
Fleet 9	1987	INTERNATIONAL FLUSHING TRUCK	Heavy Vehicle	Public Works	1987	\$250,000.00	Yes	20	2008	
Fleet 13	2005	CATERPILLER BACKHOE	Light Construction	Public Works	2005	\$75,000.00	No	10	2008	
Fleet 16	2004	CASE LOADER	Light Construction	Public Works	2004	\$75,000.00	No	10	2008	
Fleet 19	1992	AQUATE SEPTIC PUMP TRAILOR	Trailer	Public Works	1992	\$15,000.00	No	25	2008	
Fleet 20	2000	TANDOM DUMP TRUCK	Light Construction	Public Works	2000	\$75,000.00	No	10	2008	
Fleet 21	1987	MT III MUNICIPAL TRACTOR	Light Construction	Public Works	1987	\$75,000.00	No	10	2008	
Fleet 22	2001	MT III MUNICIPAL TRACTOR	Light Construction	Public Works	2001	\$75,000.00	No	10	2008	
Fleet 29	2005	1/2 TON SANDER	Light Construction	Public Works	2005	\$75,000.00	No	10	2008	
Fleet 33	1987	MT BLOWER	Light Vehicle	Public Works	1987	\$20,000.00	No	10	2008	
Fleet 34	2001	MT SWEEPER	Light Vehicle	Public Works	2001	\$20,000.00	No	10	2008	
Fleet 35	2001	MT FLAIL MOWER	Light Vehicle	Public Works	2001	\$20,000.00	No	10	2008	
Fleet 103	1987	CASE SUPER E BACKHOE	Light Construction	Public Works	1987	\$75,000.00	No	10	2008	
Fleet 105	2007	FORD 4x4 1/4 TON	Light Construction	Public Works	2007	\$75,000.00	No	10	2008	
Fleet 200	2008	FORD F-150 4X4	Light Vehicle	Fire	2008	\$20,000.00	Yes	10	2008	
Fleet 203	1987	VOLVO PUMPER	Fire Truck	Fire	1987	\$270,000.00	Yes	20	2008	
Fleet 204	1942	FORD	Light Vehicle	Fire	1942	\$20,000.00	Yes	10	2008	
Fleet 304	2008	DODGE DAKOTA 2WD	Light Vehicle	Parks	2008	\$20,000.00	No	10	2008	
Fleet 305	2004	DODGE DAKOTA 4x4	Light Vehicle	Public Works	2004	\$20,000.00	No	10	2008	
Fleet 306	2003	1/4 GMC SONOMA	Light Vehicle	Parks	2003	\$20,000.00	No	10	2008	
Fleet 307	2008	1/4 CHEVY COLORADO	Light Vehicle	Parks	2008	\$20,000.00	No	10	2008	
Fleet 400	1996	FORD 4x4 WITH PLOW -AIRPORT	Light Vehicle	Airport	1996	\$20,000.00	No	10	2008	
Fleet 438	2007	FORD ESCAPE 4*4	Light Vehicle	Development Office	2007	\$20,000.00	No	10	2008	

Specialty Equipment

Quantity	Item #	Description	Unit	Material	Notes
1	37	STEEL WALK	Public Works		
1	38	GAS POWERED CUTOFF SAW	Public Works		
1	39	ELECTRIC CUT OFF SAW	Public Works		
1	40	BENCH GRINDER	Public Works		
1	41	5 GROUND	Public Works		
1	42	RECHARGING SAW	Public Works		
1	43	DRILL SAW	Public Works		
1	44	ELECTRIC DRILL	Public Works		
1	45	CHAINSAW	Public Works		
1	46	TORCHES	Public Works		
1	47	WELDER	Public Works		
1	48	PALE ROLLER	Public Works		
1	49	PALE ROLLER	Public Works		
1	50	GENERATOR	Public Works		
1	51	AIR COMPRESSOR	Public Works		
1	52	HYDRAULIC JACKS AND STANDS	Public Works		
1	53	PLATE TAMPING	Public Works		
1	54	TIRE CHANGER	Public Works		
1	55	TRUCK	Public Works		
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1	200	TRUCK	Public Works		

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

HORIZON HEALTH NETWORK – SAINT JOHN & NB HEART CENTRE AND TOWN OF ST. STEPHEN – LETTER OF AGREEMENT

THAT the Council of the Town of St. Stephen approves a two (2) year partnership with Horizon Health Network – Saint John & NB Heart Centre for a community based Cardiac Rehabilitation Program at the Garcelon Civic Center effective September 27, 2019 and expiring September 27, 2021.

AND THAT the Council authorizes the Mayor and Town Clerk to sign the Letter of Agreement with Horizon Health Network – Saint John & NB Heart Centre in the form presented to Council.

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

AWARDING OF TENDER # TOSS19-04 – 2019 ALL SEASON DUMP BODY

THAT the tender received in the amount of \$54,122.00 (fifty-four thousand, one hundred and twenty-two dollars), plus HST, from Parts for Trucks, Inc. of Dartmouth, NS, for a 2019 All Season Dump Body be accepted.

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER: WATERFRONT ENHANCEMENTS – ST. STEPHEN, NB,
PROJECT NO: 19-9772**

THAT the one (1) tender received in the amount of \$275,367.50 (two hundred and seventy-five thousand, three hundred and sixty-seven dollars and fifty cents), including HST, from Fundy Contractors Limited of Bethel, NB, for the waterfront enhancements project be accepted.

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

**TOWN OF ST. STEPHEN – DESIGNATED HIGHWAYS FIVE YEAR PRIORITIES
(2020 – 2024) – MUNICIPAL DESIGNATED HIGHWAY PROGRAM**

THAT the Council of the Town of St. Stephen approves the attached Designated Highways Five Year Priorities (2020 - 2024) under the Municipal Designated Highway Program, and submits same to the Department of Transportation and Infrastructure to assist the Department in considering the request in preparation for the budget process.

TOWN OF ST. STEPHEN

DESIGNATED HIGHWAYS
FIVE YEAR PRIORITIES

Year 2020

DTI Portion:

- Milltown Boulevard – Boundary to Hill (approx. 870 metres)
 - Add curb and gutter both sides (770m) and curb and gutter one side (100m), storm sewer improvements. (Estimate: \$546,000 + HST)

Total DTI Portion: \$546,000

Municipal Portion:

- Milltown Boulevard – Boundary to Hill (approx. 770 metres)
 - Replace sidewalk behind new curb and gutter. (Estimate: \$184,000 + HST)

Total Municipal Portion: \$184,000

Year 2021

DTI Portion:

- Milltown Boulevard – Boundary to Milltown Customs (approx. 1950 metres)
 - Mill and seal full width. (Estimate: \$478,000 + HST)

Total DTI Portion: \$478,000

Year 2022

DTI Portion:

- Church Street – Milltown Boulevard to Railway (approx. 1200 metres)
 - Mill & Seal - Church Street - Milltown Blvd. to Railway
 - Curb - Queensway to Railway, north side
 - Curb - Brewers Lane to Railway, south side
 - Add storm sewer where needed for adequate drainage.

Total DTI Portion: \$940,000

Year 2023 & 2024

DTI Portion:

- Pleasant Street – Milltown Boulevard to Town Limit – Phase I & II (approx. 1760 metres)
 - Curb - Pleasant St. - Milltown Blvd. to Spring St., north side (2700 metres)
 - Curb - Pleasant St. - Spring St. to Town limit (1510 metres)
 - Storm sewer (as required) - Spring St. to Town limit (1510 metres)

Total DTI Portion: \$1,850,000

RESOLUTION NO.: _____

DATE: September 23, 2019

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.