

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 16, 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 – November 25, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to October 31, 2019
 - (b) Paid Bills
9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

 - (a) Letter from Canadian Heritage, Director General Citizen Participation, dated July 22, 2019.

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 – December 4, 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

- (a) By-Law No. A-7.14 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Third and Final Reading – Short Title Only

14. NEW BUSINESS

- (a) Unsightly Premises – 10 Green Street
- (b) Transfer to General Operating Reserve Fund
- (c) Transfer from General Operating Reserve Fund
- (d) Transfer to General Capital Reserve Fund
- (e) Transfer to General Capital Reserve Fund
- (f) Transfer to Water and Sewerage Capital Reserve Fund
- (g) Transfer from General Operating Reserve Fund
- (h) Transfer from General Operating Reserve Fund
- (i) Transfer from General Capital Reserve Fund (Town Hall Relocation to Garcelon Civic Center – Design and Construction)
- (j) Transfer from General Capital Reserve Fund (Waterfront Revitalization Project)
- (k) Transfer from Water and Sewerage Capital Reserve Fund (New Pump Motor at Maxwell Crossing)
- (l) Transfer from Water and Sewerage Capital Reserve Fund (Work on Well Housing)
- (m) Transfer from Water and Sewerage Capital Reserve Fund (De-Chlorination Building Repairs)
- (n) Awarding of Tender: Financial Audit and Professional Services – Tender # TOSS19-07
- (o) Information Technology (I.T.) Services
- (p) Dillon Consulting Limited – Agreement for Professional Services – Infrastructure Renewal (West Street)
- (q) Standing Offer of Support – Operation of a Junior “A” Hockey Team
- (r) Municipal General and Liability Insurance Tender - # TOSS19-08
- (s) 2020 General Operating Fund Budget
- (t) 2020 Water and Sewerage Operating Fund Budget
- (u) Schedule “A” – By-Law No. W-1, “A By-Law Respecting Water and Sewer Rates and Charges”

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

AGENDA

THAT the Agenda be approved as circulated.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

REGULAR COUNCIL MEETING

THAT the Minutes of the Regular Council meeting held on November 25, 2019 be approved as circulated.

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 25, 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 Wheaton
Seconded by Councillor Harding

181/19 **THAT** the Agenda be approved with one (1) additional Financial Matter to be discussed in the closed session as per Section 68(1)(c) of the New Brunswick *Local Governance Act*. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

There were no reading of petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Councillor Parker
Seconded by Councillor Hyslop

182/19 **THAT** the Minutes of the Regular Council meeting held on October 28, 2019 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr

Seconded by Councillor Chisholm

- 183/19 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to September 30, 2019 be received. **CARRIED**

PAID BILLS

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

- 184/19 **THAT** the paid bills in the amount of \$1,944,140.88 (one million, nine hundred and forty-four thousand, one hundred and forty dollars and eighty-eight cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop

Seconded by Councillor Parker

- 185/19 **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 Councillor Harding

- 186/19 **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 November 6, 2019 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

- 187/19 **THAT** the following staff reports for the month of October 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

BY-LAW NO. A-7.14 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – SECOND READING – READING IN ITS ENTIRETY

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

- 188/19 **THAT** By-law No. A-7.14 – A By-law to Amend By-law No. A-7, "A By-law to Impose a Special Business Improvement Levy" – be given Second Reading – Reading in its Entirety. **CARRIED**

14. NEW BUSINESS

CHANGE OF DATE: DECEMBER 2019 REGULAR TOWN COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

- 189/19 **THAT** the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 23rd day of December, 2019 at 7:00 p.m., to the third (3rd) Monday, 16th day of December, 2019 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9 "Meetings" of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

GARCELON CIVIC CENTER SECURITY CAMERAS

Moved by Councillor Harding
Seconded by Councillor Chisholm

190/19 **THAT** the Council of the Town of St. Stephen approves the expenditure of up to \$20,500 (twenty thousand, five hundred dollars), plus HST, subject to normal procurement methodology, to install the second phase of security cameras at the Garcelon Civic Center.

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

APPROVAL OF MUSIC – CHRISTMAS SEASON OF 2019 AND NEW YEAR’S 2020 EVENTS

Moved by Councillor Parker
Seconded by Councillor Wheaton

191/19 **THAT** the Council of the Town of St. Stephen grants permission for music to be played at various events during the Christmas Season of 2019 and New Year’s 2020, either in the form of a live entertainer(s) or a speaker system, and at the discretion of the Town’s Events Development Coordinator. **CARRIED**

ACQUISITION OF DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE PROPERTY – PID # 01307412

Moved by Deputy Mayor Carr
Seconded by Councillor Harding

192/19 **THAT** the Council of the Town of St. Stephen approves the purchase of property owned by the Department of Transportation and Infrastructure, known as PID # 01307412, which consists of a parcel of land containing approximately 1.17 hectares (2.89 acres), not to exceed \$60,300.00 (sixty thousand, three hundred dollars), plus applicable HST, along with legal fees, including any required registration fees and survey costs, for the purpose of owning the land where the Border Community Area Arena is located.

AND THAT the above-noted transaction is contingent on Provincial Ministerial approval.

AND FURTHER THAT the Chief Administrative Officer ensure that the required funds are identified in the 2020 municipal budget. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a meeting with the Chief Administrative Officer.

Councillor Hyslop

- Attended all Town meetings.
- Attended a meeting with the Chief Administrative Officer.
- Attended the Annual General Meeting of the Charlotte County Museum.
- Attended an annual gala of the St. Croix Chamber of Commerce.
- Participated in Midnight Madness.
- Curled in a Lincourt Manor nursing home fundraiser.
- Attended the Multicultural Association of Charlotte County's "International Holiday Celebration".

Councillor Parker

- Attended all Town meetings.
- Attended the Open House at the Beacon Waterfront Apartments.
- Attended the Remembrance Day Service.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Coffee House at the St. Croix Vineyard.
- Attended the Remembrance Day Service in Milltown.
- Attended the Town Christmas tree lighting event.
- Participated in Midnight Madness.
- Curled in a Lincourt Manor nursing home fundraiser.
- Attended the Multicultural Association of Charlotte County's "International Holiday Celebration".
- Attended several Christmas Promotion meetings.

Councillor Harding

- Laid a wreath on behalf of the Town at the Remembrance Day Service in Milltown.
- Attended all Town meetings.
- Very pleased that the downtown was busy during Midnight Madness.

Councillor Chisholm

- Attended all Town meetings.
- Attended a Wall of Fame meeting in preparation for next year's banquet and induction ceremony.
- Attended the Open House at the Beacon Waterfront Apartments.
- Attended a meeting with the Chief Administrative Officer.
- Attended a meeting with the Director of Community Services.
- Attended the Remembrance Day Service.
- Attended the Town Christmas tree lighting event.

Mayor MacEachern

- Attended all Town meetings.
- Attended a Regional Economic Development meeting.
- Attended the Open House at the Beacon Waterfront Apartments.
- Laid a wreath on behalf of the Town at the Remembrance Day Service in St. Stephen.
- Attended meetings with provincial ministers.
- Attended the Town Christmas tree lighting event.
- Attended and was guest speaker at the Kiwanis Club annual Charter night.
- Attended a Lady Spartans hockey game.
- Attended many meetings.

16. QUESTION PERIOD

There were no questions from the public.

17 CLOSED SESSION

CLOSED SESSION

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

193/19

THAT the Council of the Town of St. Stephen move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the New Brunswick *Local Governance Act*, and one (1) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*.

AND THAT one (1) additional Financial Matter be discussed. **CARRIED**

The Council came out of closed session at 8:35 p.m.

18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

194/19 THAT the meeting adjourn at 8:35 p.m. CARRIED

Mayor

Town Clerk

AGENDA
ST. STEPHEN TOWN COUNCIL
73 MILLTOWN BLVD., SUITE 112
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 - (a) Regular Council Meeting – October 28, 2019
8. ACCOUNTS
 - (a) Statements of Revenue and Expenditure to September 30, 2019
 - (b) Paid Bills
9. COMMUNICATIONS
COMMUNICATION FOR INFORMATION
 - (a) Letter from Fundy Community Foundation dated October 30, 2019.
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 – November 6, 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

- (a) By-Law No. A-7.14 – A By-Law to Amend By-Law No. A-7 “A By-Law to Impose a Special Business Improvement Levy” – Second Reading – Reading in its Entirety.

14. NEW BUSINESS

- (a) Change of Date: December 2019 Regular Town Council Meeting
- (b) Garcelon Civic Center Security Cameras
- (c) Approval of Music – Christmas Season of 2019 and New Year’s 2020 Events
- (d) Acquisition of Department of Transportation and Infrastructure Property – PID # 01307412

15. REPORTS OF MAYOR AND COUNCILLORS

16. QUESTION PERIOD

17. CLOSED SESSION

- (a) Motion to move into closed session to discuss one (1) Financial Matter as per Section 68(1)(c) of the New Brunswick *Local Governance Act*, and one (1) Labour and Employment Matter as per Section 68(1)(j) of the New Brunswick *Local Governance Act*.

18. ADJOURNMENT

RESOLUTION NO.: _____

DATE: December 16, 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 October 31, 2019 be received.

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

	Actual To Date For the Ten Months Ending October 31, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Taxes	4,458,483	5,350,179	\$891,696	83%
Services Provided to Other Governments	118,981	222,218	103,237	54%
Sale of Services	462,558	561,000	98,442	82%
Other Revenue From Own Sources	230,421	207,656	(22,765)	111%
Unconditional Grants	1,370,760	1,595,353	224,593	86%
Conditional Transfers	11,489	4,200	(7,289)	274%
Other Transfers	1,055,455	1,307,994	252,539	81%
Total Revenue	7,708,147	9,248,600	1,540,453	83%
Expenditure				
General Government Services	852,607	1,060,813	208,206	80%
Protective Services	1,734,479	2,295,612	561,133	76%
Transportation Services	1,621,371	2,096,199	474,828	77%
Environmental Health Services	200,376	230,625	30,249	87%
Environmental Development Services	276,377	322,448	46,071	86%
Recreational and Cultural Services	1,561,573	2,023,621	462,048	77%
Fiscal Services	736,387	1,211,282	474,895	61%
Other	(2,332)	8,000	10,332	-29%
Total Expenditures	6,980,838	9,248,600	2,267,762	75%
Surplus (Deficit)	\$727,309	\$0		

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

	Actual To Date For the Ten Months Ending October 31, 2019	Budget For the Year Ending December 31, 2019	Remaining	Percentage Used
Revenue				
Sale of Service	\$1,561,565	\$2,034,570	\$473,005	77%
Other Revenue From Own Source	168,017	208,302	40,285	81%
Other Transfers	74,601	89,521	14,920	83%
Total Revenue	1,804,183	2,332,393	528,210	77%
Expenditures				
Water Supply	904,830	1,070,324	165,494	85%
Sewerage Collection and Disposal	557,684	716,897	159,213	78%
Fiscal Services	469,577	545,172	75,595	86%
Total Expenditures	1,932,091	2,332,393	400,302	83%
Surplus (Deficit)	(\$127,908)	\$0		

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

PAID BILLS

THAT the paid bills in the amount of \$1,239,828.35 (one million, two hundred and thirty-nine thousand, eight hundred and twenty-eight dollars and thirty-five cents) be received.

Town of St. Stephen
BNK4 - Civic Center Bank Account
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:32:52PM 12/12/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000049	11/13/2019 TOWN OF ST. STEPHEN 63,000.00	63,000.00 63,000.00	A/P	OUT-STD	11/13/2019
	GG-FUNDTRANSFER-TO GENERAL I				
	Cheque Totals Issued	63,000.00			
	Void	0.00			
	Total Cheques Generated	63,000.00			
	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 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:33:44PM 12/12/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000019	11/04/2019 ACADIAN MARINE & DIVING LTD 190098	144,938.42	A/P	OUT-STD	11/04/2019
	Project#187081A Waterfront Revitalizat	144,938.42			
000021	11/22/2019 KING CONSTRUCTION LTD. 6871	38,660.12	A/P	OUT-STD	11/22/2019
	Garcelon Civic Center Interior Fit-Up	38,660.12			
Cheque Totals Issued:		183,598.54			
Void:		0.00			
Total Cheques Generated:		183,598.54			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
 BNK6 - Interim No.1-UCF
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:34:40PM 12/12/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000020	11/22/2019 DILLON CONSULTING LIMITED 207077	646.78 646.78	A/P	OUT-STD	11/22/2019
	Project#188036 Water and Sanitary Se				
	Cheque Totals Issued	646.78			
	Void	0.00			
	Total Cheques Generated	646.78			
	Total # of Cheques Listed	1			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK8 - Interim No.3-UCF
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:36:54PM 12/12/2019

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000006	11/19/2019 DILLON CONSULTING LIMITED 207080	1,587.00 1,587.00	A/P	OUT-STD	11/19/2019
	Project#199772 Waterfront Enhanceme				
000007	11/19/2019 DILLON CONSULTING LIMITED 207999	713.00 713.00	A/P	OUT-STD	11/19/2019
	Project#199772 Waterfront Enhanceme				
Cheque Totals Issued:		2,300.00			
Void:		0.00			
Total Cheques Generated:		2,300.00			
Total # of Cheques Listed:		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:37:40PM 12/12/2019

Page 1 of 10

Number	Issued	Amount	SC	Status	Status Date
022874	11/19/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER192019* GG-SERIES"BD"-PRINCIPAL	17,000.00 17,000.00	A/P	OUT-STD	11/19/2019
022876	11/30/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER302019 GG-SERIES"BH"-INTEREST	4,366.25 4,366.25	A/P	OUT-STD	11/30/2019
022877	11/30/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER302019* GG-SERIES"BH"-PRINCIPAL	33,000.00 33,000.00	A/P	OUT-STD	11/30/2019
022880	11/15/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER152019 GG-SERIES"BK"-INTEREST	2,882.25 2,882.25	A/P	OUT-STD	11/15/2019
022890	11/19/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER192019** GG-SERIES"BD"-INTEREST	637.50 637.50	A/P	OUT-STD	11/19/2019
024098	11/14/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT NOVEMBER142019 GG-SERIESBV-INTEREST	11,277.50 11,277.50	A/P	OUT-STD	11/14/2019
024911	11/01/2019 HERITAGE COURT HOLDINGS LIMITED RC000030630 GG-TOWNHALL-LEASE - NOV/19	5,417.62 5,417.62	A/P	OUT-STD	11/01/2019
024912	11/01/2019 SHARPE'S LAWN CARE 451 RC-PARKS-TURF MAINTENANCE PL	17,250.00 17,250.00	A/P	OUT-STD	11/01/2019
024916	11/04/2019 ACCT #903240047015 OCTOBER2019 VOLUNTEER FIRE MEMBERSHIP DU	260.00 260.00	A/P	OUT-STD	11/04/2019
024917	11/04/2019 ACCT 8025-280 OCTOBER2019 LOCAL 770 UNION DUES - OCTOBER	1,294.42 1,294.42	A/P	OUT-STD	11/04/2019
024918	11/04/2019 ALISON ESTEY NBMEPPTRAINING19 GG-HUMANRESOURCES-NB MEPP	135.80 135.80	A/P	OUT-STD	11/04/2019
024919	11/04/2019 BORDER INVESTIGATIONS & SECURITY INC. 15297 PS-BYLAW-OCT 21 - NOV 01/19 FEE	966.00 966.00	A/P	OUT-STD	11/04/2019
024920	11/04/2019 FUNDY BUILDING INSPECTION & DRAFTING SERV 19-133 PS-BUILDINGINSPECTOR-OCT 20-N	2,484.00 2,484.00	A/P	OUT-STD	11/04/2019
024921	11/04/2019 JEFF RENAUD OCTOBER2019 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	11/04/2019
024922	11/04/2019 MINISTER OF FINANCE WEEK452019 EMPLOYEE DEDUCTIONS-NOV 03-0	209.30 209.30	A/P	OUT-STD	11/04/2019
024923	11/04/2019 RECEIVER GENERAL OCTOBER2019 EMPLOYEE DEDUCTIONS - OCTOBE	1,431.98 1,431.98	A/P	OUT-STD	11/04/2019
024924	11/04/2019 ROB DOUGHERTY CLOTHINGALLOW19* CC-JANORITIAL-CLOTHING ALLOWA	149.49 149.49	A/P	OUT-STD	11/04/2019
024925	11/04/2019 SHANNON MICHAEL OCTOBER2019 PS-ANIMALCONTROL-MONTHLY FEI	1,913.60 1,913.60	A/P	OUT-STD	11/04/2019
024926	11/04/2019 ST. STEPHEN UTILITY DEPT. OCTOBER2019 EMPLOYEE DEDUCTIONS - OCTOBE	40.00 40.00	A/P	OUT-STD	11/04/2019
024927	11/04/2019 TRAVIS CLEGHORN CLOTHINGALLOW19* TS-STC-CLOTHING ALLOWANCE 20	245.00 245.00	A/P	OUT-STD	11/04/2019
024928	11/05/2019 AIR LIQUIDE CANADA INC. 70562981 TS-SHOP-CYLINDER LEASE 70587891 TS-SHOP- BLUESHEILD 8, 16,	437.94 261.51 176.43	A/P	OUT-STD	11/05/2019
024929	11/05/2019 ATHLETICA SPORTS SYSTEMS INC. 314221 CC-ARENA-BENCH GLASS, BOARD :	2,662.25 2,662.25	A/P	OUT-STD	11/05/2019
024930	11/05/2019 BAYVIEW TRUCKS AND EQUIPMENT LTD. 02P42360 RC- PARKS- MOWER PARTS	612.24 246.70	A/P	OUT-STD	11/05/2019

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen
BNK1 - General Bank Account
Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:37:40PM 12/12/2019

Number	Issued	Amount	SC	Status	Status Date
	02P42497 RC- #309- FILTERS	312.29			
	02P42560 RC- #309- SWITCHS	53.25			
024931	11/05/2019 BRUNSWICK NEWS INC	582.36	A/P	OUT-STD	11/05/2019
	20058045 PS-FIRE-COLOURING CONTEST	516.35			
	20058910 RC-ELMPARK-ROP AD	66.01			
024932	11/05/2019 CALDWELL LESLIE	1,950.00	A/P	OUT-STD	11/05/2019
	OCTOBER242019 TS-STC-CUTTING DOWN BAD TREE!	1,950.00			
024933	11/05/2019 CHARLOTTE COUNTY JANITORIAL	1,135.60	A/P	OUT-STD	11/05/2019
	4411 PS-RCMP-JANITORIAL-SEPTEMBER	1,135.60			
024934	11/05/2019 DYNAMIC ONLINE MARKETING CORP.	1,081.00	A/P	OUT-STD	11/05/2019
	126204* PS-FIRE-TRAINING INCENTIVES	598.00			
	126476 PS-FIRE-TRAINING MATERIAL	483.00			
024935	11/05/2019 EASTERN WIRELESS. CA	2,955.44	A/P	OUT-STD	11/05/2019
	164843 PS-FIRE- PORTABLE PAGES	2,955.44			
024936	11/05/2019 KEM CANADA MFG	377.88	A/P	OUT-STD	11/05/2019
	126204 TS-SHOP-PAINT&VARNISH STRIPPE	377.88			
024937	11/05/2019 LIBERTY UTILITIES	922.60	A/P	OUT-STD	11/05/2019
	2019102301008-1016227-0 CC-BUILDING-NATURAL GAS	922.60			
	00				
024938	11/05/2019 MIDLAND COURIER	44.86	A/P	OUT-STD	11/05/2019
	9883398 PS-FIRE-TO LEVITT SAFETY	44.86			
024939	11/05/2019 PETTY CASH	85.20	A/P	OUT-STD	11/05/2019
	OCTOBER172019 PS-BUILDINGINSPECTOR-REGISTEI	12.15			
	OCTOBER222019 GG-CIVIC-HALLOWEEN CANDY	36.80			
	OCTOBER252019 GG-TREASURY-BUDGET MEETING	36.25			
024940	11/05/2019 SOURCE ATLANTIC	304.75	A/P	OUT-STD	11/05/2019
	3386595 TS- SHOP- CUTTING BLADES	304.75			
024941	11/05/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	86.35	A/P	OUT-STD	11/05/2019
	30193 RC-ELM ST NATURE PARK-MAPS	86.35			
024942	11/05/2019 TLC SECURITY	79.70	A/P	OUT-STD	11/05/2019
	109* CC-MCA-GUARD FEE	79.70			
024943	11/05/2019 ULTRA ALARM SERVICES	1,138.50	A/P	OUT-STD	11/05/2019
	VFP097733 CC-FIRE ALARM SYSTEM-ANNUAL M	1,138.50			
024944	11/13/2019 BELL ALIANT	3,871.14	A/P	OUT-STD	11/13/2019
	11368891OCT19 GG-TOWNHALL-LANDLINE PHONES	1,529.49			
	11378668OCT19 PS/TS-199UNIONST-LANDLINE PHO	363.40			
	1139594OCT19 PS-FIRE-LANDLINE PHONES	909.32			
	15772965OCT19 RC-REC/POOL-LANDLINE PHONES	244.17			
	46435731OCT19 RC-PARKS-CHOCOLATE PARK CAMI	111.49			
	47424130OCT19 CC-ADMIN-LANDLINE PHONES	713.27			
024945	11/13/2019 CANADA BREAD COMPANY LIMITED	53.18	A/P	OUT-STD	11/13/2019
	128314905628 CC-CANTEEN-HOT DOG BUNS	26.59			
	129014905730 CC-CANATEEN-HOT DOG BUNS	26.59			
024947	11/13/2019 CIBC MELLON GLOBAL SECURITIES NBMF0218002	26,819.82	A/P	OUT-STD	11/13/2019
	OCTOBER2019 GG-MUNCIPALPLAN-OCTOBER 2019	26,819.82			
024948	11/13/2019 COCA COLA CANADA BOTTLING LIMITED	387.71	A/P	OUT-STD	11/13/2019
	15330202221 CC-CANTEEN-COCA COLA PRODUC	387.71			
024949	11/13/2019 LEVITT SAFETY LIMITED	418.89	A/P	OUT-STD	11/13/2019

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	1493087-00 PS-FIRE-ELECTRICAL PLUGS, BALL	290.61			
	1493087-01 PS-FIRE- ELECTRICAL PLUG FOR 11	128.28			
024950	11/13/2019 MIDLAND COURIER	44.93	A/P	OUT-STD	11/13/2019
	9885204 PS- FIRE- LEVITT SAFETY	44.93			
024951	11/13/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	11/13/2019
	WEEK462019 EMPLOYEE DEDUCTIONS - NOV 10-	209.30			
024952	11/13/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.	46.74	A/P	OUT-STD	11/13/2019
	449380 PM-RCMP-FLOOR MATS	46.74			
024953	11/13/2019 PAYROLL TRANSFER	74,879.00	A/P	OUT-STD	11/13/2019
	WEEK452019 GG-TRANSFER-OCT 25 - NOV 07/19	74,879.00			
024954	11/13/2019 RECEIVER GENERAL FOR CANADA	31,903.17	A/P	OUT-STD	11/13/2019
	WEEK452019 GG-REMITTANCE-OCT 25-NOV 07/19	31,903.17			
024955	11/13/2019 RICHWIL TRUCK CENTRE LTD.	4,787.70	A/P	OUT-STD	11/13/2019
	131486 TS-#5- VALVES	113.00			
	131567 TS- #7- BRAKES, BRAKE DRUMS, AC	1,706.32			
	131630 TS-#7-ADJUSTERS, CHAMBERS, CAI	2,968.38			
024956	11/13/2019 SAINT JOHN SPRING WORKS LTD	345.00	A/P	OUT-STD	11/13/2019
	112436 TS- #7- LEAF HELPER SPRINGS, U B	345.00			
024957	11/13/2019 SAUNDERS EQUIPMENT LTD.	2,075.75	A/P	OUT-STD	11/13/2019
	0000077761 TS-#22-GEAR PUMP HALDEX HYDR/	2,075.75			
024958	11/13/2019 SOUTHWEST ELECTRIC & SECURITY INC.	228.92	A/P	OUT-STD	11/13/2019
	18609 CC- ARENA- RELOCATED DATA RAC	228.92			
024959	11/13/2019 TRACTION FREDERICTON (591)	468.23	A/P	OUT-STD	11/13/2019
	591225354 TS- SHOP- T-SHIRT RAGS	45.98			
	591225355 PS- #201, #202, #205- 15W40	422.25			
024960	11/19/2019 BELL ALIANT	515.41	A/P	OUT-STD	11/19/2019
	06336721OCT19 TS-AIRPORT-LANDLINE PHONE	163.63			
	47780283OCT19 CC-ADMIN-LANDLINE PHONES	351.78			
024961	11/19/2019 BORDER INVESTIGATIONS & SECURITY INC.	966.00	A/P	OUT-STD	11/19/2019
	15307 PS-BYLAW-NOV 04 - 15/19 FEE	966.00			
024962	11/19/2019 CARMICHAEL ENGINEERING LTD.	3,316.60	A/P	OUT-STD	11/19/2019
	FR-1664647* CC-POOL-PREVENTATIVE MAINTEN	3,316.60			
024963	11/19/2019 CHARLOTTE COUNTY JANITORIAL	1,800.59	A/P	OUT-STD	11/19/2019
	4407* PS/TS-199 UNION ST-JANITORIAL SI	316.25			
	4433 PS/TS-199 UNION ST-JANITORIAL OI	253.00			
	4437 PM-RCMP-JANITORIAL OCT 2019	1,231.34			
024964	11/19/2019 CNH CAPITAL	700.79	A/P	OUT-STD	11/19/2019
	IN93128 TS-#11-WIPER BLADES	35.63			
	IN93237 TS-#11-HYDRAULIC OIL	665.16			
024965	11/19/2019 CPANB	240.00	A/P	OUT-STD	11/19/2019
	NOV012019 PS-FIRE-FAMILY VIOLENCE AWARE	240.00			
024966	11/19/2019 DAVE DINSMORE WEB DESIGN & HOSTING	319.92	A/P	OUT-STD	11/19/2019
	0704 GG-TOWNHALL-WEBHOSTING-JULY	159.96			
	0705 CC-WEBHOSTING-JULY - OCTOBER	159.96			
024967	11/19/2019 DEMPSEY'S PLUMBING & HEATING	287.90	A/P	OUT-STD	11/19/2019
	3806 CC-ARENA-WATER CARTRIDGES	267.90			
024968	11/19/2019 DILLON CONSULTING LIMITED	1,265.00	A/P	OUT-STD	11/19/2019
	207079 CC-PARKINGLOT-RECONFIGURATIC	1,265.00			

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024969	11/19/2019 DISHER HOMES LTD. 11302018-04 PS-BUILDINGINSPECTOR-SHEATHE	57.50 57.50	A/P	OUT-STD	11/19/2019
024970	11/19/2019 DOW JENNIFER CLOTHALLOWANCE RC-HORT-CLOTHING ALLOWANCE	114.96 114.96	A/P	OUT-STD	11/19/2019
024971	11/19/2019 EMCO CORPORATION 12512797-01 TS-STC-COUPPLINGS	285.49 285.49	A/P	OUT-STD	11/19/2019
024972	11/19/2019 FUNDY BUILDING INSPECTION & DRAFTING SERVIC 19-138 PS-BUILDINGINSPECTOR-NOV 03 -	2,569.00 2,569.00	A/P	OUT-STD	11/19/2019
024973	11/19/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 340501 CC-BUILDING-NATURAL GAS	449.29 444.85	A/P	OUT-STD	11/19/2019
	OCTOBERINTEREST TS-STC-INTEREST CHARGE-OCT/19	4.44			
024974	11/19/2019 LAROCHELLE EQUIPMENT INC. 0089781 TS-#7-PLOW HARNESS SHACKLE AI	2,455.54 2,455.54	A/P	OUT-STD	11/19/2019
024975	11/19/2019 LAWSON PRODUCTS, INC. (ONTARIO_ 6280723 TS-SHOP-WASHERS, CAP SCREWS	457.58 457.58	A/P	OUT-STD	11/19/2019
024976	11/19/2019 MICHELLE VEST CANTEENPURCHASES CC-CANTEEN-SUPPLIES	524.81 524.81	A/P	OUT-STD	11/19/2019
024977	11/19/2019 MINISTER OF FINANCE WEEK472019 EMPLOYEE DEDUCTIONS - NOV 17 -	209.30 209.30	A/P	OUT-STD	11/19/2019
024978	11/19/2019 N. B. ELECTRIC POWER 18169205NOV19 RC-POOL-MILL LANE 18988703NOV19 TS/PS-199UNIONSTREET-ELECTRIC 19051703NOV19 TS-AIRPORT-ELECTRICITY 19051801NOV19 TS-AIRPORT-ELECTRICITY 19055408NOV19 RC-ARENA-ELECTRICITY 216000030308NOV19 TS-STC-AREA LIGHTS 55160607NOV19 RC-COTTONMILL-LIGHTS 71315207NOV19 PS-RCMP-ELECTRICITY 72924306NOV19 RC-PARKS-BANDSTAND 82122207NOV19 RC-PARKS-BASKETBALL COURT 83278804NOV19 TS-STC-PARKS SHED 84960501NOV19 RC-PARKS-RIVERSIDE DR LIGHTS	15,381.18 533.52 1,042.85 194.81 58.88 407.38 12,146.97 69.71 731.14 43.72 26.86 29.96 95.38	A/P	OUT-STD	11/19/2019
024979	11/19/2019 ORKIN CANADA CORPORATION IN-9687499 TS-SHOP-PEST CONTROL	161.58 161.58	A/P	OUT-STD	11/19/2019
024980	11/19/2019 ORR ELECTRIC & ALARM LTD. 4063 RC-CHOCOLATEPARK-CLOCK REPA 4185 PS-FIRE-ELUME LAMPS 4186 PM-RMCP-REPLACED BALLASTS AN	830.87 497.95 177.39 155.53	A/P	OUT-STD	11/19/2019
024981	11/19/2019 PCS SALES (CANADA) LTD. 5961982 TS-STC-ROAD SALT 5961982* TS-STC-DEICING SALT	3,889.87 1,951.26 1,938.61	A/P	OUT-STD	11/19/2019
024982	11/19/2019 PETTY CASH - GARCELON CIVIC CENTER NOV052019 CC-EVENTS-PENCILS, CHALK, MINI OCT11219 CC-CANTEEN-BAGELS OCT252019 CC-OFFICE-SCOURING PADS, DAWI OCTOBER112019 CC-EVENTS/OFFICE/KITCHEN-RECE SEPT082019 CC-OFFICE-CLOROX WIPES SEPT132019 CC-OFFICE-FILE BOX, FILE CASE	102.65 13.23 7.78 9.20 38.01 9.20 25.23	A/P	OUT-STD	11/19/2019

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024983	11/19/2019 SAKO INDUSTRIAL SUPPLY 19982-WHSE TS-SHOP-TACKY IMPACT GREASE	257.60 257.60	A/P	OUT-STD	11/19/2019
024984	11/19/2019 SOUTHWEST CONCRETE & CONS LTD IN000008017 RC-CHOCOLATEPARK-CONCRETE	931.50 931.50	A/P	OUT-STD	11/19/2019
024985	11/19/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 216446 TS-ST5-FALL CLEAN UP NOTICE 20 216841 PS-FIRE-FIREFIGHTER AD	346.44 172.50 173.94	A/P	OUT-STD	11/19/2019
024987	11/19/2019 UNIFIRST CANADA LTD. 710 0185696 CC- BUILDING- FLOOR MATS 7100186448 CC-BUILDING-FLOOR MATS	274.36 137.18 137.18	A/P	OUT-STD	11/19/2019
024988	11/19/2019 WURTH CANADA LIMITED 23693902 TS- SHOP- AIR BRAKE PUSHES 23695260 TS- SHOP- GRINDER BRUSHES, CUT	877.59 25.65 851.94	A/P	OUT-STD	11/19/2019
024989	11/19/2019 CINTAS CANADA LIMITED 5015177402 PS-FIRE-FIRST AID SUPPLIES	367.71 367.71	A/P	OUT-STD	11/19/2019
024990	11/19/2019 IRVING ENERGY DISTRIBUTION AND MARKETING 531961 TS-ST5-DIESEL 9352019 TS-ST5-PETRO STORAGE SITE LIC INTERESTPAIDTWICE TS-ST5-INTEREST PAID TWICE	1,101.07 1,066.14 63.25 -28.32	A/P	OUT-STD	11/19/2019
024991	11/19/2019 TIM TOZER CPADEVELOPMENT GG-TREASURER/ASSTTREASURE-C	187.20 187.20	A/P	OUT-STD	11/19/2019
024992	11/26/2019 PETTY CASH - GARCELON CIVIC CENTER PETTYCASEINCREASE GG-EVENTS-PETTY CASE INCREAS	300.00 300.00	A/P	OUT-STD	11/26/2019
024993	11/28/2019 ALL GAS TANKS 100737 PS-FIRE-NITROGEN BOTTLE, NITRC 100751 TS-SHOP-REPAIR CONCRETE SAW	931.37 89.70 841.67	A/P	OUT-STD	11/28/2019
024994	11/28/2019 BEAVERDAM POOLS LTD. 34955 CDC-POOL-ROBOTIC POOL CLEANE	6,785.00 6,785.00	A/P	OUT-STD	11/28/2019
024995	11/28/2019 BELLBOY DRYCLEANERS 40-607102 CC-EVENTS-TABLECLOTHS, NAPKIN	208.15 208.15	A/P	OUT-STD	11/28/2019
024996	11/28/2019 BLAKNEY'S TRUCKING INC. 694 RC-CHOCOLATEPARK-PEA STONE 695 TS-ST5-ROAD SALT DELIVERY	2,379.25 1,056.69 1,322.56	A/P	OUT-STD	11/28/2019
024997	11/28/2019 BRUNNET 41894 GG-TOWN HALL-QUARTERLY SERV	54.63 54.63	A/P	OUT-STD	11/28/2019
024998	11/28/2019 CAIN INSURANCE SERVICES LTD. 6529 CC-INSURANCE-LOW RISK FACILITY	1,925.00 1,925.00	A/P	OUT-STD	11/28/2019
025000	11/28/2019 CANADIAN TIRE N16104454 GG-EVENTS-CHRISTMAS LIGHTS N16383625 GG-EVENTS-CHAIN, LOCKS N17434060 PS-FIRE-HALLOWEEN TREATS N17434090 TS-SHOP-JUMPSTART WATER, ANT N17434097 TS-SHOP-STEEL ROD N17434100 CC-KITCHEN SUPPLIES-DECORATIC N17434101 PS-FIRE-FLASHLIGHT, FIRST AID KIT N17434130 TS- SHOP- ANTIFREEZE N17434136 TS- SHOP- ANTIFREEZE, RATCHET N17434145 TS- SHOP- RAKES	1,346.35 57.48 31.22 340.86 75.38 9.53 28.42 132.14 22.95 32.13 55.18	A/P	OUT-STD	11/28/2019

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	N17434146	TS- SHOP- RAKES			
	N17434151	RC-MILLPOOL-PRESSURE WASHER			
	N17434171	TS-SHOP-PAINT BRUSH			
	N17434174	RC-PARKS-TOTE, ROPE			
	N17434177	RC-PARKS-ANTIFREEZE			
025001	11/28/2019 CANADIAN SPRINGS	97.76	A/P	OUT-STD	11/28/2019
	19100841110119GG/RCMP	GG/RCMP-TOWNHALL/RCMP-WATEI			
	19100841110119NOV19	TS-SHOP-WATER			
025002	11/28/2019 CANADA BREAD COMPANY LIMITED	79.77	A/P	OUT-STD	11/28/2019
	129714905844	CC-CANTEEN-HOT DOG BUNS			
	130414905949	CC-CANTEEN-HOT DOG BUNS			
	131114906042	CC-CANTEEN-HOT DOG BUNS			
025003	11/28/2019 CARMICHAEL ENGINEERING LTD.	4,689.00	A/P	OUT-STD	11/28/2019
	FR-1667429	CC-ARENA-TRANSDUCERS, SENSO			
	FR-1667433	CC-POOL-INSTALL NEW DUCT HEAT			
025004	11/28/2019 CARQUEST	342.69	A/P	OUT-STD	11/28/2019
	14838-115224	PS-#200-BATTERY CABLE			
	14838-115972	TS-#7-HYD FITTING			
	14838-115973	TS-SHOP-BEAD SEALER			
	14838-116017	TS-#7-COUPILING, HYD FITTINGS			
	14838-116024	TS-#7-COUPILINGS, HYD FITTINGS			
025005	11/28/2019 CC METALS	1,115.00	A/P	OUT-STD	11/28/2019
	00234	PM-LIBRARY-90 ICE STOPS ON ROC			
025006	11/28/2019 CLONEY CONSTRUCTION INC.	920.00	A/P	OUT-STD	11/28/2019
	00735	TS-ST5-BUCKET TRUCK FOR HANG			
025007	11/28/2019 CNH CAPITAL	35.63	A/P	OUT-STD	11/28/2019
	IN93126A	TS-#11-WIPER BLADES			
025008	11/28/2019 COX ELECTRONICS & COMMUNICATIONS	34.49	A/P	OUT-STD	11/28/2019
	1-032791	GG-TOWN HALL-ETHERNET ADPT			
025010	11/28/2019 EAGLE XPRESS COURIER SERVICE	460.00	A/P	OUT-STD	11/28/2019
	528011	GG-TREASURY-TO DEPARTMENT O			
	528017	TS- #22- TO SAUNDERS FR/TOWN			
	528035	TS-#7-TO RICHWELL TRUCKS			
	528078	TS-#7-PARTS FOR TRUCKS			
	528083	TS-#7-TO RICHWELL TRUCKS			
	532026	TS-#5-TO RICHWELL			
	532270	TS-#22-TO SAUNDERS EQUIPMENT			
	532537	TS-SHOP-TO BAYVIEW			
	532547	TS- SHOP- TO RICHWIL FR TOWN			
	532660	TS- SHOP- TO BAYVIEW TRUCKS FF			
	532694	TS- #7- TO BAYVIEW- RICHWIL- FR/I			
025011	11/28/2019 FORCE 1 AUTOMOTIVE INC.	1,039.60	A/P	OUT-STD	11/28/2019
	00008249	PS-FIRE-WIDEBODY CONSOLE, FLC			
025012	11/28/2019 Frank Godsoe	118.60	A/P	OUT-STD	11/28/2019
	CPADEVELOPMENT	GG-ASSISTANTTREASURER-CPA DI			
025013	11/28/2019 FRANK COWAN COMPANY LIMITED	2,472.50	A/P	OUT-STD	11/28/2019
	IN000010536	GG-INSURANCE-CLAIM #P1811529			
025014	11/28/2019 GOWAN ELECTRIC	25.00	A/P	OUT-STD	11/28/2019

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	ELECTWAIVERREFUND PS-BUILDINGINSPECTOR-ELECTRIC	25.00			
025015	11/28/2019 IRVING ENERGY DISTRIBUTION AND MARKETING	8,990.23	A/P	OUT-STD	11/28/2019
	821857* TS-ST5-DIESEL	3,641.35			
	828213 TS-ST5-GAS	5,348.88			
025016	11/28/2019 JEREMY MCSHANE	101.60	A/P	OUT-STD	11/28/2019
	RECREATIONNB CC-OPERATIONSMANAGER-RECRE	101.60			
025017	11/28/2019 KEITH'S BUILDING SUPPLIES	233.64	A/P	OUT-STD	11/28/2019
	190019 CC-ARENA-CLOTHING ALLOWANCE	218.49			
	190316 CC-ARENA-GYPROC, TB SQ PN HD :	15.15			
025018	11/28/2019 KEM CANADA MFG	476.56	A/P	OUT-STD	11/28/2019
	126279 TS-SHOP-RUBBER LUBE, 25 KILO KI	476.56			
025020	11/28/2019 KONICA MINOLTA BUSINESS SOLUTIONS	76.98	A/P	OUT-STD	11/28/2019
	262451788 GG-TOWNHALL-COPIER MAINTENAI	76.98			
025021	11/28/2019 KONICA MINOLTA BUSINESS	118.24	A/P	OUT-STD	11/28/2019
	7362324 CC-ADMIN-COPIERLEASE-DEC/19	118.24			
025022	11/28/2019 LAWSON PRODUCTS, INC. (ONTARIO_	343.73	A/P	OUT-STD	11/28/2019
	9307136471 TS-SHOP-CARRIAGE BOLTS, CABLE	343.73			
025023	11/28/2019 LEVITT SAFETY LIMITED	77.40	A/P	OUT-STD	11/28/2019
	1493087-02 PS-FIRE-BALL VALVES	77.40			
025024	11/28/2019 MARITIME COFFEE SERVICE	80.50	A/P	OUT-STD	11/28/2019
	RC00078661 CC-BUILDING-WATER COOLER REN	80.50			
025025	11/28/2019 MCLAUGHLIN, DONALD	155.25	A/P	OUT-STD	11/28/2019
	NOVEMBER062019 TS-ST5-3 "E" PANELS	155.25			
025026	11/28/2019 MEGA-LAB MANUFACTURING CO. LTD.	205.85	A/P	OUT-STD	11/28/2019
	0000154123 TS-SHOP-CASE OF THAWZ	205.85			
025027	11/28/2019 N. B. ELECTRIC POWER	28,747.89	A/P	OUT-STD	11/28/2019
	10126108NOV19 TS-XINGLIGHTS-KING STREET	26.86			
	17935200NOV19 TS-KING/UNIONST-TRAFFIC LIGHT	41.56			
	50660140NOV19 RC-PARKS-ROTARY CHANGING RO	26.86			
	54187672NOV19 TS-KING/QUEENST-TRAFFIC LIGHTS	42.95			
	54253127NOV19 CC-BUILDING-ELECTRICITY	27,472.57			
	54653258NOV19 TS-KING/SUPERSTORE-TRAFFIC LIC	70.32			
	55917471NOV19 TS-ST5-WATER FRONT LIGHTS	73.42			
	57955782NOV19 RC-PARKS-BANDSTAND IN CHOCOL	28.88			
	57955808NOV19 GG-120MILLTOWNBLVD-ELECTRICIT	112.48			
	73006038NOV19 RC-LIBRARY-ELECTRICITY	851.99			
025028	11/28/2019 NATE ANDERSON	84.50	A/P	OUT-STD	11/28/2019
	CLOTHINGALLOWANCE CC-JANITORIAL-CLOTHING ALLOWA	84.50			
025029	11/28/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.	95.36	A/P	OUT-STD	11/28/2019
	450479 GG-TOWNHALL-FLOOR MATS	95.36			
025030	11/28/2019 NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	5,199.44	A/P	OUT-STD	11/28/2019
	00001867 TS-ST5-ASPHALT	6,986.86			
	00001880 TS-ST5-CREDIT MEMO FOR ASPHAL	-1,787.42			
025031	11/28/2019 ORKIN CANADA CORPORATION	83.38	A/P	OUT-STD	11/28/2019
	IN-9705378* CC-PEST CONTROL	83.38			
025032	11/28/2019 PARTS FOR TRUCKS INC.	288.85	A/P	OUT-STD	11/28/2019
	34303785-00 TS-#7-CAMSHAFTS, CAMSHAFT REF	288.65			
025033	11/28/2019 PAYROLL TRANSFER	88,243.00	A/P	OUT-STD	11/28/2019

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	WEEK472019 GG-TRANSFER-NOV 08 - 21/19	88,243.00			
025034	11/28/2019 PROCOM DATA SERVICES INC. 201915197 GG-TREASURY-ACCOUNTING PROC	4,005.75 4,005.75	A/P	OUT-STD	11/28/2019
025035	11/28/2019 PROVINCIAL BANDAG TIRES 35535 PS-#201-TIRES	1,116.54 1,116.54	A/P	OUT-STD	11/28/2019
025036	11/28/2019 RECEIVER GENERAL FOR CANADA WEEK472019 GG-REMITTANCE-NOV 08 - 21/19	31,220.57 31,220.57	A/P	OUT-STD	11/28/2019
025037	11/28/2019 ROYAL CANADIAN LEGION #9 51 GG-CIVIC-REMEMBRANCE DAY WRI	45.00 45.00	A/P	OUT-STD	11/28/2019
025038	11/28/2019 SEAN MORTON FALLFIRECONFERENCE PS-CHIEF-FALL FIRE CONFERENCE	325.59 325.59	A/P	OUT-STD	11/28/2019
025039	11/28/2019 SERVICE NEW BRUNSWICK CUB6902019 PS-FIRE-1953 MACK FIRE	19.00 19.00	A/P	OUT-STD	11/28/2019
025040	11/28/2019 SOJOURN ENTERPRISES LIMITED 76589 TS-ST5-STREET SIGNS	106.73 106.73	A/P	OUT-STD	11/28/2019
025041	11/28/2019 SOURCE ONE SUPPLIES 22775 PS-FIRE-BATH TISSUE, PAPER TOW	97.61 97.61	A/P	OUT-STD	11/28/2019
025042	11/28/2019 SOUTHWEST CONCRETE & CONS LTD IN000007956 TS-ST5-EQUIPMENT RENTAL	3,027.38 3,027.38	A/P	OUT-STD	11/28/2019
025043	11/28/2019 SOUTHERN SANITATION LTD. 182294 GG-TOWN-ZONE 1 GARBAGE COLLI 182295 GG-TOWN-ZONE III GARBAGE COLL 182296 GG-TOWN-RECYCLING OVERRUN 182298 TS-AIRPORT-GARBAGE COLLECTIO 182299 CC-BUILDING-GARBAGE REMOVAL	9,646.48 4,602.78 4,005.74 632.50 53.04 352.42	A/P	OUT-STD	11/28/2019
025044	11/28/2019 SOUTHWEST ELECTRIC & SECURITY INC. 16641 TS-DECORATIVE LIGHTING-REPAIR	51.75 51.75	A/P	OUT-STD	11/28/2019
025045	11/28/2019 SOUTH WEST COURIER 18104 TS-#7-TO SAINT JOHN SPRINGWOR	50.26 50.26	A/P	OUT-STD	11/28/2019
025046	11/28/2019 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 206601-207766 GG-TOWN-REGIONAL LANDFILL COI	8,402.36 8,402.36	A/P	OUT-STD	11/28/2019
025047	11/28/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 302132019 GG-CHRISTMAS-PARADE BANNER	227.70 227.70	A/P	OUT-STD	11/28/2019
025048	11/28/2019 ST. STEPHEN AREA CHAMBER 2941 GG-CIVIC-2019 COMMUNITY CHRIST	135.00 135.00	A/P	OUT-STD	11/28/2019
025049	11/28/2019 THYSSENKRUPP ELEVATOR (CANADA) LIMITED 1852535 CC-ELEVATOR-MAINTENANCE CON	1,206.36 1,206.36	A/P	OUT-STD	11/28/2019
025051	11/28/2019 TOSS SOLUTIONS 2493 GG-TOWN HALL-DESIGN AND CONE	1,311.31 1,311.31	A/P	OUT-STD	11/28/2019
025052	11/28/2019 TROY LIFE & FIRE SAFETY LTD 1000166213 CC-MAINTENANCE-REPLACE ALL AI	1,288.00 1,288.00	A/P	OUT-STD	11/28/2019
025053	11/28/2019 UAP INC. 961-487962 RC-PARKS-SPRAYBOMB 961-487966 TS-SHOP-5W-30 961-488070 RC-#306-AIR FILTER, OIL FILTER, FL 961-488304 TS-SHOP-UNDERCOAT 961-488419 TS-SHOP-SILICONE 961-488486 TS-SHOP-OIL FILTER, AIR FILTER	989.41 36.74 60.39 27.84 18.30 15.77 91.67	A/P	OUT-STD	11/28/2019

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Town of St. Stephen
BNK1 - General Bank Account
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	961-489242	TS-SHOP-ANTIFREEZE, EXHAUST F			
	961-489545	TS-SHOP-PIN PUNCH, T. PUNCH 3 1			
	961-489618	TS-#6-HOSE, HYDRAULIC HOSE, CC			
	961-489624	TS-#6-COUPILING ADAPTER			
	961-489747	TS-SHOP-ADAPTER 8FJ-CAPS			
	961-489789	TS-SHOP-80W-90 GEAR OIL			
	961-489840	TS-#7-FITTING, COUPLING, HOSES			
025054	11/28/2019 UNIFIRST CANADA LTD.	369.80	A/P	OUT-STD	11/28/2019
	7100187188	CC-BUILDING-FLOOR MATS			
	7100187935	CC-BUILDING-FLOOR MATS			
	7100188699	CC-BUILDING-FLOOR MATS			
025055	11/28/2019 WURTH CANADA LIMITED	192.94	A/P	OUT-STD	11/28/2019
	23713181	TS-SHOP-ELECTRICAL VINYL, THER			
025056	11/28/2019 DAVIS FUELS	3,028.57	A/P	OUT-STD	11/28/2019
	21719	PS/TS-199 UNION ST-HEATING FUEI			
	21788	TS/PS-199UNIONST-HEATING FUEL			
	21882	TS/PS-199UNIONST-HEATING FUEL			
	21900	TS/PS-199 UNION ST-HEATING FUEI			
025057	11/28/2019 FERRO WASTE & RECYCLING INC.	3,777.12	A/P	OUT-STD	11/28/2019
	0001713361	GG-TOWN-ZONE II GARBAGE COLLI			
025058	11/28/2019 KONICA MINOLTA BUSINESS	193.71	A/P	OUT-STD	11/28/2019
	7362472	GG-TOWN HALL-COPIER LEASE-DEI			
025059	11/28/2019 MICMAC FIRE & SAFETY SOURCE LTD.	3,809.79	A/P	OUT-STD	11/28/2019
	NS-00871777	PS-FIRE-FIRE HOSES			
025080	11/28/2019 NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48	A/P	OUT-STD	11/28/2019
	450276	PS-RCMP-FLOOR MATS			
	451241	PS-RCMP-FLOOR MATS			
025061	11/28/2019 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI	172.50	A/P	OUT-STD	11/28/2019
	217205	TS-ST5-FALL CLEAN UP 2019			
025064	11/28/2019 KENT BUILDING SUPPLIES	1,319.95	A/P	OUT-STD	11/28/2019
	1654853	PS-FIRE-BATTERIES			
	1655135	TS-SHOP-PLYWOOD			
	1660797	PS-FIRE- CARBIDE THICK METAL			
	1881905	TS-SHOP-HEX BOLTS			
	1883180	GG-TOWNHALL-LIGHT BULBS			
	1883166	RC-PARKS-CAUTION FLAGGING TAF			
	1883250	RC-PARKS-LUMBER			
	1684210	PM-AIRPORT-LUMBER, NAILS, DRILI			
	1884230	RC-CHOCOLATEPARK-SWINGSET H			
	1664749	RC-COTTONMILLMONUMENT-PLYW			
	1887091	RC-CHOCOLATEPARK-LUMBER			
	1667376	RC-CHOCOLATEPARK-CURBING SU			
	1668029	TS-SHOP-ANCR/TOGGLE BOLTS			
	1868487	TS-ST5-WIRE STRIPPER CUTTER			
025065	11/28/2019 MINISTER OF FINANCE	209.30	A/P	OUT-STD	11/28/2019
	WEEK482019	EMPLOYEE DEDUCTIONS - NOV 24			

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Town of St. Stephen
BNK1 - General Bank Account
Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:37:40PM 12/12/2019

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued	538,814.11			
	Void	0.00			
	Total Cheques Generated	538,814.11			
	Total # of Cheques Listed	150			

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:40:19PM 12/12/2019

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Number	Issued	Amount	SC	Status	Status Date
007437	11/15/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER152019* WS-SERIES"BK"-INTEREST	10,415.50 10,415.50	A/P	OUT-STD	11/15/2019
007833	11/14/2019 NEW BRUNSWICK MUNICIPAL FINANCE CORPORA1 NOVEMBER142019* WS-SERIESBV-INTEREST	14,981.00 14,981.00	A/P	OUT-STD	11/14/2019
008124	11/04/2019 TOWN OF ST. STEPHEN 62992.15 WS-FUNDTRANSFER-TO GENERAL I	62,992.15 62,992.15	A/P	OUT-STD	11/04/2019
008125	11/05/2019 AIR LIQUIDE CANADA INC. 70562981* WS-TRANS&DIST-CYLINDER LEASE	104.60 104.60	A/P	OUT-STD	11/05/2019
008126	11/05/2019 A ONE PUMPING SERVICE LTD. 1033 SCD-DISPOSAL- VACUUM TRUCKS I	557.75 557.75	A/P	OUT-STD	11/05/2019
008127	11/05/2019 BERNIE MCFARLANE ELECTRICAL 03 WS-SOURCE-RE-INFULLRATION GA 04 WS-SOURCE-RE-INFULTRATOR GAL 30 RE-SOURCE-LIGHTS, INFULTATION	2,174.66 438.50 712.95 1,023.21	A/P	OUT-STD	11/05/2019
008128	11/05/2019 BRIGGS PLUMBING INC. 117309 SCD- DISPOSAL - LARGE POWER SI	189.75 189.75	A/P	OUT-STD	11/05/2019
008129	11/05/2019 NEW BRUNSWICK HIGHWAY CORPORATION 2018-004-02 WS/SCD-HIGHWAYUSAGEPERMIT-F	2,875.00 2,875.00	A/P	OUT-STD	11/05/2019
008130	11/05/2019 SOURCE ONE SUPPLIES 22591 WS-#305-ENGINE COURIER CHARGI	32.66 32.66	A/P	OUT-STD	11/05/2019
008131	11/05/2019 SOURCE ATLANTIC 3386595* WS-TRANS & DIST- CUTTING BLADE	304.75 304.75	A/P	OUT-STD	11/05/2019
008132	11/05/2019 SPEEDY ST-STEPHEN 8768 8768-327611 WS-#102-CUSTOM SEAT COVERS	431.19 431.19	A/P	OUT-STD	11/05/2019
008133	11/13/2019 BELL ALIANT 11366812OCT19 WS-SOURCE-PUMP STATION 19002807OCT19 SCD-DISPOSAL-OLD BAY WASTERM	316.85 136.38 180.47	A/P	OUT-STD	11/13/2019
008134	11/13/2019 BRENNTAG CANADA INC. 46097037 WS-SOURCE-EMPTY CYLINDERS RE 46106759 WS-SOURCE-CHLORINE	3,011.07 -3,680.00 6,691.07	A/P	OUT-STD	11/13/2019
008135	11/13/2019 LEVITT SAFETY LIMITED 1493254-00 SCD-DISPOSAL-SERVICE INSTRUMI	127.50 127.50	A/P	OUT-STD	11/13/2019
008136	11/13/2019 RESEARCH & PRODUCTIVITY COUNCIL 270560 WS- SOURCE- DRINKING WATER LA 271552 WS- SOURCE- DRINKING WATER LA 271567 WS- SOURCE- DRINKING WATER LA	2,501.43 1,945.81 277.81 277.81	A/P	OUT-STD	11/13/2019
008137	11/13/2019 SOURCE ATLANTIC 3390776 SCD- DISPOSAL- CLOTHING ALLOW	253.00 253.00	A/P	OUT-STD	11/13/2019
008138	11/13/2019 TOWN OF ST. STEPHEN 108708.85 WS-FUNDTRANSFER-TO GENERAL I	108,708.85 108,708.85	A/P	OUT-STD	11/13/2019
008139	11/13/2019 TRACTION FREDERICTON (591) 591225222 WS- #20, #8 - SQUARE LED WORK L	373.42 373.42	A/P	OUT-STD	11/13/2019
008140	11/19/2019 ALL GAS TANKS 100187 WS-#105-LOCK RING & SEAL 100501 WS-#105-SKID PLATE	83.95 21.85 62.10	A/P	OUT-STD	11/19/2019
008141	11/19/2019 BRIGGS PLUMBING INC. 1570718 WS-PUMPHOUSE-REPLACE INJECT	261.63 261.63	A/P	OUT-STD	11/19/2019

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Town of St. Stephen
BNK2 - Utility Bank Account
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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008142	11/19/2019 CNH CAPITAL IN93082	46.92 46.92	A/P	OUT-STD	11/19/2019
	WS-#103-BUCK SHANKS				
008143	11/19/2019 EMCO CORPORATION 12513090-00	10,143.00 10,143.00	A/P	OUT-STD	11/19/2019
	SCD-DISPOSAL-GATE VLV OL				
008144	11/19/2019 HARTLAND ARMATURE WORKS LIMITED 3874111	743.24 743.24	A/P	OUT-STD	11/19/2019
	SCD-DISPOSAL-REPAIR OF CL2 IND				
008145	11/19/2019 N. B. ELECTRIC POWER 36889807NOV19	17,296.35 978.96	A/P	OUT-STD	11/19/2019
	WS-3-119MAXWELLXING-BUILDING				
	50228902NOV19	154.78			
	WS-MAXWELLCROSSING-PUMPS				
	52557428NOV19	11,494.49			
	SCD-218OLDBAYRD-WASTEWATER				
	53473043NOV19	30.11			
	WS-SOURCE-CHLORINE RESIDUAL				
	61224002NOV19	1,100.34			
	SCD-ST3-358A MILLTOWN BLVD LIF				
	61230004NOV19	3,114.25			
	WS-MAXWELLCROSSING-PUMPS				
	76139807NOV19	73.27			
	SCD-ST3-5-4 RIVERSIDE DR LIFT				
	82291006NOV19	168.85			
	WS-SOURCE-RESERVOIR				
	84934906NOV19	121.22			
	SCD-ST3-6-58A RIVERSIDE DR LIF				
	84943406NOV19	60.08			
	WS-ST3-TODD HILL RESERVOIR				
008146	11/19/2019 PITNEY BOWES LEASING 3201273488	724.51 724.51	A/P	OUT-STD	11/19/2019
	WS-TOWNHALL-3RD QUARTER 2019				
008147	11/19/2019 SAKO INDUSTRIAL SUPPLY 09981-WHSE	395.60 395.60	A/P	OUT-STD	11/19/2019
	WS-#20, #102-RUST DEFENSE				
008148	11/19/2019 SOUTHWEST CONCRETE & CONS LTD IN000008017*	621.00 621.00	A/P	OUT-STD	11/19/2019
	WS-TRANS&DIST-EQUIPMENT RENT				
008149	11/19/2019 ST. STEPHEN PRESCRIPTION CENTRE 37536	158.46 79.23	A/P	OUT-STD	11/19/2019
	WS-SOURCE-VACCINATION				
	37707	79.23			
	WS-SOURCE-VACCINATION				
008150	11/19/2019 TOWN OF ST. STEPHEN 169090.99	169,090.99 169,090.99	A/P	OUT-STD	11/19/2019
	WS-FUNDTRANSFER-TO GENERAL				
008151	11/19/2019 TRACTION FREDERICTON (591) 591225584	60.92 60.92	A/P	OUT-STD	11/19/2019
	WS-#20-HUB CAP VENT PLUGS				
008152	11/19/2019 XPLORNET INV29185870	126.49 126.49	A/P	OUT-STD	11/19/2019
	WS-MAXWELLCROSSING-SATELITE				
008153	11/28/2019 ACADIA BROADCASTING 6873	108.33 108.33	A/P	OUT-STD	11/28/2019
	WS-TRANS&DIST-WATER MAIN FLU				
008154	11/28/2019 BRENNTAG CANADA INC. 48108275	3,011.07 6,691.07	A/P	OUT-STD	11/28/2019
	SCD-DISPOSAL-CHLORINE NSF				
	48108279	-3,680.00			
	WS-SOURCE-RETURNED CYLINDER				
008155	11/28/2019 BRUNET 41894*	54.62 54.62	A/P	OUT-STD	11/28/2019
	WS/SCD-TOWN HAL-QUARTERLY SI				
008156	11/28/2019 CANADIAN TIRE N16104459	563.71 88.42	A/P	OUT-STD	11/28/2019
	SCD-DISPOSAL-SOCKET SET				
	N16104462	34.48			
	SCD- DISPOSAL- PUNCH 1/8 LINE, LI				
	N16104468	4.13			
	SCD-DISPOSAL-CEMENT GLUE				
	N17434033	42.96			
	WS-SOURCE-WIRELESS LIGHT, CLE				
	N17434039	50.32			
	WS-TRANS&DIST-PINESOL, MOTHE				
	N17434070	45.92			
	WS- SOURCE- DOOR KNOB				
	N17434086	44.83			
	WS-SOURCE-HOSE AND FITTING				
	N17434098	51.70			
	WS-SOURCE- CHAIN, KNEE PADS				

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CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
	N17434104	WS-SOURCE-DOOR KNOB	81.51			
	N17434131	WS- SOURCE- 5L PAIL, SECURITY C	86.15			
	N17434156	SCD-DISPOSAL-BATTERIES	33.29			
008157	11/28/2019	CARQUEST	148.76	A/P	OUT-STD	11/28/2019
	14838-115157	WS-#105-DRIVER MODULE	146.76			
008158	11/28/2019	CHANDLER	564.65	A/P	OUT-STD	11/28/2019
	1886303	WS-TRANS&DIST-CLOTHING ALLOW	564.65			
008159	11/28/2019	CHLORATECH INC.	1,023.50	A/P	OUT-STD	11/28/2019
	103652	WS-SOURCE-DEPOLOX 5 WET CELL	1,023.50			
008160	11/28/2019	COX ELECTRONICS & COMMUNICATIONS	782.00	A/P	OUT-STD	11/28/2019
	1-032719	WS-SOURCE-ISSUE WITH WINDOW:	368.00			
	1-032720	WS-SOURCE-SOFTWARE BACKUP I	276.00			
	1-032721	WS-SOURCE-TROUBLE SHOOT LAP	138.00			
008161	11/28/2019	EAGLE XPRESS COURIER SERVICE	276.00	A/P	OUT-STD	11/28/2019
	528021	WS-SOURCE-THE PANEL SHOP	34.50			
	528028	WS-SOURCE-TO RPC	34.50			
	528072	WS-SOURCE-TO RESEARCH AND PI	34.50			
	532276	WS-SOURCE-RESEARCH AND PROE	34.50			
	532279	WS-#305-TO CENTRAL AUTO PARTS	69.00			
	532531	WS-SOURCE-TO RPC	34.50			
	532676	WS- SOURCE - TO TOWN FR/RPC	34.50			
008162	11/28/2019	KEITH'S BUILDING SUPPLIES	611.90	A/P	OUT-STD	11/28/2019
	189958	SCD-DISPOSAL-CEMENT	64.37			
	190006	WS-WELL'S #2 & #3 - ULTRA POLY C	114.99			
	190139	WS-SOURCE-PAINT, LINERS, BRUSH	103.43			
	190217	WS- WELL'S 2 & 3 - LUMBER	80.27			
	190270	WS- TRANS & DIST - SHOVEL	22.99			
	190372	WS- SOURCE- PINE, CEILING HOOK	22.20			
	190440	WS-TRANS&DIST-KEY	10.32			
	190446	WS-SOURCE-PUTTY KNIVES, PLAST	23.43			
	190508	WS-WELLS#2, #3-LUMBER	80.27			
	190885	WS-TRANS&DIST-RUST-OLEUM MAI	89.63			
008163	11/28/2019	KENT BUILDING SUPPLIES	65.50	A/P	OUT-STD	11/28/2019
	1661717	WS-TRANS&DIST-REPAIR COUPLIN	5.97			
	1663157	SCD-DISPOSAL-CENTRAL VAC TEE	2.88			
	1663160*	WS/SCD-TOWNHALL-LIGHT BULBS	6.73			
	1664409	WS-SOURCE-HINGES	69.92			
008164	11/28/2019	MILLTOWN MACHINE & FABRICATION LTD.	165.60	A/P	OUT-STD	11/28/2019
	20991	WS-#20-LABOUR TO REAM SUPPLIE	165.60			
008165	11/28/2019	N. B. ELECTRIC POWER	4,887.34	A/P	OUT-STD	11/28/2019
	53123817NOV19	SCD-STS-DECHLORINATION CHAME	144.04			
	53158875NOV19	SCD-STS-BUDD AVE LIFT STATION	3,582.78			
	54807440NOV19	SCD-STS-158A MILLTOWN BLVD. LI	34.60			
	56356048NOV19	SCD-STS-18 RIVERSIDE DR LIFT S	33.05			
	61204006NOV19	SCD-2-216KINGSTREET-LIFT STATI	317.58			
	61236008NOV19	SCD-STS-BUDD AVE LIFT STATION	575.29			
008166	11/28/2019	NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	12,000.00	A/P	OUT-STD	11/28/2019
	00001867*	WS/SCD-TRANS&DIST/DISPOSAL-A:	12,000.00			

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Town of St. Stephen
BNK2 - Utility Bank Account
 Cheques from 000001 to 000001 dated between 11-01-2019 and 11-30-2019

CHEQUE REGISTER

Printed: 1:40:20PM 12/12/2019

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Number	Issued	Amount	SC	Status	Status Date
008167	11/28/2019 PROCOM DATA SERVICES INC. 201915197* WS-TREASURY-ACCOUNTING PROC	4,005.74 4,005.74	A/P	OUT-STD	11/28/2019
008168	11/28/2019 PUROLATOR COURIER LTD. 442874859 SCD-DISPOSAL-TO R.L. DENNIS AS	49.99 49.99	A/P	OUT-STD	11/28/2019
008169	11/28/2019 SAINT JOHN LABORATORY SERVICES LTD. 900-19 SCD-DISPOSAL-TREATMENT PLANT	2,522.18 2,522.18	A/P	OUT-STD	11/28/2019
008170	11/28/2019 SCP DISTRIBUTORS INC CANADA FF014033 WS-SOURCE-CHLORINE	1,359.30 1,359.30	A/P	OUT-STD	11/28/2019
008171	11/28/2019 SOURCE ONE SUPPLIES 22674 WS-TRANS&DIST-HARD HAT WITH F	34.35 34.35	A/P	OUT-STD	11/28/2019
008172	11/28/2019 SOUTHWEST CONCRETE & CONS LTD IN000007956* WS-STS-EQUIPMENT RENTAL	2,150.50 2,150.50	A/P	OUT-STD	11/28/2019
008173	11/28/2019 SOUTHERN SANITATION LTD. 182293 WS-BUDDAVENUE-GARBAGE COLLI	125.24 125.24	A/P	OUT-STD	11/28/2019
008174	11/28/2019 TRACTION FREDERICTON (591) 591225801 WS-#20-TEMPER-LOC NUT BOX OF	70.41 70.41	A/P	OUT-STD	11/28/2019
008175	11/28/2019 UAP INC. 961-488278 WS-#105-FILTER, HEX KEY 961-488756 WS-#20-16" ROTATOR LIGHT 961-488894 WS-TRANS&DIST-HOSES 981-489273 WS-#105-FUEL MODULE 961-489745 WS-#102-COURTESY LAMP	864.31 3.96 321.94 38.07 489.83 10.51	A/P	OUT-STD	11/28/2019
008176	11/28/2019 WOLSELEY CANADA INC. 8656304 WS-TRANS&DIST-SET SCREW REP/ 8682259 WS-TRANS&DIST-LPD-CHLOR DECI 8674731 WS-TRANS&DIST-SCREWDRIVERS, 8674732 WS-TRANS&DIST-UNIFLANGES 8674733 WS-TRANS&DIST-COUPLINGS 8686768 WS-TRANS&DIST-PLIER WRENCH, H 8704866 WS-TRANS&DIST-HYD MARKER, DU	6,101.73 309.12 320.85 102.09 1,209.11 2,047.00 199.96 1,913.60	A/P	OUT-STD	11/28/2019
Cheque Totals Issued:		451,468.92			
Void:		0.00			
Total Cheques Generated:		451,468.92			
Total # of Cheques Listed:		55			

* - Partial payment was made on Invoice

** - Name on Check was modified

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

COMMUNICATION FOR INFORMATION FILE

THAT Communication for Information, note and file, be adopted.



Canadian
Heritage

Patrimoine
canadien

Town of St. Stephen

RECEIVED

NOV 25 2019

JUL 22 2019

Mr. Jeff Renaud
Chief Administrative Officer
Town of St. Stephen
112 - 73 Milltown Boulevard
St. Stephen, New Brunswick
E3L 1G5

Title of Project: W.F. Ganong Commemorative Statue

Dear Mr. Renaud:

On behalf of the Minister of Canadian Heritage and Multiculturalism, it is my pleasure to inform you that your application for funding has been approved.

A contribution in the amount of \$65,000 will be awarded to help your organization carry out its activities, under the Building Communities through Arts and Heritage Program, Legacy Fund Component. This funding will be allocated over two government fiscal years 2019-2021 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may be in contact with you in the near future to review the terms and conditions related to this funding. As you may already know, the Government of Canada is committed to promoting workplaces free from harassment, abuse and discrimination. I would like to seize this opportunity to remind you of your responsibility to provide a work environment where harassment, abuse and discrimination are not tolerated.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Claudette Lévesque
Director General
Citizen Participation

RESOLUTION NO.: _____

DATE: December 16, 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 December 4, 2019 be approved as circulated.

COMMITTEES MEETING
WEDNESDAY, DECEMBER 4, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – two (2) items

It was MOVED by Deputy Mayor Carr and SECONDED by Councillor Hyslop that the above-noted two (2) items, along with the addition of one (1) Labour and Employment Matter, be moved into closed session following the Open Committees Meeting as per Section 68(1)(c) and (j) 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, Ghislaine Wheaton, 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.

2. APPROVAL OF AGENDA

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

3. CONFLICT OF INTEREST

There were no conflicts of interest declared.

4. DELEGATIONS/PRESENTATIONS

(i) St. Stephen Rural Cemetery – Jim Maxwell, Property Committee Chair, presented information on the cemetery and, in particular, noted:

- cemetery was incorporated in 1856;
- comprises of 65 acres;
- very active Board of Directors;
- pleased with the families who have donated to the memorial wall;
- calendar year: April 1 – March 31.

The Property Committee Chair requested the Town make an annual donation to the cemetery in the amount of \$3,000.00. This request will be reviewed during the 2020 budget process.

5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – The West District - Regional Service Commission 10 (RSC 10) quarterly report (2019-04-01 – 2019-06-30) was received.
- (ii) Report of the Fire Department – Information Report: FD 17-19 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.
- (ii) Unightly Premises – 10 Green Street – Request for Decision Report: CAO 30-19 from the Chief Administrative Officer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to direct administration to cause the premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 31-19 from the Chief Administrative Officer was received and reviewed for informational purposes.
- (ii) Report of the Finance Department – Information Report: TR 18-19 from the Treasurer was received and reviewed for informational purposes.
- (iii) Transfer to General Operating Reserve – Garcelon Civic Center – Request for Decision Report: TR 19-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$10,000

from the General Operating Fund to the General Operating Reserve Fund, as approved in the 2019 operating budget.

The Treasurer was directed, for future Council consideration, to note in the Operating Reserve files that the \$10,000 be used for future operating expenses at the Garcelon Civic Center.

- (iv) Transfer from the General Operating Reserve – Turning the Corner Project – Request for Decision Report: TR 20-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$418.57 from the General Operating Reserve Fund to the General Operating Fund, to assist with operating expenses.

The Treasurer was directed to use funds in the General Operating Reserve Fund previously noted as for the Turning the Corner Project.

- (v) Transfer to General Capital Reserve – W.F. Ganong Commemorative Statue – Request for Decision Report: TR 21-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$11,251.41 from the General Operating Fund to the General Capital Reserve Fund.

The Treasurer advised that the above-noted amount may be increased if the Town receives any further donations.

The Treasurer was directed, for future Council consideration, to note in the General Capital Reserve files that \$11,251.41 be used for future capital expenses for the W. F. Ganong Commemorative Statue.

- (vi) Transfer to General Capital Reserve – 2019 Budget – Request for Decision Report: TR 22-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$145,500 from the General Operating Fund to the General Capital Reserve Fund.

The Treasurer was directed, for future Council consideration, to note in the capital reserve files that \$100,000 be used for a Fire Truck and the remainder \$45,500 unspecified.

- (vii) Transfer to Water and Sewerage Capital Reserve – 2019 Budget – Request for Decision Report: TR 23-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$40,000 from the Water and Sewerage Operating Fund to the Water and

Sewerage Capital Reserve Fund, as approved in the 2019 operating budget.

The Treasurer was directed, for future Council consideration, to note in the capital reserve files that \$10,000 be used for future capital replacement needs at the wastewater treatment plant, and the remainder unspecified.

- (viii) Transfer from the General Operating Reserve – Aerial Apparatus Study – Request for Decision Report: TR 24-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$3,580.00 from the General Operating Reserve Fund to the General Operating Fund, to assist with operating expenses.

The Treasurer was directed to use funds in the General Operating Reserve Fund previously noted as for a Fire Department Repeater from 2011.

- (ix) Transfer from the General Operating Reserve – Website Redesign – Request for Decision Report: TR 25-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$3,685.00 from the General Operating Reserve Fund to the General Operating Fund, to assist with operating expenses.

The Treasurer was directed to use funds in the General Operating Reserve Fund previously noted as for renovations to Town Hall from 2011.

- (x) Transfer from the General Capital Reserve – 2019 Capital Budget – Request for Decision Report: TR 26-19 from the Treasurer was received and reviewed, and a motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$245,000 from the General Capital Reserve Fund to the General Capital Fund for the Town Hall Relocation to the Garcelon Civic Center-Design and Construction, and also a motion to transfer \$279,000 from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization Project.

- (xi) Transfer from the Water and Sewerage Capital Reserve – 2019 Capital Budget – Request for Decision Report: TR 27-19 from the Treasurer was received and reviewed, and three (3) motions will be considered at the next Regular Session of Council on Monday, December 16, 2019 to transfer \$15,000 from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a new pump motor at Maxwell Crossing; to transfer \$4,066.80 from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for work on well

housing; and to transfer \$7,473.03 from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for de-chlorination building repairs.

The Treasurer was directed to use funds previously noted but unused in the Water and Sewerage Capital Reserve Fund: Renovations Town Hall from 2005 and Renovations Lift Station Upgrades from 2006.

- (xii) Results of Tender – Audit Services – Request for Decision Report: TR 28-19 from the Assistant Treasurer was received and reviewed. A motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to award the Financial Audit and Professional Services Tender # TOSS19-07 to Teed Saunders Doyle of Saint John, NB for the sum of \$88,500.00, plus HST, over five years, payable as indicated in their proposal, for each of the five years effective with the Audit for the year ending December 31, 2019 and with professional services continuing as of the date of award.
- (xiii) Improvement to I.T. Services – Request for Decision Report: CAO 29-19 from the Chief Administrative Officer was received and reviewed. A motion will be considered at the next Regular Session of Council on Monday, December 16, 2019 to authorize the Mayor and Clerk to execute the “Agreement to Perform Managed IT Support Services to Town of St. Stephen” retroactively to December 5, 2019, and to authorize the Mayor and Clerk to execute the “Email Migration for Town of St. Stephen” with BrunNet Inc. of Fredericton, NB.

PARKS AND RECREATION - Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 09-19 from the Director of Community Services was received and reviewed for informational purposes.

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 14-19 from the Director of Operations was received and reviewed for informational purposes.
- (ii) Horizon Health Network (Charlotte County Hospital) – The letter from the Facility Administrator and Maintenance Supervisor dated November 14, 2019 was received and reviewed.

The Chief Administrative Officer was directed to add this request on the capital projects list to be reviewed during the 2020 budget process.

6. NEW BUSINESS

No new business.

7. ADJOURNMENT

The meeting moved into closed session at 5:55 p.m. and returned to open session at 6:35 p.m., at which time it was MOVED by Councillor Wheaton and SECONDED by Councillor Hyslop that the meeting adjourn at 6:35 p.m.

Joan Flewelling

Dated

AGENDA
COMMITTEES MEETING
WEDNESDAY, DECEMBER 4, 2019 @ 5:00 P.M.
73 MILLTOWN BLVD., SUITE 112
ST. STEPHEN, NB

CLOSED COMMITTEE MEETING – (Following Open Committees Meeting).

1. Financial Matter – Section 68(1)(c) of the New Brunswick *Local Governance Act* – two (2) items

OPEN COMMITTEES MEETING

1. RECORDING OF ATTENDANCE
2. APPROVAL OF AGENDA
3. CONFLICT OF INTEREST
4. DELEGATIONS/PRESENTATIONS
 - (i) St. Stephen Rural Cemetery – Presentation by Jim Maxwell, Property Committee Chair.
5. ITEMS

POLICE AND FIRE - Chaired by Councillor Harding

- (i) RCMP Quarterly Report – West District - Regional Service Commission 10 quarterly report attached.
- (ii) Report of the Fire Department – Information Report: FD 17-19 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
- (ii) Unightly Premises – 10 Green Street – Request for Decision Report: CAO 30-19 from Chief Administrative Officer attached.

FINANCE AND ADMINISTRATION – Chaired by Deputy Mayor Carr

- (i) Report of the Chief Administrative Officer – Information Report: CAO 31-19 from Chief Administrative Officer attached.
- (ii) Report of the Finance Department – Information Report: TR 18-19 from Treasurer attached.
- (iii) Transfer to General Operating Reserve – Garcelon Civic Center – Request for Decision Report: TR 19-19 from Treasurer attached.
- (iv) Transfer from the General Operating Reserve – Turning the Corner Project – Request for Decision Report: TR 20-19 from Treasurer attached.
- (v) Transfer to General Capital Reserve – W.F. Ganong Commemorative Statue – Request for Decision Report: TR 21-19 from Treasurer attached.
- (vi) Transfer to General Capital Reserve – 2019 Budget – Request for Decision Report: TR 22-19 from Treasurer attached.
- (vii) Transfer to Water and Sewerage Capital Reserve – 2019 Budget – Request for Decision Report: TR 23-19 from Treasurer attached.
- (viii) Transfer from the General Operating Reserve – Aerial Apparatus Study – Information to follow.
- (ix) Transfer from the General Operating Reserve – Website Redesign – Information to follow.
- (x) Transfer from the General Capital Reserve – 2019 Capital Budget – Information to follow.
- (xi) Transfer from the Water and Sewerage Capital Reserve – 2019 Capital Budget – Information to follow.
- (xii) Results of Tender – Audit Services – Information to follow.
- (xiii) Improvement to I.T. Services – Request for Decision Report: CAO 29-19 from Chief Administrative Officer attached.

PARKS AND RECREATION – Chaired by Councillor Chisholm

- (i) Report of the Director of Community Services – Information Report: CMS 09-19 from Director of Community Services 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 14-19 from Director of Operations attached.
- (ii) Horizon Health Network (Charlotte County Hospital) – Letter from Facility Administrator and Maintenance Supervisor dated November 14, 2019 attached.

6. **NEW BUSINESS**

7. **ADJOURNMENT**

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

STAFF REPORTS

THAT the following staff reports for the month of November 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 31 -19**



To:	Mayor and Council
From:	Jeff Renaud, Chief Administrative Officer
Resource Staff:	N/A
Date of Meeting:	December 4th, 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:

Finalized assessment numbers were received and entered into the municipal budget working papers. The numbers received were less than anticipated by staff during the earlier stages of budget preparation, which poses a challenge.

The Senior Management Team continues to refine our budget estimates with the goal of ensuring the most reasonable and effective fiscal management possible. Administration will likely be requesting special council meeting(s) for review and adoption of the budgets.

2. Hotel Development:

Administration continues to consider all actions available in order to effect the construction of a new hotel in accordance with existing agreements. Dialogue continues on this front, but no significant update is available at this time.

3. Unightly Premises:

Administration continues to work on addressing a number of unsightly premises within the municipality. The ultimate goal of such enforcement is to achieve compliance if at all possible. Only where it has become apparent that compliance will not be achieved is a decision made to initiate stronger enforcement procedures.

4. **Turning the Corner Project:**

Mayor shared with the CAO questions he received from citizen(s) regarding the status of this project. Staff have advised that due to some unfortunate weather at the close of the summer, not all planned work at the site was completed last year. Our crew is preparing for unfinished work to be completed in the spring of 2020.

5. **WF Ganong Statue Project:**

This project is currently underway. Initial images of the preliminary sculpting work have been received. Project timelines are somewhat aggressive in nature, but currently on schedule.

6. **New Tenant at 120 Milltown Blvd. :**

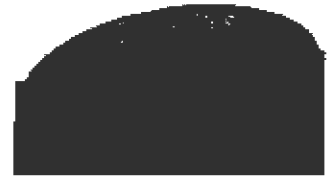
Administration was pleased to be able to reach an agreement to allow Vibrant Communities Charlotte County to join the other community focussed groups operating out of the Town-owned building at 120 Milltown Blvd.

While this property remains open for discussions relating redevelopment, the current tenants are aware of this fact.

Respectfully submitted,
Jeff Renaud
Chief Administrative Officer



**Town of St. Stephen
Information Report to Council
Report: TR 18-19**



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: December 4, 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 September 30, 2019.
 - Utility billings October-December, 2019-In progress.
 - Utility collection procedures involving analysis and possible connection shutoffs.-In progress.
 - Review for update of Collection Policy-In progress.

- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to October 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 72 employees, Monthly 26 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 106 employees.

- 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 September 30, 2019.

2) Meetings:

- A) BrunNet IT services meetings-November 1 & 22, 2019
- B) CPA Professional Development Conference-November 5-8, 2019.
- C) TOSS Solutions-Review new Town Hall furniture specifications-November 22, 2019.
- D) Senior Managers 2020 budget meeting-November 26, 2019.
- E) Weekly Garcelon Civic Center management staff meetings.
- F) Weekly Accounting Department staff meetings.
- G) 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 September 30, 2019.

- C) 2020 Budget-In Progress.

- D) Audit tender-In progress.

- E) Insurance tender-In progress.

- F) Accounting office planning to minimize paper use-In progress.

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

- H) Year end reserve transfers-In progress.

- I) Multiple HST remittances-Ongoing.
- J) Administering the Charles F Todd Trust Fund-Ongoing.
- K) Computer Server maintenance-Ongoing.



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



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: Dec. 4, 2019
Subject: December Committee Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Installed 5 new Water Meters.
- b) Repaired 10 Water Meters.
- c) Finished Flushing Mains.
- d) Repaired 8 Water Laterals.

2: Streets:

- a) Hauled winter sand.
- b) Get equipment ready for winter
- c) Took down Legion Banners.
- d) Sand Streets and Sidewalks.

3: Waste Water:

- a) Videoed 1 Sewer Lateral.
- b) 1 Lateral was repaired.
- c) Videoed 2 Sewer Mains.
- d) Added addition to SO2 Building.

Progress Updates

November 29, 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 deficiency with a portion of the curb repair. Due to the availability of curb contractors, it is anticipated this will not be corrected until Spring 2020.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is off site and the work complete with the exception of the installation of the floating docks and gangway. The floating dock and gangway tenders will be re-issued in January as the previous call yielded no bids.. The wharf contractor will return in Spring 2020 to install the floating docks and gangways that will be supplied over the winter months, and correct minor deficiencies at that time.

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. Correction of the asphalt deficiencies have been delayed due to weather and are now scheduled for the week of December 2.

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

The work is complete with the exception of some concrete sidewalk that must be replaced as a deficient item. The concrete is expected to be replaced the week of December 2

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

Construction is in progress. The retaining walls have been installed and the contractor is currently preparing the base for the trails and concrete slab.



**Town of St. Stephen
Information Report to Council
Report: FD 17-19**



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff:
Date of Meeting: Wednesday, December 4, 2019
Subject: Committee Meeting for December

Recommendation: That this report be received for informational purposes.

1. Alarms were:

Town Alarms	6
Out of Town Alarms	3
Total	9

Alarms	# Calls	# FF	# Hours
1. Structure Fire	2	24	72
2. MVA	2	12	12
3. Alarm	3	15	15
4. NB Power	1	9	36
5. Nuisance Smoke	1	1	1

Total			
SSFD	9		
Other FD	39		
St Stephen PW	4		
St Andrews PW	5		
DNR	1		
DTI	2		
Total calls dispatched	60		

Fire Department Activities

1. Monthly Meeting of the fire department.
2. Fire extinguisher inspections.
3. Remembrance Day Ceremonies in St. Stephen and Milltown.
4. Downtown Trick or Treat in Business District for daycares.

2. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Semi-annual payroll for volunteers.
4. Meeting with Worksafe NB representative with respect to JHSC development.
5. Policy(s) review
6. Budget 2020
7. Ongoing work with respect Workplace Risk Assessment and Lock-out Procedures, as part of Health and Safety Program development.
8. Interviews and job offer for vacant firefighter position.
9. Instructing Driver / Operator course on behalf of NBCC and Fundy Firefighters Association.
10. Assisted Capt. Joe Richardson in instructing Bus Extrication Course on behalf of NBCC and Fundy Firefighters Association.
11. Review of aerial apparatus study draft.
12. Tour of Stewart Farms facility with Cpl. Mackenzie.
13. Attended Environment and Local Government Fall Fire Conference on November 22nd and 23rd.
14. NBCC Association Training Representative meeting in Fredericton.
15. Attended a working session in Fredericton as a member of the Provincial Fire Service Training Advisory Committee.
16. Fundy Firefighters Association quarterly meeting.

3. Personnel

1. Six SSFD firefighters are participating in the Driver / Operator course being hosted by SSFD.
2. Two firefighters participated in the Bus Extrication training course.
3. The vacant Firefighter position has been filled, starting on Monday December 9th.

Respectfully,

Chief Sean Morton

TOWN of ST. STEPHEN

By-Law Enforcement

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

November REPORT

2019

To: CAO – Town of St. Stephen

Please find enclosed my report for November By-Law – Enforcement. We handled 29 occurrences.

CATEGORY	DETAIL	FOLLOW UP
Assist Other Dept. (6)	<p>Fire Chief reported that a fire was taking place in the industrial park</p> <p>Winter parking as well as snow removal notice sent out.</p> <p>Received a call of trees obstructing the fence at the airport.</p> <p>Assisted the building inspector with an ongoing unsightly in Milltown.</p> <p>Assisted building inspector with an unsightly in the Industrial Park.</p>	<p><i>Myself as well as building inspector patrolled to the scene and a person was burning pallets without a permit. Fire was put out matter is still under investigation</i></p> <p><i>Met with Dave Beech to determine if the trees were on Town property. Trees have been removed.</i></p>

	<p>Report from the street dept. of basketball nets hanging over the street and could interfere with snow removal.</p>	<p><i>Attempting to locate the owners to get them to move them back from the street.</i></p>
<p>Assist General Public (12)</p>	<p>Received a complaint of damage to a fence during snow removal.</p> <p>Received a call from an upset person over the issue at the industrial park.</p> <p>Received a call from a regarding the keeping of chickens</p> <p>Lady called to complain about garbage being strewn about by animals.</p> <p>Three new taxi driver licenses issued</p> <p><i>Attended a property in Milltown for a massive cleanup due to unsightly and safety issues</i></p>	<p><i>Attempting to locate the snow removal company to ascertain the cause. And have it fixed</i></p> <p><i>Reported the incident to the property owner.</i></p> <p><i>Information was passed on.</i></p> <p><i>Tried to contact the property owner but the phone had been disconnected</i></p>

<p>Parking (11)</p>	<p><i>Two tickets issued for parking</i></p> <p><i>8 Verbal Warnings were given for parking</i></p> <p>Also attended court in Saint John for to traffic trials. Verdicts of guilt</p>	
<p>Dog Complaints (2)</p>	<p>Received a call from a lady complaining about a dog outside barking all day</p> <p><i>Received a call from a lady of a dog running at large around Parkwood Dr.</i></p>	<p><i>Owner has been spoken to about this.</i></p> <p><i>Patrol made as well as animal control notified</i></p>

**Respectfully Submitted,
 Brent MacDougall
 By-Law Enforcement Officer**

REPORT OF THE ANIMAL CONTROL OFFICER

Complaint last month of a dog being left outside without shelter on Rose St. I watched the for the dog this month , however the dog was only out for short periods of time. I received further complaints from the person complaining of a dog in a kennel on Dow St. I referred her to the SPCA as the compliant was unfounded. I received concerns of a dog tied out on Milltown Blvd., I spoke to the owner that a better shelter had top be provided and they complied. Received a call of a dog being walked without a leash at apt. building on Elm St. Warning given . I received a complaint of a dog loose in the industrial park, but was unable to locate. No invoice this month for animals.

Respectfully Submitted,
Mike Shannon
Animal Control Officer

	2019	2018	2019	2018	2019	2018	2019	2018
BUILDING INSPECTION 2019								
NOVEMBER								
	# 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	0	\$0.00	\$0.00	4	14	\$575,000.00	\$576,249.00
Residential Renos/Additions	4	1	\$28,930.00	\$5,000.00	72	55	\$526,180.00	\$1,180,803.00
New Com/Indus/Instit.	0	1	\$0.00	\$40,000.00	4	5	\$7,544,000.00	\$2,119,400.00
Com./Indus./Inst. Renos	1	0	\$7,500.00	\$0.00	14	14	\$1,599,000.00	\$390,500.00
Institutional	0	0	\$0.00	\$369,000.00	8	11	\$2,074,200.00	\$1,247,900.00
Demolition	1	0	\$6,000.00	\$0.00	8	1	\$47,755.00	\$5,200.00
TOTALS	6	2	\$42,430.00	\$414,000.00	110	100	\$12,366,135.00	\$5,520,052.00
	Cur. Mth							
Demolition Permits	1	N/A						
Stop Work Orders Issued	0	N/A						
Pre-site Inspections	13	N/A						
Electrical waivers issued	3	N/A						
Active Unsightly Premises	5	N/A						
Sign Permits	3	N/A						



**Town of St. Stephen
Information Report to Council
Report: CMS 09-19**



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, December 4th, 2019
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. The candidate identified for the Aquatic & Programming Coordinator job has withdrawn from the running. With Christmas approaching I will repost the job at the end of December to mid-January I will continue to keep on going with coordinating the Aquatics dept.
- b. A New Aquatic schedule has been developed now fall swimming lessons are over, there are challenges as lifeguard's school, sports and other commitments are impacting on the task.
- c. The 2020 Budget development continues within Community Services and SMT.
- d. An additional 3rd party insurance policy is in place to assist us with coverage for the user groups that do not have their own coverage such as the pick-up leagues and 50+ teams. I am working with the user groups that have not signed up for user agreements to negotiate with the town so our and their expectations are met.
- e. Work continues in finding an new insurance policy for the town's trails.
- f. Website development continues as does the task of replacing our existing phone and computer systems at the GCC once town hall moves over and renovations are complete.
- g. Work continues on reviewing the Community Services policies.
- h. A new light was installed at the Milltown Boat Launch, we have received no more complaints from local residents.
- i. Swimming Pool maintenance is scheduled for December 9-13.
- j. I obtained a WAWA (Watercourse and Wetland alteration) permit for the fallen trees at Dover Hill Park that were trimmed and cut in late October and early November.
- k. Met with Kendall from FSS to start planning on the new Ganong statue scheduled to be installed in May 2020. Public Works will assist with the in-kind contribution from the town.

2. Future meetings & other activities:

- a. Pro-shop agreement is being developed to extend the agreement from 7 to 12 months.

Administration & Accounting

1. Monthly Projects (October 30th to November 25th):

- 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
- d. Processed the Revenue reports for the finance department.
- e. Deposits, banking, and reconciled shifts.
- f. Various administrative and accounting

2. Statistics (October 30th to November 25th):

- a. Approximately 3657 membership check-ins were recorded for the month.
- b. Approximately 50 monthly memberships were purchased/renewed throughout the month.
- c. Approximately 9 semi-annual & annual memberships were purchased/renewed throughout the month.
- d. Approximately 52 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 through Reno issues closely with TOSS and King Construction.
Delay in electrical and Mechanical due certain things found after tear out.
4. Regular building up keep on the go. (crack filling, painting etc.)
5. Working on U/V light filter issues.
6. Working on 2020 budget and capital items.
7. New pool lights have not been delivered and delayed from supplier.
8. Attended Tuesday management meetings.
9. Phase two of security cameras have been approved and the project will start in Dec.
10. Ongoing issues with polices.
11. Small pool boiler and Dectron communication errors after time change, made changes to some Delta programming and is now working.
12. Monthly building inspection completed.
13. Sprinkler system inspected, corrected three deficiencies, Certificate is issued.
15. Attended Recreation NB AGM
16. Now serve as a director on the Recreation NB Board of directors.
Attended First Board meeting Nov 12th, 2019
16. Took over Chair of the Recreation NB facilities committee.
Chaired facilities meeting Nov 19th, 2019

Events

3. Past Month's Events:

- a. Hockey Tournaments:
 - i. SSSH Girls – Nov 8-10
 - ii. SSSH Boys – Nov 15-17
 - iii. Rob Gullison – Nov 29-Dec 1
- b. Tree Lighting/Kick Off to Christmas (joint event with BIA) – November 15th at 5:30pm. Extremely well attended and a successful joint event with Downtown St. Stephen.
- c. Midnight Madness in St. Stephen – November 22nd (no market at the GCC this year).
- d. Make your own Christmas Tree Ornament at GCC – November 27th. Better attendance this year than last year, and will be an annual event.
- e. Black Friday Market @ GCC – November 29th.

4. Future Events:

- a. Original Six Selects vs. Lancaster County hockey game – November 30th @ 7:30pm. Canteens and bar open.
- b. St. Stephen Christmas Farmers Market @ GCC – December 1st.
- c. Town of St. Stephen Christmas Party – December 5th at 4:30pm at the GCC.
- d. St. Stephen Christmas Parade “Christmas Memories in our Town” - Friday, December 6th at 6pm.
- e. Storytime with Mrs. Claus December 7th 10am then Santa’s Arrival Saturday, December 7th at 11:30-1:30.
- f. Santa’s Helpers – airing CHCO broadcast at the GCC – December 8th 2pm-5pm. The Santa’s Helpers Committee will be accepting donations onsite, plus hot chocolate, cookies, arts and crafts for the kids.
- g. Sensitive Santa @ the Chocolate Museum – December 11th. Details on the Town event page.
- h. Project “Holly Jolly” – SSMS carnival for charity – December 14th 10am-1pm @ GCC
- i. Mayor’s Levee – January 1st 2pm-4pm @ GCC
- j. Hockey Tournaments:
 - i. Southern Ice Dogs 4x4 Tournament – December 27th – 29th
 - ii. Tyler Belyea Tournament – December 27th – 30th
 - iii. Doug MacDonald Tournament – January 2nd – 5th

5. Other Activities:

- e. Continued overseeing bookings and Canteen at the GCC
- f. Continued to update the Town website and Facebook pages
- g. Attend joint meetings with FSS, DSS, Chamber.
- h. Attended joint Christmas Committee meeting to plan holiday events.
- i. Attended Chocolate Fest Inc. AGM
- j. Continuing to serve as Secretary for Chocolate Fest Inc. for 2020.

Respectfully submitted,
Kev Sumner – Director of Community Services

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

BY-LAW NO. A-7.14 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY

THAT By-law No. A-7.14 – A By-law to Amend By-law No. A-7, "A By-law to Impose a Special Business Improvement Levy" – be given Third and Final Reading – Short Title Only.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

UNSIGHTLY PREMISES – 10 GREEN STREET

THAT the Council of the Town of St. Stephen declares 10 Green Street (PID # 01309905), St. Stephen, NB, to be unsightly as outlined in the Town of St. Stephen's By-Law No. S-12, "A By-Law Respecting Dangerous or Unsightly Premises" and directs the Chief Administrative Officer/Development Officer to cause the said premises to be cleaned up or repaired in the most cost effective manner, including demolition if necessary, with any related costs being recoverable from the property owner.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL OPERATING RESERVE FUND

THAT the amount of \$10,000 (ten thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM GENERAL OPERATING RESERVE FUND

THAT the amount of \$418.57 (four hundred and eighteen dollars and fifty-seven cents) be transferred from the General Operating Reserve Fund to the General Operating Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL CAPITAL RESERVE FUND

THAT the amount of \$14,251.41 (fourteen thousand, two hundred and fifty-one dollars and forty-one cents) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO GENERAL CAPITAL RESERVE FUND

THAT the amount of \$145,500 (one hundred and forty-five thousand, five hundred dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER TO WATER AND SEWERAGE CAPITAL RESERVE FUND

THAT the amount of \$40,000 (forty thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM GENERAL OPERATING RESERVE FUND

THAT the amount of \$3,580.00 (three thousand, five hundred and eighty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

TRANSFER FROM GENERAL OPERATING RESERVE FUND

THAT the amount of \$3,685.00(three thousand, six hundred and eighty-five dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND (TOWN HALL
RELOCATION TO GARCELON CIVIC CENTER – DESIGN AND
CONSTRUCTION)**

THAT the amount of \$245,000 (two hundred and forty-five thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Town Hall Relocation to Garcelon Civic Center – Design and Construction.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

**TRANSFER FROM GENERAL CAPITAL RESERVE FUND (WATERFRONT
REVITALIZATION PROJECT**

THAT the amount of \$279,000 (two hundred and seventy-nine thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization Project.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND
(NEW PUMP MOTOR AT MAXWELL CROSSING)**

THAT the amount of \$15,000 (fifteen thousand) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for the purchase of a new pump motor at Maxwell Crossing.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND
(WORK ON WELL HOUSING)**

THAT the amount of \$4,066.80 (four thousand, sixty-six dollars and eighty cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for work on well housing.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

**TRANSFER FROM WATER AND SEWERAGE CAPITAL RESERVE FUND
(DE-CHLORINATION BUILDING REPAIRS)**

THAT the amount of \$7,473.03 (seven thousand, four hundred and seventy-three dollars and three cents) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for de-chlorination building repairs.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

**AWARDING OF TENDER: FINANCIAL AUDIT AND PROFESSIONAL SERVICES –
TENDER # TOSS19-07**

THAT of the two (2) tenders received, the low tender from Teed Saunders Doyle of Saint John, NB for a total of \$88,500 (eighty-eight thousand, five hundred dollars), plus HST, over the five (5) year term, commencing with the Audit for the year ending December 31, 2019 be accepted.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

INFORMATION TECHNOLOGY (I.T.) SERVICES

THAT the Council of the Town of St. Stephen approves the acceptance of the offer of services provided by BrunNet Inc. of Fredericton, NB and authorizes the Mayor and Town Clerk to execute retroactively to December 5, 2019, the "Agreement to Perform Managed IT Support Services to Town of St. Stephen".

AND THAT the Council also approves the offer of services provided by BrunNet Inc. for Email migration and authorizes the Mayor and Town Clerk to execute same.

AND FURTHER THAT the Chief Administrative Officer ensure that the required funds for the Email migration are identified in the 2020 municipal budget and project initiation as soon as practical following budget adoption.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

DILLON CONSULTING LIMITED – AGREEMENT FOR PROFESSIONAL SERVICES – INFRASTRUCTURE RENEWAL (WEST STREET)

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an agreement with Dillon Consulting Limited of Fredericton, NB for the renewal of selected infrastructure (water and sanitary sewer) and minor drainage improvements on a 280 meter section of West Street (Schoodic Street to Miltown Boulevard), in the amount of \$92,750.00 (ninety-two thousand, seven hundred and fifty dollars), plus HST.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

STANDING OFFER OF SUPPORT – OPERATION OF A JUNIOR “A” HOCKEY TEAM

THAT the Council of the Town of St. Stephen approves the “Standing Offer of Support for the Operation of a Junior “A” Hockey Team”, and authorizes the Mayor and Town Clerk to sign in the form presented.



TOWN OF ST. STEPHEN

STANDING OFFER OF SUPPORT FOR THE OPERATION OF A JUNIOR "A" HOCKEY TEAM

WHEREAS the Town of St. Stephen (Town) operates a facility, known as the Garcelon Civic Center (GCC), capable of hosting a Junior "A" Hockey Club; and

WHEREAS the Town recognizes that the presence of a Junior "A" Hockey Club within the Town of St. Stephen benefits the operation of the GCC; and

WHEREAS the Town recognizes that the successful operation of a Junior "A" Hockey Club will necessitate support from the municipality; and

WHEREAS the Town is desirous for the community to reap the benefits of the presence of a successful Junior "A" Club;

NOW THEREFORE the Town hereby establishes the following as a Standing Offer of Support which will serve as a pre-authorized support package available to the first individual, group, or firm establishing a Junior "A" Hockey Club operating out of the GCC.

1. TERM OF OFFER:

The support mechanisms identified herein shall be considered as pre-approved and may be offered to potential owner/operators of a Junior "A" Hockey Club until:

- a. A Junior "A" Hockey Club is established as an operation within the GCC, and has claimed the supports herein described; or
- b. A period of 24 months has elapsed from the date of Council approval of this offer; or
- c. The offer is revoked or amended by resolution of the Council of the Town of St. Stephen.

2. APPROVED SUPPORT MECHANISMS

In an effort to secure the successful operation of a Junior "A" Franchise utilizing the GCC as its "home" rink, the Town is prepared to offer the following supports:

- a. Complimentary ice time for games and practices to a maximum value of twenty-five thousand dollars (\$25,000). Valuation shall be calculated using an hourly rate of \$150.00.
- b. Complimentary use of meeting rooms (est. value \$3,000/yr) for training/team activities under the following conditions:
 - i. All usage must be pre-booked through normal bookings procedures;
 - ii. Complimentary usage requests will be considered secondary to any Town functions or private paid bookings;
- c. On days where games are played at the GCC, the team shall have the right to control access to the parking lot on the south side of the GCC. Team control over the parking area shall commence 1 hour prior to the scheduled game time and shall conclude 1 hour following the conclusion of the game. The team shall have the right to charge parking fees during this time period and may retain all proceeds thereof. (Est. Value: \$10,000 per year)
- d. The Junior "A" Hockey Club may take management over the advertising within the arena area. This shall include on-ice advertising (changes to which must be coordinated with GCC staff), rink board advertising, and other onsite advertising within the arena area. (Est. Value: \$60,000 per year)
- e. The Junior "A" Hockey Club will be eligible to apply for a seasonal operating grant of up to ten thousand dollars (\$10,000) per season. Such financial support shall be subject to an annual appropriation within the Town's municipal budget and assessment of financial needs resulting from a review of the hockey club's financial statements. (Est. Value: \$10,000 per year)
- f. Town will provide a coach's office space at no cost to the club. The location of which shall be determined by the Town. (Est. Value: \$5,000 per year)
- g. The Town will provide complimentary passes to the fitness centre located within the GCC to the players and coaches of the team. All pass holders shall comply with rules of the facility. (Est. Value: \$5,000 per year)

3. Administrative Supports

Administration shall be permitted to offer other services or assistance that may be beneficial to a hockey club so long as such supports are, in the opinion of the Town's Chief Administrative Officer, part of the normal operations of the facility or municipality.

This Standing Offer of Support was reviewed and approved by Council this ____ day of December, 2019.

Allan MacEachern, Mayor

Joan Flewelling, Town Clerk

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

MUNICIPAL GENERAL AND LIABILITY INSURANCE TENDER - # TOSS19-08

THAT of the three (3) tenders received, one (1) being rejected for non-compliance, and two (2) being considered, the low tender from Frank Cowan Company Limited of Princeton, Ontario for \$106,938 (one hundred and six thousand, nine hundred and thirty-eight dollars) be accepted for one (1) year effective December 31, 2019, and authorizes renewal of the coverage on a year to year basis for up to four (4) additional years, or negotiate with another provider or re-tender, based on management's evaluation of service and reasonableness of renewal price increases.

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

2020 GENERAL OPERATING FUND BUDGET

THAT the sum of \$9,400,123 (nine million, four hundred thousand, one hundred and twenty-three dollars) be the total operating budget of the local government, that the sum of \$5,402,445 (five million, four hundred and two thousand, four hundred and forty-five dollars) be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.5800 (one dollar and fifty-eight cents).

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of St. Stephen.

**Draft
General Operating Fund Budget
2020**

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Revenue				
Taxes	\$5,350,179	\$5,402,445	\$52,266	0.98%
Services provided to other governments	222,218	224,617	2,399	1.08%
Sale of services	561,000	736,230	175,230	31.24%
Other revenue from own source	207,656	220,570	12,914	6.22%
Unconditional Grants	1,595,353	1,608,894	13,541	0.85%
Conditional Transfers	4,200	4,200	0	0.00%
Other transfers	1,307,994	1,203,167	-104,827	-8.01%
Total Revenue	\$9,248,600	\$9,400,123	\$151,523	1.64%
Expenditures				
General government services	\$1,060,813	\$1,094,153	\$33,340	3.14%
Protective services	2,295,612	2,342,901	47,289	2.06%
Transportation services	2,096,199	2,154,100	57,901	2.76%
Environmental health services	230,625	230,320	-305	-0.13%
Environmental development services	322,448	364,931	42,483	13.18%
Recreation and cultural services	2,023,621	2,223,274	199,653	9.87%
Fiscal services	1,211,282	982,444	-228,838	-18.89%
Other services	8,000	8,000	0	0.00%
Total Expenditures	\$9,248,600	\$9,400,123	\$151,523	1.64%
Surplus (Deficit)	\$0	\$0	\$0	

	YEAR 2019	YEAR 2020	\$ INCREASE	% INCREASE
WARRANT	\$5,350,179	\$5,402,445	\$52,266	0.98%
TAX BASE	\$338,618,950	\$341,926,900	\$3,307,950	0.98%
TAX RATE	\$1.5800	\$1.5800	\$0.0000	0.00%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Revenue				
Taxes	5,350,179	5,402,445	52,266	0.98%
Services provided to other governments				
Fire Protection				
Rural Fire Service	151,076	151,837	761	0.50%
Roads and Streets				
Designated Highways	65,142	67,100	1,958	3.01%
Highway Markings	6,000	5,680	-320	-5.33%
	71,142	72,780	1,638	2.30%
Total Services provided to other governments	222,218	224,617	2,399	1.08%
Sale of Services				
Fire				
Fire Services-Extinguishers-HST	3,000	3,900	900	30.00%
Fire Services-Other	500	500	0	0.00%
Fire Services-Fire Dispatch Fees	30,000	34,790	4,790	15.97%
Fire Services-Other Dispatch Fees-HST	1,000	1,200	200	20.00%
	34,500	40,390	5,890	17.07%
Roads and Streets				
Transport Services	100	100	0	0.00%
Recreation-Outside				
Outside Pool Revenue-HST	1,200	1,520	320	26.67%
Outside Pool Revenue-Non HST	1,200	150	-1,050	-87.50%
Outside Recreation Programs-HST	100	350	250	250.00%
Outside Recreation Programs-Non HST	0	180	180	0.00%
Playing Field User Fees	100	3,510	3,410	3410.00%
Playing Field Agreement	20,000	40,000	20,000	100.00%
	22,600	45,710	23,110	102.26%
Recreation-Civic Center				
Civic Center-Pool Revenue-HST	35,000	42,780	7,780	22.23%
Civic Center-Pool Revenue-Non HST	20,000	23,380	3,380	16.90%
Civic Center-Arena Revenue-HST	180,000	188,890	8,890	4.94%
Civic Center-Combined Pool/Arena/Fitness Area Rev.-HST	110,000	111,510	1,510	1.37%
Civic Center-Meeting/Conference Room Revenue-HST	41,600	48,200	6,600	15.87%
Civic Center-Lower Canteen Revenue-HST	42,000	46,360	4,360	10.38%
Civic Center-Upper Canteen Revenue-HST	65,000	69,360	4,360	6.71%
Civic Center-Other Facility Revenue-HST	10,000	5,270	-4,730	-47.30%
Civic Center-Special Events-Non HST	100	38,750	38,650	38650.00%
Civic Center-Special Events - HST	100	36,750	36,650	36650.00%
Civic Center-Promotional-HST	0	36,780	36,780	0.00%
	503,800	650,030	146,230	29.03%
Total Sale of Services	561,000	736,230	175,230	31.24%

Town of St. Stephan
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Other Revenue From Own Source				
Animal Licenses				
Animal License	500	625	125	25.00%
Construction Permits				
Building Permits	15,000	15,000	0	0.00%
Stamping Plans & Deeds	150	0	-150	-100.00%
	15,150	15,000	-150	-0.99%
Other Permits and Licenses				
Business Sign/ Permit	300	500	200	66.67%
Taxi License	500	250	-250	-50.00%
	800	750	-50	-6.25%
Fines				
Municipal Fines	1,000	500	-500	-50.00%
Building Rentals				
Land Rentals-HST	875	875	0	0.00%
Northampton Brewing Building Lease-HST	46,000	46,000	0	0.00%
RCMP Building Lease-HST	115,831	117,800	1,969	1.70%
120 Milltown Blvd. Office Space Agreement-HST	12,000	15,000	3,000	25.00%
	174,706	179,675	4,969	2.84%
Return on Investment				
Bank Interest	10,000	22,020	12,020	120.20%
Miscellaneous				
Sale of Materials-HST	100	100	0	0.00%
Sale of Equipment	100	100	0	0.00%
Contributions-HST	100	100	0	0.00%
Contributions-Non HST	100	100	0	0.00%
Contributions-Community Events	5,000	1,500	-3,500	-70.00%
Miscellaneous Copies	100	100	0	0.00%
	5,500	2,000	-3,500	-63.64%
Total Other Revenue From Own Source	207,656	220,570	12,914	6.22%
Unconditional Grants				
Community Funding and Equalization Grant	1,595,353	1,608,894	13,541	0.85%
Total Unconditional Grants	1,595,353	1,608,894	13,541	0.85%
Conditional Transfers				
Federal/Provincial Funding Outside Recreation Programs	4,000	4,000	0	0.00%
Federal/Provincial Funding Civic Center Employment Programs	100	100	0	0.00%
Federal/Provincial Funding Civic Center Programs	100	100	0	0.00%
Total Conditional Transfers	4,200	4,200	0	0.00%
Other Transfers				
Surplus of second previous year	365,267	280,156	-85,111	-23.30%
Operating Reserve Fund	20,000	0	-20,000	-100.00%
Administrative Management				
Water and Sewerage Share of Charges	922,727	923,011	284	0.03%
Payment In Lieu of Tax				
	0	0	0	0.00%
Total Other Transfers	1,307,994	1,203,167	-104,827	-8.01%
Total Revenue	9,248,600	9,400,123	151,523	1.64%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Expenditures				
General government services				
Legislative-Mayor				
Mayor Stipend	17,000	16,892	-108	-0.64%
Payroll Expenses	800	1,222	422	52.75%
Mayor Travel	1,500	1,500	0	0.00%
	<u>19,300</u>	<u>19,614</u>	<u>314</u>	<u>1.63%</u>
Legislative-Councillors				
Councillor Stipend	51,300	52,221	921	1.80%
Payroll Expenses	1,700	3,243	1,543	90.76%
Councillor Travel	500	2,900	2,400	480.00%
	<u>53,500</u>	<u>58,364</u>	<u>4,864</u>	<u>9.09%</u>
Legislative-Other				
Other Memberships	5,000	5,000	0	0.00%
Other Council	3,500	3,500	0	0.00%
	<u>8,500</u>	<u>8,500</u>	<u>0</u>	<u>0.00%</u>
Administrative Staff				
Salary, Payroll Expenses and Benefits	261,298	268,406	7,108	2.72%
Travel/Training	10,000	10,000	0	0.00%
Memberships	1,050	1,050	0	0.00%
	<u>272,348</u>	<u>279,456</u>	<u>7,108</u>	<u>2.61%</u>
Administrative Office Building				
Town Hall Repairs	100	0	-100	-100.00%
Town Hall Property Taxes-34 Milltown Blvd	1,900	1,970	70	3.68%
Town Hall Lease-73 Milltown Blvd	43,500	28,900	-14,600	-33.56%
	<u>45,500</u>	<u>30,870</u>	<u>-14,630</u>	<u>-32.15%</u>
Administrative-Solicitor				
Solicitor	10,000	10,000	0	0.00%
Administrative Other				
Advertising-Regulatory	3,500	3,500	0	0.00%
Advertising-Promotion	5,000	5,000	0	0.00%
Copier Rental and Supplies	3,100	3,450	350	11.29%
Office Furniture and Supplies	10,000	14,030	4,030	40.30%
Telephone	14,800	14,600	0	0.00%
Office Computer Purchase	4,000	15,000	11,000	275.00%
Computer Goods	24,000	4,000	-20,000	-83.33%
Computer Service	5,600	12,300	6,700	119.64%
Special Projects-General Government Services	10,000	25,000	15,000	150.00%
Special Projects-Corporate Services	0	10,000	10,000	0.00%
Travel/Training	5,960	6,000	40	0.67%
	<u>85,760</u>	<u>112,880</u>	<u>27,120</u>	<u>31.62%</u>
Financial Management Staff				
Salary, Payroll Expenses and Benefits	352,847	348,166	-4,681	-1.33%
Travel/Training	6,000	6,000	0	0.00%
Membership	2,100	2,100	0	0.00%
	<u>360,947</u>	<u>356,266</u>	<u>-4,681</u>	<u>-1.30%</u>
Financial Management-Audit				
Audit	13,000	14,185	1,185	9.12%
Common Services-Civic Relations				
Civic Relations	5,000	5,000	0	0.00%
Common Services-Training and Development				
Training and Development-JHSC	0	3,000	3,000	0.00%
Common Services-Cost of Assessment				
Cost of Assessment	65,692	66,334	642	0.98%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Common Services-Conventions				
Travel	1,000	2,000	1,000	100.00%
Registration	1,600	1,600	0	0.00%
	<u>2,600</u>	<u>3,600</u>	<u>1,000</u>	<u>38.46%</u>
Common Services-Liability Insurance				
Liability Insurance	66,666	76,084	9,418	14.13%
Common Services-Grants	0	0		
Community Grants Fund	52,000	50,000	-2,000	-3.85%
	<u>52,000</u>	<u>50,000</u>	<u>-2,000</u>	<u>-3.85%</u>
Total general government services	<u>1,060,813</u>	<u>1,094,153</u>	<u>33,340</u>	<u>3.14%</u>

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Protective services				
RCMP				
Police Contract	1,166,154	1,187,254	21,100	1.81%
Building Maintenance	5,000	5,000	0	0.00%
Building Cleaning Contract	12,000	12,000	0	0.00%
Building Electricity	12,000	11,920	-80	-0.67%
Property Taxes	6,400	6,540	140	2.19%
Total Police Services	1,201,554	1,222,714	21,160	1.76%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Fire				
Fire Fighting Force				
Salary, Wages, Payroll Expenses and Benefits	644,305	669,743	25,438	3.95%
Travel	4,000	4,000	0	0.00%
Medical and First Aid	2,000	2,000	0	0.00%
Volunteer Fire Grant	9,200	9,210	10	0.11%
Volunteer Fire Fighters Retirement Gifts and Awards	2,500	2,500	0	0.00%
Special Events	2,500	2,500	0	0.00%
Clothing	7,000	6,500	-500	-7.14%
Dry Cleaning and Laundry	500	300	-200	-40.00%
	<u>672,005</u>	<u>696,753</u>	<u>24,748</u>	<u>3.68%</u>
Fire Administration				
Membership	1,700	700	-1,000	-58.82%
Office Supplies	2,700	1,000	-1,700	-62.96%
General Advertising	2,000	2,000	0	0.00%
Computer Purchase and Supplies	2,000	2,000	0	0.00%
Fire Prevention Supplies	4,200	4,000	-200	-4.76%
	<u>12,600</u>	<u>9,700</u>	<u>-2,900</u>	<u>-23.02%</u>
Fire Alarm System				
Telephones	9,200	8,050	-1,150	-12.50%
Radio Maintenance	4,700	4,700	0	0.00%
Radio Licenses	1,450	1,650	200	13.79%
Equipment Replacement	5,000	5,000	0	0.00%
	<u>20,350</u>	<u>19,400</u>	<u>-950</u>	<u>-4.67%</u>
Fire Water Cost Transfer				
Water Cost Transfer	125,000	125,000	0	0.00%
Fire Training				
Training Materials & Expenses	10,000	10,000	0	0.00%
Stipend for In House Training	10,000	10,000	0	0.00%
	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0.00%</u>
Fire Station and Buildings				
Buildings Maintenance & Repair	8,000	8,000	0	0.00%
Electricity	10,000	10,000	0	0.00%
Heating Fuel	11,000	13,000	2,000	18.18%
Supplies	5,000	3,000	-2,000	-40.00%
Fire Extinguisher Supplies	3,500	3,500	0	0.00%
	<u>37,500</u>	<u>37,500</u>	<u>0</u>	<u>0.00%</u>
Fire Fighting Equipment				
Vehicle Insurance	4,063	4,063	0	0.00%
Vehicle Repairs	15,000	12,000	-3,000	-20.00%
Equipment Maintenance	14,000	12,500	-1,500	-10.71%
Equipment Supplies/Purchase	44,000	40,000	-4,000	-9.09%
	<u>77,063</u>	<u>68,563</u>	<u>-8,500</u>	<u>-11.03%</u>
Total Fire	<u>964,518</u>	<u>976,916</u>	<u>12,398</u>	<u>1.29%</u>

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Other Protection				
Bylaw Officer Services Fees	25,000	38,000	13,000	52.00%
Building Inspector Services Fees	60,000	60,000	0	0.00%
Supplies	100	100	0	0.00%
	60,100	60,100	0	0.00%
Animal and Pest Control				
Animal Control Fees	8,050	8,050	0	0.00%
Travel	9,490	9,490	0	0.00%
Kennel Fees	1,000	500	-500	-50.00%
Licenses	250	250	0	0.00%
	18,790	18,290	-500	-2.66%
Crosswalk Guards				
Wages, Payroll Expenses and Benefits	25,300	25,881	581	2.30%
Clothing	350	1,000	650	185.71%
	25,650	26,881	1,231	4.80%
Total Other Protection	129,540	143,271	13,731	10.60%
Total protective services	2,295,612	2,342,901	47,289	2.06%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Transportation services				
Common Services-Administration				
Salary, Wages, Payroll Expenses and Benefits	1,365,539	1,395,419	29,880	2.19%
Training	1,000	1,000	0	0.00%
Clothing	4,000	4,000	0	0.00%
	<u>1,370,539</u>	<u>1,400,419</u>	<u>29,880</u>	<u>2.18%</u>
Common Services-General Equipment				
Licenses	500	500	0	0.00%
Radios	2,500	2,500	0	0.00%
Vehicle Insurance	6,985	6,985	0	0.00%
Repairs	109,000	130,000	21,000	19.27%
Fuel	122,000	125,280	3,280	2.69%
Equipment Purchase	15,000	20,000	5,000	33.33%
Hired Equipment	8,000	8,000	0	0.00%
Street Sweeper	6,000	7,000	1,000	16.67%
	<u>269,985</u>	<u>300,265</u>	<u>30,280</u>	<u>11.22%</u>
Common Services-Workshop				
Travel	300	300	0	0.00%
Telephone	3,700	3,640	-60	-1.62%
Building Repairs	5,000	5,000	0	0.00%
Electricity	9,700	8,940	-760	-7.84%
Heating Fuel	11,000	13,000	2,000	18.18%
Supplies	65,000	70,000	5,000	7.69%
Property Taxes	12,100	12,430	330	2.73%
	<u>106,800</u>	<u>113,310</u>	<u>6,510</u>	<u>6.10%</u>
Roads and Streets-Roadway Services				
Sand & Gravel	10,000	15,000	5,000	50.00%
Asphalt	16,000	20,000	4,000	25.00%
Concrete	8,000	8,000	0	0.00%
Cold Patch	3,500	4,000	500	14.29%
Line Painting	23,000	23,000	0	0.00%
	<u>60,500</u>	<u>70,000</u>	<u>9,500</u>	<u>15.70%</u>
Roads and Streets-Storm Sewers				
Storm Sewer Pipes	5,000	5,000	0	0.00%
Roads and Streets-Snow and Ice Removal				
Salt	80,000	90,000	10,000	12.50%
Street Lighting				
Electricity	123,000	130,000	7,000	5.69%
Repairs Decorative Street Lights	5,000	5,000	0	0.00%
	<u>128,000</u>	<u>135,000</u>	<u>7,000</u>	<u>5.47%</u>
Traffic Services-Street Signs				
Street Signs, Poles, etc.	4,000	4,000	0	0.00%
Traffic Services-Traffic Signals				
Electricity	1,600	1,510	-90	-5.63%
Repairs	4,000	4,000	0	0.00%
	<u>5,600</u>	<u>5,510</u>	<u>-90</u>	<u>-1.61%</u>

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Airport				
Attendant Honorarium and Payroll Expenses	5,490	5,481	-9	-0.16%
Telephone	2,100	2,050	-50	-2.38%
Property Maintenance	45,000	10,000	-35,000	-77.78%
Electricity	3,200	3,250	50	1.56%
Supplies	600	600	0	0.00%
License	55	55	0	0.00%
Insurance	5,130	5,180	50	0.97%
Vehicle Maintenance	1,500	1,500	0	0.00%
Property Tax	2,700	2,480	-220	-8.15%
	<u>65,775</u>	<u>30,596</u>	<u>-35,179</u>	<u>-53.48%</u>
Total transportation services	2,096,199	2,154,100	57,901	2.76%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Environmental health services				
Dumps and Landfill				
Property Tax	325	320	-5	-1.54%
Regional Landfill				
Regional Landfill Contracts	83,300	83,000	-300	-0.36%
Garbage Pick Up	135,000	135,000	0	0.00%
Recycling	12,000	12,000	0	0.00%
	<u>230,300</u>	<u>230,000</u>	<u>-300</u>	<u>-0.13%</u>
Total environmental health services	<u>230,625</u>	<u>230,320</u>	<u>-305</u>	<u>-0.13%</u>

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Environmental development services				
Environmental Planning & Zoning				
Land Management	10,000	100	-9,900	-99.00%
Community Development				
Business Park Property Taxes	3,800	3,570	-230	-6.05%
Business Park Maintenance	6,000	5,000	-1,000	-16.67%
	9,800	8,570	-1,230	-12.55%
Urban Land Property Taxes	19,350	17,720	-1,630	-8.42%
Physician Recruitment	1,000	0	-1,000	-100.00%
Christmas Promotion Advertising	2,000	2,000	0	0.00%
Industrial Development Grant	10,000	10,000	0	0.00%
Future St. Stephen Grant	80,000	80,000	0	0.00%
Community Events Expenses	16,000	20,000	4,000	25.00%
	108,000	112,000	4,000	3.70%
Regionalization Services	15,804	66,000	50,196	317.62%
Events Development & Hospitality Staff				
Events Development & Hospitality Wages, Payroll Expenses & Benefits	115,489	119,186	3,697	3.20%
Memberships	500	500	0	0.00%
Travel/Training	1,600	1,200	-300	-20.00%
	117,489	120,886	3,397	2.89%
Total Community Development	271,443	325,176	53,733	19.80%
Housing				
Housing Unit Development Grant	16,355	16,355	0	0.00%
Other Environmental Development Services				
Northampton Brewing Building Repairs	5,000	5,000	0	0.00%
Northampton Brewing Building Property Taxes	8,500	8,510	10	0.12%
	13,500	13,510	10	0.07%
120 Milltown Blvd Building Maintenance/Repairs	1,000	1,000	0	0.00%
120 Milltown Blvd Electricity	1,500	1,260	-240	-16.00%
120 Milltown Blvd property Taxes	4,000	2,010	-1,990	-49.75%
120 Milltown Blvd Heating Fuel	3,000	3,660	660	22.00%
	9,500	7,930	-1,570	-16.53%
Wharf Maintenance	1,000	1,000	0	0.00%
Christmas Lighting & Decorations Electricity	650	860	210	32.31%
	650	860	210	32.31%
Total Other Environmental Development Services	24,650	23,300	-1,350	-5.48%
Total environmental development services	322,448	364,931	42,483	13.18%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Recreation and cultural services				
Outside Recreation				
Administrative Wages and Payroll Expenses and Benefits	81,348	0	-81,348	-100.00%
Parks and Recreation Director Travel/Training	2,500	0	-2,500	-100.00%
	<u>83,848</u>	<u>0</u>	<u>-83,848</u>	<u>-100.00%</u>
Administrative-Other-Parks and Recreation Director				
Telephone	5,500	5,280	-220	-4.00%
Membership	700	1,000	300	42.86%
Office Equipment	250	0	-250	-100.00%
Advertising	4,000	10,000	6,000	150.00%
	<u>10,450</u>	<u>16,280</u>	<u>5,830</u>	<u>55.79%</u>
Parks and Playgrounds				
Wages & Payroll Expenses & Benefits	185,490	207,397	21,907	11.81%
Vehicle Insurance	3,864	3,864	0	0.00%
Vehicle Maintenance	3,000	3,000	0	0.00%
Training	1,500	2,500	1,000	66.67%
Uniforms	2,500	1,750	-750	-30.00%
Electricity	4,000	4,000	0	0.00%
Supplies	3,000	2,000	-1,000	-33.33%
Parks-Garbage Pickup	2,000	0	-2,000	-100.00%
Horticulturist Supplies	25,000	25,000	0	0.00%
Maintenance Contract-Parks & Playing Fields	65,000	65,000	0	0.00%
Property Taxes	2,300	2,530	230	10.00%
Parks Maintenance	25,000	20,000	-5,000	-20.00%
Playground Maintenance	5,000	0	-5,000	-100.00%
Special Events	2,500	0	-2,500	-100.00%
Program Initiatives	5,000	1,500	-3,500	-70.00%
	<u>335,154</u>	<u>338,541</u>	<u>3,387</u>	<u>1.01%</u>
Pool				
Wages and Payroll Expenses	60,231	63,290	3,059	5.08%
Telephone	1,525	1,690	165	10.82%
Repairs	25,000	22,000	-3,000	-12.00%
Electricity	12,000	12,450	450	3.75%
Cleaning Supplies	3,000	3,000	0	0.00%
Chemicals	8,500	10,000	1,500	17.65%
Property Taxes	2,500	2,590	90	3.60%
Equipment	2,500	1,500	-1,000	-40.00%
Lifeguard Uniforms	1,000	1,000	0	0.00%
Security	500	500	0	0.00%
	<u>118,756</u>	<u>118,020</u>	<u>1,264</u>	<u>1.08%</u>
Total Outside Recreation	<u>546,208</u>	<u>472,841</u>	<u>-73,367</u>	<u>-13.43%</u>

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

<u>Description</u>	<u>Budget 2019</u>	<u>Budget 2020</u>	<u>Amount of Increase/Decrease</u>	<u>Percentage Increase/Decrease</u>
Recreational Facilities				
Border Area Arena				
Arena Repairs	1,000	1,000	0	0.00%
Arena Electricity	10,000	7,110	-2,890	-28.90%
Total Border Area Arena	11,000	8,110	-2,890	-26.27%

Town of St. Stephen
Draft General Operating Fund Budget
2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Garcelon Civic Center				
Administrative				
Staff Salary, Wages, Payroll Expenses and Benefits	129,296	245,454	116,158	89.84%
Professional Development/Training	1,500	3,750	2,250	150.00%
Travel	750	0	-750	-100.00%
Telephone and Communications	9,600	9,600	0	0.00%
Office Supplies, Equipment and Furniture	17,000	10,000	-7,000	-41.18%
Advertising, Marketing and Promotion	1,000	1,000	0	0.00%
Rink Board/Arena Signage	0	10,000	10,000	0.00%
Professional/Consulting Fees	2,500	0	-2,500	-100.00%
Facility Scheduling Software Fees	10,500	10,500	0	0.00%
Computer Servicing/IT Support	1,000	1,000	0	0.00%
Banking Service Fees	7,000	8,900	1,900	27.14%
Cash Over/Under	0	0	0	0.00%
	<u>180,146</u>	<u>300,204</u>	<u>120,058</u>	<u>66.64%</u>
Physical Operations/Maintenance				
Staff Salary, Wages, Payroll Expenses and Benefits	413,417	436,408	22,991	5.56%
Clothing Allowance	2,000	2,000	0	0.00%
Operations/Maintenance Training and Professional Development	5,000	7,000	2,000	40.00%
Arena Equipment Maintenance and Repair	22,500	25,000	2,500	11.11%
Cleaning Supplies and Equipment	15,500	15,000	-500	-3.23%
General Building Maintenance and Repair	23,000	23,000	0	0.00%
Cleaning Contract	2,000	2,000	0	0.00%
Front Lobby Mats	5,000	5,000	0	0.00%
Licenses, Inspections, Permits and Contracts	10,000	10,000	0	0.00%
Signage	1,000	2,000	1,000	100.00%
Zamboni Maintenance	13,000	6,000	-7,000	-53.85%
Safety/First Aid	1,500	1,500	0	0.00%
Electricity	250,000	250,000	0	0.00%
Natural Gas	42,000	49,420	7,420	17.67%
Pest Control	1,000	1,000	0	0.00%
Garbage Removal	3,500	0	-3,500	-100.00%
	<u>810,417</u>	<u>835,328</u>	<u>24,911</u>	<u>3.07%</u>
Pool				
Staff Salary, Wages, Payroll Expenses and Benefits	254,743	275,448	20,705	8.13%
Programming Supplies and Equipment	5,000	5,000	0	0.00%
Maintenance and Repair	24,000	24,000	0	0.00%
Chemicals	13,500	13,500	0	0.00%
Aquatic Training and Professional Development	5,500	5,500	0	0.00%
Uniforms	1,000	750	-250	-25.00%
	<u>303,743</u>	<u>324,198</u>	<u>20,455</u>	<u>6.73%</u>
Walking Track				
General Maintenance and Repair	1,000	1,000	0	0.00%
Programming Supplies and Equipment	100	100	0	0.00%
	<u>1,100</u>	<u>1,100</u>	<u>0</u>	<u>0.00%</u>
Meeting and Conference Areas				
General Maintenance & Repairs	4,000	5,000	1,000	25.00%
Events Equipment and Supplies	4,000	8,000	4,000	100.00%
Other Events Expenses	100	100	0	0.00%
Linens and Drycleaning	2,500	2,000	-500	-20.00%
	<u>10,600</u>	<u>15,100</u>	<u>4,500</u>	<u>42.45%</u>
Fitness Area				
Supplies, Equipment and Maintenance	3,500	5,000	1,500	42.86%
Service Contract	500	500	0	0.00%
	<u>4,000</u>	<u>5,500</u>	<u>1,500</u>	<u>37.50%</u>
Food and Beverage Services				
Student Event Staff Wages, Payroll Expenses and Benefits	29,660	46,196	16,536	55.75%
Canteen Merchandise	54,000	60,000	6,000	11.11%
Lower Canteen Cash Over/Under	0	0	0	0.00%
Upper Canteen Cash Over/Under	0	0	0	0.00%
	<u>83,660</u>	<u>106,196</u>	<u>22,536</u>	<u>26.94%</u>

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Kitchen				
Small Equipment & General Supplies	2,000	3,000	1,000	50.00%
Licenses	1,500	2,000	500	33.33%
	<u>3,500</u>	<u>5,000</u>	<u>1,500</u>	<u>42.86%</u>
Special Events				
Special Events	100	77,500	77,400	77400.00%
	<u>100</u>	<u>77,500</u>	<u>77,400</u>	<u>77400.00%</u>
Grounds and Parking Lot				
Property Taxes	3,700	3,670	-30	-0.81%
Parking Lot-Line Painting	2,000	1,000	-1,000	-50.00%
	<u>5,700</u>	<u>4,670</u>	<u>-1,030</u>	<u>-18.07%</u>
Total Garcelon Civic Center	<u>1,402,966</u>	<u>1,674,796</u>	<u>271,830</u>	<u>19.38%</u>
Total Recreational Facilities	<u>1,413,966</u>	<u>1,682,906</u>	<u>268,940</u>	<u>19.02%</u>

**Town of St. Stephen
Draft General Operating Fund Budget
2020**

<u>Description</u>	<u>Budget 2019</u>	<u>Budget 2020</u>	<u>Amount of Increase/Decrease</u>	<u>Percentage Increase/Decrease</u>
Library				
Repairs/Maintenance	8,800	8,800	0	0.00%
Electricity	14,500	15,080	580	4.00%
Grant	38,647	38,647	0	0.00%
Equipment Repairs/Purchase	1,500	5,000	3,500	233.33%
Total Library	63,447	67,527	4,080	6.43%
Total recreation and cultural services	2,023,621	2,223,274	199,653	9.87%

Town of St. Stephen
 Draft General Operating Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Fiscal services				
Debt Charges-Interest on Temporary Borrowing				
Short Term Interest & Bank Charges	116,850	34,380	-82,470	-70.58%
Debt Charges-Interest on Long Term Debt				
Long Term Interest-Current Debentures	139,432	151,638	12,206	8.75%
Long Term Interest-Future Debentures	0	0	0	0.00%
	139,432	151,638	12,206	8.75%
Debt Charges-Principal Repayments				
Principal Payments-Current Debentures	406,000	425,000	19,000	4.68%
Transfer to General Capital Reserve	195,000	107,985	-88,015	-44.91%
Transfer to General Operating Reserve	10,000	230,000	220,000	2200.00%
Transfer to General Capital Fund	343,000	0	-343,000	-100.00%
Payment in Lieu of Tax	0	33,441	33,441	0.00%
Funding Liability-Vested Future Employee Benefits	0	0	0	0.00%
Total fiscal services	1,211,282	982,444	-228,838	-18.89%
Other services	8,000	8,000	0	0.00%
Total Expenditures	9,248,600	9,400,123	151,523	1.64%

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

2020 WATER AND SEWERAGE OPERATING FUND BUDGET

THAT pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the St. Stephen utility for the ensuing year would consist of total revenues of \$2,364,643 (two million, three hundred and sixty-four thousand, six hundred and forty-three dollars), and total expenditures of \$2,364,643 (two million, three hundred and sixty-four thousand, six hundred and forty-three dollars).

Draft
Water and Sewerage Operating Fund Budget
2020

Town of St. Stephen
 Draft Water and Sewerage Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Revenue				
Sale of service	\$2,034,570	\$2,122,590	\$88,020	4.33%
Other revenue from own source	208,302	211,080	2,778	1.33%
Other transfers	89,521	30,973	-58,548	-65.40%
Total Revenue	2,332,393	2,364,643	32,250	1.38%
Expenditure				
Water supply	1,070,324	1,134,569	64,265	6.00%
Sewerage collection and disposal	716,897	718,782	1,885	0.26%
Fiscal services	545,172	511,272	-33,900	-6.22%
Total Expenditure	2,332,393	2,364,643	32,250	1.38%
Surplus (Deficit)	\$0	\$0	\$0	

Town of St. Stephen
 Draft Water and Sewerage Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Revenue				
Sale of service				
Water				
Water Residential	428,000	459,000	31,000	7.24%
Water Industrial	446,000	440,000	-6,000	-1.35%
	874,000	899,000	25,000	2.86%
Sewer				
Sewer Residential	762,000	817,000	55,000	7.22%
Sewer Industrial	291,000	299,000	8,000	2.75%
	1,053,000	1,116,000	63,000	5.98%
Wastewater Treatment Agreements	107,470	107,490	20	0.02%
Connection and Service Charges	100	100	0	0.00%
Total Sale of Service	2,034,570	2,122,590	88,020	4.33%
Other Revenue From Own Source				
Hydrant & Sprinkler Rentals	1,100	1,100	0	0.00%
Water Cost Transfer	125,000	125,000	0	0.00%
Miscellaneous				
Bank Interest	102	2,290	2,188	2145.10%
Interest on Overdue Accounts	82,000	82,590	590	0.72%
Grants/Contributions	100	100	0	0.00%
	82,202	84,980	2,778	3.38%
Total Other Revenue From Own Source	208,302	211,080	2,778	1.33%
Other Transfers				
Surplus	89,521	30,973	-58,548	-65.40%
Operating Reserve Fund	0	0	0	0.00%
Total Other Transfers	89,521	30,973	-58,548	-65.40%
Total Revenue	2,332,393	2,364,643	32,250	1.38%

Town of St. Stephen
 Draft Water and Sewerage Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Expenditure				
Water Supply				
Administration				
Administrative Wage Charges-Water Share	147,592	137,666	-9,926	-6.73%
Office Supplies	2,000	2,000	0	0.00%
Office Equip Maintenance	1,425	1,425	0	0.00%
Office Computer Service	2,800	6,150	3,350	119.64%
Audit Fees	1,900	1,775	-125	-6.58%
Legal Fees & Claims	100	100	0	0.00%
	<u>155,817</u>	<u>149,116</u>	<u>-6,701</u>	<u>-4.30%</u>
Purification and Treatment				
Purification & Treat Building Maintenance	5,500	5,500	0	0.00%
Purification & Treat Chlorine	47,000	53,000	6,000	12.77%
Purification & Treat Sampling	35,000	35,000	0	0.00%
	<u>87,500</u>	<u>93,500</u>	<u>6,000</u>	<u>6.86%</u>
Transmission and Distribution				
Transmission & Distribution Wage Charges-Water Share	342,405	308,118	-36,287	-10.60%
Trans & Dist. Training	3,000	6,000	3,000	100.00%
Trans & Dist. Liability Insurance	5,675	5,675	0	0.00%
Trans & Dist. Telephone	2,300	2,230	-70	-3.04%
Trans & Dist. Supplies	130,000	160,000	30,000	23.08%
Trans & Dist. Vehicle License	560	560	0	0.00%
Trans & Dist. Equipment Repair	37,500	37,500	0	0.00%
Trans & Dist. Clothing	5,000	5,000	0	0.00%
Trans & Dist. Equipment Purchase	3,000	3,000	0	0.00%
Trans & Dist. Engineering	1,000	1,000	0	0.00%
Trans & Dist. Cold Patch	9,500	10,500	1,000	10.53%
Water Share Fuel	20,838	21,399	561	2.69%
Trans & Dist. Asphalt	45,000	50,000	5,000	11.11%
Trans & Dist. Gravel	18,000	19,000	1,000	5.56%
Water Meter Purchase	10,000	10,000	0	0.00%
Cross Connection Control Program	100	1,000	900	900.00%
	<u>633,878</u>	<u>638,982</u>	<u>5,104</u>	<u>0.81%</u>
Source of Supply				
Water Share-Water Technician Wages	89,099	125,836	56,737	82.11%
Source Training	2,500	2,500	0	0.00%
Source Telephone	6,000	5,800	-200	-3.33%
Source Liability Insurance	5,675	5,675	0	0.00%
Source Building Maintenance	20,000	20,000	0	0.00%
Source Electricity	48,000	51,320	3,320	6.92%
Source Generator Fuel	1,000	1,000	0	0.00%
Source Supplies	13,000	13,000	0	0.00%
Source Clothing	1,200	1,200	0	0.00%
Source Property Taxes	5,250	5,250	0	0.00%
SCADA Maintenance	10,000	10,000	0	0.00%
Water Quality Protection Plan	8,000	8,000	0	0.00%
	<u>189,724</u>	<u>249,581</u>	<u>59,857</u>	<u>31.55%</u>
Billing and Collection				
General Office Postage	3,405	3,410	5	0.15%
Total Water Supply	<u>1,070,324</u>	<u>1,134,589</u>	<u>64,285</u>	<u>6.00%</u>

Town of St. Stephen
 Draft Water and Sewerage Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Sewerage Collection and Disposal				
Administration				
Administrative Wage Charges-Sewerage Share	147,588	137,666	-9,922	-6.72%
Office Supplies	2,000	2,000	0	0.00%
Office Equip Maintenance	1,425	1,425	0	0.00%
Office Computer Service	2,800	6,150	3,350	119.64%
Audit Fees	1,900	1,775	-125	-6.58%
Legal Fees and Claims	100	100	0	0.00%
	<u>155,813</u>	<u>149,116</u>	<u>-6,697</u>	<u>-4.30%</u>
Sewerage Collection System				
Sewerage Share-Live Sewer Wages	7,700	4,000	-3,700	-48.05%
Supplies	1,000	1,000	0	0.00%
Maintenance	7,000	7,000	0	0.00%
Contracted Services	100	100	0	0.00%
Sewer Pipe	10,000	10,000	0	0.00%
Asphalt	6,000	6,000	0	0.00%
Gravel	9,500	9,500	0	0.00%
	<u>41,300</u>	<u>37,600</u>	<u>-3,700</u>	<u>-8.96%</u>
Sewerage Lift Station				
Electricity	58,000	60,840	2,840	4.90%
Maintenance	40,000	40,000	0	0.00%
SCADA Maintenance	12,000	12,000	0	0.00%
Supplies	4,000	4,000	0	0.00%
	<u>114,000</u>	<u>116,840</u>	<u>2,840</u>	<u>2.49%</u>
Sewerage Treatment and Disposal				
Treatment and Disposal Charges-Sewerage Share	166,867	168,933	2,266	1.36%
Treat & Disp Training	2,500	2,500	0	0.00%
Treat & Disp Clothing	3,000	3,000	0	0.00%
Treat & Disp Telephone	7,000	9,410	2,410	34.43%
Treat & Disp Electricity	102,000	105,790	3,790	3.72%
Treat & Disp Supplies	6,000	6,000	0	0.00%
Treat & Disp License	100	100	0	0.00%
Treat & Disp Chlorine	22,000	22,000	0	0.00%
Treat & Disp Liability Ins.	5,674	5,674	0	0.00%
Treat & Disp Equipment Repair & Maintenance	35,000	35,000	0	0.00%
Treat & Disp Property Taxes	10,600	11,010	410	3.87%
Treat & Disp Engineering	1,000	1,000	0	0.00%
Treat & Disp Treatment Plant Lab Tests	18,000	18,000	0	0.00%
Sewerage Share-Fuel	20,838	21,399	561	2.69%
	<u>402,379</u>	<u>411,816</u>	<u>9,437</u>	<u>2.35%</u>
Billing and Collection				
General Office Postage	3,405	3,410	5	0.15%
Total Sewerage Collection and Disposal	<u>716,897</u>	<u>718,782</u>	<u>1,885</u>	<u>0.26%</u>

Town of St. Stephen
 Draft Water and Sewerage Fund Budget
 2020

Description	Budget 2019	Budget 2020	Amount of Increase/Decrease	Percentage Increase/Decrease
Fiscal Services				
Water-Interest on Temporary Borrowing				
Water Bank Interest & Bank Charges	35,660	35,730	70	0.20%
Water-Interest on Long Term Debt				
Long Term Interest-Current Debentures	30,158	32,889	2,731	9.06%
Long Term Interest-Future Debentures	23,765	0	-23,765	-100.00%
	53,923	32,889	-21,034	-39.01%
Water-Principal Repayments				
Principal Payments-Current Debentures	131,110	158,910	27,800	21.20%
Sewer-Interest on Temporary Borrowing				
Sewer Bank Interest & Bank Charges	35,660	35,720	60	0.17%
Sewer-Interest on Long Term Debt				
Long Term Interest-Current Debentures	28,346	25,567	-2,779	-9.80%
Long Term Interest-Future Debentures	485	0	-485	-100.00%
	28,831	25,567	-3,264	-11.32%
Sewer-Principal Repayments				
Principal Payments-Current Debentures	164,890	175,090	10,200	6.19%
Transfers				
Transfer to Utility Capital Fund	0	0	0	0.00%
Transfer to Utility Capital Reserve	40,000	10,000	-30,000	-75.00%
Transfer to Utility Operating Reserve	0	8,589	8,589	0.00%
Deficit	54,098	27,777	-26,321	-48.65%
Provision Doubtful Accounts	1,000	1,000	0	0.00%
Fund Liability-Vested Future Emp Benefits-Water	0	0	0	0.00%
Fund Liability-Vested Future Emp Benefits-Sewer	0	0	0	0.00%
	95,098	47,366	-47,732	-50.19%
Total Fiscal Services	545,172	511,272	-33,900	-6.22%
Total Expenditure	2,332,393	2,364,643	32,250	1.38%

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

SCHEDULE "A" – BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES"

THAT the revised "Schedule A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective January 1, 2020.

REVISED

SCHEDULE "A"

To

By-law No. W-1, A By-law Respecting Water and Sewer Rates and Charges

1. The water and sewer rates for a property the water supply of which is not metered shall be \$112.70 per family unit per quarterly billing basis and such sum shall be due and payable 30 days after the date of each billing.
2. The water rates for a property the water supply of which is metered shall consist of the base rate of \$39.47 for 500 cubic feet plus \$2.43 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
3. The water rates for a Rental property the water supply of which is metered shall consist of the base rate of \$39.47 per unit for 500 cubic feet per unit plus \$2.43 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
4. The water rates for water purchased in bulk at a location approved by the Director of Operations for that purchase shall be \$2.43 per 100 cubic feet and such sum shall be due and payable 30 days after the date of each billing.
5. The owner of a property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$73.23 for the same 500 cubic feet (not an additional), plus \$4.63 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
6. The owner of a Rental property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$73.23 per unit for the same 500 cubic feet per unit (not an additional), plus \$4.63 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
7. Interest at the rate of 1.5% per month will be charged on all overdue accounts 30 days after the date of each billing.

REVISED 12/16/19

RESOLUTION NO.: _____

DATE: December 16, 2019

MOVED BY: _____

SECONDED BY: _____

ADJOURNMENT
THAT the meeting adjourn.