



St. Stephen Town Council to be held on Wednesday, December 16th, 2020, at 5:00pm in the Moosehead Room at the Garcelon Civic Center, 22 Budd Avenue, St. Stephen, New Brunswick.

DUE TO COVID RESTRICTIONS NO MEMBERS OF THE PUBLIC WILL BE PERMITTED TO BE IN ATTENDANCE AT THE MEETING LOCATION. PUBLIC PARTICIPATION WILL BE AVAILABLE VIA A LIVE FEED ON THE TOWN OF ST. STEPHEN'S FACEBOOK PAGE.

SPECIAL COUNCIL AGENDA

A. CALL TO ORDER

B. MOMENT OF REFLECTION

C. ADDITION OF LATE ITEMS

D. ADOPTION OF AGENDA

That the Agenda for the Special Council Meeting of December 16th, 2020, be approved.

E. MAYOR'S COMMENTS/PROCLAMATIONS

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

H. ADOPTION OF MINUTES

N/A

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

N/A

J. CORRESPONDENCE

K. BYLAWS, PERMITS, AND POLICIES

L. NEW BUSINESS

Request for Decisions:

a. REQUEST FOR FUNDING UNDER THE SAFE RESTART PROGRAM

“That the Town of St. Stephen confirms the impacts of COVID-19 eligible under the Safe Restart program to be as follows:

	Total additional COVID-19 specific costs	= \$130,368.00
+	Total Covid-19 Specific Losses	= 194,317.00
-	Total Covid-19 specific savings	= 138,496.00
	NET COVID-19 Impact	= \$186,189.00

and directs the CAO and Treasurer to submit this information for reimbursement under the Safe Restart Program.”

b. RESERVE TRANSFERS

“That Council approves, and directs the Treasurer to undertake, the following reserve transfers:

Transfer From	Transfer to	Amount	Project
General Capital Reserve Fund	General Capital Fund	\$39,896.33	Wharf Revitalization
General Capital Reserve Fund	General Capital Fund	\$93,376.00	Town Hall Relocation
General Capital Reserve Fund	General Capital Fund	\$170,168.39	Boundary to Hill Street Improvements
General Operating Reserve Fund	General Operating Fund	\$26,680.00	Website Redesign
General Capital Reserve Fund	General Capital Fund	\$62,884.43	Land Purchase—163 King Street
Water and Sewerage Operating Fund	Water and Sewerage Operating Reserve Fund	\$8,589.00	Future needs
Water and Sewerage Operating Fund	Water and Sewerage Capital Reserve Fund	\$10,000	Future Capital Needs

General Fund	Operating	General Reserve Fund	Operating	\$223,000	Future needs
General Fund	Operating	General Reserve Fund	Capital	\$107,985	Future needs

M. QUESTION PERIOD

- Town Clerk will monitor the Facebook Live feed for any questions pertaining to items on the agenda.

N. MAYOR AND COUNCILLOR ITEMS

NONE

O. NOTICE OF CLOSED MEETING

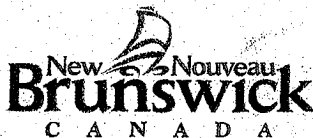
P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

That the meeting be adjourned at ____pm.

**Town of St. Stephen
Net Covid-19 Impact
Safe Restart funding Claim
To December 31, 2020**

Total of additional COVID-19 specific costs	\$ 130,368.00
Total of COVID-19 specific losses	194,317.00
Total of COVID-19 specific operational savings	(138,496.00)
Net COVID-19 impact	<u>186,189.00</u>



November 6, 2020

Mayors:

As announced on Friday, October 30, 2020, the Province of New Brunswick is pleased to partner with the Federal Government to provide financial support through the Safe Restart Agreement to cover COVID-19 related expenses incurred by local governments.

To access this portion of the Safe Restart funding, local governments are required to submit a resolution of council which clearly outlines the net impact of COVID-19 in 2020. Specifically, the following information is required:

	Total of additional COVID-19 specific costs
+	Total of COVID-19 specific losses
-	Total of COVID-19 specific operational savings
=	<u>Net COVID-19 impact</u>

Payments will be processed once resolutions of council have been received and reviewed for compliance. The deadline to submit information is December 31, 2020 and can either be emailed to CF.FC@gnb.ca or mailed to the following address:

Department of Environment and Local Government
Attention: Scott Lloy
20 McGloin St.
Fredericton, NB
E3A 5T8

If you have any questions or concerns regarding this payment, please communicate with Scott Lloy, Director of Community Funding, at your earliest convenience.

Please note this payment will be subject to potential future audits to ensure adherence to the spirit and intent of the funding.

Thank you,

A handwritten signature in black ink, appearing to read "Daniel Allain".

Daniel Allain
Minister of Local Government and Local Governance Reform



Town of St. Stephen
Safe Restart Claim
March 14, 2020 - December 31, 2020
Compiled as of December 4, 2020

Ref

Additional COVID-19 Specific Costs

Covid-19 Related

Supplies and Other Paid Costs

- Supplies	B.A.2	25,638.41	
- Travel Reimbursement -Pickup Covid Supplies	B.A.2	95.91	
- Travel Reimbursement - Out of Town Banking	B.A.2	23.80	
- Covid and Related Meetings - Meals	B.A.2	240.35	
Sub Total	B.A.2		25,998.47

Wages

Paid while on leave - Covid 19

- Protective Services	C.A	8,836.92	
- Transportation Services	C.A	23,577.03	
- Recreation	C.B	71,955.97	
Sub Total			104,369.92

Total Covid-19 Specific Costs

130,368.39

Covid-19 specific losses

GCC

- Canteen Losses - expired Food	D.A.1	7,172.18	
- Estimated Losses - Membership and Other	D.B.1	85,009.35	
- GCC Events	D.C.1	91,301.75	
Sub Total			183,483.28

Other Losses

- Fire Department Bucket Sit Cancellation Donations	E.1		10,834.20
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Covid-19 Operational Losses

194,317.48

Covid-19 Specific Operational Savings

- Student Wages not paid during shutdown	F.A.1	5,475.60	
- Aquatic Wages Saved	F.B.1	35,270.86	
- Town Events Closure Savings	F.C.1	29,944.02	
- GCC Estimated Power Savings	F.D.1	63,674.45	
- GCC Natural Gas Savings	F.E.1	4,131.51	
			<u>(138,496.44)</u>

186,189.43

A



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 22-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer to General Capital Reserve-2020 Budget

Recommendation For Resolution: That the amount of \$107,985 (one hundred and seven thousand nine hundred and eighty five dollars) be transferred from the General Operating Fund to the General Capital Reserve Fund.

That council directs the Treasurer, for future Council consideration, to note in the capital reserve files that \$100,000 be used for a Fire Truck and the remainder \$7,985 Unspecified.

BACKGROUND

In the 2020 General Operating Fund Budget \$107,985 was budgeted to be transferred into the General Capital Reserve Fund. In the budget file \$100,000 was noted to possibly be for the future purchase of a Fire Truck.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount to the General Capital Reserve Fund.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 23-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer to General Operating Reserve-2020 Budget

Recommendation For Resolution: That the amount of \$223,000 (Two hundred and twenty three thousand dollars) be transferred from the General Operating Fund to the General Operating Reserve Fund.

That council directs the Treasurer, for future Council consideration, to note in the operating reserve files that the \$223,000 use be Unspecified.

BACKGROUND

In the 2020 General Operating Fund Budget \$230,000 was budgeted to be transferred into the General Operating Reserve Fund. During 2020 the amount to be transferred was reduced by \$7,000 for redirection by Council resolution for the installation of metal handrails at the Garcelon Civic Center arena. In the 2021 budget \$230,000 is to be transferred from the General Operating Reserve Fund to the General Operating Fund.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount to the General Operating Reserve Fund.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 24-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer to Water and Sewerage Capital Reserve-2020 Budget

Recommendation For Resolution: That the amount of \$10,000 (Ten thousand dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund.

That council directs the Treasurer, 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.

BACKGROUND

In the 2020 Water and Sewerage Operating Fund budget \$10,000 was budgeted to be transferred into the Water and Sewerage Capital Reserve Fund. In the budget file \$10,000 was noted to possibly be for future capital replacement needs at the wastewater treatment plant.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount to the Water and Sewerage Capital Reserve Fund.



**Town of St. Stephen
REQUEST FOR DECISION
Report: TR 25-20**



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer to Water and Sewerage Operating Reserve-2020 Budget

Recommendation For Resolution: That the amount of \$8,589 (Eight thousand five hundred and eighty nine dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Operating Reserve Fund.

That council directs the Treasurer, for future Council consideration, to note in the capital reserve files that the \$8,589 use be Unspecified.

BACKGROUND

In the 2020 Water and Sewerage Operating Fund budget \$8,589 was budgeted to be transferred into the Water and Sewerage Operating Reserve Fund.

Other than identifying the reserve fund to which monies are to be transferred, Councils must not designate monies within the reserves to be used for specific purposes. While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount to the Water and Sewerage Operating Reserve Fund.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 26-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer from General Capital Reserve-2020 Capital Budget-Land Purchase 163 King Street

Recommendation For Resolution: That the amount of \$62,884.43 (sixty two thousand eight hundred and eighty four dollars and forty three cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the land purchase at 163 King Street, St. Stephen NB (PID 01307412).

BACKGROUND

In the approved 2020 General Capital Plan \$70,000.00 was budgeted, with funding from the General Capital Reserve Fund, for costs of the land purchase at 163 King Street (PID 01307412). This is the land the Border Community Area Arena is on. In 2020 to date \$62,884.43 in costs have been incurred for the purchase.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendations and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount from the General Capital Reserve Fund.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 27-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer from the General Operating Reserve-2020 Capital Budget-Website Redesign

Recommendation For Resolution: That the amount of \$26,680.00 (twenty six thousand six hundred and eighty dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund.

BACKGROUND

In the approved 2020 General Capital Plan \$46,315.00 was budgeted for 2020 costs of the website redesign, with funding from the General Operating Reserve Fund. In 2020 to date \$26,680.00 in estimated costs have been incurred.

While it can be noted in reserve fund files what the original Council wished the funds to be used, the current or a future Council decide the final purpose.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendation and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount from the General Operating Reserve Fund to assist with operating expenses.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 28-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer from General Capital Reserve-2020 Capital Budget-Municipal Portion of 2020 Designated Highway Project

Recommendation For Resolution: That the amount of \$170,168.39 (one hundred and seventy thousand one hundred and sixty eight dollars and thirty nine cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the municipal portion of the 2020 designated highway project.

BACKGROUND

In the approved 2020 General Capital Plan \$192,000.00 was budgeted for the municipal portion (sidewalk) of the 2020 designated highway project, with funding from the General Capital Reserve Fund. This was for work on Milltown Blvd (Boundary to Hill Street) and the area at the traffic circle. The final Town portion of the total cost was \$170,168.39.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendations and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount from the General Capital Reserve Fund.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 29-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer from General Capital Reserve-2020 Capital Budget-Town Hall Relocation to Garcelon Civic Center-Design and Construction

Recommendation For Resolution: That the amount of \$93,376.00 (ninety three thousand three hundred and seventy six 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.

BACKGROUND

In the approved 2020 General Capital Plan \$526,700.00 was budgeted for costs of the Town Hall Relocation to the Garcelon Civic Center-Design and Construction, with funding planned from the General Capital Reserve Fund.

In 2020 to date approximately \$400,376.00 in costs have been incurred for the project, \$307,000 was transferred from the General Capital Reserve Fund per a resolution in November, 2020, leaving \$93,376 to be transferred before the end of 2020.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

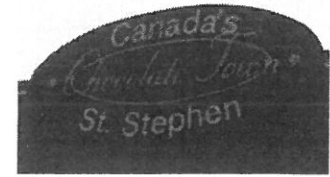
OPTIONS

Option 1-Approve the recommendations and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount from the General Capital Reserve Fund.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 30-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December , 2020
Subject: Transfer from General Capital Reserve-2020 Capital Budget-Waterfront Revitalization (Wharf Area)

Recommendation For Resolution: That the amount of \$39,896.33 (thirty nine thousand eight hundred and ninety six dollars and thirty three cents) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Waterfront Revitalization (Wharf Area) Project.

BACKGROUND

In the approved 2020 General Capital Plan \$69,852.00 was budgeted for the Town share of 2020 costs of the Waterfront Revitalization (Wharf Area) Project, with funding planned from the General Capital Reserve Fund.

In 2020 to date approximately \$119,688.98 in costs have been incurred for the project, with the Town share (1/3) being \$39,896.33.

Transfers to and from reserves must be approved by resolution before the end of the applicable budget year.

OPTIONS

Option 1-Approve the recommendations and direction: Council may determine that the proposed request is appropriate and may approve the recommendation and direction.

Option 2-Transfer a different amount: Council may determine to transfer a different amount from the General Capital Reserve Fund.