



St. Stephen Town Council to be held on Wednesday, December 30th, 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 30th, 2020, be approved.

E. MAYOR'S COMMENTS/PROCLAMATIONS

Mayor's Year End comments. (verbal presentation)

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

H. ADOPTION OF MINUTES

That the Minutes of the Regular Council Meeting held on November 26th, 2020 be approved as presented.

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

N/A

J. CORRESPONDENCE

K. BYLAWS, PERMITS, AND POLICIES

L. NEW BUSINESS

Informational Reports

- a. Report of the Chief Administrative Officer
- b. Planning and Development Report
- c. Report of the Director of Protective Services
 - i. Fire Department
 - ii. Bylaw Enforcement
 - iii. Building Inspection
 - iv. Animal Control Officer
- d. Report of the Director of Community Services
- e. Report of the Director of Operations
- f. Report of the Treasurer

“That the Informational reports be acknowledged and received.”

Request for Decisions:

- a. Applications to the Municipal Capital Borrowing Board

That the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Combined Sewer Separation & Utility Renewal-Union Street	\$84,000	15 Years
Interim Financing- Combined Sewer Separation & Utility Renewal-Union Street	<u>\$1,291,000</u>	3 Years
	<u>\$1,375,000</u>	

And

That the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Combined Sewer Separation & Utility Renewal-Union Street	\$36,000	15 Years
Interim Financing- Combined Sewer Separation & Utility Renewal-Union Street	<u>\$554,000</u>	3 Years
	<u>\$590,000</u>	

b. Borrowing Authority—Scotiabank

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the “Corporation”) to borrow from the Scotiabank (the “Bank”), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$378,832.00 (three hundred and seventy-eight thousand, eight hundred and thirty-two dollars), to meet current expenditures of the Corporation for the year 2021. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

THAT the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts

borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all the monies collected or received from any other source.

c. Borrowing Authority—Royal Bank of Canada

BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the “Corporation”) to borrow from the Royal Bank of Canada during the year ending December 31, 2021, the sum of \$1,194,900 (one million, one hundred and ninety four thousand, nine hundred dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts.

The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the said sum of \$1,194,900 (one million, one hundred and ninety four thousand, nine hundred dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next.

d. Release of Tender—Aerial Apparatus

“That Council directs staff to release Tender TOSS 20-02 on the NBON website for the purpose of obtaining bids on a new aerial firefighting apparatus.”

e. Application to Municipal Capital Borrowing Board—Aerial Apparatus

That the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Protective Services</u>		
Single Axle Aerial Platform Fire Truck	\$1,039,000	15 Years
Interim Financing-Single Axle Aerial Platform Fire Truck	<u>\$172,000</u>	3 Years
	<u>\$1,211,000</u>	

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
REGULAR COUNCIL
MONDAY, NOVEMBER 25, 2020 @ 7:00 P.M.

In response to the outbreak of the COVID-19 virus, the public was not permitted to attend the meeting; however, the meeting was broadcast live on the Town's Facebook page.

A. CALL TO ORDER

Mayor MacEachern called the meeting to order.

B. MOMENT OF REFLECTION

Mayor MacEachern requested a moment of reflection.

C. ADDITION OF LATE ITEMS

LATE ITEMS

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

THAT one (1) additional agenda item, Water and Sewer Rates and Charges – Revision to Schedule A of Bylaw W-1, be approved. **CARRIED**

D. ADOPTION OF AGENDA

AGENDA

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

159/20 **THAT** the November 25th Regular Council Agenda be approved as amended.
CARRIED

E. MAYOR'S COMMENTS/PROCLAMATIONS

There were no none.

F. DISCLOSURE OF INTEREST

There were none.

G. PUBLIC AND/OR STATUTORY HEARINGS

There were none.

H. ADOPTION OF MINUTES

REGULAR COUNCIL MEETING

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

160/20 **THAT** the Minutes of the Regular Meeting of Council held on October 26, 2020 be adopted. **CARRIED**

I. UNFINISHED BUSINESS FROM PREVIOUS MEETING

There was none.

J. CORRESPONDENCE

Requiring Action: There was none.

For Information: There was none.

K. BYLAWS, PERMITS, AND POLICIES

Bylaws for First and/or Second Reading:

BY-LAW NO. A-7.15 – BYLAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY FOR 2021 – SECOND READING

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

161/20 **THAT** Bylaw No. A-7.15 – Bylaw to Impose a Special Business Improvement Levy for 2021 be given second reading. **CARRIED**

Bylaws for Third and Final Reading:

BY-LAW NO. A-7.15 – BYLAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY FOR 2021 – THIRD AND FINAL READING

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

162/20 **THAT** Bylaw No. A-7.15 – Bylaw to Impose a Special Business Improvement Levy for 2021 be given Third and Final reading. **CARRIED**

L. NEW BUSINESS

DEPARTMENTAL INFORMATION REPORTS

1. CAO Informational Report (CAO35-20)
2. Planning and Development Report – dated November 17, 2020
3. Treasurer Informational Report (TR18-20)
4. Protective Services Departmental Report (PS20-20)
5. Community Services Departmental Report (CMS16-20)

6. Public Works Departmental Report (PW12-20)

Moved by Deputy Mayor Carr
Seconded by Councillor Wheaton

163/20 **THAT** the Departmental Information Reports be acknowledged and received for information. **CARRIED**

Request for Decisions:

7. Municipal Operating Agreement – Liberty Utilities

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

164/20 **THAT** Council approves the Municipal Operating Agreement with Liberty Utilities and authorizes the Mayor and Clerk to execute the agreement subject to administrative correction to the highlighted sections. **CARRIED**

8. Transfer from General Capital Reserve – 2020 Capital Budget

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

165/20 **THAT** Three Hundred and Seven Thousand dollars (\$307,000) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Town Hall Relocation to the Garcelon Civic Center Design and Construction. **CARRIED**

9. Transfer from Water and Sewerage Capital Reserve – 2020 Capital Budget

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

166/20 **THAT** Three Thousand Four Hundred and Twenty-three dollars and Nineteen cents (\$3,423.19) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a SCADA system upgrade. **CARRIED**

M. QUESTION PERIOD

There were no questions.

N. MAYOR AND COUNCILLOR ITEMS

1. Councillor Reports

Deputy Mayor Carr

- Attended all meetings of Council
- Visited the Walk of Lights

Councillor Chisolm

- Attended all meetings of Council

- Attended the Walk of Lights
- Attended Wall of Fame Committee meeting
- Acknowledge Town Staff's ability to cope with COVID-19 changes

Councillor Wheaton

- Attended all meetings of Council
- Attended UMNb (Union of the Municipalities of New Brunswick) AGM – Via Zoom
- Attended an Event Atlantic Partnership meeting
- Attended Coastal Link Trail ribbon cutting (last month)
- Commended the Town for tribute to Veterans, and Public Works staff for their hard working putting the banners up and taking them down
- Attended ACOA Tourism Initiative meeting – via Zoom
- Attended Chocolate Museum and Chocolate Fest AGM – via Zoom
- Commended Town and local businesses for holiday decorations and encouraged everyone to support local vendors

Councillor Hyslop

- Attended all meetings of Council
- Attended a Charlotte County Museum AGM
- Attended a Canada First Basketball Meeting
- Encouraged residents to shop local this holiday season

Mayor MacEachern

- Attended all meetings of Council
- Attended Coastal Link Trail ribbon cutting (last month)
- Attended UMNb Conference – via Zoom
- Commended Town and local businesses for holiday decorations
- Visited the Walk of Lights
- Thanked Town of St. Stephen and local Legion for Veterans banners
- Attended Remembrance Day Ceremony – socially distanced
- Encouraged everyone to be patient with individuals and businesses during COVID-19

O. LATE AGENDA ITEM

1. **Water and Sewer Rates and Charges – Revision to Schedule A of Bylaw W-1**
Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

That the revised Schedule 'A' of Bylaw W-1 be adopted for January 1, 2021 as presented at the November 23, 2020 Budget meeting. **CARRIED**

P. NOTICE OF CLOSED MEETING

REVERT TO CLOSED

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

167/20

THAT Council revert to a Closed Session pursuant to the Local Governance Act, as the subject matter being discussed relates to section 68(1):

b) personal information as defined in the Right to Information and Protection of Privacy Act. **CARRIED**

Q. RECONVENE TO REGULAR MEETING

R. ADJOURNMENT

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

THAT the meeting adjourn at 7:14pm. CARRIED

Mayor

Town Clerk



Southwest New Brunswick Service Commission

As of December 23rd, 2020

PLANNING & DEVELOPMENT REPORT

Town Planning Update

- SNBSC planners met with Town of St. Stephen and Future St. Stephen (FSS) senior staff to lay-out an expedited timeline and approach to the new Town's zoning by-law;
- SNBSC intends to have a zoning by-law draft available for review in January 2021;
- SNBSC planners drafted a development incentive criteria scorecard based off of the policies of the Town's new Municipal Plan – could be utilized by FSS and the Town; and,
- PRAC approved variances for the new Tim Horton's menu signs at Nov. 19th meeting;

Development Update

- One hundred and fifty-three (153) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2020 (total est. construction value \$ 11,354,112.59, total permit revenue for Town: \$ 16,765.87);
- One (1) new parcel approved in December 2020; # of subdivision plans approved to date: 3 lots & 3 parcels;
- Fifteen (15) sign permits issued to date in 2020;
- SNBSC had only one (1) development application denied in 2020.

Regional Update

- A regional recreation plan that includes a policy for cost-sharing of recreation was discussed by the SNBSC Board on December 15th – watch video on [YouTube](#).

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Alex Henderson".

Alex Henderson, Planning Director, M.C.P., MCIP, RPP (NB)

Southwest New Brunswick Service Commission
Zoning Reviews

Month: ALL 2020
Town of St. Stephen

DATE RECEIVED	CONSTRUCTION ADDRESS	TYPE OF STRUCTURE	ESTIMATED VALUE	FEE PAID	STATUS	NOTES
Feb. 13/20	225 King Street, St. Stephen	Restaurant	\$ 200,000.00	Waived	Review complete, sent to Manzer	
Feb. 25/20	20 Princess Street, St. Stephen	Replace 3 Windows	\$ 2,000.00	\$ 25.00	Review complete, sent to Manzer	
Mar. 6/20	184 Milltown Boulevard, St. Stephen	Awning	\$ 1,250.00	\$ 25.00	Review complete, sent to Manzer	
Mar. 9/20	88 Union Street, St. Stephen	Kitchen Alteration	\$ 20,000.00	\$ 100.00	Review complete, sent to Manzer	
Mar. 11/20	24 Route 170, St. Stephen	Freestanding Sign	\$ 18,816.00	\$ 94.08	Review complete, sent to Manzer	
Mar. 17/20	69 Prince William Street, St. Stephen	Modular	\$ 240,000.00	\$ 1,100.00	Review complete, sent to Manzer	
Mar. 17/20	120 Milltown Blvd., St. Stephen	Renovation	\$ 25,000.00	\$ 125.00	Review complete, sent to Manzer	
Mar. 30/20	43 Princess Street, St. Stephen	Replace Deck	\$ 4,500.00	\$ 25.00	Review complete, sent to Manzer	
Mar. 30/20	293 Milltown Boulevard, St. Stephen	Siding & Front Step	\$ 800.00	\$ 25.00	Review complete, sent to Manzer	
Mar. 30/20	466 Milltown Boulevard, St. Stephen	Demolition	\$ 12,800.00	\$ 64.00	Review complete, sent to Manzer	
Apr. 1/20	29 Queen Street West, St. Stephen	Insulate Basement/Windows	\$ 4,500.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 1/20	164 King Street, St. Stephen	Addition to Restaurant	\$ 30,000.00	\$ 150.00	Review complete, sent to Manzer	
Apr. 14/20	419 Milltown Boulevard, St. Stephen	HVAC & Electrical	\$ 61,000.00	\$ 305.00	Review complete, sent to Manzer	
Apr. 21/20	19 Maple Street, St. Stephen	Steps & Deck with Roof	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 23/20	33 Union Street, St. Stephen	Deck	\$ 2,500.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 23/20	31 Church St., St. Stephen	Demo	\$ 4,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 17/20	Hill Street, St. Stephen	Mini-home	\$ 115,000.00	\$ 787.50	Review complete, sent to Manzer	
Apr. 22/20	466 Milltown Blvd., St. Stephen	House & Garage	\$ 248,000.00	\$ 1,150.00	Review complete, sent to Manzer	
Apr. 23/20	33 Riverside Drive, St. Stephen	Shed	\$ 3,000.00	\$ 25.00	Review complete, sent to Manzer	
Apr. 23/20	1 Ross Avenue, St. Stephen	Repair/siding & shed	\$ 7,200.00	\$ 36.00	Review complete, sent to Manzer	Variance (Rear)
Apr. 27/20	249 Milltown Blvd., St. Stephen	Heat Pump	\$ 17,000.00	\$ 85.00	Review complete, sent to Manzer	
Apr. 29/20	31-5 Hill Street, St. Stephen	Deck	\$ 3,000.00	\$ 25.00	Waiting for owners signature	
May 5/20	1 & 3 Kings Court, St. Stephen	Roof replacement	\$ 25,000.00	\$ 125.00	Review complete, sent to Manzer	
May 5/20	5 Abbot St., St. Stephen	Fence	\$ 2,600.00	\$ 25.00	Review complete, sent to Manzer	
May 8/20	47 Budd Avenue, St. Stephen	Entryway repair	Unknown	N/A	Review complete, sent to Manzer	

May 11/20	38 Queen St. East, St. Stephen	New siding	\$	5,000.00	\$	25.00	Review complete, sent to Manzer
May 12/20	19 Budd Avenue, St. Stephen	Temp. Fence		Unknown		N/A	Review complete, sent to Manzer
May 19/20	12 Queensway, St. Stephen	Detached deck	\$	2,500.00	\$	25.00	Review complete, sent to Manzer
May 19/20	24 Prince William St., St. Stephen	Deck covered	\$	7,000.00	\$	35.00	Review complete, sent to Manzer
May 14/20	78 Prince William St., St. Stephen	Repair Porch	\$	3,000.00	\$	25.00	Review complete, sent to Manzer
May 20/20	23 School Street, St. Stephen	Deck replacement	\$	4,000.00	\$	25.00	Review complete, sent to Manzer
May 20/20	28 Boundry St., St. Stephen	Garage (VARIANCE)	\$	28,000.00	\$	140.00	Review complete, sent to Manzer
May 21/20	1A Wildwood Street, St. Stephen	Deck replacement				25.00	Review complete, sent to Manzer
May 21/20	200 Union St., St. Stephen	Roof replacement	\$	140,000.00	\$	850.00	Review complete, sent to Manzer
May 21/20	51 Riverside Drive, St. Stephen	Renovations and shed	\$	25,000.00	\$	125.00	Review complete, sent to Manzer
May 21/20	83 Hawthorne St., St. Stephen	pool, deck and front step	\$	7,500.00	\$	37.50	Review complete, sent to Manzer
May 25/20	13 Union Street, St. Stephen	Pool and fence	\$	35,000.00	\$	175.00	Review complete, sent to Manzer
May 25/20	25 Boundry Street, St. Stephen	Fire restoration	\$	15,000.00	\$	150.00	Review complete, sent to Manzer
May 25/20	52 Boundry Street, St. Stephen	Deck	\$	500.00	\$	25.00	Review complete, sent to Manzer
May 25/20	9 Murchie Avenue, St. Stephen	Fence	\$	1,085.00	\$	25.00	Review complete, sent to Manzer
May 26/20	95 Union St., St. Stephen	pool and deck	\$	15,000.00	\$	75.00	Review complete, sent to Manzer
May 27/20	125 King Street, St. Stephen	Roof and window replacement	\$	1,000.00	\$	25.00	Review complete, sent to Manzer
May 28/20	33 Wall Street, St. Stephen	Alteration/repair	\$	50,000.00	\$	350.00	Review complete, sent to Manzer
May 28/20	179 Union Street, St. Stephen	Lean to (shed)	\$	400.00	\$	25.00	Waiting for WAWA
May 29/20	432 Milltown Blvd., St. Stephen	Roof replacement	\$	56,750.00	\$	283.75	Review complete, sent to Manzer
June 1/20	140 Milltown Blvd., St. Stephen	Awning	\$	100.00	\$	25.00	Review Complete, sent to Manzer
June 3/20	318 Milltown Blvd., St. Stephen	Fence	\$	2,100.00	\$	25.00	Sent for review, sent email re: height, sent again
June 4/20	128 Queen St. W., St. Stephen	Porch & Mini barn	\$	5,000.00	\$	25.00	Review Complete, sent to Manzer
June 8/20	74 Union Street, St. Stephen	Interior alteration	\$	5,000.00	\$	25.00	Review Complete, sent to Manzer
June 8/20	200 Pleasant St., St. Stephen	Demo single family	\$	5,000.00	\$	25.00	Review Complete, sent to Manzer
June 8/20	51 Riverside Dr., St. Stephen	Shed	\$	2,000.00	\$	25.00	Review Complete, sent to Manzer
June 9/20	104 King Street, St. Stephen	Pool and deck/fence	\$	10,000.00	\$	50.00	Review Complete, sent to Manzer
June 9/20	7 Riverside Drive, St. Stephen	Garage	\$	20,000.00	\$	100.00	Review Complete, sent to Manzer
June 9/20	320 Milltown Blvd., St. Stephen	Garage	\$	7,500.00	\$	37.50	Review Complete, sent to Manzer
June 12/20	21 Queensway, St. Stephen	front wall repair	\$	5,000.00	\$	25.00	Review Complete, sent to Manzer
June 12/20	33 Spring Street, St. Stephen	Pool with attached deck	\$	6,437.85	\$	32.19	Review Complete, sent to Manzer
June 11/20	199 Union Street, St. Stephen	Wheel chair ramp replacement		Unknown		N/A	Review Complete, sent to Manzer
June 12/20	60 Riverside Dr., St. Stephen	Detached Garage	\$	25,000.00	\$	125.00	Review Complete, sent to Manzer
June 12/20	113 Queen St W, St. Stephen	Shed	\$	2,500.00	\$	25.00	Review Complete, sent to Manzer

June 16/20	353 Milltown Blvd., St. Stephen	Deck and Steps	\$ 1,200.00	\$ 25.00	Review Complete, sent to Manzer	
June 18/20	19 Budd Avenue, St. Stephen	Best Western Hotel	\$ 8,000,000.00	Waived	Review Complete, sent to Manzer	
June 18/20	65 Prince William Street, St. Stephen	Deck	\$ 2,500.00	\$ 25.00	Review Complete, sent to Manzer	
June 18/20	11 School Street, St. Stephen	Window & Door Replacement	\$ 201,475.00	\$ 1,003.69	Review Complete, sent to Manzer	
June 24/20	18 Rose Street, St. Stephen	Pool with attached fence and dg	\$ 3,000.00	\$ 25.00	Sent for review, Variance applied	Waiting for letter
June 29/20	65 & 67 Queensway, St. Stephen	Metal garage	\$ 12,000.00	\$ 60.00	Review Complete, sent to Manzer	Variance (Size)
June 29/20	33 Union Street, St. Stephen	Pool with attached fence and dg	\$ 5,000.00	\$ 50.00	Review Complete, sent to Manzer	
June 30/20	71 Duke Street, St. Stephen	Deck	\$ 5,000.00	\$ 25.00	Review Complete, sent to Manzer	
June 30/20	7 Springwood Court, St. Stephen	Siding	\$ 7,500.00	\$ 37.50	Review Complete, sent to Manzer	
June 30/20	27 Mark Street, St. Stephen	Front porch	\$ 4,900.00	\$ 25.00	Review Complete, sent to Manzer	Variance (Front)
July 3/20	40 Prince William St. St. Stephen	Deck and enclosed pool	\$ 15,000.00	\$ 75.00	Review Complete, sent to Manzer	
July 8/20	2 Lindsay Lane, St. Stephen	Heat Pump	\$ 4,400.00	\$ 25.00	Review Complete, sent to Manzer	
July 9/20	43 Duke Street, St. Stephen	Pool and enclosure	\$ 4,000.00	\$ 25.00	Review Complete, sent to Manzer	
July 9/20	8 Queensway, St. Stephen	Pool and enclosure	\$ 10,000.00	\$ 50.00	Review Complete, sent to Manzer	
July 9/20	Budd Avenue, St. Stephen	Roof replacement	N/A	N/A	Review Complete, sent to Manzer	
July 9/20	66 Milltown Blvd., St. Stephen	Roof replacement	N/A	N/A	Review Complete, sent to Manzer	
July 9/20	390 Milltown Blvd., St. Stephen	Shelter	N/A	N/A	Review Complete, sent to Manzer	
July 9/20	72 Duke Street, St. Stephen	Fence	\$ 600.00	\$ 25.00	Review Complete, sent to Manzer	
July 9/20	1 Sprucewood Court, St. Stephen	Heat Pump	\$ 3,200.00	\$ 25.00	Review Complete, sent to Manzer	
July 9/20	61 Queen St. W. St. Stephen	Siding	\$ 6,000.00	\$ 30.00	Review Complete, sent to Manzer	
July 15/20	16 Hartford Lane, St. Stephen	Heat Pump	\$ 4,542.50	\$ 25.00	Review Complete, sent to Manzer	
July 16/20	32 Schoodic Street, St. Stephen	Pool	\$ 875.00	\$ 25.00	Review Complete, sent to Manzer	
July 17/20	48 Spring Street, St. Stephen	Deck addition	\$ 1,500.00	\$ 25.00	Review Complete, sent to Manzer	
July 20/20	6 Groom St., St. Stephen	Deck	\$ 4,500.00	\$ 25.00	Review Complete, sent to Manzer	
July 21/20	15 George St, St. Stephen	Pool and fence	\$ 500.00	\$ 25.00	Review Complete, sent to Manzer	
July 21/20	59 Queen St. W. St. Stephen	Windows and siding	\$ 4,500.00	\$ 25.00	Review Complete, sent to Manzer	
July 28/20	50 Queen St E., St. Stephen	deck and fence	\$ 10,000.00	\$ 50.00	Review Complete, sent to Manzer	
July 28/20	108 King Street, St. Stephen	Pool and fence	\$ 20,000.00	\$ 100.00	Review Complete, sent to Manzer	
July 29/20	7 Sinclair St. St. Stephen	Pool and fence	\$ 500.00	\$ 25.00	Review Complete, sent to Manzer	
July 31/20	323 Milltown Blvd, St. Stephen	Roof and deck	\$ 7,500.00	\$ 37.50	Review Complete, sent to Manzer	
July 31/20	21 Carleton St, St. Stephen	Windows	\$ 4,500.00	\$ 25.00	Review Complete, sent to Manzer	
Aug. 4/20	16 Todd Street, St. Stephen	Heat Pumps	\$ 8,000.00	\$ 25.00	Review Complete, sent to Manzer	
Aug. 4/20	65 West Street, St. Stephen	Reno & Deck	\$ 5,000.00	\$ 25.00	Review Complete, sent to Manzer	
Aug. 6/20	37 Rose Street, St. Stephen	Alteration/repair and add deck	\$ 30,000.00	\$ 150.00	Review Complete, sent to Manzer	

2. Fire Department Activities

1. Monthly meeting
2. Fire extinguisher program
3. Online training opportunities.
4. Ladder Truck Committee meeting.

3. Fire Chiefs Activities

1. Monthly reporting to the Office of the Fire Marshal.
2. Monthly payroll entries for volunteers.
3. Senior Management Team meetings.
4. NBCC Association Training Representative duties.
5. Director of Protective Services duties. (Building and By-law)
6. Milltown Dam Community Liaison Committee.
7. Office of Fire Marshal Zoom meeting.
8. Discontinuation of dispatch services for LSD Fire Departments.
9. Budget 2021 Special Meeting
10. JHSC meetings and related work.
11. Discussions with consultant for aerial apparatus specifications document.
12. GPS telematics installations.
13. Zoom webinar related to teaching with Zoom.
14. Fire Underwriters Survey
15. Search out parts for hose coupling expander.
16. Presentation of Fire Department Donation to Santa's Helpers Fundraiser.
17. GNB Press Conferences.
18. Source new medical oxygen supplier.
19. Operational Plan updates for General Plan and the FD Plan.
20. Civic Number clarifications for NB911 and Canada Post.

4. Personnel

During the Covid-19 Orange phase we have reverted to volunteers on-call at night rather than sleeping at the station.

5. Other

Please consider Request for Decision 22-20 Aerial Apparatus Request for Proposals.

Respectfully,

Fire Chief Sean Morton

Report of the Bylaw Enforcement Officer

To: CAO – Town of St. Stephen

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

Assist other Dept. (2)

- (1) Received a call from Kev Sumner about a horse being ridden at the Rotary field. Informed Kev that she had permission from the Town as it was a school project.
- (2) Received a call from public works with regards to leaves from a person's lawn blocking a water drain. Patrol made and spoke to the property owner and she removed same from the drain

Assist general public (19)

- (1) Received a call from a gentleman on Elm St. about a phone call he had received. Informed him that I must have called his number by mistake.
- (2) Received a call from a lady on Prince William St. about refuse on a front lawn. Patrol to the area and it had been cleaned up.
- (3) The issue with the pool on Hawthorne St has been resolved.
- (4) Received a request for the by-law regarding noise within the Town. This was forwarded to the lady
- (5) Received a complaint of dirt bikes going up and down a street. Directed the complainant to contact the RCM Police as it is a motor vehicle infraction
- (6) Received 14 calls from concerned citizens over the Covid -19 protocols. Directed these people to call either Public Safety or the RCM Police

Parking (8)

- (1) Attended court in Saint John with regards to a parking ticket trial.
Accused was found guilty
- (2) With regards to the parking complaints on Porter St. the issue seems to have been rectified. Will continue to monitor.
- (3) Six warnings given for parking

Dog Complaints

Quiet month on the animal front. This office did not receive any complaints

Regards

Brent MacDougall, By Law Enforcement

Report of the Animal Control Officer

Received a number of calls on missing cats and dogs. Patrolled the town on a daily basis. No Animals were impounded this month. Had a call in the middle of the night on a dog being tied up to a fire hydrant and left, however the dog was not there when I arrived. Call from the Winsome Inn about a dog a large, have not found yet. Call of a Shepard running on Church St. I have not been able to locate yet.

Regards,

Mike Shannon

Animal Control Officer

Report of the Building Inspector

BUILDING INSPECTION 2020	2020	2019	2020	2019	2020	2019	2020	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	4	0	\$423,000.00	\$0.00	8	4	\$1,307,600.00	\$575,000.00
Residential Renos/Additions	8	4	\$120,000.00	\$28,930.00	105	72	\$840,752.50	\$526,180.00
New Com/Indus/Instit.	0	0	\$0.00	\$0.00	4	4	\$885,816.00	\$7,544,000.00
Com./Indus./Inst. Renos	1	1	\$1,500.00	\$7,500.00	12	14	\$277,903.24	\$1,599,000.00
Institutional	0	0	\$0.00	\$0.00	5	8	\$522,420.00	\$2,074,200.00
Demolition	0	1	\$0.00	\$6,000.00	8	8	\$41,842.50	\$47,755.00
TOTALS	13	6	\$544,500.00	\$42,430.00	142	110	\$3,872,468.24	\$12,366,135.00
	Cur. Mth							
Demolition Permits	0 N/A							
Stop Work Orders Issued	0 N/A							
Inspections	18 N/A							
Electrical waivers issued	3 N/A							
Active Unsightly Premises	4 N/A							

Regards,

Manzer Young

Building Inspector



Town of St. Stephen Information Report to Council Report: CMS 17-20



To: Jeff Renaud, Chief Administrative Officer
From: Kev Sumner, Director of Community Services
Resource Staff: Aaron Muzzatti, Nikki Mott, Jeremy McShane & Michelle Vest
Date of Meeting: Wednesday, December 30th
Subject: Community Services Monthly Report

Recommendation: That this report be received for information.

Community Services

1. Past Month's Tasks:

- a. Emergency Expenditure – We have an unexpected expenditure to replace one of the five compressors after a squirrel blew an NB Power transformer and subsequently affected the GCC's 3 phase power supply and damaged the compressor.
- b. Work on the Bateau project continues, I have reached out to a few boatbuilders in the area to determine the suppliers, techniques and any tips they can share with our volunteers.
- c. New signs for the Winter trail conditions have been posted at both ends of the trails and at the wharf, they are seasonal signs that advise users that the trail be used at their own risk. We also post reminders on our social media when winter arrived in mid-December.
- d. GCC Membership Policy development continues, I drafted a policy GCC membership criteria in regards to Sharon Caswell's concerns on the number of days the GCC is open to members.
- e. Work continues on ensuring the Provincial guidelines on COVID19 are followed, we received very positive feedback from the province in the handling of the Ice Dogs Challenge that took place Nov 13-15. The Sports, Recreation & Tourism branch are now using it as guidelines for other sports events.
- f. 4 new dog waste stations have been purchased to help this issue in town, our Parks & Recreation staff are monitoring them as well as inspecting the parks and trail.
- g. Annual Performance Evaluations for Aaron, Jeremy & Michelle have been completed.
- h. The "Art for the People" mural designated for the King St. side of the library has had the artwork & location approved. This project will be finished and in place by December.
- i. Our tourism initiative has seen us reach out to the Dept. of Tourism, other communities within the Fundy Bay region and tourism operators to see what success stories and funding options have worked or not, work continues on developing a new strategy.
- j. Work continues on finding an appropriate scheduling solutions for the GCC and Parks & Recreation dept. Corporate Services are currently reviewing how this will affect them.
- k. A potential new location for a dog park has been identified, the site of the old CPR fuel storage area on the south side of Prince William Street across from the SPCA. Myself and Councillor Chisholm met the volunteers on Dec 10 to view the location and an approximate area was measured out. I have shared this with CPR and we are awaiting information from them on the soil content at the location to make sure there is no contamination.

2. Meetings & other activities:

- a. Community Service departmental meetings every other Tuesday at 10am.
- b. Senior Management Team meetings every Tuesday morning at 9am.
- c. Monthly Joint Health & Safety Meetings at 199 Union St, first Weds of month.
- d. Fundy Recreation Practitioners Assoc. (FRPA) zoom meeting every month to discuss COVID19 and other issues relating to municipalities.
- e. Monthly Town Council meeting
- f. Ad Hoc Dog Park meeting at former CP site on Prince William – Dec 10

Administration & Accounting

1. Monthly Projects (November 2020):

- 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. Processed the Revenue reports for Corporate Services.
- d. Deposits, banking, and reconciled shifts.
- e. Conducted interview for Union Part Time position.
- f. Various training with student staff.
- g. Various administrative and accounting.

2. Statistics (November 2020):

- a. The Walking Track had approx. 913 users check-in.
- b. The Arena had approx. 195 users participate in Public skate times (*Arena was closed for Public Skate following the return to Orange phase and will remain closed until our zone returns to Yellow*).
- c. The Fitness Center had approximately 1171 member's check-in.
- d. Membership Sales (approx.):
 - i. Monthly = 80 sold
 - Semi/Annual = 6 sold
 - Punch Cards = 36 sold

Aquatics & Programming

1. Past Month's Events:

- a. The current trainee going through the pilot supervisors training program is currently being looked at as a possible candidate for the Lead Supervisors position once the current Lead Supervisor (Emily Brown) moves on.
- b. The design of the Great Barrier Busters program (previously known as "Autism Swim") is being updated to better reflect the needs of not only those with Autism, but also for children who suffer from a wide variety of disabilities. Megan Haley (our Supervisor for this program) is a student at Acadia whose field of study is adaptive movement for persons with disabilities, and who has helped to head the SWAM program in St. Stephen over the last few years. She will also be working with the experts out of Autism Swim Australia to help continuing the development of our program once we begin our affiliation with them in the New Year. Megan will also be taking over training of future instructors for the foreseeable future, which will be starting in Summer of 2021.

2. Updates on Aquatic Programming:

- a. The decision to move all aquatic programming over to Red Cross (including lifeguarding) was made, this will be executed over the course of 2021.
- b. As of December 20th, the WSI transfer course was completed, with all staff being successful, and swimming lessons will resume on January 4th under the Red Cross Swim programming.
- c. Swimming lesson registration opened for preschool levels opened on December 17th alongside the Great Barrier Busters registration (formerly Autism Swim).
- d. Swim Kids registration will open December 23rd.

Operations and Maintenance

1. Ongoing preventative maintenance in building.
2. New Gate valve on main water supply replaced, other parts to be rebuilt.
3. RE: re-commissioning report. Had meeting with MCW and NB power in regard to this report. Finals report to follow from MCW.
4. Clean out under pool started, removed a lot of unwanted waste.
5. Making room to finish new shelving units.
6. RE: Pool chemical pumps- New Chem pumps installed working great. Extra was ordered for spare.
7. Continuing work on COVID-19 Operational plans.
8. Attended GNB Zoom meeting of facility operators in NB in regards to hosting tournaments in public arena/civic center facilities
9. Making a few changes with sanitizing and cleaning schedules.
10. Attended the Recreation NB AGM via Zoom.
11. Attended Recreation NB board of directors meeting.
12. Attended worksafe NB annual conference, this year it was a 2-day virtual conference.
13. Attended Management meetings throughout the month.
14. Attended online webinars through CPRA.

Events Development

3. Past Month's Events:

- a. November 2nd – Blood Donor Clinic at the GCC
- b. November 12th – Release of the Christmas brochure (attached) listing holiday activities in St. Stephen (this is a joint advertising effort between the Town, Chamber and BIA).
- c. November 13th – 15th – Veterans Cup Hockey Challenge at the GCC sponsored by Southern Ice Dogs. Public Health was onsite all weekend, and everything ran smoothly.
- d. November 20th – **Walk of Lights**. Received well by citizens and continues to be a draw for people in the evening out walking.
- e. December 4th – **Santa's Arrival**. Due to the move to Orange Phase, this event was moved inside the GCC, was well attended, and operated within provincial guidelines of single family bubbles.

4. **Future Events:**

- a. Kiwanis Seniors Christmas Delite Tour – the Town will be collaborating with Kiwanis in preparing 400 treat boxes for delivery to local seniors December 19th.
- b. January 1st – **Virtual Mayor's Levee and Kick Off to 150!** Bands will perform live that day and it will be filmed by CHCO and live streamed to our FB page. The Mayor's address will be pre-recorded and played in the gaps while the bands are changing, as will other clips (i.e. Darren McCabe talking about our history, Mousse and Tiffaney reading stories, etc.).
- c. January SSMHA tournament is TBC pending PSO guidelines.

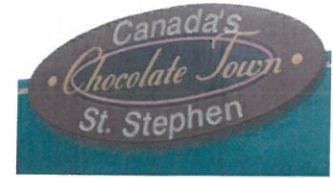
5. **Additional Information:**

- a. CANCELLED – St. Stephen Farmer's Market Christmas Market
- b. CANCELLED – Black Friday Market
- c. CANCELLED – Both SSHS regular November Hockey Tournaments.

Respectfully submitted,
Kev Sumner - Director of Community Services



**Town of St. Stephen
Information Report to Council
Report: PW 13-20**



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: December 30, 2020
Subject: December Council Meeting

Recommendation: That this report be received for informational purposes.

1: Water system:

- a) Hydrant Maintenance .
- b) Gate Valve Maintenance.
- c) Repaired 9 Water Laterals.
- d) Installed 3 new Meter.

2: Streets:

- a) Patched Streets.
- b) Sanded Streets.
- c) Hauled Sand for Winter.
- d) Winter Equipment Maintenance.
- e) Took down Legion Banners

3: Waste Water:

- a) Videoed 5 Sewer Main.
- b) Videoed 5 Sewer Lateral.
- c) Installed new effluent meter.
- d) Repaired 1 Sewer Lateral.

Project Updates – Town of St. Stephen

December 9, 2020

Milltown Boulevard Designated Highway Upgrades 2020 – Project No. 20-2637

The work is complete with final payments being processed. Minor deficiencies are being addressed.

Waterfront Trail Upgrades – Project No. 20-2509

The work is complete with final payments being processed.

West Street Infrastructure Renewal – Project No. 19-1946

2020 work is complete and the contractor is off site. The final course of seal asphalt will be constructed in the spring.

Riverside Drive WWPS Replacement – Project No. 19-9953

Dillon is currently coordinating the procurement of easements with NB Power and finalizing design and tender documents.

Waterfront Revitalization – Project No. 18-7081

The wharf contractor is off site and the work and deficiencies are complete with the exception of the floating docks and gangway. The floating docks and gangway are fabricated and we are working with the wharf contractor to coordinate delivery, final installation and immediate removal this year. If coordination does not work in December the installation will occur in the Spring.



**Town of St. Stephen
Information Report to Council
Report: TR 21-20**



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 30, 2020
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 August 31, 2020.
 - Utility collection procedures involving analysis and possible connection shutoffs. -In progress.
 - Review for update of Collection Policy-In progress.
 - Property sale turnovers-In progress.
 - Utility billings for October-December 2020-In Progress.

- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
 - Accounts payable closed to June 30, 2020.
 - Review of procedures for electronic payments-In progress.
 - Review for update of Purchasing Policy-In progress.
 - Implement new software and hardware for electronic paper cheque deposits-In progress.

- C) Payroll processing (Timesheet review, payroll entry, and other processing requirements).
 - Bi-weekly 73 employees, Monthly 28 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 109 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, 2019.
 - Department Head and Council Statements to August 31, 2020

2) Meetings:

- A) Accounting Department staff meetings.
- B) Senior Managers staff meetings.
- C) CPA PD Courses-November 18 & 24, 2020.
- D) Civic Center software meeting-December 2, 2020.
- E) Accounting Package Software Webinar-December 3, 2020.
- F) Council meeting-November 25 & December 16, 2020.

3) Projects:

- A) Capital Projects-Analysis, MCBB application and projection, tendering, approval and processing of progress payments, grant remittance forms and debenture applications:
 - 1) Elm Park, Pinewood, and Maple-Sewer Separation and Infrastructure Renewal.
 - 2) Milltown Boulevard (King Street to Hawthorne Street)-Water main and Sanitary Sewer Renewal.
 - 3) Thompson Avenue and Springwood Court-Sanitary Sewer Renewal and Combined Sewer Separation.
 - 4) Designated Highway-Milltown Blvd (Pleasant Street to Riverside Drive).
 - 5) Designated Highway-Milltown Blvd (Boundry Street to Hill Street).
 - 6) Waterfront Revitalization.
 - 7) Waterfront Enhancements (GTF).
 - 8) Water and Sanitary Sewer System Extension Route 3 (GTF and Other Funding).
 - 9) Combined Sewer Separation and Utility Renewal-Murchie Avenue (GTF).
 - 10) Riverside Drive (East) Wastewater Pumping Station Replacement (GTF).
 - 11) West Street Utility Renewal (GTF).
 - 12) Maxwell Crossing Pump Station Roof Rehabilitation (GTF).
 - 13) Waterfront Trail.
 - 14) W.F. Ganong Commemorative Statue.
 - 15) Single Axel Aerial Platform Fire Truck
 - 16) Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary)
- B) Budget 2021-Complete.
- C) Safe Restart Program-Cost analysis-Complete.
- D) Move files from old to new Town Hall-Complete.
- E) 2019 Gas Tax Fund Reports-Complete.
- F) 2020 Year-end Interfund and reserve transfers-Complete.

- G) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to August 31, 2020.
- H) Accounting office planning to minimize paper use-In progress.
- I) Bill Weston NDMP project-In Progress.
- J) Multiple HST remittances-Ongoing.
- K) Administering the Charles F Todd Trust Fund-Ongoing.


MEMORANDUM

TO: JEFF RENAUD, CAO
FROM: KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER
SUBJECT: NOVEMBER 2020 REGULAR COUNCIL MOTIONS FOR ACCOUNTS PAYABLE LISTING
DATE: DECEMBER 21, 2020

Please find 1 (One) Draft Motion for consideration at the December 2020, Regular Council pertaining to Bills Paid for the month of November, 2020:

THAT the paid bills in the amount of \$1,316,934.36 (One Million, Three Hundred Sixteen Thousand, Nine Hundred Thirty-four Dollars and Thirty-six Cents) be received.

Regards,


Kimberly Ste Marie
Accounts Payable Manager

**TOWN OF ST. STEPHEN BILLS PAID TO BE RATIFIED (WATER
& SEWERAGE CAPITAL RESERVE FUND)**

NOVEMBER 2020

Town of St. Stephen Water & Sewer Capital Fund (Fund Transfer -
SCADA System Upgrade, Cheque #3)

11,709.23

Total \$11,709.23

TOWN OF ST. STEPHEN BILLS PAID (GENERAL CAPITAL RESERVE FUND):

NOVEMBER 2020

Town of St. Stephen General Capital Fund (Fund Transfer- Installation of Handrails within the Quartermain Arena at GCC, Cheque #12)	\$	10,000.00
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Total	\$	<u>10,000.00</u>
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Bank Direct Withdrawals:

CHAMBERS OF COMMERCE:

NOVEMBER, 2020

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,787.79
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,350.45
Total	<u>\$ 19,138.24</u>

SERVICE NEW BRUNSWICK:

OCTOBER, 2020

Invoice #1383944 (Utility Payment Acceptance Fees)	271.46
Total	<u>\$ 271.46</u>

Grand Total	<u>\$ 19,409.70</u>
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Town of St. Stephen

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]
 Cheques from 000187 to 000209 dated between 12-01-2020 and 12-21-2020

CHEQUE REGISTER

Printed: 10:13:39AM 12/21/2020

Number	Issued	Amount	SC	Status	Status Date
000187	09/05/2020 TIM HORTONS-VISA JULY202020 GG-MAYOR-MEETING WITH ANDRE	10.33 10.33	A/P	CLEARED	10/31/2020
000188	11/05/2020 BELL ALIANT-VISA SEPTEMBER212020 GG-MAYOR-NEW CELL PHONE	753.24 753.24	A/P	CLEARED	11/05/2020
000189	11/05/2020 SUBWAY-VISA OCTOBER042020 GG-MAYOR-COVID MEETING WITH F	16.06 16.06	A/P	CLEARED	11/05/2020
000190	11/05/2020 THE 5 KINGS BREW PUB-VISA SEPTEMBER162020 GG-MAYOR-STATUE REVEAL SEPTEMBER172020 GG-MAYOR-LUNCH WITH CAO AND	88.32 17.94 70.38	A/P	CLEARED	11/05/2020
000191	11/05/2020 TIM HORTONS-VISA OCTOBER142020 GG-MAYOR-COMMITTEE MEETING	2.98 2.98	A/P	CLEARED	11/05/2020
000192	11/05/2020 MCDONALD'S-VISA OCTOBER062020 GG-CAO-WORKING LUNCH SEPTEMBER302020 GG-CAO-WORKING LUNCH	36.29 19.18 17.11	A/P	CLEARED	11/05/2020
000193	11/05/2020 NEW BRUNSWICK CONSTRUCTIONS SAFETY ASSO SEPTEMBER212020 PS/TS/RC-CONFINED SPACE AWARI	2,116.00 2,116.00	A/P	CLEARED	11/05/2020
000194	11/05/2020 SUBWAY-VISA SEPTEMBER212020 GG-CAO-ECONOMIC DEVELOPMEN	15.73 15.73	A/P	CLEARED	11/05/2020
000195	11/05/2020 THE 5 KINGS BREW PUB-VISA OCTOBER142020 GG-CAO-BUDGET WORKING LUNCH	19.55 19.55	A/P	CLEARED	11/05/2020
000196	11/05/2020 ZOOM-VISA SEPTEMBER272020 GG-ADMIN-MONTHLY VIRTUAL SOF	23.00 23.00	A/P	CLEARED	11/05/2020
000197	11/05/2020 ADOBE INC.-VISA OCTOBER052020 CC-POOL-ACROBAT MEMBERSHIP F	23.52 23.52	A/P	CLEARED	11/30/2020
000198	11/05/2020 AMAZON MARKETPLACE-VISA OCTOBER042020 CC-POOL-AMAZON PRIME MEMBER OCTOBER082020 GG-CAO-4 YEAR PROTECTION PLAI OCTOBER092020 RC-ADMIN-PICTURE FRAMES OCTOBER102020 GG-ADMIN-SAMSUNG CURVED MON OCTOBER142020 CC-EVENTS-PRINTER CABLE, VGA (OCTOBER142020* CC-ADMIN-FOOT REST OCTOBER142020** CC-EVENTS-STRETCH TABLECLOT OCTOBER142020*** CC-ARENA-DEHUMIFIER OCTOBER142020**** CC-EVENTS-TIGHT FIT TABLE COVE OCTOBER142020***** CC-WALKOFLIGHTS-STRIP LIGHT KI OCTOBER142020***** CC-POOL-DISPOSABLE FACE MASK SEPTEMBER17202 CC-ARENA-LANYARDS RETURNED SEPTEMBER172020 CC-ARENA-TWO WAY WALKIE TALK SEPTEMBER232020 CC-ARENA-BADGE ID CARD HOLDE SEPTEMBER282020 CC-ARENA-SAFETY GOOGLES	3,306.97 9.19 49.99 29.99 365.70 23.65 26.99 191.05 2,037.01 59.76 48.84 136.18 -0.06 259.99 15.99 52.70	A/P	CLEARED	11/30/2020
000199	11/05/2020 ATLANTIC SUPERSTORE-VISA SEPTEMBER12020 GG-EVENTS-GANONG STATUE SUP SEPTEMBER162020 GG-EVENTS-GANONG STATUE SUP	107.82 53.87 53.95	A/P	CLEARED	11/30/2020
000200	11/05/2020 BELL ALIANT-VISA SEPTEMBER152020* CC-ARENA-USB CABLE SEPTEMBER172020 CC-OPSMANAGER-NEW CELL PHON	442.72 45.99 396.73	A/P	CLEARED	11/30/2020
000201	11/05/2020 CANADIAN RED CROSS-VISA	200.00	A/P	CLEARED	11/30/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK9 - Credit Card Clearing (Bank) [11-555-5550421]
 Cheques from 000187 to 000209 dated between 12-01-2020 and 12-21-2020

CHEQUE REGISTER

Printed: 10:13:39AM 12/21/2020

Number	Issued	Amount	SC	Status	Status Date
	SEPTEMBER232020 CC-POOL-SURVIVAL 2020! CONFERI	200.00			
000202	11/05/2020 DOLLARAMA-VISA	9.20	A/P	CLEARED	11/30/2020
	OCTOBER102020 CC-ADMIN-DOCUMENT FRAMES	9.20			
000203	11/05/2020 OWL LABS CA - VISA	1,608.85	A/P	CLEARED	11/30/2020
	OCTOBER072020 CC-ADMIN-MEETING OWL PRO	1,608.85			
000204	11/05/2020 SOBEYS WHOLESALE-VISA	113.43	A/P	CLEARED	11/30/2020
	SEPTEMBER142020 GG-EVENTS-KITCHEN SUPPLIES	85.77			
	SEPTEMBER142020** GG-EVENTS-GANONG STATUE SUP	27.66			
000205	11/05/2020 VALUE VILLAGE-VISA	22.98	A/P	CLEARED	11/30/2020
	SEPTEMBER142020* CC-KITCHEN-GLASS CAKE SERVING	22.98			
000206	11/05/2020 WINSOME INN - VISA	114.94	A/P	CLEARED	11/30/2020
	OCTOBER032020 CC-POOL-ROOM RENTAL	114.94			
000207	12/16/2020 CANADA POST	299.06	A/P	CLEARED	12/16/2020
	OCTOBER202020 GG-ADMIN-MAIL FORWARDING TO M	299.06			
000208	12/16/2020 PITA PIT-VISA	14.29	A/P	CLEARED	12/16/2020
	OCOTOBER232020 GG-MAYOR-NB POWER MEETING	14.29			
000209	12/16/2020 THE 5 KINGS BREW PUB-VISA	49.68	A/P	CLEARED	12/16/2020
	OCTOBER272020 GG-MAYOR-DOCTOR RECRUITMEN	49.68			
	Cheque Totals Issued:	9,394.96			
	Void:	0.00			
	Total Cheques Generated:	9,394.96			
	Total # of Cheques Listed:	23			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BK10 - Utility Credit Card Clear Bank [13-329-2221115]

Cheques from 000003 to 000004 dated between 12-01-2020 and 12-21-2020

CHEQUE REGISTER

Page 1 of 1

Printed: 10:16:57AM 12/21/2020

Number	Issued	Amount	SC	Status	Status Date
000003	09/05/2020 BELLALIAN-VISA JULY272020 WS-TRANS&DIST-CELL PHONE COF	34.49 34.49	A/P	CLEARED	10/31/2020
000004	11/05/2020 NEW BRUNSWICK CONSTRUCTIONS SAFETY ASSO SEPTEMBER212020* WS/SCD-CONFINED SPACE AWARE	1,851.50 1,851.50	A/P	CLEARED	11/05/2020
Cheque Totals Issued		1,885.99			
Void		0.00			
Total Cheques Generated		1,885.99			
Total # of Cheques Listed		2			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

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

Cheques from 000001 to 000061 dated between 11-01-2020 and 11-30-2020

CHEQUE REGISTER

Printed: 1:37:51PM 12/21/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000059	11/09/2020 TOWN OF ST. STEPHEN	25,000.00	A/P	OUT-STD	11/09/2020
	25000.00* GG-FUNTRANSFER-TO GENERAL O	25,000.00			
	Cheque Totals Issued:	25,000.00			
	Void:	0.00			
	Total Cheques Generated:	25,000.00			
	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 [12-000-0001050]

Cheques from 000001 to 000095 dated between 11-01-2020 and 11-30-2020

CHEQUE REGISTER

Printed: 1:38:28PM 12/21/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000065	11/09/2020 MILLTOWN MACHINE & FABRICATION LTD. 21489 GCC-Metal Handrails	19,665.00 19,665.00	A/P	OUT-STD	11/09/2020
000066	11/12/2020 3D DATACOMM 38764 Smart Board Upgrade	4,163.25 4,163.25	A/P	OUT-STD	11/12/2020
000067	11/12/2020 BYERS HARRISON STUDIOS INC. 1240 W.F. Ganong Sculpture-Artist Fees anc	19,210.75 19,210.75	A/P	OUT-STD	11/12/2020
000068	11/13/2020 TOSS SOLUTIONS 2569 Professional Services-New Town Hall	1,220.62 1,220.62	A/P	OUT-STD	11/13/2020
000069	11/13/2020 TOSS SOLUTIONS 2591 Professional Services-New Town Hall	602.47 602.47	A/P	OUT-STD	11/13/2020
000070	11/13/2020 KING CONSTRUCTION LTD. 7100 Garcelon Interior Fit-Up	2,179.66 2,179.66	A/P	OUT-STD	11/13/2020
000071	11/13/2020 KING'S CABLING SOLUTIONS LTD. KC-039-20 Cat 6 Copper Backbone Cables	866.94 866.94	A/P	OUT-STD	11/13/2020
000072	11/13/2020 WILSONS SECURITY 446870 Install 3 Cameras	2,672.60 2,672.60	A/P	OUT-STD	11/13/2020
000073	11/13/2020 WILSONS SECURITY 446873 Install 4 Unit Access Control	6,247.95 6,247.95	A/P	OUT-STD	11/13/2020
000074	11/16/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17134 Run Cables and Wires	2,113.68 2,113.68	A/P	OUT-STD	11/16/2020
000075	11/16/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17230 Connected Office Equipment & New Pt	307.37 307.37	A/P	OUT-STD	11/16/2020
000077	11/16/2020 COX ELECTRONICS & COMMUNICATIONS 1-043052 Cable and phone cord	118.34 118.34	A/P	OUT-STD	11/16/2020
000078	11/16/2020 COX ELECTRONICS & COMMUNICATIONS 1-043088 Cable	137.93 137.93	A/P	OUT-STD	11/16/2020
000079	11/16/2020 BRUNNET INC. 46803 Firewall Routing to GCC Network	163.88 163.88	A/P	OUT-STD	11/16/2020
000080	11/16/2020 BRUNNET INC. 46804 Server and Network Move to GCC	1,693.38 1,693.38	A/P	OUT-STD	11/16/2020
000081	11/16/2020 BRUNNET INC. 45210 New Office Space Setup and VPN Tun	1,392.94 1,392.94	A/P	OUT-STD	11/16/2020
000082	11/25/2020 KEITH'S BUILDING SUPPLIES 196870 Supplies Ganong Statue	389.72 389.72	A/P	OUT-STD	11/25/2020
000083	11/27/2020 DILLON CONSULTING LIMITED 218056 Project#202509 Waterfront Trail Upgra	23,496.51 23,496.51	A/P	OUT-STD	11/27/2020
000084	11/27/2020 DILLON CONSULTING LIMITED 219652 Project#219652 Waterfront Trail Upgra	7,609.72 7,609.72	A/P	OUT-STD	11/27/2020
000085	11/27/2020 DILLON CONSULTING LIMITED 222001 Project#202509 Waterfront Trail Upgra	18,400.00 18,400.00	A/P	OUT-STD	11/27/2020
Cheque Totals Issued:		112,652.71			
Void:		0.00			
Total Cheques Generated:		112,652.71			
Total # of Cheques Listed:		20			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK6 - Interim No.1-UCF [14-000-0001050]

Cheques from 000001 to 000077 dated between 11-01-2020 and 11-30-2020

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Number	Issued	Amount	SC	Status	Status Date
000076	11/16/2020 THE PANEL SHOP ITPS003252 Radio System Upgrade	3,774.88 3,774.88	A/P	OUT-STD	11/16/2020
	Cheque Totals Issued:	3,774.88			
	Void:	0.00			
	Total Cheques Generated:	3,774.88			
	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 [14-000-0001060]

Cheques from 000001 to 000033 dated between 11-01-2020 and 11-30-2020

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Number	Issued	Amount	SC	Status	Status Date
000024	11/26/2020 DEBLY ENTERPRISES LTD. 157567 Project#187576R Combined Sewer Se	350.86 350.86	A/P	OUT-STD	11/26/2020
000025	11/26/2020 DEBLY ENTERPRISES LTD. 157946 Project#187576R Combined Sewer Se	75,235.92 75,235.92	A/P	OUT-STD	11/26/2020
000026	11/27/2020 NEILSON'S CONSTRUCTION INC. 307 Maxwell Crossing Pump Station Roof	4,757.38 4,757.38*	A/P	OUT-STD	11/27/2020
000027	11/27/2020 DILLON CONSULTING LIMITED 218053 Project#191946 West Street Infrastruct	2,921.81 2,921.81	A/P	OUT-STD	11/27/2020
Cheque Totals Issued:		83,265.97			
Void:		0.00			
Total Cheques Generated:		83,265.97			
Total # of Cheques Listed:		4			

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Town of St. Stephen

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

Cheques from 000001 to 026811 dated between 11-01-2020 and 11-30-2020

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Number	Issued	Amount	SC	Status	Status Date
024794	11/19/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBDINT* GG-SERIES"BD"-INTEREST	327.25 327.25	A/P	CLEARED	11/30/2020
024795	11/19/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBDPRNPL GG-SERIES"BD"-PRINCIPAL	17,000.00 17,000.00	A/P	CLEARED	11/30/2020
024797	11/30/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBHINT* GG-SERIES"BH"-INTEREST	3,937.25 3,937.25	A/P	CLEARED	11/30/2020
024798	11/30/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBHPRNPL GG-SERIES"BH"-PRINCIPAL	34,000.00 34,000.00	A/P	CLEARED	11/30/2020
024801	11/15/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT* GG-SERIES"BK"-INTEREST	2,427.25 2,427.25	A/P	CLEARED	11/30/2020
024813	11/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT* GG-SERIES"BV"-INTEREST	10,580.50 10,580.50	A/P	CLEARED	11/30/2020
026532	11/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000032723 GG-TOWNHALL-LEASE FOR NOVEM	5,417.62 5,417.62	A/P	CLEARED	11/30/2020
026548	11/02/2020 PAYROLL TRANSFER WEEK432020* GG-TRANSFER-OCT 09-23/20	78,553.00 78,553.00	A/P	CLEARED	11/30/2020
026549	11/02/2020 RECEIVER GENERAL FOR CANADA WEEK432020 GG-REMITTANCE-OCT 09-23/20	33,868.79 33,868.79	A/P	CLEARED	11/30/2020
026550	11/03/2020 3D DATACOMM 38859 CC-MCA-WALL PLATE DIGITAL MEDI,	1,255.18 1,255.18	A/P	CLEARED	11/30/2020
026551	11/03/2020 ACCT #903240047015 OCTOBER2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	CLEARED	11/30/2020
026552	11/03/2020 ACCT 8025-280 OCTOBER2020 LOCAL 770 UNION DUES-OCTOBER	1,316.68 1,316.68	A/P	CLEARED	11/30/2020
026553	11/03/2020 AIR LIQUIDE CANADA INC. 71999475 TS-SHOP-CYLINDER LEASES-OCT/2	395.42 395.42	A/P	CLEARED	11/30/2020
026554	11/03/2020 BELL MOBILITY INC. 523889487OCT20 GG/TS/PS/RC-CELL PHONE CHARGE 523889487OCT20CC CC-ADMIN-CELL PHONE CHARGES 523889487OCT20RC RC-PARKS-CELL PHONE CREDIT	915.07 778.64 157.62 -21.19	A/P	CLEARED	11/30/2020
026555	11/03/2020 BLAKNEY'S TRUCKING INC. 817 TS-ST5-SALT	1,990.43 1,990.43	A/P	CLEARED	11/30/2020
026556	11/03/2020 BRUNNET INC. 45627 GG-TOWNHALL-EMAIL, CLOUD MAI	775.33 775.33	A/P	CLEARED	11/30/2020
026557	11/03/2020 CANADIAN TIRE N17129285 RC-PARKS-PAINT N17769427 RC-LIBRARY-FLUID FILM N17769436 TS-#23,#24-5W-20 OIL N17769438 CC-POOL-EDGE TRIM, BATTERIES N17769447 TS-SHOP-WASHR FENDR, BLADES, N17769467 RC-SPLASHPAD-ANTIFREEZE N17769485 TS-SHOP-PADLOCKS N17769495 RC-PARKS-ANTI-FREEZE N17769496 RC-BANDSTAND-6" SWIVEL HASP N17769524 CC-ARENA-SPRAYER N17774337 RC-MILLPOOL-ANTIFREEZE N17774343 TS-SHOP-KNEEPAD	563.32 22.99 45.29 155.08 63.17 66.07 34.48 17.24 10.33 11.49 17.24 34.48 37.94	A/P	CLEARED	11/30/2020

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Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]
 Cheques from 000001 to 026811 dated between 11-01-2020 and 11-30-2020

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Number	Issued	Amount	SC	Status	Status Date
	N17774383 TS-SHOP-KEYS CUT	9.18			
	N17774396 TS-SHOP-WATER	38.34			
026558	11/03/2020 CARQUEST	349.91	A/P	CLEARED	11/30/2020
	14838-140538 TS-#23,#24-HAYNES REPAIR MANU/	158.86			
	14838-140539 TS-#23-EXHAUST HARDWARE KITS,	191.05			
026559	11/03/2020 CHARLOTTE COUNTY SPCA	61.00	A/P	CLEARED	11/30/2020
	CASUALFRIDAYDONATION GG-TOWNHALL-CASUAL FRIDAY DC	61.00			
026560	11/03/2020 CUMING'S FIRE & SAFETY EQUIPMENT LTD.	237.40	A/P	CLEARED	11/30/2020
	9446 PS-FIRE-CLEANING AND INSPECTIC	237.40			
026561	11/03/2020 DOWNEY FORD SALES LTD.	1,579.64	A/P	CLEARED	11/30/2020
	31840 TS-#24-TIRES, TIRE LEVY	789.82			
	31841 TS-#23-TIRES, TIRE LEVY	789.82			
026562	11/03/2020 EAGLE XPRESS COURIER SERVICE	333.50	A/P	CLEARED	11/30/2020
	491643 TS-SHOP-FROM LSW	80.50			
	491658 TS-SHOP-FROM LSW	80.50			
	491659 TS-#13-FROM TOROMONT CAT	28.75			
	491666 TS-SHOP-FROM CARQUEST	34.50			
	491756 TS-#29-FROM PARTS FOR TRUCKS	34.50			
	491757 PS-FIRE-TO 311 ST. MARY'S ST., FR	46.00			
	491765 TS-#16-FROM MARITIME CASE	28.75			
026563	11/03/2020 FUNDY BUILDING INSPECTION	2,484.00	A/P	CLEARED	11/30/2020
	20-151 PS-BUILDINSPECTOR-OCT 18-31/20	2,484.00			
026564	11/03/2020 JACK MERRILL	643.50	A/P	CLEARED	11/30/2020
	AUG17-OCT18/20 RC-LIBRARY-PUBLIC WASHROOM C	643.50			
026565	11/03/2020 JASON RICHARDSON	54.09	A/P	CLEARED	11/30/2020
	LADDERTRUCKMEET PS-FIRE-LADDER TRUCK COMMITTE	54.09			
026566	11/03/2020 JEFF RENAUD	250.00	A/P	CLEARED	11/30/2020
	OCTOBER2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00			
026567	11/03/2020 L.E.WHITTAKER CO., LTD.	164.46	A/P	CLEARED	11/30/2020
	43019 PS-FIRE-ABC F/X HYDROSTATIC TE	37.95			
	43025 PS-FIRE-ABC F/X HYDROSTATIC TE	126.51			
026568	11/03/2020 LIBERTY UTILITIES	1,487.95	A/P	CLEARED	11/30/2020
	2020102103008-1016227-0 CC-BUILDING-NATURAL GAS	1,487.95			
	00				
026569	11/03/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI	1,610.00	A/P	CLEARED	11/30/2020
	15572 PS-BYLAW-OCT 19-30/20 FEE	1,610.00			
026570	11/03/2020 MARITIME COFFEE SERVICE	80.50	A/P	CLEARED	11/30/2020
	RC00090693 CC-BUILDING-WATER COOLER REN	80.50			
026571	11/03/2020 MCINNES COOPER	5,726.53	A/P	CLEARED	11/30/2020
	2020010385 GG-LEGAL-GENERAL	2,290.29			
	2020022617 GG-LEGAL-ENFORCEMENT	526.11			
	2020023431 GG-LEGAL-GENERAL	2,910.13			
026572	11/03/2020 MICHELLE VEST	307.02	A/P	CLEARED	11/30/2020
	WALKOFLIGHTS CC-EVENTS-"WALK OF LIGHTS" SUF	307.02			
026573	11/03/2020 MIDLAND COURIER	52.59	A/P	CLEARED	11/30/2020
	9972296 PS-FIRE-TO ATLANTIC BUNKER GE/	52.59			
026574	11/03/2020 MILLTOWN MACHINE & FABRICATION LTD.	79.53	A/P	CLEARED	11/30/2020
	21607 RC-PARKS-1/8 PLATES, 16 GA. PLAT	79.53			

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Town of St. Stephen
 BNK1 - General Bank Account [11-555-5550418]
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Number	Issued	Amount	SC	Status	Status Date
026575	11/03/2020 MINISTER OF FINANCE WEEK442020 EMPLOYEE DEDUCTIONS-NOV 01-0	209.30 209.30	A/P	CLEARED	11/30/2020
026576	11/03/2020 N. B. ELECTRIC POWER 10126106OCT20 TS-XINGLIGHTS-KING STREET 112320930080 TS-KING/UNIONST-TRAFFIC LIGHT 19055406OCT20 RC-ARENA-ELECTRICITY 50660140OCT20 RC-PARKS-ROTARY CHANGING RO 54187672OCT20 TS-KING/QUEENST-TRAFFIC LIGHTS 54653258OCT20 TS-KING/SUPERSTORE-TRAFFIC LIC 55917471OCT20 TS-STWATERFRONT LIGHTS 57955782OCT20 RC-PARKS-BANDSTAND IN CHOCOL 73006038OCT20 RC-LIBRARY-ELECTRICITY 82122207OCT20 RC-PARKS-BASKETBALL COURT 84960501OCT20 RC-PARKS-RIVERSIDE DR LIGHTS	1,701.66 26.86 39.39 407.38 26.86 39.55 85.49 69.40 28.88 862.72 26.86 88.27	A/P	CLEARED	11/30/2020
026577	11/03/2020 OK TIRE & AUTO SERVICE IN055667 TS-#13-TRACTOR VALVES IN055687 TS-#16-O-RING, L RING	73.77 33.12 40.65	A/P	CLEARED	11/30/2020
026578	11/03/2020 ORKIN CANADA CORPORATION C-2184509 PS-FIRE-BUILDING MONTHLY PEST	161.58 161.58	A/P	CLEARED	11/30/2020
026579	11/03/2020 ORR ELECTRIC & ALARM LTD. 4776 PS-RCMP-TROUBLESHOOT FAN IN I	576.41 576.41	A/P	CLEARED	11/30/2020
026580	11/03/2020 SAINT JOHN SPRING WORKS LTD 115721 TS-#5-SPRINGS, SHACKLES, BOLDS	2,294.25 2,294.25	A/P	CLEARED	11/30/2020
026581	11/03/2020 SAKO INDUSTRIAL SUPPLY 1329 TS-SHOP-20L RUST DEFENSE 1330 TS-SHOP-TACKY IMPACT GREASE	744.05 408.25 335.80	A/P	CLEARED	11/30/2020
026582	11/03/2020 SHARPE'S LAWN CARE 863 GG-INDUSTRIALPARK-PARK LAWN I	1,150.00 1,150.00	A/P	CLEARED	11/30/2020
026583	11/03/2020 SOURCE ONE SUPPLIES 26170 CC-ARENA-FACE MASKS, HAND SAI 26194 CC-COURIERSERVICE-FROM KENT	835.27 785.82 49.45	A/P	CLEARED	11/30/2020
026584	11/03/2020 SOURCE ATLANTIC 3704420 PS-FIRE-AA BATTERIES	115.92 115.92	A/P	CLEARED	11/30/2020
026585	11/03/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17217 CC-ARENA-INSTALLED MECHANICA	50.99 50.99	A/P	CLEARED	11/30/2020
026586	11/03/2020 ST. STEPHEN UTILITY DEPT. OCTOBER2020 EMPLOYEE DEDUCTIONS-OCTOBEI	40.00 40.00	A/P	CLEARED	11/30/2020
026587	11/03/2020 UNIFIRST CANADA LTD. 7100223781 CC-FRONTLOBBY-FLOOR MATS	134.61 134.61	A/P	CLEARED	11/30/2020
026588	11/03/2020 WATER & ICE NORTH AMERICA INC. 50998 CC-POOL-SODIUM THIOSULFATE, S 51058 CC-POOL-POOL CHEMICALS 8236 RC-MILLPOOL-PERPENDICULAR GR	3,250.41 1,105.15 408.76 1,736.50	A/P	CLEARED	11/30/2020
026589	11/03/2020 YELLOW PAGES GROUP INV01274794 PS-FIRE-DIGITAL & MEDIA LISTING I	40.60 40.60	A/P	CLEARED	11/30/2020
026590	11/04/2020 JAREA ART STUDIO MURALPROJECTDEPOSIT CC-CIVIC-MURAL PROJECT DEPOSI	2,000.00 2,000.00	A/P	CLEARED	11/30/2020
026591	11/09/2020 BRUNET INC.	1,125.97	A/P	CLEARED	11/30/2020

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Number	Issued	Amount	SC	Status	Status Date
	45981 GG-TOWNHALL-BACKUP FAILURE, (1,125.97			
026592	11/09/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 OCTOBER2020 GG-PENSIONPLAN-OCTOBER 2020	28,480.62 28,480.62	A/P	CLEARED	11/30/2020
026593	11/09/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 734473 TS-ST5-DIESEL	1,493.56 1,493.56	A/P	CLEARED	11/30/2020
026594	11/09/2020 KONICA MINOLTA BUSINESS SOLUTIONS 268988068 CC-PHOTO-COPIER-SEPT 15-OCT 14	207.49 207.49	A/P	CLEARED	11/30/2020
026596	11/09/2020 MCINNES COOPER 2020007778 GG-LEGAL-LAND TRADE AGREEME	1,784.76 1,784.76	A/P	CLEARED	11/30/2020
026597	11/09/2020 MINISTER OF FINANCE 19582020 TS-SHOP-2020 VEHICLE INSPECTIO	460.00 460.00	A/P	OUT-STD	11/09/2020
026598	11/09/2020 MINISTER OF FINANCE WEEK452020 EMPLOYEE DEDUCTIONS-NOV 08-1.	209.30 209.30	A/P	CLEARED	11/30/2020
026599	11/09/2020 N. B. ELECTRIC POWER 54253127OCT20 CC-BUILDING-ELECTRICITY	23,181.22 23,181.22	A/P	CLEARED	11/30/2020
026600	11/09/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 472483 GG-TOWN HALL-FLOOR MATS	95.36 95.36	A/P	CLEARED	11/30/2020
026601	11/09/2020 PAYROLL TRANSFER WEEK452020 GG-TRANSFER-OCT 24-NOV 05/20	75,949.00 75,949.00	A/P	CLEARED	11/30/2020
026602	11/09/2020 PITNEY WORKS OCTOBER132020 GG/PS-POSTAGE METER REFILL OCTOBER132020** CC-ADMIN-POSTAGE METER REFILI	374.63 367.51 7.12	A/P	CLEARED	11/30/2020
026603	11/09/2020 RECEIVER GENERAL FOR CANADA WEEK452020 GG-REMITTANCE-OCT 24-NOV 05/20	31,608.70 31,608.70	A/P	CLEARED	11/30/2020
026604	11/09/2020 SOUTHERN SANITATION LTD. 185689 GG-TOWN-GARBAGE COLLECTION	15,039.59 15,039.59	A/P	OUT-STD	11/09/2020
026605	11/09/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 214755-215141 GG-TOWN-REGIONAL LANDFILL COI	8,636.04 8,636.04	A/P	CLEARED	11/30/2020
026606	11/09/2020 SPEEDY GLASS 8768-348461 CC-POOL-CLEAR POLYCARBONATE	248.40 248.40	A/P	CLEARED	11/30/2020
026607	11/09/2020 STATIONERY PLUS 68460 TS-SHOP-BINDERS 69917 GG-TOWNHALL-FILE BOXES 69991 CC-POOL-LAMINATING POUCH 70249 GG-TOWN HALL-LASER TONERS 70692 GG-TOWNHALL-BINDERS, PENS 71218 GG-TOWN HALL-PEN, PAPER 71280 CC-ADMIN-PENS, PAPER 71340 CC-ADMIN-WALL FILE, DAILY PLANN 71373 CC-ADMIN-LAMINATING POUCH 71523 GG-TOWNHALL-PLANNER 71629 CC-ADMIN-EZ MOUNT FRAME, FILE 71630 CC-POOL-MONITOR STANDS 71686 CC-ADMIN-FIGURING PADS, INDEX I 71768 PS-FIRE-TRODAY 4911 PRINTY 9/16' 71778 GG-TOWN HALL-PLANNER, FILE FOI 71803 CC-ADMIN-EZ MOUNT FRAMES 72048 CC-ADMIN-KEY RING, PLANNER, PC	1,585.74 13.55 48.23 68.53 625.09 29.56 225.57 88.50 49.20 15.51 20.11 98.80 43.44 26.37 35.25 25.75 13.77 34.47	A/P	CLEARED	11/30/2020

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Number	Issued		Amount	SC	Status	Status Date
	72175	CC-ADMIN-PEN REFILLS	12.63			
	72451	GG-TOWN HALL-LABEL PRINTER	85.66			
	72452	GG-TOWN HALL-DYMO LABELWRITI	25.75			
026608	11/09/2020	EMCO CORPORATION	13,051.35	A/P	CLEARED	11/30/2020
	12515239-00	CC-ARENA-6" GLOBE PRV	10,925.00			
	12515244-00	CC-BUILDING-CLAVAL CRD PR PILO	632.50			
	12515247-00	CC-BUILDING-6 BLT PK W/ZINC PLTI	39.79			
	12515260-00	CC-BUILDING-SHURJOINTS	1,298.81			
	12515276-00	CC-BUILDING-6 BLT PK W/ZINC PLTI	155.25			
026609	11/12/2020	DEBLY ENTERPRISES LTD.	19,178.65	A/P	CLEARED	11/30/2020
	157947	Project#19-9720 GCC-Parking Lot Rec	19,178.65			
026610	11/18/2020	BELL ALIANT	4,272.11	A/P	CLEARED	11/30/2020
	06336721OCT20	TS-AIRPORT-LANDLINE PHONE	169.37			
	11368891NOV20	GG-TOWNHALL-LANDLINES	1,500.95			
	11378668OCT20	TS/PS-199UNIONST-LANDLINE PHOI	370.04			
	11395944OCT20	PS-FIRE-LANDLINE PHONES	902.39			
	15772965OCT20	RC-REC/POOL-LANDLINE PHONES	249.90			
	47424130OCT20	CC-ADMIN-LANDLINE PHONES	718.48			
	47780283OCT20	CC-ADMIN-INTERNET, IT SERVICES	360.98			
026611	11/18/2020	CARMICHAEL ENGINEERING LTD.	3,553.50	A/P	CLEARED	11/30/2020
	FR-1704705	CC-POOL-BOILERS AND CONTROLS	3,553.50			
026612	11/18/2020	CINTAS CANADA LIMITED	266.80	A/P	CLEARED	11/30/2020
	5036408773CC	CC-BUILDING-FIRST AID SUPPLIES	48.07			
	5036408773PS	PS-FIRE-FIRST AID SUPPLIES	40.48			
	5036408773TS	TS-ST5-FIRST AID SUPPLIES	178.25			
026613	11/18/2020	CNH CAPITAL	2,334.79	A/P	CLEARED	11/30/2020
	IN96656	TS-#16-WHEEL ASSEMBLY	2,329.14			
	SEPTEMBERINT2020	TS-#11-INTEREST CHARGE	5.65			
026614	11/18/2020	CUSTOM EMBROIDERY PLUS	442.01	A/P	CLEARED	11/30/2020
	701	TS-ST5-EMBROIDERY ON CLOTHIN	442.01			
026615	11/18/2020	FUNDY BUILDING INSPECTION	2,484.00	A/P	CLEARED	11/30/2020
	20-159	PS-BUILDINGINSPECT-NOV 01-14/20	2,484.00			
026616	11/18/2020	IRVING ENERGY DISTRIBUTION AND MARKETING	1,277.77	A/P	CLEARED	11/30/2020
	407504	CC-BUILDING-NATURAL GAS	1,277.77			
026617	11/18/2020	LEROY RICHARDSON	483.00	A/P	CLEARED	11/30/2020
	1124	CC-GYM-TREADMILL REPAIRS	483.00			
026618	11/18/2020	LIFESAVING SOCIETY - NB Branch	513.25	A/P	CLEARED	11/30/2020
	7403A	CC-POOL-EMERGENCY FIRST AID V	513.25			
026619	11/18/2020	MACDOUGALL PROFESSIONAL SECURITY & DOCUI	1,610.00	A/P	CLEARED	11/30/2020
	15582	PS-BYLAW-NOV 06-13/20 FEE	1,610.00			
026620	11/18/2020	MICMAC FIRE & SAFETY SOURCE LTD.	2,282.75	A/P	CLEARED	11/30/2020
	NS-00876639	PS-FIRE-CLASS A FOAM	2,392.00			
	NS-00876696	PS-FIRE-CLASS A FOAM	-109.25			
026622	11/18/2020	N. B. ELECTRIC POWER	14,836.54	A/P	CLEARED	11/30/2020
	17935200NOV20	TS-KING/UNIONST-TRAFFIC LIGHT	42.02			
	18169205NOV20	RC-POOL-MILL LANE	98.88			
	18988703NOV20	TS/PS-199UNIONST-ELECTRICITY	1,074.62			
	19051703NOV20	TS-AIRPORT-ELECTRICITY	179.65			

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Town of St. Stephen
 BNK1 - General Bank Account [11-555-5550418]
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Number	Issued		Amount	SC	Status	Status Date
	19051801NOV20	TS-AIRPORT-ELECTRICITY	37.85			
	216000030308NOV20	TS-ST5-AEA LIGHTS	12,042.73			
	54187672NOV20	TS-KING/QUEENST-TRAFFIC LIGHTS	44.65			
	55160607NOV20	RC-COTTONMILL-LIGHTS	61.35			
	55917471NOV20	TS-ST5-WATERFRONT LIGHTS	65.84			
	57955782NOV20	RC-PARKS-BANDSTAND IN CHOCOL	28.57			
	65083030NOV20	RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207NOV20	PS-RCMP-ELECTRICITY	912.65			
	72924306NOV20	RC-PARKS-BANDSTAND	48.52			
	82122207NOV20	RC-PARKS-BASKETBALL COURT	26.86			
	83278804NOV20	TS-ST5-PARKS SHED	31.66			
	84960501NOV20	RC-PARKS-RIVERSIDE DR LIGHTS	101.26			
026623	11/18/2020	NEW SYSTEM LAUNDRY & CLEANERS LTD.	93.48	A/P	CLEARED	11/30/2020
	472748	PS-RCMP-FLOOR MATS	46.74			
	473631	PS-RCMP-FLOOR MATS	46.74			
026624	11/18/2020	NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	6,829.41	A/P	CLEARED	11/30/2020
	00002257	TS-ST5-ASPHALT	6,829.41			
026625	11/18/2020	PCS SALES (CANADA) LTD.	5,852.53	A/P	CLEARED	11/30/2020
	6143778	TS-ST5-BULK ROCK SALT	1,950.63			
	6143779	TS-ST5-BULK ROCK SALT	1,955.06			
	6143780	TS-BULK ROCK SALT	1,946.84			
026626	11/18/2020	PETTY CASH - GARCELON CIVIC CENTER	43.40	A/P	CLEARED	11/30/2020
	OCTOBER082020	CC-ADMIN-BASKETS, STORAGE BO	23.28			
	OCTOBER162020	CC-ADMIN-STORAGE BOX, BASKET,	20.12			
026627	11/18/2020	ROYAL CANADIAN LEGION #9	90.00	A/P	OUT-STD	11/18/2020
	2020WREATH	GG-CIVIC-2020 MEMORIAL WREATH	45.00			
	WREATH2020	PS-FIRE-2020 MEMORIAL WREATH	45.00			
026628	11/18/2020	ROYAL CANADIAN LEGION #48	50.00	A/P	OUT-STD	11/18/2020
	WREATH2020	GG-CIVIC-2020 MEMORIAL WREATH	50.00			
026629	11/18/2020	SERVICE NEW BRUNSWICK	19.00	A/P	CLEARED	11/30/2020
	CUB6902020	PS-FIRE-1953 MACK FIRE	19.00			
026630	11/18/2020	SHANNON MICHAEL	1,611.83	A/P	CLEARED	11/30/2020
	OCTOBER2020	PS-ANIMALCONTROL-MONTHLY VEI	1,611.83			
026631	11/18/2020	SOURCE ONE SUPPLIES	2,071.73	A/P	CLEARED	11/30/2020
	25516	RC-MILLPOOL-HYDROCHLORIC ACII	1,486.66			
	25521	CC-ARENA-DISINFECTANT CLEANER	316.46			
	25845	CC-ARENA-PAPER TOWELS	91.75			
	26281	CC-ARENA-MULTI-SURFACE CLEAN	176.86			
026632	11/18/2020	SOUTHWEST ELECTRIC & SECURITY INC.	28.75	A/P	CLEARED	11/30/2020
	17235	CC-POOL-TEMP CONNECTED POOL	28.75			
026633	11/18/2020	SPEEDY GLASS	40.25	A/P	OUT-STD	11/18/2020
	8768-364901	CC-ARENA-ADJUSTED 2 DOOR CLO	40.25			
026634	11/18/2020	ST. CROIX PRINTING & PUBLISHING COMPANY LIM	183.22	A/P	CLEARED	11/30/2020
	31470	CC-ARENA-EXIT SIGN	46.00			
	31497	CC-ARENA-"WEAR YOUR MASKS" P	22.22			
	31556	CC-ARENA-DOWNEY FORD CONCOI	115.00			
026635	11/18/2020	UNIFIRST CANADA LTD.	134.61	A/P	CLEARED	11/30/2020
	7100224510	CC-LOBBY-FLOOR MATS	134.61			

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Town of St. Stephen

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

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026636	11/18/2020 VANESSA CUZNER SWIMLESSONSREFUND CC-POOL-SWIM LESSONS REFUND	60.00 60.00	A/P	CLEARED	11/30/2020
026637	11/18/2020 VIPOND INC. VFP130664 CC-BUILDING-INSPECTION AND TEST	1,426.00 1,426.00	A/P	CLEARED	11/30/2020
026638	11/18/2020 WURTH CANADA LIMITED 24075099 TS-SHOP-CUT OFF WHEELS, THREE	595.59 595.59	A/P	CLEARED	11/30/2020
026639	11/18/2020 YELLOW PAGES GROUP INV01131596 GG-TOWNHALL-911 LISTING INV01307331 GG-TOWNHALL-911 LISTING	20.94 10.47 10.47	A/P	OUT-STD	11/18/2020
026640	11/18/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 134073 TS-ST5-DIESEL	1,067.79 1,067.79	A/P	CLEARED	11/30/2020
026641	11/18/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMITED 233143 PS-FIRE-FIRE PREVENTION AD	69.00 69.00	A/P	CLEARED	11/30/2020
026642	11/24/2020 ALL GAS TANKS 105791 RC-PARKS-CHISEL BLADE, ROUND 106089 PS-FIRE-FUEL CANS, CHAIN OIL, SP 106150 PS-FIRE-CHECK SAW	398.13 79.20 295.93 23.00	A/P	OUT-STD	11/24/2020
026643	11/24/2020 BRIGGS PLUMBING INC. 1572961 TS-SHOP-THREADED TEES, THREE 1572962 TS-SHOP-COUPPLING, BRASS BUSHING 1572963 TS-SHOP-COUPPLINGS 1572967 CC-ARENA-COMPRESS TUBES, CO 1572971 PS-FIRE-COUPPLINGS, THREADED U	867.92 176.76 81.58 438.98 11.74 158.86	A/P	OUT-STD	11/24/2020
026644	11/24/2020 BRUNET INC. 45210* GG/PS/TS-COMPUTER MAINTENANCE 45210** CC-ADMIN-COMPUTER AND INTERNET 46447CC CC-ADMIN-VPN ISSUE, EMAIL PASSWORD 46447GG GG-ADMIN-PASSWORD RESET, EN	2,958.22 1,577.23 665.00 27.31 688.68	A/P	OUT-STD	11/24/2020
026645	11/24/2020 CANADIAN TIRE JUMPSTART CHARITIES PAYMENTRETURN CC-JUMPSTART-PAYMENT RETURN	100.00 100.00	A/P	OUT-STD	11/24/2020
026646	11/24/2020 CNH CAPITAL IN96667 TS-#11-WHEEL	707.04 707.04	A/P	OUT-STD	11/24/2020
026647	11/24/2020 CONNORS DIVING SERVICES 28114 PS-FIRE-FLOW RESTRICTOR	159.85 159.85	A/P	OUT-STD	11/24/2020
026648	11/24/2020 CPANB OCT222020 PS-FIRE-FAMILY VIOLENCE AWARE	240.00 240.00	A/P	OUT-STD	11/24/2020
026649	11/24/2020 DAVIS FUELS 26490 TS/PS-199 UNION ST-HEATING FUEL 26681 TS/PS-199UNIONST-HEATING FUEL	1,540.60 681.69 858.91	A/P	OUT-STD	11/24/2020
026650	11/24/2020 DOWNEY FORD SALES LTD. 31848 TS-#23-GASKETS, STUDS, NUTS 31871 TS-#23-RADIATOR 31883 TS-#23-FUEL VAP CANNISTER, FUEL	815.94 479.79 82.70 253.45	A/P	OUT-STD	11/24/2020
026651	11/24/2020 FRONTLINE OUTFITTERS 0000049695 PS-FIRE-JOB SHIRTS, CUSTOM EMBROIDERED	269.81 269.81	A/P	OUT-STD	11/24/2020
026652	11/24/2020 HICKS MORLEY HAMILTON STEWART STORIE LLP 543688 GG-LEGAL-GENERAL	1,606.86 1,606.86	A/P	OUT-STD	11/24/2020
026653	11/24/2020 IRVING ENERGY DISTRIBUTION AND MARKETING	1,912.06	A/P	OUT-STD	11/24/2020

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	537583 TS-ST5-DIESEL	1,909.15			
	OCTOBERINT20 TS-ST5-INTEREST FOR OCTOBER 2	2.91			
026654	11/24/2020 KEM CANADA MFG	299.46	A/P	OUT-STD	11/24/2020
	130789 TS-SHOP-KEMELT BLUE BLAZER-25	299.46			
026655	11/24/2020 MCINNES COOPER	345.00	A/P	OUT-STD	11/24/2020
	2020024634 GG-LEGAL-AUDIT	345.00			
026656	11/24/2020 MILLTOWN MACHINE & FABRICATION LTD.	344.61	A/P	OUT-STD	11/24/2020
	21648 TS-DECORATIVE STREET LIGHT-RE	344.61			
026657	11/24/2020 MINISTER OF FINANCE	38.00	A/P	OUT-STD	11/24/2020
	19582021 TS-SHOP-MOTOR VEHICLE SERVI	38.00			
026658	11/24/2020 MINISTER OF FINANCE	18.38	A/P	OUT-STD	11/24/2020
	DOT08116058-2020 TS-ST5-2020-2021 YEARLY AREA OC	18.38			
026659	11/24/2020 N. B. ELECTRIC POWER	1,562.92	A/P	CLEARED	11/30/2020
	10126106NOV20 TS-XINGLIGHTS-KING STREET	26.86			
	19055406NOV20 RC-ARENA-ELECTRICITY	444.52			
	50660140NOV20 RC-PARKS-ROTARY CHANGING RO	26.86			
	54653258NOV20 TS-KING/SUPERSTORE-TRAFFIC LI	85.33			
	73006038NOV20 RC-LIBRARY-ELECTRICTY	979.35			
026660	11/24/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD.	190.72	A/P	OUT-STD	11/24/2020
	469038 GG-TOWNHALL-FLOOR MATS	95.36			
	470750 GG-TOWNHALL-FLOOR MATS	95.36			
026661	11/24/2020 ORKIN CANADA CORPORATION	83.38	A/P	OUT-STD	11/24/2020
	C-2206498 CC-BUILDING-PEST CONTROL	83.38			
026662	11/24/2020 PARTS FOR TRUCKS INC.	117.25	A/P	OUT-STD	11/24/2020
	34322757-01 TS-#29-IDLER SHAFT PRO-CASTER	117.25			
026663	11/24/2020 PAYROLL TRANSFER	77,487.00	A/P	CLEARED	11/30/2020
	WEEK472020 GG-TRANSFER-NOV 06-19/29	77,487.00			
026664	11/24/2020 PETTY CASH	149.80	A/P	CLEARED	11/30/2020
	SEPTEMBER102020 PS-BUILDINGSPECTOR-REGISTEI	12.45			
	SEPTEMBER182020 TS-ST5-VEHICLE PLATES REPLACE	100.00			
	SEPTEMBER222020 PS-BYLAW-REGISTERED LETTER	12.45			
	SEPTEMBER242020 PS-BYLAW-REGISTERED LETTERS	24.90			
026665	11/24/2020 PRIME LIFT	1,403.53	A/P	OUT-STD	11/24/2020
	7485 TS-SHOP-CYLINDER FOR ROTARY J	1,403.53			
026666	11/24/2020 RECEIVER GENERAL FOR CANADA	29,997.23	A/P	CLEARED	11/30/2020
	WEEK472020 GG-REMITTANCE-NOV 06-19/20	29,997.23			
026667	11/24/2020 RICHWIL TRUCK CENTRE LTD.	6,954.69	A/P	OUT-STD	11/24/2020
	136899 TS-#5-ADAPTERS	402.34			
	136950 TS-#7-TANK AIR, CABLE TANKS	1,571.43			
	136991 TS-#7-PRESSURE VALVE	122.52			
	137002 TS-#5-PUMP KIT	4,375.30			
	137049 TS-#5-ELBOW, TUBE	483.10			
026668	11/24/2020 ROYAL CANADIAN LEGION #48	50.00	A/P	OUT-STD	11/24/2020
	FIREDEPTWREATH PS-FIRE-FIRE DEPARTMENT WREA	50.00			
026669	11/24/2020 SOURCE ONE SUPPLIES	380.59	A/P	OUT-STD	11/24/2020
	26224 TS-SHOP-GARBAGE BAGS	34.37			
	26300 RC-PARKS-GARBAGE BAGS	34.37			
	26311 PS-FIRE-PAPER TOWELS, LAUNDRY	95.60			

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	26339 RC-LIBRAY-PAPER TOWELS, BOWL	216.25			
026670	11/24/2020 SOUTHWEST CONCRETE & CONS LTD	897.00	A/P	OUT-STD	11/24/2020
	IN000010371 TS-ST5-EQUIP RENTAL, UNDERLOA	897.00			
026671	11/24/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM	1,084.45	A/P	OUT-STD	11/24/2020
	31429 CC-ARENA-CUT VINYL LETTER PHR	396.75			
	31565 CC-CANTEEN-ACRYLIC GUARD FOF	687.70			
026672	11/24/2020 ST. STEPHEN AREA CHAMBER	200.00	A/P	OUT-STD	11/24/2020
	3190 GG-CIVIC-2020 GOLF TOURNAMENT	200.00			
026673	11/24/2020 TODD'S CYCLE WORKS	81.06	A/P	OUT-STD	11/24/2020
	23586 PS-FIRE-GEAR OIL	81.06			
026674	11/24/2020 TOWN OF ST. STEPHEN	300.00	A/P	CLEARED	11/30/2020
	300.00 GG-FUNDTRANSFER-TO GENERAL (300.00			
026675	11/24/2020 TROY LIFE & FIRE SAFETY LTD	529.00	A/P	OUT-STD	11/24/2020
	1000313270 CC-BUILDING-QUARTERLY WET ITM	529.00			
026676	11/24/2020 UNIFIRST CANADA LTD.	242.83	A/P	OUT-STD	11/24/2020
	7100225260 CC-LOBBY-FLOOR MATS	134.61			
	7100226022 CC-LOBBY-FLOOR MATS	54.11			
	7100226794 CC-LOBBY-FLOOR MATS	54.11			
026677	11/24/2020 WATER & ICE NORTH AMERICA INC.	1,152.72	A/P	OUT-STD	11/24/2020
	51196 CC-POOL-FIXED RATE FEED PUMP,	1,152.72			
026678	11/24/2020 ORKIN CANADA CORPORATION	161.58	A/P	OUT-STD	11/24/2020
	C-2208028 PS-FIRE-PEST CONTROL	161.58			
026679	11/24/2020 TOWN OF ST. STEPHEN	13,933.81	A/P	CLEARED	11/30/2020
	13933.81 GG-FUNDTRANSFER-TO GENERAL (13,933.81			
026680	11/25/2020 N. B. ELECTRIC POWER	24,930.61	A/P	CLEARED	11/30/2020
	54253127NOV20 CC-BUILDING-ELECTRICITY	24,930.61			
026681	11/27/2020 DEBLY ENTERPRISES LTD.	51,690.40	A/P	CLEARED	11/30/2020
	157980 TS-ST5-STREET IMPROVEMENTS 2(51,690.40			
026682	11/27/2020 DILLON CONSULTING LIMITED	14,804.12	A/P	OUT-STD	11/27/2020
	220134 TS-ST5-MILLTOWN BLVD - BOUNDA	14,804.12			
	Cheque Totals Issued:	740,834.53			
	Void:	0.00			
	Total Cheques Generated:	740,834.53			
	Total # of Cheques Listed:	140			

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Town of St. Stephen

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 000001 to 008853 dated between 11-01-2020 and 11-30-2020

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Number	Issued	Amount	SC	Status	Status Date
008061	11/15/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBKINT*** WS-SERIES"BK"-INTEREST	8,751.50 8,751.50	A/P	CLEARED	11/30/2020
008073	11/14/2020 NEW BRUNSWICK MUNICIPAL FINANCE CORPORAT SERIESBVINT*** WS-SERIES"BV"-INTEREST	13,822.75 13,822.75	A/P	CLEARED	11/30/2020
008759	11/03/2020 A ONE PUMPING SERVICE LTD. 3644 SCD-DISPOSAL-JET RODDER AND C	887.80 887.80	A/P	CLEARED	11/30/2020
008760	11/03/2020 BELL MOBILITY INC. 523889487OCT2OUTI WS/SCD-CELL PHONE CHARGES	949.90 949.90	A/P	CLEARED	11/30/2020
008761	11/03/2020 BERNIE MCFARLANE ELECTRICAL 282020 WS-MAXWELLCROSSING-LOW AMP	276.00 276.00	A/P	OUT-STD	11/03/2020
008762	11/03/2020 BRUNET INC. 45627* WS/SCD-ADMIN-BACKUP SETUP, W,	638.77 638.77	A/P	CLEARED	11/30/2020
008763	11/03/2020 CANADIAN TIRE N17769404 WS-SOURCE-TAPE MEASURE, GLUI N17769406 SCD-DISPOSAL-RAIN GUAGE, PAINT N17769421 SCD-DISPOSAL-PAINT, PAINT BRUS N17769440 WS-#102-4 WHEEL ALIGNMENT N17769455 SCD-DISPOSAL-RED MARKING PAIN N17769459 WS-TRANS&DIST-WATERFILTER N17769470 WS-TRANS&DIST-CLEANING SUPPL N17769475 WS-#105-4 WHEEL ALIGNMENT N17774256 SCD-DISPOSAL-NAILS N17774387 WS-TRANS&DIST-DRILL BIT SHARPE N17774398 WS-SOURCE-OUTDOOR RECEPTAC	701.07 122.96 21.83 52.88 91.99 22.98 91.98 73.40 91.99 21.84 40.24 68.98	A/P	CLEARED	11/30/2020
008764	11/03/2020 CARQUEST 14838-139603 WS-#102-XBO OTX 6697 14838-139647 WS-#102-BEP 765,R 14838-140453 WS-SHOP-COLOUR RAGS	390.98 158.86 209.13 22.99	A/P	CLEARED	11/30/2020
008765	11/03/2020 CHLORATECH INC. 103998 WS-SOURCE-VALLEY ROAD ANALY:	2,854.13 2,854.13	A/P	CLEARED	11/30/2020
008766	11/03/2020 EAGLE XPRESS COURIER SERVICE 491516 WS-SOURCE-TO RESEARCH & PRO 491533 WS-SOURCE-FROM THE PANEL SHK 491546 WS-SOURCE-TO RESEARCH AND PI 491608 WS-#8-FROM RICHWELL TRUCK 491634 WS-SOURCE-RESEARCH & PRODUK 491669 WS-SOURCE-TO RESEARCH & PRO 491753 WS-SOURCE-TO RPC	241.50 34.50 34.50 34.50 34.50 34.50 34.50	A/P	CLEARED	11/30/2020
008767	11/03/2020 EMCO CORPORATION 12515317-00 WS-TRANS&DIST-3/4 86-3 SS INS F/I 12515318-01 WS-TRANS&DIST-CURB CB BALLS, I 12515368-00 WS-TRANS&DIST-1/2 301NL-A1H1 M.	3,484.85 142.60 2,998.74 343.51	A/P	CLEARED	11/30/2020
008768	11/03/2020 GALBRAITH CONSTRUCTION LTD. J000108 SCD-DISPOSAL-ASPHALT	1,095.29 1,095.29	A/P	CLEARED	11/30/2020
008769	11/03/2020 GREENLAW'S GARAGE LTD. 7647 WS-#105-BALANCE TIRES	92.00 92.00	A/P	CLEARED	11/30/2020
008770	11/03/2020 JAMER MATERIALS LTD.	613.25	A/P	CLEARED	11/30/2020

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Number	Issued	Amount	SC	Status	Status Date
	4152 TS-ST5-1 1/4" BASE	613.25			
008771	11/03/2020 LEVITT SAFETY LIMITED 1497862-00 SCD-DISPOSAL-SERVICE INSTRUMI	345.00 345.00	A/P	CLEARED	11/30/2020
008772	11/03/2020 N. B. ELECTRIC POWER 53123617OCT20 SCD-ST5-DECHLORINATION CHAME 53158875OCT20 SCD-ST5-BUDD AVE LIFT STATION 54707440OCT20 SCD-ST5-159A MILLTOWN BLVD. LI 56356048OCT20 SCD-ST5-18 RIVERSIDE DR LIFT S 61204006OCT20 SCD-2-216KINGSTREET-LIFT STATI 61236008AUG20 SCD-ST5-BUDD AVE LIFT STATION 61236008JUL20 SCD-ST5-BUDD AVE LIFT STATION 61236008JUN20 CREDIT APPLIED FOR ESTIMATED F 61236008JUN20A SCD-ST5-BUDD AVE LIFT STATION 61236008JUN20B SCD-ST5-BUDD AVE LIFT STATION 61236008JUN20C SCD-ST5-BUDD AVENUE LIFT STAT 61236008OCT20 SCD-ST5-BUDD AVE LIFT STATION 61236008SEPT20 SCD-ST5-BUDD AVE LIFT STATION 84943406OCT20 WS-ST5-TODD HILL RESERVOIR	3,089.95 126.40 2,499.34 33.05 31.51 313.90 155.23 259.53 -3,279.06 1,152.17 713.99 713.99 173.28 137.18 59.44	A/P	CLEARED	11/30/2020
008773	11/03/2020 ORCHARD'S PAINT 2014 LTD. 776281 WS-TRANS&DIST-BRUSHES, SLEEV	158.63 158.63	A/P	CLEARED	11/30/2020
008774	11/03/2020 RESEARCH & PRODUCTIVITY COUNCIL 299262 WS-SOURCE-DRINKING WATER LAE 299517 WS-SOURCE-DRINKING WATER LAE	2,409.78 1,979.94 429.84	A/P	CLEARED	11/30/2020
008775	11/03/2020 SAINT JOHN LABORATORY SERVICES LTD. 836-20 SCD-DISPOSAL-TREATMENT PLANT 837-20 WS-TRANS&DIST-DRINKING WATEF	2,534.97 2,438.23 96.74	A/P	CLEARED	11/30/2020
008776	11/03/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17216 WS-SOURCE-INSPECTED DRIVE AF	57.50 57.50	A/P	CLEARED	11/30/2020
008777	11/03/2020 THE PANEL SHOP ITPS003273 WS-SOURCE-SUPPLY/INSTALL CL IK ITPS003277 SCD-DISPOSAL-KING ST LIFT STATI	1,754.96 543.15 1,211.81	A/P	CLEARED	11/30/2020
008779	11/09/2020 BRENNTAG CANADA INC. 46247236 SCD-DISPOSAL-EMPTY CYLINDER F 46258648 WS-SOURCE-CHLORINE	3,131.29 -3,680.00 6,811.29	A/P	CLEARED	11/30/2020
008780	11/09/2020 BRUNET INC. 45981* WS/SCD-TOWNHALL-BACKUP FAILL	660.21 660.21	A/P	CLEARED	11/30/2020
008781	11/09/2020 CHLORATECH INC. 103986 WS-SOURCE-CHLORINE GAS SYSTI	12,062.21 12,062.21	A/P	CLEARED	11/30/2020
008782	11/09/2020 NORTHERN CONSTRUCTION AND SUPPLIERS LTD. 00002227 WS-TRANS&DIST-ASPHALT	5,329.71 5,329.71	A/P	CLEARED	11/30/2020
008783	11/09/2020 PITNEY WORKS OCTOBER132020* WS/SCD-POSTAGE METER REFILL	281.33 281.33	A/P	CLEARED	11/30/2020
008784	11/09/2020 STATIONERY PLUS 69917* WS/SCD-TOWNHALL-FILE BOXES 70592 WS-TRANS&DIST-INKJET CARTRIDC 70692* WS/SCD-TOWNHALL-BINDERS, PEN 71218* WS/SCD-TOWN HALL-PEN, PAPER 71523* WS/SCD-TOWNHALL-PLANNER	861.81 48.23 99.95 29.58 1.66 20.13	A/P	CLEARED	11/30/2020

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of St. Stephen

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 000001 to 008853 dated between 11-01-2020 and 11-30-2020

CHEQUE REGISTER

Printed: 1:44:27PM 12/21/2020

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Number	Issued		Amount	SC	Status	Status Date
	71778*	WS/SCD-TOWN HALL-PLANNER, FIL	25.75			
	71888	WS-SOURCE-DYMO TAPE, LABEL PI	225.64			
	71930	WS/SCD-UTILITY-PAYMENT RECEIP	299.45			
	72451*	WS/SCD-TOWN HALL-LABEL PRINTE	85.66			
	72452*	WS/SCD-TOWN HALL-DYMO LABELV	25.76			
008785	11/09/2020	THE PANEL SHOP	18,824.35	A/P	CLEARED	11/30/2020
	ITPS003234	WS-SOURCE-ONLINE TURBIDITY ME	12,024.40			
	ITPS003276	SCD-DISPOSAL-SUPPLY & INSTALL	6,799.95			
008786	11/18/2020	BELL ALIANT	322.57	A/P	CLEARED	11/30/2020
	11366812OCT20	WS-SOURCE-PUMP STATION	136.37			
	19002807OCT20	SCD-DISPOSAL-OLD BAY WWTP	186.20			
008787	11/18/2020	BRIGGS PLUMBING INC.	147.14	A/P	CLEARED	11/30/2020
	1572853	WS-TRANS&DIST-FLUIDMASTER BA	112.47			
	1572972	WS-TRANS&DIST-BALL VALVES FUL	34.67			
008788	11/18/2020	CINTAS CANADA LIMITED	240.13	A/P	CLEARED	11/30/2020
	5036408773WS	WS-TRANS&DIST-FIRST AID SUPPLI	240.13			
008789	11/18/2020	CUSTOM EMBROIDERY PLUS	364.43	A/P	CLEARED	11/30/2020
	701*	WS-SHOP-EMBROIDERY ON CLOTH	364.43			
008790	11/18/2020	N. B. ELECTRIC POWER	9,055.35	A/P	CLEARED	11/30/2020
	36869807NOV20	WS-3-119MAXWELLCROSSING-BUIL	914.60			
	50228902NOV20	WS-MAXWELLCROSSING-PUMPS	155.65			
	53123617NOV20	SCD-ST5-DECHLORINATION CHAME	134.91			
	53158875NOV20	SCD-ST5-BUDD AVE LIFT STATION	2,921.67			
	53473043NOV20	WS-SOURCE-CHLORINE RESIDUAL	38.62			
	54807440NOV20	SCD-ST5-159A MILLTOWN BLVD. LI	34.60			
	56356048NIV20	SCD-ST5-18 RIVERSIDE DR LIFT S	33.05			
	61224002NOV20	SCD-ST5-358A MILLTOWN BLVD LIF	918.74			
	61230004NOV20	WS-MAXWELLCROSSING-PUMP	2,834.91			
	61236008NOV20	SCD-ST5-BUDD AVE LIFT STATION	719.33			
	76139807NOV20	SCD-ST5-5-4 RIVERSIDE DR LIFT	57.80			
	82291006NOV20	WS-SOURCE-RESERVOIR	179.53			
	84934906NOV20	SCD-ST5-6-58A RIVERSIDE DR LIF	111.94			
008791	11/18/2020	NEW BRUNSWICK COMMUNITY COLLEGE	4,200.00	A/P	CLEARED	11/30/2020
	6322319	WS-SOURCE-ONLINE COURSES	4,200.00			
008792	11/18/2020	NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	6,829.41	A/P	CLEARED	11/30/2020
	00002257*	WS-TRANS&DIST-ASPHALT	6,829.41			
008793	11/18/2020	ORCHARD'S PAINT 2014 LTD.	121.87	A/P	CLEARED	11/30/2020
	563951	WS-SOURCE-PAINT	121.87			
008794	11/18/2020	RESEARCH & PRODUCTIVITY COUNCIL	1,474.82	A/P	CLEARED	11/30/2020
	300205	WS-SOURCE-DRINKING WATER LAE	286.56			
	300521	WS-SOURCE-DRINKING WATER LAE	286.56			
	301280	WS-SOURCE-DRINKING WATER LAE	450.85			
	301793	WS-SOURCE-DRINKING WATER LAE	450.85			
008795	11/18/2020	SCP DISTRIBUTORS INC CANADA	761.53	A/P	CLEARED	11/30/2020
	FF019638	WS-SOURCE-RT 20L YELLOW 63MM	-658.95			
	FF019960	WS-SOURCE-RT 20L YELLOW 63 MM	1,420.48			
008796	11/18/2020	SOUTHWEST CONCRETE & CONS LTD	1,242.00	A/P	CLEARED	11/30/2020
	IN0000010229	WS-TRANS&DIST-EQUIPMENT RENT	1,242.00			

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** - Name on Check was modified

Town of St. Stephen

BNK2 - Utility Bank Account [13-329-0001111]

Cheques from 000001 to 008853 dated between 11-01-2020 and 11-30-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
008797	11/18/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17241 WS-SOURCE-ADDED PUSH BUTTON 17254 WS-SOURCE-INSTALLED LOUVERS	245.45 186.29 59.16	A/P	CLEARED	11/30/2020
008798	11/18/2020 THE PANEL SHOP ITPS003281 WS-SOURCE-MAXWELL CROSSING	5,123.61 5,123.61	A/P	CLEARED	11/30/2020
008799	11/24/2020 A ONE PUMPING SERVICE LTD. 3069 WS-TRANS&DIST-JET RODDER AND 3671 SCD-DISPOSAL-VACUUM TRUCK AN	566.95 172.50 394.45	A/P	OUT-STD	11/24/2020
008800	11/24/2020 BRIGGS PLUMBING INC. 1572964 WS-TRANS&DIST-TEE THREADED, E 1572966 SCD-DISPOSAL-CLEAR 3/8" TUBING 1572970 WS-TRANS&DIST-BRASS TEES, TUE	213.27 42.35 63.25 107.67	A/P	OUT-STD	11/24/2020
008801	11/24/2020 BRUNNET INC. 45210*** WS/SCD-ADMIN-COMPUTER MAINTI 46447UTI WS/SCD-ADMIN-WATCHGUARD FIRI	1,410.90 722.22 688.68	A/P	OUT-STD	11/24/2020
008802	11/24/2020 COLE-PARMER CANADA COMPANY 00661295 WS-TRANS&DIST-CHLOROSENSE C	2,702.12 2,702.12	A/P	OUT-STD	11/24/2020
008803	11/24/2020 DARREN MITCHELL OCT242020 SCD-DISPOSAL-MOWING THE SEWI	450.00 450.00	A/P	OUT-STD	11/24/2020
008804	11/24/2020 EMCO CORPORATION 12515318-00 WS-TRANS&DIST-CURB CB BALL ST 12515410-00 WS-TRANS&DIST-6 ALPHA DI CPI G 12515411-00 WS-TRANS&DIST-6 ALPHA DI CPLG	5,476.67 3,394.75 1,040.96 1,040.96	A/P	OUT-STD	11/24/2020
008805	11/24/2020 N. B. ELECTRIC POWER 61204006NOV20 SCD-2-216KINGSTREET-LIFT STATI 84943406NOV20 WS-STTS-TODD HILL RESERVOIR	279.38 218.35 61.03	A/P	CLEARED	11/30/2020
008806	11/24/2020 N. B. SOUTHERN RAILWAY COMPANY LIMITED 82621 WS-STTS-UNDERGROUND PIPE M92,	115.00 115.00	A/P	OUT-STD	11/24/2020
008807	11/24/2020 RESEARCH & PRODUCTIVITY COUNCIL 302530 WS-SOURCE-DRINKING WATER LAE	300.56 300.56	A/P	OUT-STD	11/24/2020
008808	11/24/2020 SOUTHWEST CONCRETE & CONS LTD IN000010293 WS-TRANS&DIST-EQUIP RENTAL, S IN000010330 SCD-DISPOSAL-EQUIP RENTAL IN000010386 WS-TRANS&DIST-EQUIPMENT RENT	1,922.80 956.80 621.00 345.00	A/P	OUT-STD	11/24/2020
008809	11/24/2020 THE PANEL SHOP ITPS003289 SCD-DISPOSAL-FLOAT TROUBLESH ITPS003317 SCD-DISPOSAL-SUPPLY S+S CA7-7; ITPS003318 SCD-DISPOSAL-700 SERIES LEVEL *	2,140.80 966.58 302.52 871.70	A/P	OUT-STD	11/24/2020
008810	11/24/2020 TOWN OF ST. STEPHEN 157958.10 WS-FUNDTRANSFER-TO GENERAL	157,958.10 157,958.10	A/P	CLEARED	11/30/2020
008811	11/25/2020 N. B. ELECTRIC POWER 52557428NOV20 SCD-218OLDBAYRD-WASTEWATER	9,040.04 9,040.04	A/P	CLEARED	11/30/2020

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** - Name on Check was modified

Town of St. Stephen
BNK2 - Utility Bank Account [13-329-0001111]
Cheques from 000001 to 008853 dated between 11-01-2020 and 11-30-2020

CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
	Cheque Totals Issued:	299,006.39			
	Void:	0.00			
	Total Cheques Generated:	299,006.39			
	Total # of Cheques Listed:	54			

* - Partial payment was made on Invoice

** - Name on Check was modified



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 32-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December 30, 2020
Subject: 1) Application to the Municipal Capital Borrowing Board-General Fund-Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary)

2) Application to the Municipal Capital Borrowing Board-Water and Sewerage Fund-Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary)

Recommendation for Resolution:

That the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Combined Sewer Separation & Utility Renewal-Union Street	\$84,000	15 Years
Interim Financing- Combined Sewer Separation & Utility Renewal-Union Street	<u>\$1,291,000</u>	3 Years
	<u>\$1,375,000</u>	

Recommendation for Resolution:

That the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Environmental Health Services</u>		
Combined Sewer Separation & Utility Renewal-Union Street	\$36,000	15 Years
Interim Financing- Combined Sewer Separation & Utility Renewal-Union Street	<u>\$554,000</u>	3 Years
	<u>\$590,000</u>	

BACKGROUND

The attached analysis shows the cost and recommended funding sources for the project Combined Sewer Separation & Utility Renewal-Union Street (West to Boundary).

The total estimated cost is \$1,780,000, funding is shown to be from a combination of funds from the Integrated Bilateral Agreement Contribution Agreement and long-term borrowing.

Long-term borrowing and interim financing require an application for authorization to borrow to the Municipal Capital Borrowing Board. The next hearing date available is February 8, 2021 and requires the application to be submitted by January 6, 2021.

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-Fund a different amount: Council may determine to fund the project differently or not do the project at all.

The Town of St. Stephen

Project Title: Combined Sewer Separation & Utility Renewal-Union Street (West to Boundry)

Project Number: 11996

	General Fund 70%	Utility Fund 30%	Total
Eligible Costs:			
Construction Costs	\$1,019,012	\$436,720	\$1,455,732
Engineering Costs	\$175,780	\$75,334	\$251,114
	\$1,194,792	\$512,054	\$1,706,845
Taxes (HST)	\$179,219	\$76,808	\$256,027
	\$1,374,011	\$588,862	\$1,962,872
Tax (HST) Rebate	(\$128,011)	(\$54,862)	(\$182,872)
Net Eligible Costs:	\$1,246,000	\$534,000	\$1,780,000

	General Fund 70%	Utility Fund 30%	Total
Contributed Financing of the Project:			
Canada Contribution (60%)	\$747,600	\$320,400	\$1,068,000
Provincial Contribution (33.33%)	\$415,292	\$177,982	\$593,274
Municipal Contribution (6.67%)	\$83,108	\$35,618	\$118,726
Total	\$1,246,000	\$534,000	\$1,780,000

	General Fund 70%	Utility Fund 30%	Total
Municipal Capital Borrowing Board Financing Application:			
Interim Financing			
Canada Contribution (60%)	\$747,600	\$320,400	\$1,068,000
Provincial Contribution (33.33%)	\$415,292	\$177,982	\$593,274
Tax (HST) Rebate	\$128,011	\$54,862	\$182,872
Total Interim Financing	\$1,290,902	\$553,244	\$1,844,146
Long Term Financing	\$83,108	\$35,618	\$118,726
Total MCBB Financing	\$1,374,011	\$588,862	\$1,962,872



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 33-20



To: Jeff Renaud, Chief Administrative Officer
From: Frank Godsoe, Assistant Treasurer
Resource Staff: N/A
Date of Meeting: December 30, 2020
Subject: SCOTIABANK BORROWING AUTHORITY

Recommendation For Resolution: BE IT RESOLVED THAT the Mayor or such other person as the Council appoints, shall jointly with the Treasurer or Assistant Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Scotiabank (the "Bank"), from time to time by way of overdraft, a sum or sums not exceeding at any one time \$378,832.00 (three hundred and seventy eight thousand, eight hundred and thirty two dollars), to meet current expenditures of the Corporation for the year 2021. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are hereby authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements on behalf of the Corporation.

THAT the Treasurer or Assistant Treasurer are hereby authorized and directed to furnish to the Bank, at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected, or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

THAT the Treasurer or Assistant Treasurer are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, with interest thereon, all of the monies hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all the monies collected or received from any other source.

BACKGROUND

Yearly resolutions are required to modify the borrowing authority to comply with limits set for local governments by the Local Governance Act and as required by our Financial Institutions.

The maximum limit that the Town is permitted to have as overdraft protection in the General Operating Fund is set upon approval by Council and the Financial Institution.

The limits are as follows:

General Operating Fund (Scotiabank) – 4% of the 2021 budget or \$15,000 whichever is greater. For 2021 this limit is set at \$378,832 and includes any General Fund operating credit lines and overdraft protection, including our credit card limit which has been set at \$20,000.

Changes to the Borrowing limits, within limits set by the Local Governance Act, must be approved by Council as security for the respective Financial Institutions.

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-Approve a different amount: Council may determine to approve an amount which is lower than the maximum amount authorized by statute.



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 34-20



To: Jeff Renaud, Chief Administrative Officer
From: Frank Godsoe, Assistant Treasurer
Resource Staff: N/A
Date of Meeting: December 30, 2020
Subject: ROYAL BANK OF CANADA BORROWING AUTHORITY

Recommendation For Resolution: **BE IT RESOLVED THAT** the Mayor or such other person as the Council appoints, shall jointly with the Treasurer be hereby authorized on behalf of the Town of St. Stephen (the "Corporation") to borrow from the Royal Bank of Canada during the year ending December 31, 2021, the sum of \$1,194,900 (one million, one hundred and ninety four thousand, nine hundred dollars) to be advanced in such amounts as may be required, from time to time, for Water and Sewerage Accounts. The Mayor, Deputy Mayor or Chief Administrative Officer, together with the Treasurer or Assistant Treasurer shall be appointed by the Council of the Town of St. Stephen on all amounts to \$5,000 (five thousand dollars). The Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer, shall be appointed by the Council of the Town of St. Stephen on all amounts greater than \$5,000 (five thousand dollars).

THAT the said sum of 1,194,900 (one million, one hundred and ninety four thousand, nine hundred dollars) so to be borrowed shall be repaid on or before the 31st day of December next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st day of December may be renewed by the said Mayor and Treasurer, from time to time, but no renewal shall fall due later than the 31st day of December next.

BACKGROUND

Yearly resolutions are required to modify the borrowing authority to comply with limits set for local governments by the Local Governance Act and as required by our Financial Institutions.

The maximum limits that the Town is permitted to have as overdraft protection in the Water and Sewerage Operating Fund is set upon approval by Council and the Financial Institution.

The limits are as follows:

Water and Sewerage Operating Fund (Royal Bank) – 50% of the budgeted revenue for the year. For 2021 this limit is set at \$1,194,900 and includes any operating credit lines and overdraft protection for Water and Sewerage Operating accounts.

Changes to the Borrowing limits, within limits set by the Local Governance Act, must be approved by Council as security for the respective Financial Institutions.

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-Approve a different amount: Council may determine that it is appropriate to approve an amount which is lower than the maximum amount authorized by statute.



Town of St. Stephen Request for Decision: FD 22-20



To: Jeff Renaud, Chief Administrative Officer
From: Sean Morton, Fire Chief
Resource Staff: CAO Renaud, Treasurer Tozer, Aerial Apparatus Specification Committee
Date: December 30, 2020
Subject: Aerial Apparatus Request for Proposals

Recommendation: That Council directs staff to post RFP TOSS 20-02 on the NBON website for the purpose of acquiring bids on a new aerial firefighting apparatus. Staff recommends Option 1.

BACKGROUND

St. Stephen Fire Department has developed by committee, in conjunction with a qualified consultant, a specification document outlining the minimum requirements desired for an aerial firefighting apparatus. The intent of the committee and staff would be to have this posted on the NBON website with a closing date of January 29, 2021. With permission of Council, the RFP would be posted on December 31, 2020 to facilitate adequate time for prospective suppliers to develop and submit their proposals. Based on conversations with potential suppliers, this would mean a potential delivery in the area of spring 2022. Should our specification be close to something currently scheduled for production as a stock unit, the delivery time could be reduced.

FINANCIAL CONSIDERATIONS

Treasurer Tim Tozer will request authorization of Council to go to the Capital Borrowing Board with respect to borrowing the amount required beyond the money earmarked in Capital Reserves for the aerial apparatus.

OPTIONS

1. Council approves the recommendation of Staff to post RFP TOSS 20-02.
2. Council delays the recommendation of Staff to post RFP TOSS 20-02.
3. Council denies the recommendation of Staff to post RFP TOSS 20-02.

Respectfully submitted,

Fire Chief Sean Morton



Town of St. Stephen
REQUEST FOR DECISION
Report: TR 31-20



To: Jeff Renaud, Chief Administrative Officer
From: Tim Tozer, Treasurer
Resource Staff: N/A
Date of Meeting: December 30, 2020
Subject: Application to the Municipal Capital Borrowing Board-General Fund-Single Axle Aerial Platform Fire Truck

Recommendation for Resolution:

That the Municipality of the Town of St. Stephen submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following terms and amounts:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Protective Services</u>		
Single Axle Aerial Platform Fire Truck	\$1,039,000	15 Years
Interim Financing-Single Axle Aerial Platform Fire Truck	<u>\$172,000</u>	3 Years
	<u>\$1,211,000</u>	

BACKGROUND

The attached analysis shows the cost and recommended funding sources for a single axel aerial platform fire truck, latest model custom minimum 100'.

The total estimated cost is \$1,668,575, funding is shown to be from a combination of funds transferred from the General Capital Reserve Fund and long-term borrowing.

Funds from the General Capital Reserve will be transferred by Council resolution after the truck is purchased.

Long term borrowing requires an application for authorization to borrow to the Municipal Capital Borrowing Board. The next hearing date available is February 8, 2021 and requires the application to be submitted by January 6, 2021.

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-Fund a different amount: Council may determine to fund the project differently or not do the project at all.

The Town of St. Stephen
Project Title: Single Axle Aerial Platform Fire Truck

	<u>Cost</u>
Estimated Purchase Cost	\$1,600,000
Taxes (HST)	<u>\$240,000</u>
	\$1,840,000
Tax (HST) Rebate	<u>(\$171,425)</u>
Total Cost	<u><u>\$1,668,575</u></u>

	<u>Financing</u>
Town of St. Stephen-General Capital Reserve	\$630,000
Long Term Borrowing (15 Years)	<u>\$1,038,575</u>
Total Cost	<u><u>\$1,668,575</u></u>

	<u>MCBB Borrowing Application</u>
Interim Financing (3 Years)	
Tax (HST) Rebate	<u>\$172,000</u>
Total Interim Financing	<u><u>\$172,000</u></u>
Long Term Financing (15 Years)	<u><u>\$1,039,000</u></u>