



St. Stephen Town Council to be held on Wednesday, November 25<sup>th</sup>, 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.

### REGULAR AGENDA

A. CALL TO ORDER

B. MOMENT OF REFLECTION

C. ADDITION OF LATE ITEMS

D. ADOPTION OF AGENDA

*That the November 25th Regular Council Agenda be approved.*

E. MAYOR'S COMMENTS/PROCLAMATIONS

F. DISCLOSURE OF INTEREST

G. PUBLIC AND/OR STATUTORY HEARINGS

H. ADOPTION OF MINUTES

Minutes of the Regular Meeting of Council held on October 26<sup>th</sup>, 2020.

*That the Minutes of the Regular Meeting of Council held on October 26<sup>th</sup>, 2020, be adopted.*

I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

N/A

## J. CORRESPONDENCE

Requiring Action:

For Information:

## 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**

*That Bylaw No. A-7.15—A Bylaw to Impose a Special Business Improvement Levy for 2021 be given second reading.*

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**

*That Bylaw No. A-7.15—A Bylaw to Impose a Special Business Improvement Levy for 2021 be given Third and Final reading.*

## 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 (PS 20-20)
5. Community Services Departmental Report (CMS16-20)
6. Public Works Departmental Report (PW12-20)

*That the Departmental Information Reports be acknowledged and received for information.*

**Request for Decisions:**

**7. Municipal Operating Agreement—Liberty Utilities**

*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.*

**8. Transfer from General Capital Reserve—2020 Capital Budget**

*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.*

**9. Transfer from Water and Sewerage Capital Reserve—2020 Capital Budget**

*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.*

**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**

**1. Councillor Reports**

**O. NOTICE OF CLOSED MEETING**

*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.*

**P. RECONVENE TO REGULAR MEETING**

**Q. ADJOURNMENT**

That the meeting be adjourned at \_\_\_\_pm.

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**MONDAY, OCTOBER 26, 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.**

1. **MOMENT OF SILENCE**

Mayor MacEachern requested a moment of silence.

2. **RECORDING OF ATTENDANCE**

**PRESENT:** Mayor Allan MacEachern; Deputy Mayor Carr; Councillors Marg Harding, David Hyslop, Phil Chisholm, and Ken Parker; and Chief Administrative Officer Jeff Renaud.

**ABSENT:** Councillor Ghislaine Wheaton

3. **APPROVAL OF AGENDA**

**AGENDA**

Moved by Councillor Chisholm  
Seconded by Deputy Mayor Carr

**144/20 THAT** the Agenda be approved as circulated. **CARRIED**

4. **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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

a) Canada First Basketball Presentation (virtual attendance) – Richard Fulton and David Ganong

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Parker  
Seconded by Deputy Mayor Carr

145/20 **THAT** the Minutes of the Regular Council meeting held on September 28, 2020 be approved as presented. **CARRIED**

8. ACCOUNTS

**PAID BILLS**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

146/20 **THAT** the paid bills in the amount of \$1,576,589.55 (one million, five hundred seventy-six thousand, five hundred and eighty-nine dollars and fifty-five cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

No communication for information.

COMMUNICATION FOR ACTION

**SANTA'S HELPERS REQUEST FOR DONATION**

Moved by Deputy Mayor Carr  
Seconded by Councillor Hyslop

147/20 **THAT** a donation to Santa's Helpers in the amount of \$500 (five hundred dollars) be approved. **CARRIED**

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Councillor Harding  
Seconded by Councillor Hyslop

148/20 **THAT** the Minutes of the Committees meeting – Finance and Administration; Public Works; Police and Fire; Property, By-Laws and Environment; Parks and Recreation; and Planning, Promotion and Tourism held on October 14, 2020 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Hyslop  
Seconded by Councillor Parker

149/20 **THAT** the following staff reports presented at the October 14<sup>th</sup>, 2020 Committee meeting be acknowledged and received for information: Chief Administrative Officer;

Finance Department; Public Works Department; Fire Department; By-Laws and Building Inspection Services; and Community Services and Events. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

(a) By-Law No. A-18 – Procedural Bylaw – Summary reading by the Chief Administrative Officer

(b) **BY-LAW NO. A-18 – PROCEDURAL BYLAW – THIRD AND FINAL READING**

Moved by Councillor Harding  
Seconded by Councillor Chisholm

150/20 **THAT** Bylaw No. A-18, being the Procedural Bylaw, be given third and final reading. **CARRIED**

(c) By-Law No. M-2, being the Town of St. Stephen Municipal Plan – Summary reading by the Chief Administrative Officer

(d) **BY-LAW NO. M-2 – MUNICIPAL PLAN – THIRD AND FINAL READING**

Moved by Deputy Mayor Carr  
Seconded by Councillor Parker

151/20 **THAT** Bylaw No. M-2, being the Town of St. Stephen Municipal Plan, be given third and final reading. **CARRIED**

(e) By-Law No. A-17, being the Council Remuneration Bylaw – Summary reading by the Chief Administrative Officer.

(f) **BY-LAW NO. A-17 – COUNCIL REMUNERATION BYLAW – THIRD AND FINAL READING**

Moved by Councillor Hyslop  
Seconded by Deputy Mayor Carr

152/20 THAT Bylaw No. A-17, being the Council Remuneration By-Law, be given third and final reading. **CARRIED**

(g) **BY-LAW NO. A-7.15 – BYLAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY FOR 2021 – FIRST READING**

Moved by Councillor Hyslop

Seconded by Councillor Parker

153/20 THAT Bylaw No. A-7.15, being a Bylaw to impose a Special Business Improvement Levy for 2021, be given first reading. **CARRIED**

14. **NEW BUSINESS**

(a) **REQUEST FOR CROSSWALK**

Moved by Councillor Harding

Seconded by Councillor Hyslop

154/20 **THAT** Council approves the installation of a pedestrian crosswalk at the intersections of Union and Elm Streets. **CARRIED**

(b) **APPROVAL OF COMMUNITY GRANT**

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

155/20 **THAT** Council approve a Community Grant in the amount of \$1,500 (one thousand five hundred dollars) be awarded to the Charlotte County Hospital Foundation. **CARRIED**

(c) **APPOINTMENT OF TOWN CLERK**

Moved by Councillor Hyslop

Seconded by Deputy Mayor Carr

156/20 **THAT** Council rescinds the appointment of the now retired Joan Flewelling, with thanks, and appoints the Chief Administrative Officer as Town Clerk. **CARRIED**

(d) **REQUEST FOR HOLIDAY LAMPOST DECORATING**

Moved by Councillor Harding

Seconded by Councillor Chisholm

157/20 **THAT** the request of Downtown St. Stephen to conduct a Holiday Lamppost Decorating Contest in the manner described in their proposal be approved. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Councillor Chisholm

- Attended all meetings of Council
- Attended Coastal Link Trail ribbon cutting

Councillor Harding

- Attended all meetings of Council
- Attended Coastal Link Trail ribbon cutting

Councillor Parker

- Attended all meetings of Council
- Paid tribute to the Veterans and applauded the interest and effort put into the Veteran banners

Councillor Hyslop

- Attended all meetings of Council
- Attended a Charlotte County Museum meeting – AGM this week.
- Attended a Canada First Basketball Meeting
- Attended Coastal Link Trail ribbon cutting
- Attended Golf Tournament in memory of Wayne Hiltz

Deputy Mayor Carr

- Attended all meetings of Council

Mayor MacEachern

- Attended all meetings of Council
- Attended Coastal Link Trail ribbon cutting
- Participated in several COVID-19 related conference calls

16. QUESTION PERIOD

Any questions posted on the Town's Facebook page will be addressed by the Chief Administrative Officer.

17. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

**158/20** **THAT** the meeting adjourns at 6:38 p.m. **CARRIED**

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Mayor

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Town Clerk

**BY-LAW NO. A-7.15**

**A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY FOR 2021"**

Pursuant to Section 5(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY the Town Council of the Town of St. Stephen as follows:

**THAT** a Business Improvement Levy be imposed on all non-residential property within the Business Improvement Area of the local government that is liable to taxation under the *Assessment Act*. The Levy shall be in the amount of \$25,374 at the rate of \$0.20 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government, or other such Minister as may be appropriate, to Levy the said amount pursuant to the provisions of the *Business Improvement Area Act*.

**IN WITNESS WHEREOF** the Town of St. Stephen has caused the corporate seal of the said Town to be affixed to this By-Law the \_\_\_\_ day of \_\_\_\_\_, 2020.

FIRST READING: *OCTOBER 26, 2020*

SECOND READING:

THIRD READING AND ENACTED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

*St. Stephen Business Improvement Area Inc.*  
**Proposed 2021 Operating Budget**

**SOURCES OF FUNDS**

BIA Tax Levy.....	\$25,000.00
BIA Outstanding Tax Levy.....	\$ 600.00
Interest.....	\$ 150.00
Student Employment Funding.....	\$ 7,322.00
GIC Withdrawal .....	\$ 5,000.00
.....	<u>\$38,072.00</u>

**USES OF FUNDS**

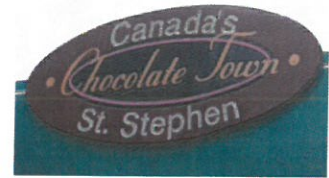
Advertising.....	\$ 500.00
Donations.....	\$ 500.00
Bank Charges.....	\$ 10.00
BIA Annual Dues.....	\$ 300.00
Rent.....	\$ 2,900.00
Insurance.....	\$ 1,100.00
Office and Miscellaneous.....	\$ 450.00
<i>PROMOTIONAL PROGRAMS AND PROJECTS</i>	
Mural Program.....	\$ 1,000.00
Student Employment.....	\$ 7,322.00
Payroll.....	<u>\$23,990.00</u>
.....	<u>\$38,072.00</u>

**EXCESS/DEFICIENCY.....** \$ 0.00

This proposed budget is based on a levy of twenty cents for each one hundred dollars of assessed value.



**Town of St. Stephen**  
**INFORMATIONAL REPORT**  
**Report: CAO 35-20**



**To:** Mayor and Council  
**From:** Jeff Renaud, Chief Administrative Officer  
**Resource Staff:** N/A  
**Date of Meeting:** November 25, 2020  
**Subject:** CAO REPORT

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

The activities of the Office of the Chief Administrative Officer for the reporting period included the following:

**COVID-19:**

COVID-19 continues to play a significant factor in the operation and management of municipal operations. Significant effort is dedicated to monitoring and management of risk assessments and mitigation efforts. The goal of the Town administrative team is to deliver services to residents in the best possible way while maintaining compliance with the Provincial mandates and guidelines.

**BUDGET 2021:** At the time of the writing of this report, Operating budgets are in “final draft” state and awaiting a special meeting of Council for possible adoption. It should be noted that the Town did not meet the provincial deadline of Nov. 15<sup>th</sup> for submission of approved documents. Budget preparation activities were significantly impacted by the fact that the 2019 audit was taking place during the time period where budget preparation should have been the priority. It is imperative that audit processes be completed in the spring in forthcoming years.

**TOWN HALL RELOCATION:** Administration will be vacating the former offices at 73 Milltown Blvd. as of November 30<sup>th</sup>, 2020. While this is later than originally anticipated, it is an important milestone in our progress on this project.

**ECONOMIC DEVELOPMENT:** During this reporting period the CAO has been working with Future St. Stephen on potential housing development initiatives under the recently announced Federal funding program. In addition, the CAO has been in contact with developers interested in bringing forward potential developments in 2021. While no projects are secured at this point, discussions seem promising.

CAO has also been in contact with the developer in relation to the proposed Best Western Plus hotel. This contact has been specifically in relation to development incentives for which the project may be eligible.

Respectfully Submitted,  
Jeff Renaud



# Southwest New Brunswick Service Commission

As of November 17<sup>th</sup>, 2020

## **PLANNING & DEVELOPMENT REPORT**

### *Town Planning Update*

- SNBSC is working on a draft zoning by-law for the Town of St. Stephen to implement the land use policy of the Town's new Municipal Plan By-law M-2;
- Offered support to Town on process to have new Municipal Plan By-law M-2 sent to Minister of Local Government & Local Governance Reform for approval and registration at the Land Registry Office;
- One (1) St. Stephen PRAC files for Nov. 19<sup>th</sup> meeting – Tim Horton's menu sign variances;
- SNBSC planners met twice with the housing group of Future St. Stephen to offer general planning guidance.

### *Development Update*

- One hundred and forty (140) building permit applications processed, reviewed for zoning compliance, and forwarded to Town building inspector to date in 2020 (total est. construction value \$ 11,210,390.59, total permit revenue for Town: \$ 15,971.87);
- No change in # of subdivision plans approved (3 lots & 2 parcels) to date in 2020.;
- Fourteen (14) sign permits issued to date in 2020 – one (1) issued in October;
- SNBSC denied two (2) development approvals: one (1) for addition to a use that is currently non-conforming to the Town's Zoning By-Law and one (1) for a non-permitted sign.

### *Regional Update*

- SNBSC is working on a rural plan in the neighbouring Dufferin LSD ('Ledge Road area') - see [www.snb-sc-planning.com/planning/dufferin](http://www.snb-sc-planning.com/planning/dufferin) for more information on early drafts.

Respectfully submitted by,

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



Southwest New Brunswick Service Commission  
Sign Permits

Month: ALL 2020  
Town of St. Stephen

DATE RECEIVED	APPROVAL DATE	REMOVAL DATE	CONSTRUCTION ADDRESS	TYPE OF STRUCTURE	ESTIMATED VALUE	FEE PAID	DATE PAID
Feb. 4/20	Feb. 17/20	Feb. 23/20	250 King Street, St. Stephen	Portable Sign	N/A	Waived	Waived
Feb. 10/20	Feb. 20/20	N/A	69 Milltown Blvd., St. Stephen	Fascia Sign	N/A	\$ 25.00	Feb. 10/20
Feb. 10/20	Feb. 20/20	Feb. 20/21	210 King Street, St. Stephen	Portable Sign	N/A	\$ 25.00	Feb. 10/20
Mar. 6/20	Mar. 6/20	Mar. 20/20	5 Route 170, St. Stephen	Portable Sign	\$ 1,200.00	Waived	Waived
Mar. 6/20	Mar. 21/20	Apr. 4/20	5 Route 170, St. Stephen	Portable Sign	\$ 1,200.00	Waived	Waived
Mar. 10/20	Mar. 16/20	Mar. 31/20	250 King Street, St. Stephen	Portable Sign	N/A	Waived	Waived
Mar. 11/20	Mar. 12/20	N/A	24 Route 170, St. Stephen	Fascia Signs	\$ 14,487.00	\$ 72.44	Mar. 11/20
Apr. 13/20	May 5/20	May 19/20	195 King St., St. Stephen	Portable Signs	N/A	Waived	Waived
May 7/20	May 20/20	N/A	107 Milltown Blvd., St. Stephen	Fascia Sign & Sandbl	\$ 1,000.00	\$ 25.00	May 19/20
June 11/20	June 22/20	July 21/20	195 King St., St. Stephen	Portable Signs	N/A	Waived	Waived
July 10/20	July 13/20	N/A	34 Pleasant Street, St. Stephen	Two Fascia Signs	\$ 69.00	\$ 25.00	July 10/20
July 22/20	Sept. 18/20	N/A	123 King Street, St. Stephen	Fascia & Freestanding	\$ 30,000.00	\$ 150.00	Sept. 17/20
Sept. 14/20	Sept. 29/20	Sept. 29/21	9316 Route 3, St. Stephen	Portable Sign	N/A	\$ 25.00	Sept. 24/20
Oct. 8/20			250 King Street, St. Stephen	Portable Sign	N/A	Waived	



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
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
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
					Variance (Rear)

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	frost 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 deck	\$ 3,000.00	25.00	Sent for review, Variance applied	Waiting for letter
June 24/20	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 deck	\$ 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 17/20	6 Groom St., St. Stephen	Deck	\$ 4,500.00	25.00	Review Complete, sent to Manzer	
July 21/20	59 Queen St. W, St. Stephen	Pool and fence	\$ 500.00	25.00	Review Complete, sent to Manzer	
July 28/20	50 Queen St E., St. Stephen	Windows and siding	\$ 4,500.00	25.00	Review Complete, sent to Manzer	
July 28/20	108 King Street, St. Stephen	deck and fence	\$ 10,000.00	50.00	Review Complete, sent to Manzer	
July 29/20	7 Sinclair St, St. Stephen	Pool and fence	\$ 20,000.00	100.00	Review Complete, sent to Manzer	
July 31/20	323 Milltown Blvd, St. Stephen	Pool and fence	\$ 500.00	25.00	Review Complete, sent to Manzer	
July 31/20	21 Carleton St, St. Stephen	Roof and deck	\$ 7,500.00	37.50	Review Complete, sent to Manzer	
July 31/20		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	

Aug. 10/20	26 Riverside Drive, St. Stephen	Alteration/repair		\$	20,000.00	\$	100.00	Review Complete, sent to Manzer	
Aug. 11/20	32 Parkwood Drive, St. Stephen	Heat pump		\$	3,818.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 11/20	190 Church Street, St. Stephen	Generator		\$	66,000.00	\$	330.00	Review Complete, sent to Manzer	
Aug. 13/20	14 River Street, St. Stephen	Modular and garage		\$	293,600.00	\$	1,234.00	Review Complete, sent to Manzer	
Aug. 12/20	25 Sinclair St., St. Stephen	Heat pump		\$	3,600.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 18/20	92 Marks Street, St. Stephen	Alteration/repair to a single fami		\$	25,000.00	\$	125.00	Review Complete, sent to Manzer	
Aug. 18/20	47 Union Street, St. Stephen	Demo/alteration/repair Institution		\$	150,000.00	\$	875.00	Review Complete, sent to Manzer	
Aug. 18/20	19 Pine Street, St. Stephen	Demolition		\$	3,750.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 18/20	29 Pleasant Street, St. Stephen	Demolition		\$	7,500.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 20/20	15 West St., St. Stephen	Windows		\$	3,000.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 21/20	66 Pleasant St., St. Stephen	Deck replacement		\$	3,000.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 24/20	123 King Street, St. Stephen	Concrete base for freestanding		\$	4,200.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 24/20	82 West St., St. Stephen	Heat Pump		\$	3,500.00	\$	25.00	Review Complete, sent to Manzer	
Aug. 25/20	6 Maple St., St. Stephen	Garage		\$	15,000.00	\$	75.00	Review Complete, sent to Manzer	
Sept. 1/20	182 Union St., St. Stephen	Heat pump		\$	10,000.00	\$	50.00	Review Complete, sent to Manzer	
Sept. 1/20	63 Queen Street W., St. Stephen	Foundation repair		\$	12,000.00	\$	60.00	Review Complete, sent to Manzer	
Sept. 4/20	31 Union Street, St. Stephen	Enclosing Front Porch, replacin		\$	15,000.00	\$	75.00	Review Complete, sent to Manzer	
Sept. 11/20	183 Union Street, St. Stephen	Replacing siding and windows		\$	7,000.00	\$	35.00	Review Complete, sent to Manzer	
Sept. 14/20	43 Hawthorne St., St. Stephen	Heat pump		\$	3,400.00	\$	25.00	Review Complete, sent to Manzer	
Sept. 15/20	449 Milltown Blvd., St. Stephen	Siding		\$	4,500.00	\$	25.00	Review Complete, sent to Manzer	
Sept. 16/20	15 Hartford Lane, St. Stephen	Heat pump		\$	6,000.00	\$	25.00	Review Complete, sent to Manzer	
Sept. 16/20	28 Spring Street, St. Stephen	Repair existing porch & front sta		\$	2,000.00	\$	25.00	Review Complete, sent to Manzer	
Sept. 17/20	46 Hawthorne Street, St. Stephen	Shed		\$	1,000.00	\$	25.00	Review Complete, sent to Manzer	
Sept. 18/20	64 Queen Street W., St. Stephen	Addition		\$	1,000.00	\$	50.00	Review Complete, sent to Manzer	
Sept. 21/20	11 Pagan Street, St. Stephen	3 Heat Pumps		\$	12,000.00	\$	60.00	Review Complete, sent to Manzer	
Sept. 29/20	442 Milltown Blvd., St. Stephen	Garage Addition		\$	22,000.00	\$	110.00	Review Complete, sent to Manzer	Fee Doubled by Manzer
Oct. 6/20	49 Duke Street, St. Stephen	Front deck replacement		\$	5,000.00	\$	25.00	Sent for review	
Oct. 7/20	28 Union Street, St. Stephen	Small ramp		\$	100.00	\$	25.00	Review Complete, sent to Manzer	
Oct. 8/20	3 McAdam Court, St. Stephen	Siding		\$	5,000.00	\$	25.00	Review Complete, sent to Manzer	
Oct. 9/20	16 Queen St. W, St. Stephen	Doormer		\$	10,000.00	\$	50.00	Review Complete, sent to Manzer	
Oct. 9/20	46 Duke Street, St. Stephen	Heat pumps, windows, electrical		\$	15,000.00	\$	75.00	Review Complete, sent to Manzer	
Oct. 13/20	54 Hawthorne Street, St. Stephen	Heat pump		\$	5,000.00	\$	25.00	Review Complete, sent to Manzer	
Oct. 13/20	75 Main St., St. Stephen	Siding replacement		\$	1,400.00	\$	25.00	Review Complete, sent to Manzer	
Oct. 15/20	1 Chocolate Drive, St. Stephen	Alteration/repair		\$	54,603.24	\$	273.02	Review Complete, sent to Manzer	





**Town of St. Stephen  
Information Report to Council  
Report: TR 18-20**



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**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:** November 25, 2020  
**Subject:** TREASURER INFORMATIONAL REPORT

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**Recommendation:** That this report be received for informational purposes.

**Staff Activity since last report:**

**1) Monthly accounting procedures:**

- A) Accounts Receivable processing (Daily payment processing, deposits, monthly and quarterly invoicing, and collection for both the Utility and General Fund).
  - Accounts Receivable closed to July 31, 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 July-September 2020 billings-Complete.
  
- B) Accounts Payable processing (Verification and input of invoices, and payment of amounts owed by the Town).
  - Accounts payable closed to May 31, 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 72 employees, Monthly 27 employees, Quarterly 1 employee, Bi-yearly 7 employees, Total 107 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 June 30, 2020

**2) Meetings:**

- A) Accounting Department staff meetings.
- B) Senior Managers staff meetings.
- C) CPA PD Courses-October 13, 16 and November 9, 2020.
- D) Committee meeting-October 14, 2020.
- E) Council meeting-November 5, 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.
- B) Audit 2019-Complete.
- C) Budget 2021-In progress.
- D) Civic Center accounting reconciliations and various daily accounting issues-Month end completed to June 30, 2020.
- E) Accounting office planning to minimize paper use-In progress.
- F) Bill Weston NDMP project-In Progress.
- G) Multiple HST remittances-Ongoing.
- H) Administering the Charles F Todd Trust Fund-Ongoing.

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**MEMORANDUM**

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**TO:** JEFF RENAUD, CAO  
**FROM:** KIMBERLY STE MARIE, ACCOUNTS PAYABLE MANAGER  
**SUBJECT:** OCTOBER 2020 REGULAR COUNCIL MOTIONS FOR ACCOUNTS PAYABLE LISTING  
**DATE:** NOVEMBER 16, 2020

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

**THAT** the paid bills in the amount of \$798,822.01 (Seven Hundred Ninety-eight Thousand, Eight Hundred Twenty-two Dollars and One Cent) be received.

Regards,



Kimberly Ste Marie  
Accounts Payable Manager

Town of St. Stephen

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

Cheques from 000001 to 000060 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:55:23AM 11/17/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000058	10/06/2020 TOWN OF ST. STEPHEN	19,000.00	A/P	OUT-STD	10/06/2020
	19000.00 GG-TRANSFER-TO GENERAL OPER.	19,000.00			
	<b>Cheque Totals Issued:</b>	<b>19,000.00</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>19,000.00</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - 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 000082 dated between 10-01-2020 and 10-31-2020

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CHEQUE REGISTER

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Printed: 8:55:50AM 11/17/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000063	10/19/2020 ST. ISIDORE ASPHALTE LTD.	147,587.39	A/P	OUT-STD	10/19/2020
	942048 Project#20-2509 Coastal link Trail St. S	147,587.39			
	<b>Cheque Totals Issued:</b>	<b>147,587.39</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>147,587.39</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - 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 10-01-2020 and 10-31-2020

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CHEQUE REGISTER

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Printed: 8:56:18AM 11/17/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000064	10/27/2020 TOWN OF ST. STEPHEN SCHOO001-004 Transfer to Utility Operating Fund	4,138.48 4,138.48	A/P	OUT-STD	10/27/2020
<b>Cheque Totals Issued:</b>		<b>4,138.48</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>4,138.48</b>			
<b>Total # of Cheques Listed:</b>		<b>1</b>			

\* - 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 000024 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:56:43AM 11/17/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000022	10/05/2020 NEILSON'S CONSTRUCTION INC.	<b>56,381.22</b>	A/P	OUT-STD	10/05/2020
	285 Maxwell Crossing Pump Station Roof	43,970.25			
	307 Maxwell Crossing Pump Station Roof	12,410.97*			
000023	10/19/2020 FAIRVILLE CONSTRUCTION LTD.	<b>160,293.99</b>	A/P	OUT-STD	10/19/2020
	QM-3516-02 Project#19-1946 Water and Sanitary S	160,293.99			
	<b>Cheque Totals Issued:</b>	<b>216,675.21</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>216,675.21</b>			
	<b>Total # of Cheques Listed:</b>	<b>2</b>			

\* - 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 000184 to 000186 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:57:38AM 11/17/2020

Page 1 of 1

Number	Issued	Amount	SC	Status	Status Date
000184	10/08/2020 SERVICE NEW BRUNSWICK-VISA SEPTEMBER02/20* TS-AIRPORT-PETRO STORAGE LICE	55.00 55.00	A/P	CLEARED	10/08/2020
000185	11/05/2020 BELL ALIANT-VISA SEPTEMBER182020* TS-STC-CELL PHONE SCREEN PRO	45.99 45.99	A/P	CLEARED	11/12/2020
000186	11/05/2020 SCOTIABANK-VISA SEPTEMBER282020* GG-VISA-ANNUAL FEE	75.00 75.00	A/P	CLEARED	11/12/2020
<b>Cheque Totals Issued:</b>		<b>175.99</b>			
<b>Void:</b>		<b>0.00</b>			
<b>Total Cheques Generated:</b>		<b>175.99</b>			
<b>Total # of Cheques Listed:</b>		<b>3</b>			

\* - 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 000002 to 000002 dated between 10-01-2020 and 10-31-2020

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CHEQUE REGISTER

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Printed: 8:58:24AM 11/17/2020

Page 1 of 1

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Number	Issued	Amount	SC	Status	Status Date
000002	10/08/2020 SERVICE NEW BRUNSWICK-VISA	55.00	A/P	CLEARED	10/08/2020
	SEPTEMBER02/20 WS-MAXWELLPUMPHOUSE-PETRO	55.00			
	<b>Cheque Totals Issued:</b>	<b>55.00</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>55.00</b>			
	<b>Total # of Cheques Listed:</b>	<b>1</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Bank Direct Withdrawals:**

**CHAMBERS OF COMMERCE:**

**OCTOBER, 2020**

Management Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	7,787.79
Union Premiums (Life & AD&D, LTD, EHC, Dental Premiums)	11,566.72
<b>Total</b>	<b><u>\$ 19,354.51</u></b>

**SERVICE NEW BRUNSWICK:**

**AUGUST, 2020**

Invoice #1361979 (Utility Payment Acceptance Fees)	739.67
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**SEPTEMBER, 2020**

Invoice #1373520 (Utility Payment Acceptance Fees)	82.87
<b>Total</b>	<b><u>\$ 822.54</u></b>

<b>Grand Total</b>	<b><u>\$ 20,177.05</u></b>
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Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]  
 Cheques from 000001 to 026610 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:59:09AM 11/17/2020

Page 1 of 7

Number	Issued	Amount	SC	Status	Status Date
026424	10/01/2020 HERITAGE COURT HOLDINGS LIMITED RC000032575 GG-TOWNHALL-LEASE-OCTOBER/20	5,417.62 5,417.62	A/P	OUT-STD	10/01/2020
026425	10/02/2020 PAYROLL TRANSFER WEEK402020 GG-TRANSFER-SEPT 29 & 30/20	23,008.00 23,008.00	A/P	OUT-STD	10/02/2020
026426	10/02/2020 RECEIVER GENERAL FOR CANADA WEEK402020 GG-REMITTANCE-SEPT 29 & 30/20	9,368.55 9,368.55	A/P	OUT-STD	10/02/2020
026427	10/06/2020 ACCT #903240047015 SEPTEMBER2020 VOLUNTEER FIRE MEMBERSHIP DU	270.00 270.00	A/P	OUT-STD	10/06/2020
026428	10/06/2020 ACCT 8025-280 SEPTEMBER2020 LOCAL 770 UNION DUES-SEPTEMBE	1,317.46 1,317.46	A/P	OUT-STD	10/06/2020
026429	10/06/2020 ATLANTIC WINDOOR LTD. 0000078030 TS-SHOP-SERVICE OVERHEAD DOC	993.03 993.03	A/P	OUT-STD	10/06/2020
026430	10/06/2020 BRIGGS PLUMBING INC. 1572652 TS-SHOP-BOILER DRAIN, BRASS BL 1572658 TS-SHOP-BUSHINGS 1572659 TS-SHOP-COUPLINGS, BUSHINGS, S	75.53 27.59 12.70 35.24	A/P	OUT-STD	10/06/2020
026431	10/06/2020 CALDWELL LESLIE TREESTAKEDOWN TS-ST5-HILL & QUEENSWAY TREE 1	1,900.00 1,900.00	A/P	OUT-STD	10/06/2020
026432	10/06/2020 CANADA GAMES AQUATIC CENTRE 62890 CC-POOL-CERTIFIED POOL OPERA	632.50 632.50	A/P	OUT-STD	10/06/2020
026433	10/06/2020 CARQUEST 14838-138615 TS-#6-FEMALE LEAD STUD ADAPTE 14838-138884 TS-#23-PAINTED ROTORS, BRAKE P 14838-138885 TS-#23-BRAKE PAD SET 14838-139013 RC-#438-REMAN ALTERNATOR 14838-139301 RC-#304-OXYGEN SENSORS 14838-139302 RC-#304-CONV-ULTRA DOM TK-EPA 14838-139483 RC-#304-ROTORS, BRAKE PAD SET 14838-139484 RC-#304-WHEEL NUTS 14838-139488 RC-#304-BALL JOINT WITH INTEGRA 14838-139500 RC-#304-HUB ASSEMBLY	2,393.56 9.55 529.02 -21.01 345.72 324.93 579.14 206.49 46.00 97.78 275.94	A/P	OUT-STD	10/06/2020
026434	10/06/2020 DALE MATHESON'S TOWING 4054 TS-#12-TOWING	115.00 115.00	A/P	OUT-STD	10/06/2020
026435	10/06/2020 DAVE DINSMORE WEB DESIGN & HOSTING 0770 GG-WEB HOSTING-MAY-AUGUST 20 0771 CC-ADMIN-MAY THRU AUGUST WEE	319.92 159.96 159.96	A/P	OUT-STD	10/06/2020
026436	10/06/2020 DEMPSEY'S PLUMBING & HEATING 4835 CC-COOLINGTOWER-REPLACED FL	283.36 283.36	A/P	OUT-STD	10/06/2020
026437	10/06/2020 EAGLE XPRESS COURIER SERVICE 491552 TS-#5-FROM RICHWIL 491553 TS-SHOP-FOOT BLADES 491564 TS-SHOP-FROM BAYVIEW TRUCKS 491582 TS-#11-FROM MARITIME CASE EQU 491593 TS-SHOP-FROM RICHWIL 491594 TS-SHOP-FROM PARTS FOR TRUCK 688093 TS-#7-FROM RICHWIL 749701 TS-#11-FROM MARITIME CASE	356.50 46.00 92.00 34.50 28.75 34.50 46.00 46.00 28.75	A/P	OUT-STD	10/06/2020

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]  
 Cheques from 000001 to 026610 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:59:10AM 11/17/2020

Page 2 of 7

Number	Issued	Amount	SC	Status	Status Date
026438	10/06/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 938169 TS-ST5-DIESEL AUGUSTINTEREST20 TS-ST5-AUGUST INTEREST 2020	1,486.14 1,478.62 7.52	A/P	OUT-STD	10/06/2020
026439	10/06/2020 JEFF RENAUD SEPTEMBER2020 GG-CAO-MONTHLY VEHICLE ALLOW	250.00 250.00	A/P	OUT-STD	10/06/2020
026440	10/06/2020 KEM CANADA MFG 130147 TS-SHOP-GLASS CLEANER, MALON	464.13 464.13	A/P	OUT-STD	10/06/2020
026441	10/06/2020 KONICA MINOLTA BUSINESS SOLUTIONS 268345009 CC-PHOTOCOPIER-AUG 15-SEPT 14	335.51 335.51	A/P	OUT-STD	10/06/2020
026442	10/06/2020 MILLTOWN MARKET 39-2020 PS-FIRE-SANDWICHES, ICE, GATOR	358.89 358.89	A/P	OUT-STD	10/06/2020
026443	10/06/2020 MINISTER OF FINANCE WEEK402020 EMPLOYEE DEDUCTIONS-OCT 04-11	209.30 209.30	A/P	OUT-STD	10/06/2020
026444	10/06/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 465647 GG-TOWNHALL-FLOOR MATS 467327 GG-TOWNHALL-FLOOR MATS	190.72 95.36 95.36	A/P	OUT-STD	10/06/2020
026445	10/06/2020 ORR ELECTRIC & ALARM LTD. 4733 TS-TRAFFIC LIGHTS-TROUBLE SHO 4740 RC-MILLTOWNPOOL-REPLACED BA 4741 RC-LIBRARY-REPLACED TUBES ANI	1,039.99 517.50 190.76 331.73	A/P	OUT-STD	10/06/2020
026446	10/06/2020 SOURCE ONE SUPPLIES 25927 CC-POOL-HYDROCHLORIC ACID 26071 CC-ARENA-REFUND OF WRONGLY I	1,435.25 1,546.06 -110.81	A/P	OUT-STD	10/06/2020
026447	10/06/2020 SOURCE ATLANTIC 3679366 TS-SHOP-HEADGEAR 3682146 TS-ST5-SPEED BUMPS	593.35 49.97 543.38	A/P	OUT-STD	10/06/2020
026448	10/06/2020 SOUTHWEST CONCRETE & CONS LTD IN000010053 TS-ST5-EQUIPMENT RENTAL IN000010060 TS-ST5-EQUIPMENT RENTAL, UNDE IN000010078 TS-ST5-EQUIPMENT RENTAL, UNDE	2,760.00 805.00 701.50 1,253.50	A/P	OUT-STD	10/06/2020
026449	10/06/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17178 CC-ARENA-TROUBLESHOOT LOST F 17183 CC-COOLINGTOWER-CONTACTORS	465.75 408.25 57.50	A/P	OUT-STD	10/06/2020
026450	10/06/2020 ST. CROIX PUBLIC LIBRARY OCT-DECEMBER2020 GG-GRANT-OCTOBER - DECEMBER	9,661.75 9,661.75	A/P	OUT-STD	10/06/2020
026451	10/06/2020 ST.STEPHEN DEVELOPMENT BOARD OCT-DECEMBER2020 GG-GRANT-OCTOBER - DECEMBER	20,000.00 20,000.00	A/P	OUT-STD	10/06/2020
026452	10/06/2020 ST. STEPHEN UTILITY DEPT. SEPTEMBER2020 EMPLOYEE DEDUCTIONS-SEPTEME	40.00 40.00	A/P	OUT-STD	10/06/2020
026453	10/06/2020 TOTAL FALL PROTECTION 1233430 PS-FIRE-SAFETY EQUIPMENT INSPI	761.88 761.88	A/P	OUT-STD	10/06/2020
026454	10/06/2020 TRACTION FREDERICTON (591) 591233893 TS-SHOP-HD X-LIFEAF 50/50	259.44 259.44	A/P	OUT-STD	10/06/2020
026455	10/06/2020 UNIFIRST CANADA LTD. 710 0221581 CC-FRONTLOBBY-MAPS 7100220839 CC-FRONT LOBBY-FLOOR MATS	230.12 123.11 107.01	A/P	OUT-STD	10/06/2020
026456	10/06/2020 WATER & ICE NORTH AMERICA INC. 50693 CC-POOL-CALCIUM INDICATOR LIQI	78.14 78.14	A/P	OUT-STD	10/06/2020

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Town of St. Stephen

BNK1 - General Bank Account [11-555-5550418]  
 Cheques from 000001 to 026610 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:59:10AM 11/17/2020

Page 3 of 7

Number	Issued	Amount	SC	Status	Status Date
026458	10/06/2020 WURTH CANADA LIMITED 24044680 TS-SHOP-ATO FUSES, HEX SCREW:	303.36 303.36	A/P	OUT-STD	10/06/2020
026459	10/06/2020 YELLOW PAGES GROUP INV01186636 PS-FIRE-DIGITAL MEDIA LISTING-SE	41.01 41.01	A/P	OUT-STD	10/06/2020
026460	10/06/2020 MARITIME COFFEE SERVICE RC00087438 C-ARENA-WATER COOLER RENTA RC00089615 C-BUILDING-WATER COOLER REN	161.00 80.50 80.50	A/P	OUT-STD	10/06/2020
026461	10/06/2020 SOURCE ONE SUPPLIES 25920 RC-LIBRARY-BATHROOM TISSUE 25976 RC-PARKS-GARBAGE BAGS	83.53 49.16 34.37	A/P	OUT-STD	10/06/2020
026462	10/06/2020 FUNDY BUILDING INSPECTION 20-130 PS-BUILDINGINSPECTION-SEPT 20	2,569.00 2,569.00	A/P	OUT-STD	10/06/2020
026463	10/06/2020 MACDOUGALL PROFESSIONAL SECURITY & DOCUI 15552 PS-BYLAWS-SEPT 21 - OCT 02/20 FEE	1,610.00 1,610.00	A/P	OUT-STD	10/06/2020
026482	10/15/2020 ATLANTIC WINDOOR LTD. 0000078101 CC-ARENA-BATTERY BACK UP LIFTI	46.00 46.00	A/P	OUT-STD	10/15/2020
026483	10/15/2020 BDI A DIVISION OF BELL MOBILITY INC. 18864501 TS-STC-CELL PHONE UPGRADE	48.86 48.86	A/P	OUT-STD	10/15/2020
026484	10/15/2020 BELL ALIANT 11378668SEPT20 TS/PS-199UNIONST-LANDLINE PHOI 15772965SEPT20 RC-REC/POOL-LANDLINE PHONES 46435731SEPT20 RC-PARKS-CHOCOLATE PARK CAME 47424130SEPT20 CC-ADMIN-LANDLINE PHONES 47780283SEPT20 CC-ADMIN-LANDLINE PHONES	1,744.10 368.91 249.90 49.16 715.15 360.98	A/P	OUT-STD	10/15/2020
026485	10/15/2020 CIBC MELLON GLOBAL SECURITIES NBMF0216002 SEPTEMBER2020 GG-MUNCIPALPENSION-SEPTEMBE	27,630.22 27,630.22	A/P	OUT-STD	10/15/2020
026486	10/15/2020 CNH CAPITAL AUGUST2020INTEREST TS-#11-AUGUST 2020 INTEREST CH IN96351 TS-#16-O-RINGS, BUMPER INTERESTJUL20 TS-#11-INTEREST	101.03 8.08 84.13 8.82	A/P	OUT-STD	10/15/2020
026487	10/15/2020 DOWNEY FORD SALES LTD. 31753 TS-#23,#24-FILTER ASY-OIL 31759 TS-#24-SWITCH ASY 31783 TS-#12-TIRES, TIRE LEVY	999.25 39.10 45.85 914.30	A/P	OUT-STD	10/15/2020
026488	10/15/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 405744 CC-BUILDING-NATURAL GAS	1,071.62 1,071.62	A/P	OUT-STD	10/15/2020
026489	10/15/2020 JAMES MORRISON MEMBERSHIPREFUND CC-MEMBERSHIP-REFUND	183.00 183.00	A/P	OUT-STD	10/15/2020
026490	10/15/2020 KEITH'S BUILDING SUPPLIES 199758 TS-SHOP-CALCIUM CHLORIDE 199804 TS-SHOP-CAUTION TAPE 199836 TS-STC-CULVERTS	804.74 372.46 18.39 413.89	A/P	OUT-STD	10/15/2020
026491	10/15/2020 MINISTER OF FINANCE WEEK412020 EMPLOYEE DEDUCTIONS-OCT 11-1	209.30 209.30	A/P	OUT-STD	10/15/2020
026492	10/15/2020 NEW SYSTEM LAUNDRY & CLEANERS LTD. 471013 PS-RCMP-FLOOR MATS 471872 PS-RCMP-FLOOR MATS	93.48 46.74 46.74	A/P	OUT-STD	10/15/2020
026493	10/15/2020 NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	6,778.01	A/P	OUT-STD	10/15/2020

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Town of St. Stephen

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

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CHEQUE REGISTER

Printed: 8:59:10AM 11/17/2020

Page 4 of 7

Number	Issued	Amount	SC	Status	Status Date
	00002179 TS-ST5-ASPHALT	6,778.01			
026494	10/15/2020 PAYROLL TRANSFER WEEK412020 GG-TRANSFER-SEPT 25-OCT 08/20	73,404.00 73,404.00	A/P	OUT-STD	10/15/2020
026495	10/15/2020 PREVENTION SOURCE 2016183 PS-FIRE-HOME ESCAPE PLANS, PRI	866.69 866.69	A/P	OUT-STD	10/15/2020
026496	10/15/2020 RECEIVER GENERAL FOR CANADA WEEK412020 GG-REMITTANCE-SEPT 25 - OCT 08,	34,447.19 34,447.19	A/P	OUT-STD	10/15/2020
026497	10/15/2020 SOJOURN ENTERPRISES LIMITED 79934 TS-ST5-STREET SIGNS	225.39 225.39	A/P	OUT-STD	10/15/2020
026498	10/15/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17189 CC-ARENA-REPLACED 3 CONTACT	1,637.54 1,637.54	A/P	OUT-STD	10/15/2020
026499	10/15/2020 SPEEDY GLASS 8768-362171 CC-ARENA-PLEXI 8768-362561 TS-SHOP-INSULATED GLASS	1,273.05 331.20 941.85	A/P	OUT-STD	10/15/2020
026500	10/15/2020 SPORTSYSTEMS CANADA 24760 RC-PARKS-PORTABLE FENCING	1,329.55 1,329.55	A/P	OUT-STD	10/15/2020
026501	10/15/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIMI 31352 GG-ADMIN-BUSINESS CARDS 31408 GG-PROGRAMS-WILLIAM FRANCIL (	881.92 788.77 93.15	A/P	OUT-STD	10/15/2020
026502	10/15/2020 TOROMONT CAT (MARITIMES) PSAF0207374 TS-#13-PINS, RETAINERS, TIP IMPA PSAF0207375 TS-#13-TIP IMPACT	208.21 177.69 30.52	A/P	OUT-STD	10/15/2020
026503	10/15/2020 TRICIA RICHARDSON BURNTHILLFIRE PS-FIRE-COFFEE FOR BURNT HILL :	43.68 43.68	A/P	OUT-STD	10/15/2020
026505	10/15/2020 YELLOW PAGES GROUP INV01220840 GG-TOWNHALL-911 LISTING	10.47 10.47	A/P	OUT-STD	10/15/2020
026506	10/21/2020 BELL ALIANT 06336721SEP20 TS-AIRPORT-LANDLINE PHONE 11368891SEP20 GG-TOWNHALL-LANDLINE PHONES 11395944SEP20 PS-FIRE-LANDLINE PHONES	2,515.68 169.37 1,443.71 902.60	A/P	OUT-STD	10/21/2020
026507	10/21/2020 BRIGGS PLUMBING INC. 1572692 CC-ARENA-COPPER TUBING, PRES: 1572735 PS-RCMP-HOT WATER TAP DRIPPIN	1,213.99 1,099.90 114.09	A/P	OUT-STD	10/21/2020
026508	10/21/2020 DAIGLE EXCAVATION & GRAVEL 602858 TS-ST5-SEWER LINE REPAIR	460.00 460.00	A/P	OUT-STD	10/21/2020
026509	10/21/2020 FUNDY BUILDING INSPECTION 20-143 PS-BUILDINSPECTOR-OCT 4-17/20 F	2,484.00 2,484.00	A/P	OUT-STD	10/21/2020
026510	10/21/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 333776 TS-ST5-DIESEL	1,009.99 1,009.99	A/P	OUT-STD	10/21/2020
026511	10/21/2020 KEITH'S BUILDING SUPPLIES 195801 TS-ST5-LINE PAINT 196498 TS-SHOP-SPRAY TIPS, FUN FILTER	3,146.11 2,881.90 264.21	A/P	OUT-STD	10/21/2020
026512	10/21/2020 KENT BUILDING SUPPLIES 1815116 TS-SHOP-KRYLON PAINT 1815246 RC-KIOSKROOF-STAPLE, BRUSH SE 1815747 TS-SHOP-HONE AND DECK SPRAYE 1816433 RC-LIBRARY-LIGHT BULBS 1819167 RC-PARKS-DOT'S BENCH REPAIRS	1,089.17 32.05 163.97 131.13 53.43 21.30	A/P	OUT-STD	10/21/2020

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Town of St. Stephen

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CHEQUE REGISTER

Printed: 8:59:10AM 11/17/2020

Number	Issued		Amount	SC	Status	Status Date
	1819834	TS-SHOP-TAPE RULE, SCREWS, LUI	154.28			
	1821950	CC-POOL-HOSE CLAMPS	16.62			
	1821983	CC-POOL-HOSE CLAMPS	9.15			
	1822047	TS-SHOP-ADAPTER, HAMMER BIT, F	181.70			
	1822060	RC-COTTONMILLMONUMENT-SIDEV	44.13			
	1822310	TS-SHOP-CAULKING GUN, ANCHOR	181.76			
	1823796	CC-ARENA-DUST CONTROL COMPC	19.23			
	1824272	TS-SHOP-PROPANE	28.69			
	1830154	RC-SWINGS-QUICK LINKS	51.73			
026513	10/21/2020 KEVIN SUMNER		<b>15.00</b>	A/P	OUT-STD	10/21/2020
	FRPAMEETING	RC-RECDIR-FRPA MEETING 2020	15.00			
026514	10/21/2020 LIFESAVING SOCIETY		<b>868.50</b>	A/P	OUT-STD	10/21/2020
	M141724	CC-POOL-CPR MASKS, OXYGEN KIT	868.50			
026515	10/21/2020 MACDOUGALL	PROFESSIONAL SECURITY & DOCU	<b>1,610.00</b>	A/P	OUT-STD	10/21/2020
	15562	PS-BYLAW-OCT 05-16/20 FEE	1,610.00			
026516	10/21/2020 MINISTER OF FINANCE		<b>209.30</b>	A/P	OUT-STD	10/21/2020
	WEEK422020	EMPLOYEE DEDUCTIONS-OCT 18-2-	209.30			
026517	10/21/2020 N. B. ELECTRIC POWER		<b>14,554.83</b>	A/P	OUT-STD	10/21/2020
	18169205OCT20	RC-POOL-MILL LANE	120.53			
	18988703OCT20	TS/PS-199UNIONST-ELECTRICITY	1,094.52			
	19051703OCT20	TS-AIRPORT-ELECTRICITY	183.37			
	19051801OCT20	TS-AIRPORT-ELECTRICITY	53.31			
	216000030308OCT20	TS-ST5-AREA LIGHTS	12,043.74			
	55160607OCT20	RC-COTTONMILL-LIGHTS	57.18			
	65083080OCT20	RC-PARKS-MILLTOWN BOAT LAUNC	39.43			
	71315207OCT20	PS-RCMP-ELECTRICITY	886.44			
	72924306OCT20	RC-PARKS-BANDSTAND	44.80			
	83278804OCT20	TS-ST5-PARKS SHED	31.51			
026518	10/21/2020 PITNEY WORKS		<b>78.41</b>	A/P	OUT-STD	10/21/2020
	SEPTEMBER132020	GG-TOWNHALL-FINANCE CHARGES	78.41			
026519	10/21/2020 PRIME LIFT		<b>600.88</b>	A/P	OUT-STD	10/21/2020
	7289	TS-SHOP-HOIST INSPECTIONS, SHC	600.88			
026520	10/21/2020 PUROLATOR COURIER LTD.		<b>20.13</b>	A/P	OUT-STD	10/21/2020
	445606937	GG-TOWNHALL-CORRECTED ADDR	20.13			
026521	10/21/2020 SARAH MORGAN LEE		<b>207.00</b>	A/P	OUT-STD	10/21/2020
	REFUND	CC-INSTRUCTORCOURSE-REFUND	207.00			
026522	10/21/2020 SHANNON MICHAEL		<b>1,611.83</b>	A/P	OUT-STD	10/21/2020
	SEPTEMBER2020	PS-ANIMALCONTROL-MONTHLY VEI	1,611.83			
026523	10/21/2020 SOURCE ONE SUPPLIES		<b>297.22</b>	A/P	OUT-STD	10/21/2020
	26030	TS-SHOP-HAND SOAP, PAPER TOW	234.58			
	26078	CC-ARENA-GLASS & MULTI-SURFAC	62.64			
026524	10/21/2020 SOUTHWEST CONCRETE & CONS LTD		<b>534.75</b>	A/P	OUT-STD	10/21/2020
	IN000010152	TS-ST5-EQUIPMENT RENTAL, UNDE	534.75			
026525	10/21/2020 SUE BURBINE		<b>314.00</b>	A/P	OUT-STD	10/21/2020
	REFUND	CC-REFUND-ADV-SFL INSTRUCTOR	107.00			
	REFUND#2	CC-INSTRUCTORCOURSE-REFUND	207.00			
026526	10/21/2020 TAC INDUSTRIES LTD.		<b>256.14</b>	A/P	OUT-STD	10/21/2020
	4125	TS-#18-4-WIRE	256.14			

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026527	10/21/2020 TRADE FORCE SOLUTIONS LTD 1810 CC-BUILDINGWATERSUPPLIES-REF	497.38 497.38	A/P	OUT-STD	10/21/2020
026529	10/21/2020 WATER & ICE NORTH AMERICA INC. 50434 CC-POOL-POOL CHEMICALS 50677 CC-POOL-POOL CHEMICALS	362.59 96.71 265.88	A/P	OUT-STD	10/21/2020
026530	10/21/2020 WILSONS SECURITY 446874*** CC-ACCESSCONTROL-YEARLY SUE 453936* CC-ACCESSCONTROL-CREDENIAL	843.91 589.95 253.96	A/P	OUT-STD	10/21/2020
026531	10/21/2020 YELLOW PAGES GROUP INV01252990 GG-TOWNHALL-YELLOW PAGES ME	83.04 83.04	A/P	OUT-STD	10/21/2020
026533	10/21/2020 CINTAS CANADA LIMITED 5027055623CC CC-BUILDING-FIRST AID SUPPLIES 5027055623GG GG-TOWN HALL-FIRST AID SUPPLIE 5027055623PS PS-FIRE-FIRST AID SUPPLIES 5027055623STS TS-SHOP-FIRST AID SUPPLIES 5032022033PS PS-FIRE-FIRST AID SUPPLIES 5032022033TS TS-STS-FIRST AID SUPPLIES	1,067.86 121.56 82.42 49.36 467.59 77.33 269.60	A/P	OUT-STD	10/21/2020
026534	10/27/2020 ALLAN MACEACHERN CHCOINTERVIEW GG-MAYOR-CHCO TELEVISION INTE (Milaga)	27.20 27.20	A/P	OUT-STD	10/27/2020
026535	10/27/2020 CANADIAN SPRINGS 19100841100120PS GG-TOWNHALL-WATER 19100841100120TS TS-SHOP-WATER	152.20 119.32 32.88	A/P	OUT-STD	10/27/2020
026536	10/27/2020 CHARLOTTE COUNTY JANITORIAL 4723 PS-FIRE-JANITORIAL-SEPT/20 4724 TS-SHOP-JANITORIAL-SEPT/20 4726 PS-RCMP-JANITORIAL-SEPT/20	1,450.59 161.00 92.00 1,197.59	A/P	OUT-STD	10/27/2020
026537	10/27/2020 IRVING ENERGY DISTRIBUTION AND MARKETING 835910 TS-STS-GAS SEPTEMBERINT20 TS-STS-SEPTEMBER/20 INTEREST	4,475.06 4,470.74 4.32	A/P	OUT-STD	10/27/2020
026538	10/27/2020 MINISTER OF FINANCE WEEK432020 EMPLOYEE DEDUCTIONS-OCT 25-3	209.30 209.30	A/P	OUT-STD	10/27/2020
026539	10/27/2020 ORKIN CANADA CORPORATION C-2183076 CC-BUILDING-MONTHLY PEST CON	83.38 83.38	A/P	OUT-STD	10/27/2020
026540	10/27/2020 PARTS FOR TRUCKS INC. 34322757-00 TS-#29-CONVEYOR CHAIN, TOOTH	1,104.58 1,104.58	A/P	OUT-STD	10/27/2020
026541	10/27/2020 SOUTHWEST NEW BRUNSWICK SERVICE COMMISSE 215511-215976 GG-TOWN-REGIONAL LANDFILL COI	8,620.40 8,620.40	A/P	OUT-STD	10/27/2020
026542	10/27/2020 ST. CROIX PRINTING & PUBLISHING COMPANY LIM 31272 GG-TOWN HALL-LETTERHEAD, ENV	414.32 414.32	A/P	OUT-STD	10/27/2020
026543	10/27/2020 ST. STEPHEN AREA CHAMBER 3233 GG-CIVIC-2020 COMMUNITY CHRIST	2,000.00 2,000.00	A/P	OUT-STD	10/27/2020
026544	10/27/2020 TRACTION FREDERICTON (591) 591234171 TS-#7-STEEL RIMS 591234193 TS-#7-CHNEL SPCR BNDS114 20X 8 591234215 TS-SHOP-RAGS 591234238 TS-#5-BEAM SEALS 591234286 TS-#7-CHNEL SPCR BNDS114 20X 8 591234333 TS-SHOP-FIBERGLASS HDLE, WASH	588.08 298.98 65.75 45.98 37.08 65.75 74.54	A/P	OUT-STD	10/27/2020

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Page 7 of 7

Number	Issued	Amount	SC	Status	Status Date
026545	10/27/2020 UAP INC.	<b>302.58</b>	A/P	OUT-STD	10/27/2020
	961-501468 CC-ARENA-ALUMINUM RIVET	10.51			
	961-509861 TS-#1-OIL FILTERS, 5W-20, 5W-30	135.72			
	961-510023 TS-#6-COURTESY LAMP, LICENSE L	22.62			
	961-510119 RC-#302-OIL FILTER	6.73			
	961-510249 TS-SHOP-MANG BRONZE FLUX ROI	32.75			
	961-510313 TS-SHOP-CARTRIDGE GUN	12.86			
	961-510501 TS-SHOP-PAINT PROTECTION FI	29.03			
	961-511033 TS-SHOP-RUST CHECK	17.23			
	961-511245 TS-SHOP-CLAMPS, HANGER	27.85			
	961-511452 TS-#24-CLIPS FASTENERS	7.28			
026546	10/27/2020 UNIFIRST CANADA LTD.	<b>268.07</b>	A/P	OUT-STD	10/27/2020
	7100222323* CC-FRONTLOBBY-FLOOR MATS	133.46			
	7100223056 CC-FRONT LOBBY-FLOOR MATS	134.61			
026547	10/27/2020 DOW JENNIFER	<b>48.30</b>	A/P	OUT-STD	10/27/2020
	PRUNERS RC-HORT-PRUNERS	48.30			
	<b>Cheque Totals Issued:</b>	<b>301,572.36</b>			
	<b>Void:</b>	<b>0.00</b>			
	<b>Total Cheques Generated:</b>	<b>301,572.36</b>			
	<b>Total # of Cheques Listed:</b>	<b>102</b>			

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Town of St. Stephen

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

Cheques from 000001 to 008786 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:59:49AM 11/17/2020

Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
008690	10/06/2020 A ONE PUMPING SERVICE LTD. 6966 WS-TRANS&DIST-CLEAN GATE VAL'	143.75 143.75	A/P	OUT-STD	10/06/2020
008691	10/06/2020 BRIGGS PLUMBING INC. 1572653 WS-TRANS&DIST-COPPER PIPE, AD 1572654 WS-TRANS&DIST-BRASS TEE THRE 1572656 WS-TRANS&DIST-BLACK IRON COU 1572657 WS-TRANS&DIST-COPPER PIPE, CC	400.44 141.80 13.19 2.39 243.06	A/P	OUT-STD	10/06/2020
008692	10/06/2020 CARQUEST 14838-138699 WS-#102-U JOINT, BALL JOINT, TIE F 14838-139069 WS-#102-OIL SEAL, HUB ASSEMBLY 14838-139274 WS-#102-TIE ROD END	935.69 522.91 630.23 -217.45	A/P	OUT-STD	10/06/2020
008693	10/06/2020 EAGLE XPRESS COURIER SERVICE 491504 WS-#20-FROM RICHWELL 491568 WS-SOURCE-FROM RESEARCH & P 688075 WS-SOURCE-TO RPC 706587 WS-SOURCE-TO RESEARCH & PRO 749735 WS-SOURCE-TO RESEARCH & PRO	166.75 28.75 34.50 34.50 34.50 34.50	A/P	OUT-STD	10/06/2020
008694	10/06/2020 EMCO CORPORATION 12514108-00 SCD-DISPOSAL-ADPT FLG W/GSKTS 12515144-00 WS-TRANS&DIST-REPLACEMENT B/	776.48 276.00 500.48	A/P	OUT-STD	10/06/2020
008695	10/06/2020 RICHWIL TRUCK CENTRE LTD. 136187 WS-#8-TUBE KIT	250.06 250.06	A/P	OUT-STD	10/06/2020
008696	10/06/2020 SAKO INDUSTRIAL SUPPLY 1299 SCD-DISPOSAL-CITRA BLAST-CASE	339.25 339.25	A/P	OUT-STD	10/06/2020
008697	10/06/2020 SOURCE ONE SUPPLIES 25926 WS-SOURCE-HAND SANITIZER, FOA	243.71 243.71	A/P	OUT-STD	10/06/2020
008698	10/06/2020 SOURCE ATLANTIC 3679368 WS-TRANS&DIST-CLOTHING ALLOW	504.85 504.85	A/P	OUT-STD	10/06/2020
008699	10/06/2020 SOUTHWEST CONCRETE & CONS LTD IN000010074 WS-TRANS&DIST-EQUIPMENT REN1	465.75 465.75	A/P	OUT-STD	10/06/2020
008700	10/06/2020 SOUTHWEST ELECTRIC & SECURITY INC. 17167 WS-SOURCE-CLEAN UP AND DRY C 17179 WS-PUMPHOUSE-CUT AND PAINTEI	3,517.09 3,461.91 55.18	A/P	OUT-STD	10/06/2020
008701	10/06/2020 THE PANEL SHOP ITPS003239 WS-SOURCE-ANTIVIRUS UPGRADE	224.25 224.25	A/P	OUT-STD	10/06/2020
008702	10/06/2020 TODD'S CYCLE WORKS 1668 SCD-DISPOSAL-SUPPLIES	37.95 37.95	A/P	OUT-STD	10/06/2020
008703	10/06/2020 TRACTION FREDERICTON (591) 591233892 WS-#20-12 VOLT BATTERIES	442.55 442.55	A/P	OUT-STD	10/06/2020
008704	10/06/2020 WOLSELEY CANADA INC. 9737042 WS-TRANS&DIST-3/4" POLY 200FT F 9739838 WS-TRANS&DIST-TEES, COUPLING: 9760776 WS-TRANS&DIST-USB PIVOTING FL 9771677 WS-SOURCE-TRANSFER PUMP KIT, 9771678 WS-TRANS&DIST-CORNER SETTER 9777643 WS-TRANS&DIST-TEES, MAIN STOP 9780252 WS-TRANS&DIST-IPE#121407 1"X10I	11,599.59 264.50 4,721.33 102.35 624.61 688.16 1,646.73 362.90	A/P	OUT-STD	10/06/2020

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Town of St. Stephen

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

Cheques from 000001 to 008786 dated between 10-01-2020 and 10-31-2020

CHEQUE REGISTER

Printed: 8:59:49AM 11/17/2020

Page 2 of 3

Number	Issued		Amount	SC	Status	Status Date
	9785813	WS-TRANS&DIST-2"X100FT ROLL	1,265.00			
	9799949	WS-TRANS&DIST-CORNER SETTER	1,376.32			
	9799950	WS-TRANS&DIST-STOP COUPLINGS	547.69			
008705	10/06/2020	WHITTIER, MIKE & C/O VERANOVA PROPERTIES	<b>112.70</b>	A/R	OUT-STD	10/06/2020
	2020451196	PREP - 09300820.00 <i>Utility Over Payment</i>	112.70			
008734	10/15/2020	BELL ALIANT	<b>322.57</b>	A/P	OUT-STD	10/15/2020
	11366812SEPT20	WS-SOURCE-PUMP STATION	136.37			
	19002807SEPT20	SCD-DISPOSAL-OLD BAY WASTERV	186.20			
008735	10/15/2020	BRENNTAG CANADA INC.	<b>3,130.25</b>	A/P	OUT-STD	10/15/2020
	46239568	WS-SOURCE-EMPTY CYLINDER RE	-3,680.00			
	46244972	WS-SOURCE-CHLORINE	6,810.25			
008736	10/15/2020	CINTAS CANADA LIMITED	<b>98.24</b>	A/P	OUT-STD	10/15/2020
	5029050870	WS-TRANS&DIST-FIRST AID SUPPLI	98.24			
008737	10/15/2020	COX ELECTRONICS & COMMUNICATIONS	<b>241.47</b>	A/P	OUT-STD	10/15/2020
	1-042289	WS-SOURCE-DEF IPHONE11 PRO, C	241.47			
008738	10/15/2020	DOWNEY FORD SALES LTD.	<b>982.79</b>	A/P	OUT-STD	10/15/2020
	31784	WS-#105-TIRES, TIRE LEVY	982.79			
008739	10/15/2020	KEITH'S BUILDING SUPPLIES	<b>149.06</b>	A/P	OUT-STD	10/15/2020
	199866	WS-SOURCE-SILICONE FLEX, CAUL	149.06			
008740	10/15/2020	NORTHERN CONSTRUCTION AND SUPPLIERS LTD.	<b>32,728.16</b>	A/P	OUT-STD	10/15/2020
	00002165	WS-TRANS&DIST-ASPHALT	32,728.16			
008741	10/15/2020	RESEARCH & PRODUCTIVITY COUNCIL	<b>1,450.88</b>	A/P	OUT-STD	10/15/2020
	297521	WS-SOURCE-DRINKING WATER LAE	300.56			
	297688	WS-SOURCE-DRINKING WATER LAE	300.56			
	298422	WS-SOURCE-DRINKING WATER LAE	849.76			
008742	10/21/2020	ALL GAS TANKS	<b>68.89</b>	A/P	OUT-STD	10/21/2020
	105683	WS-SOURCE-FLASHLIGHTS	68.89			
008743	10/21/2020	A ONE PUMPING SERVICE LTD.	<b>3,245.30</b>	A/P	OUT-STD	10/21/2020
	3593	SCD-DISPOSAL-VIDEO INSPECTION	1,593.90			
	3607	SCD-DSPOSAL-CLEAN SANITARY LI	443.90			
	3608	SCD-DISPOSAL-JET RODDER AND C	1,207.50			
008744	10/21/2020	ATLANTIC WINDOOR LTD.	<b>497.95</b>	A/P	OUT-STD	10/21/2020
	0000078141	WS-TRANS&DIST-PUT TENSION ON	497.95			
008745	10/21/2020	BERNIE MCFARLANE ELECTRICAL	<b>345.00</b>	A/P	OUT-STD	10/21/2020
	29	SCD-DISPOSAL-CHECK PUMP #7, H	138.00			
	35	WS-SOURCE-SERVICE CALL	207.00			
008746	10/21/2020	BRENNTAG CANADA INC.	<b>6,810.25</b>	A/P	OUT-STD	10/21/2020
	46242924	SCD-DISPOSAL-CHLORINE	6,810.25			
008747	10/21/2020	CINTAS CANADA LIMITED	<b>294.21</b>	A/P	OUT-STD	10/21/2020
	5027055623TRAN&DIST	WS-SOURCE-FIRST AID SUPPLIES	139.59			
	5032022033DIST	WS-TRANS&DIST-FIRST AID SUPPLI	52.51			
	5032022033SCD	SCD-BUILDING-FIRST AID SUPPLIES	58.18			
	5032022033WS	WS-SOURCE-FIRST AID SUPPLIES	43.93			
008748	10/21/2020	KEITH'S BUILDING SUPPLIES	<b>900.61</b>	A/P	OUT-STD	10/21/2020
	196246	WS-TRANS&DIST-LUMBER, SILL SE/	94.17			
	198334	WS-TRANS&DIST-STYROFOAM	467.19			
	198585	WS-SOURCE-DEHUMIDIFIER	339.25			
008749	10/21/2020	KENT BUILDING SUPPLIES	<b>204.04</b>	A/P	OUT-STD	10/21/2020

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of St. Stephen

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Number	Issued		Amount	SC	Status	Status Date
	1821921	WS-TRANS&DIST-DRYWALL DIMPLE	204.04			
008750	10/21/2020	MARK'S COMMERCIAL	<b>301.22</b>	A/P	OUT-STD	10/21/2020
	27266	WS-TRANS&DIST-CLOTHING ALLOW	301.22			
008751	10/21/2020	ORCHARD'S PAINT 2014 LTD.	<b>169.63</b>	A/P	OUT-STD	10/21/2020
	580048	WS-TRANS&DIST-BRUSHES, TRAY L	169.63			
008752	10/21/2020	PITNEY BOWES LEASING	<b>724.51</b>	A/P	OUT-STD	10/21/2020
	3201553627	WS-TOWNHALL-NOV/20 TO JAN/21 L	724.51			
008753	10/21/2020	SOURCE ONE SUPPLIES	<b>324.99</b>	A/P	OUT-STD	10/21/2020
	26031	WS-TRANS&DIST-PAPER TOWELS	239.18			
	26060	WS-TRANS&DIST-MR CLEAN CLEAN	85.81			
008754	10/21/2020	THOMAS CONNICK	<b>250.00</b>	A/P	OUT-STD	10/21/2020
	127	WS-TRANS&DIST-MOWED WATERT	250.00			
008755	10/21/2020	N. B. ELECTRIC POWER	<b>14,530.33</b>	A/P	OUT-STD	10/21/2020
	36869807OCT20	WS-3-119MAXWELLCROSSING-BUIL	940.02			
	50228902OCT20	WS-MAXWELLCROSSING-PUMPS	162.07			
	52557428OCT20	SCD-218OLDBAYRD-WASTEWATER	9,619.60			
	53473043OCT20	WS-SOURCE-CHLORINE RESIDUAL	29.81			
	61224002OCT20	SCD-ST3-358A MILLTOWN BLVD LIF	814.04			
	61230004OCT20	WS-MAXWELLCROSSING-PUMP	2,637.49			
	76139807OCT20	SCD-ST3-5-4 RIVERSIDE DR LIFT	48.52			
	82291006OCT20	WS-SOURCE-RESERVOIR	183.86			
	84934906OCT20	SCD-ST3-6-58A RIVERSIDE DR LIF	94.92			
008756	10/27/2020	MILLTOWN MACHINE & FABRICATION LTD.	<b>558.92</b>	A/P	OUT-STD	10/27/2020
	21585	WS-TRANS&DIST-LABOUR TO DRILL	85.88			
	21588	WS-#8-3/8 PLATES	473.04			
008757	10/27/2020	TRACTION FREDERICTON (591)	<b>519.81</b>	A/P	OUT-STD	10/27/2020
	591234063	WS-#20-CHNEL SPCR BNDS114, STE	519.81			
008758	10/27/2020	UAP INC.	<b>430.59</b>	A/P	OUT-STD	10/27/2020
	961-510731	WS-#105-TIRE PRESSURE MONITOF	280.86			
	961-511385	SCD-#4-OIL FILTERS	11.80			
	961-511387	SCD-#4-5W-20 CONVENTIONAL	137.93			
<b>Cheque Totals Issued:</b>			<b>89,440.53</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>89,440.53</b>			
<b>Total # of Cheques Listed:</b>			<b>41</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



## **2. Fire Department Activities**

1. Monthly meeting
2. Fire extinguisher program
3. Online training opportunities.
4. Santa's Helpers Fundraising Boot Drive
5. 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. Fire pit permit inspections.
6. Director of Protective Services duties. (Building and By-law)
7. Milltown Dam Community Liaison Committee.
8. Office of Fire Marshal Zoom meeting.
9. Discontinuation of dispatch services for LSD Fire Departments.
10. Research the continuation of self-dispatching and TMR seed equipment for 2021.
11. Fire Prevention Week kits for schools.
12. Budget 2021
13. JHSC meetings and related work.
14. Discussions with consultant for aerial apparatus specifications document.
15. GPS unit list of apparatus for vendor.
16. Budget variation clarifications for 2019 Audit.
17. Planning of floor space and mezzanine layout for introduction of ladder truck into the station.

## **4. Personnel**

SSFD Firefighters raised money for Santa's Helpers at a boot drive at the Superstore on October 24th. Total dollars raised will be announced during the telethon. Many thanks to the community for their contributions.

## **5. Other**

On September 12, 2020, a fire occurred at 11 Murchie Avenue that resulted in an emergency order by the Fire Chief and Building Inspector under section 190.014 (6) of Bylaw No. S-12 A Bylaw Respecting Dangerous and Unsightly Premises, to demolish a structure that was deemed unsafe to the public. Due to the emergency nature of this, there was no resolution from Council related to the unbudgeted expense.

Fire Chief Sean Morton

### Building Inspectors Report for October

BUILDING INSPECTION 2020	2020	2019	2020	2019	2020	2019	2020	2019
<b>OCTOBER</b>								
	<b># of Per.</b>	<b># of Per.</b>	<b>Value</b>	<b>Value</b>	<b>YTD.#Permits</b>	<b>YTD.#Permits</b>	<b>YTD.Value</b>	<b>YTD.Value</b>
<b>TYPE OF CONSTRUCTION</b>	Pres/mth	Prev/yr/mth	Pres. Mth	Prev.Yr Mth	Present Year	Prev year	Present Year	Previous Year
New Residential	0	0	\$0.00	\$0.00	4	4	\$884,600.00	\$575,000.00
Residential Renos/Additions	11	13	\$66,788.00	\$118,300.00	92	57	\$720,752.00	\$497,250.00
New Com./Indus./Instit.	0	0	\$0.00	\$0.00	4	1	\$885,816.00	\$7,544,000.00
Com./Indus./Inst. Renos	2	2	\$76,603.24	\$1,065,000.00	11	13	\$276,403.24	\$1,591,500.00
Institutional	0	3	\$0.00	\$15,000.00	5	2	\$522,420.00	\$2,074,200.00
Demolition	0	2	\$0.00	\$787,500.00	8	7	\$41,842.50	\$41,755.00
<b>TOTALS</b>	13	20	\$143,391.24	\$1,985,800.00	129	84	\$3,331,959.24	\$12,323,705.00
	<b>Cur. Mth</b>							
Demolition Permits	0	N/A						
Stop Work Orders Issued	0	N/A						
Inspections	15	N/A						
Electrical waivers issued	4	N/A						
Active Unsightly Premises	4	N/A						

Respectfully,  
 Manzer Young  
 Building Inspector

**Bylaw Enforcement Officer Report for October**

CATEGORY	DETAIL	FOLLOW UP
<p>Assist Other Dept. (3)</p>	<p>Notice to comply was issued to a gentleman in Milltown for rezoning</p> <p>Received a complaint from the public works with regards to a stop sign that was removed from the corner of Blvd. and Hill</p> <p>Receive info from Dave Beech with regards to a hedge on Spring protruding onto the sidewalk and is concerned with it interfering with snow removal</p>	<p><i>Still under investigation</i></p> <p><i>Apparently, a contractor removed same for safety and then returned it.</i></p> <p><i>After receiving letter property owner trimmed back the hedge.</i></p>
<p>Assist General Public (11)</p>	<p>Received a call from a business owner with regards to putting a table out on the sidewalk for product viewing</p> <p><i>Received a message from a company with regards to a portable sign at Tim Hortons</i></p> <p><i>During patrol notice a person erected a pool without a permit, or fence</i></p>	<p><i>Passed onto the development office</i></p> <p><i>Info passed onto the building inspector</i></p> <p><i>This matter is still under investigation</i></p>

	<p><i>During patrol notice a person erected a pool without a permit, or fence</i></p> <p><i>Received an email from a lady with regards to her moving a house into town</i></p> <p><i>Received a call of an unsightly premise near Scoodic St.</i></p> <p><i>Received a complaint of refuse being dumped onto a vacant lot on Milltown Blvd.</i></p> <p><i>Lady called to inquire about fencing on her deck</i></p> <p><i>Lady called about her neighbor encroaching onto her property</i></p> <p><i>Received a call of noise coming from the lagoon area</i></p> <p><i>Snow removal notice was prepared for the Courier</i></p>	<p><i>Registered letter sent to property owner, and the pool has been taken down</i></p> <p><i>Passed onto the building inspector</i></p> <p><i>Patrol to area and complaint is unfounded</i></p> <p><i>Passed onto the building inspector</i></p> <p><i>Patrol and spoke with the neighbor about this</i></p> <p><i>Informed complainant to contact the CAO</i></p>
<p>Parking (14)</p>	<p><i>Seven warnings issued for parking</i></p> <p><i>Four tickets issued and attended court to lay information s for non payment on some</i></p> <p><i>Attended court with regards to traffic matters</i></p> <p><i>Received a call from a business complaining of people parking in there handicapped parking space</i></p>	<p><i>Informed her we would make this area part of our patrols</i></p>

	Received a complaint of parking on Porter St.	Informed her we would make this area part of our patrols
Dog Complaints (1)	Received a call of a barking feces on a person lawn	<i>Passed onto animal control,</i>

Respectfully Submitted,  
 Brent MacDougall  
 By-Law Enforcement Officer

**REPORT OF THE ANIMAL CONTROL OFFICER**

I patrolled the Town daily and answered all calls. Very quiet this month on complaints with most pet owners being very responsible. Spoke with a few dog owners on having their dogs leashed in public. Two dogs running loose in traffic at Tim Hortons and I gave a warning to the owner. A small dog running at large on Queensway and Church, I was unable to catch. No animals were impounded this month.

Respectfully Submitted,  
 Mike Shannon  
 Animal Control Officer



**Town of St. Stephen  
Information Report to Council  
Report: CMS 16-20**



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**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, November 25th  
**Subject:** Community Services Monthly Report

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**Recommendation: That this report be received for information.**

**Community Services**

**1. Past Month's Tasks:**

- a. Work on the Bateau project continues, Richard has found suppliers for the rivets and is looking for sources for replacement boards.
- b. The work on the Waterfront Trail is finished, the black silt fence will stay in place until the spring so the shoulders of the trail do not erode into the river and the root system can develop. Our maintenance plan for the trail has been developed and shared with the Coastal Link Trail & Trans Canada Trail, we will not plow the trail as this will damage the asphalt. I have met with the local snowmobiler's club to discuss the potential of them continuing to groom the trail over the winter as they asked if they would not be allowed on it. The meeting went well, and we agreed to regularly communicate on all matters of the trail so we can ensure safe usage. Winter trail conditions will be posted on our social media and via our new website which should be live by the end of the year.
- c. 2021 Budget development continues.
- d. Work continues on ensuring the Provincial guidelines on COVID19 are followed, the ever-changing information means we have to communicate it in a clear and timely manner to all users.
- e. Parks & Recreation maintenance projects continue with the clearing of leaves in our parks and trails, garbage collection is on-going and this time of year is when we get a chance to repair and maintain our summer equipment such as mowers, picnic tables & garbage cans.
- f. Dog Park Ad Hoc group – the volunteers have lost some momentum through volunteer retention and interest in the project from the community. They are going to focus on their fundraising and hope to come back to us with better news in 2021.
- g. With the assistance of Jeff, I am working towards completing evaluations for Jeremy & Michelle as they have never had any workplace reviews since either started for the town.
- 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. Atlantic Canada Opportunities Agency (ACOA) is meeting with us on Oct 12<sup>th</sup> to discuss the potential tourism initiative for 2021.
- j. Met with Perfect Mind Scheduling solutions via zoom to discuss potential new scheduling software for the GCC and Parks & Recreation dept.

**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.
- 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. Mural artwork & location review meeting – Oct 21
- g. Southern Ice Dogs disciplinary meeting – Oct 19
- h. Ad Hoc Dog Park Group – Oct 13
- i. User Group meetings – ongoing
- j. Event Atlantic meeting – Oct 8

**Administration & Accounting**

**1. Monthly Projects (October 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 the finance department.
- d. Deposits, banking, and reconciled shifts.
- e. Various administrative and accounting.

**2. Statistics (October 2020):**

- a. The Walking Track had approx. 753 users check-in.
- b. The Arena had approx. 167 users participate in Public skate times.
- c. The Fitness Center had approximately 1247 member's check-in.
- d. Membership Sales (approx.):
  - i. Monthly = 89 sold
  - Semi/Annual = 3 sold
  - Punch Cards = 17 sold

**Aquatics & Programming**

**1. Past Months Events:**

- a. Swimming lessons resumed effective October 5<sup>th</sup>, and are running four days per week with limited spots (4 in Parent & Tot, 3 in all other levels), available in each class to accommodate for physical distancing (instructors are required to remain on the side of the pool to the same end).
- b. Julie Lord returned to work effective October 9<sup>th</sup>.
- c. Dianne Morrison started in her position of part-time lifeguard effective October 8<sup>th</sup>.

**2. Update on Aquatic Programming**

- a. The Swim for Life Instructor course planned in September ran from Saturday October 3<sup>rd</sup> – Sunday, October 4<sup>th</sup>. All six candidates were successful and are now on staff teaching lessons for the Fall session.

- b. The start date for the Winter session has been set as Monday, January 4<sup>th</sup>.
- c. A Water Safety Instructor Transfer course was scheduled for November 20<sup>th</sup>, 23<sup>rd</sup> & 24<sup>th</sup> to complete the transition into Red Cross swimming lessons for the January 1<sup>st</sup>, 2021 deadline.
- d. Autism Swim gained some momentum as the session progressed (regarding registration numbers), and is planned to return in January, at a lower price to continue the trend of removing barrier to entry for aquatic courses.

### **Operations and Maintenance**

- 1. Ongoing preventative maintenance in building.
- 2. When PRF failed it caused secondary damage to large gate valve in system, valve has been delivered end of October, scheduled first week of November for install.
- 3. ISO 50001 certification grant application was submitted on time.
- 4. Received Garcelon civic center re-commissioning report. I will be reviewing the report over the first week of November.
- 5. Received Garcelon Civic center energy audit report. A review of the report will be happening first of November.
- 6. Fire alarm system was tested and passed; certification has been received for 2021.
- 7. Sprinkler system had semi annual test completed, no issues to report.
- 8. BFP's throughout building had annual test completed, one more to go once the main gate valve has been installed, no other issues to report on the ones tested.
- 9. Pool chemical pumps are due for upgrade, I have started to purchase them and are replacing them as needed.
- 10. Held a Maintenance staff meeting October 21<sup>st</sup>.
- 11. Continuing work on COVID-19 Operational plans.
- 12. Minor hockey/Hockey user groups adjusting to new Covid plans.
- 13. Making a few changes with sanitizing and cleaning schedules.
- 14. Attended Management meetings throughout the month.
- 15. Attended online webinars through CPRA.

### **Events Development**

#### **1. Past Month's Events:**

- e. October 10<sup>th</sup> – Wedding on the Wharf – went very smoothly with Public Health Guidelines met without concern.
- f. Adult Hockey Leagues began at the GCC

#### **2. Future Events:**

- g. November 2<sup>nd</sup> – Blood Donor Clinic at the GCC
- h. November 12<sup>th</sup> – Release of the Christmas brochure (attached) listing holiday activities in St. Stephen (this is a joint advertising effort between the Town, Chamber and BIA).
- i. November 13<sup>th</sup> – 15<sup>th</sup> – Veterans Cup Hockey Challenge at the GCC sponsored by Southern Ice Dogs. Chamber and BIA will be notifying their members of increase in traffic in town; current covid regulations have players and families leaving the facility after each game so traffic should be increased as they wait in town for their next game.

- j. November 20<sup>th</sup> – Walk of Lights “light up” event to be timed to the start of Midnight Madness (2 day event this year – 20<sup>th</sup> and 21<sup>st</sup>). Local churches will take turns singing on the wharf during the event (following all Public Health guidelines).
- k. December 4<sup>th</sup> – **Reverse Parade & Santa’s Arrival** at his “workshop”. This will be an outdoor event beginning behind Scoops and ending at the largest gazebo at the end of the waterfront Walk of Lights. Santa, MOE the Elf and Moe’s reindeer friend will have a “living workshop” that people can come and watch and take pictures while remaining socially distanced (it will be a closed section that cannot be entered).
- l. Kiwanis Seniors Christmas Delite Tour – the Town will be collaborating with Kiwanis in preparing 500 treat boxes for delivery to local seniors in December.

3. **Additional Information:**

- a. CANCELLED – St. Stephen Farmer’s Market Christmas Market
- b. CANCELLED – Black Friday Market
- c. CANCELLED – Both SSHS regular November Hockey Tournaments.
- d. Event Atlantic meeting October 8<sup>th</sup> with the Town, Future St. Stephen and 2 Chocolate Fest representatives to work on increasing tourism – The Town is now a member of Event Atlantic.

Respectfully submitted,  
Kev Sumner - Director of Community Services

# THANK YOU

TO THESE COMMUNITY-MINDED BUSINESSES WHO HAVE COLLECTIVELY MADE IT POSSIBLE FOR US TO CELEBRATE ST. STEPHEN COMMUNITY CHRISTMAS:

- 98.1 Charlotte FM
- A-1 Spray Foam
- Ames Law
- Arauco Canada Ltd.
- Canadian Tire
- Candy Creations
- Charlotte Dial A Ride
- Cox Electronics + Home Furnishings
- Disher Homes Ltd.
- DiVine Wines/Tea of Life Kombucha
- Element 506 Made Local Boutique
- Ganong Chocolatier
- Giant Tiger
- High Tides Music
- Jean Coutu
- Marshall's Garage Inc.
- McDonald's Restaurant
- McInnes Cooper
- Past to Present
- Pine Grove Custom Design
- Puny Human
- Queen of Cups Lingerie
- Scotiabank St. Stephen
- SIMCorp
- Speedy Glass
- Spree Lifestyle Boutique & Studio
- St. Croix Printing & Publishing Co. Ltd.
- St. Stephen Guardian Pharmacy
- St. Stephen Superstore
- Stationery Plus
- Subway
- The 5 Kings Restaurant & Picaroons Brewhouse
- The Chocolate Museum
- The Co-Operators
- Town of St. Stephen
- Winsome Inn

*Santa says...*

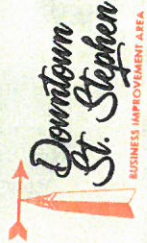
**"REMEMBER,  
THINK LOCAL FIRST!"**

# 2020

*St. Stephen Community Christmas*

## Holly Jolly Hometown Christmas

# Schedule of Events



For more information please visit the St. Stephen Community Spirit Facebook page <https://www.facebook.com/sscommunityspirit> and Town of St. Stephen Facebook page <https://www.facebook.com/chocolatetown.ca> throughout the holiday season.

# Community Christmas

# EVENTS

## FRIDAY, NOVEMBER 13

- 4 pm – 8 pm **MAKING A WISH LIST.... CHECKING IT TWICE** - Participating businesses will provide shoppers with a paper/pen to make a "wish list" and store this list for family/friends to utilize while shopping locally this holiday season. Participating businesses will be posted on the St. Stephen Community Spirit Facebook page the week leading up to the event.

## FRIDAY, NOVEMBER 20

- 9 am – 2 pm **DOWNTOWN ST. STEPHEN HOLIDAY DOLLAR BLOWOUT** - Downtown St. Stephen wants to help you save and not break the bank this holiday season. For one day only, we will be selling \$5,000.00 Downtown Dollars at a 10% discount. Maximum \$200.00 Downtown Dollars per person. Downtown Dollars are universal gift certificates that can be used at participating downtown businesses. They make great corporate or personal gifts and encourage local spending. Stop into Downtown St. Stephen office, 93 Milltown Boulevard, 3rd Floor and get a deal on your holiday shopping. For further information contact Heather @ 466-7407 or [bia@chocolatetown.ca](mailto:bia@chocolatetown.ca)
- 5 pm **WALK OF LIGHTS** - The Town of St. Stephen will be lighting up the waterfront in front of the Garcelon Civic Center, including our newly planted Community Christmas Tree (this event will be replacing the tree lighting ceremony in town square).

## FRIDAY, NOVEMBER 20 & SATURDAY, NOVEMBER 21

- **MOONLIGHT MADNESS** - Collective and Shopping Specials throughout St. Stephen. Participating business hours of operation will vary.
- **3rd Annual CHRISTMAS PASSPORT** - Valid only during Moonlight Madness and will be available for pick up at most participating businesses, printed in The Saint Croix Courier and on the St. Stephen Community Spirit Facebook Page. Make a purchase at 5 participating businesses and receive a signature for a chance to win 4 x \$50.00 gift cards of your choice. Deadline to drop off your completed Passport is Wednesday, November 25th by 4 pm at Ganong Chocolatier, 73 Milltown Blvd. Passport draw date will be Monday, November 30th.

## SUNDAY, NOVEMBER 29

- 2 pm – 5 pm **50th Annual SANTA'S HELPERS on CHCO TV** - Please help us provide a Christmas for children less fortunate in our area. Join us during the telethon and be entertained by local Charlotte County children performing their favorite Christmas carols.
  - You may drop off your donation to Stuarts Gifts, Milltown Market or Kingsbrae Garden.
  - E-transfer to [santashelpers@chco.tv](mailto:santashelpers@chco.tv)
  - Credit & Debit accepted by calling 1-506-754-6049.
  - Pledge Phone number 1-506-529-8826.

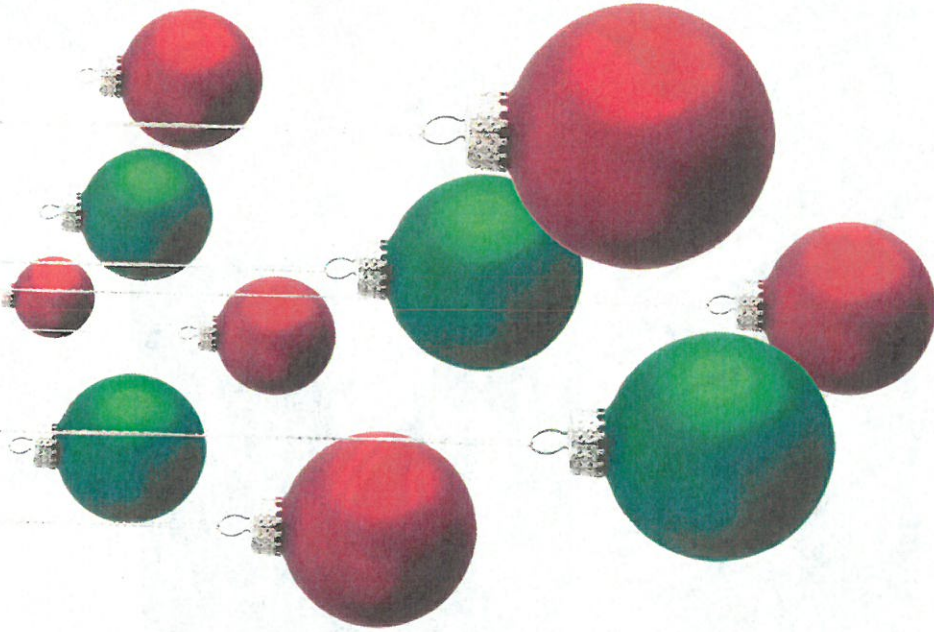
## FRIDAY, DECEMBER 4

- 6 pm – 8 pm **REVERSE PARADE and SANTA'S ARRIVAL** - The Town of St. Stephen will be holding a walking "reverse parade" leading to Santa's Arrival. The walk will start on the trail behind Scoops, continue along towards the wharf and along the waterfront to the last gazebo. Santa, Mrs. Claus, MOE the Elf and his pal Reindeer will be in a living, outdoor toy workshop. Children of all ages will get to see Santa making toys, and get their picture taken, while social distancing. Please email [events@chocolatetown.ca](mailto:events@chocolatetown.ca) if you would like to sponsor a display for this event.

- **KIWANIS SENIOR'S CHRISTMAS DELITE TOUR** - The Town of St. Stephen and Day Insurance are pleased to collaborate with the Kiwanis Club of St. Stephen to bring the new Christmas Delite Tour to our seniors in lieu of the annual Christmas Light Tour. Special treat boxes will be prepared for local seniors for pick up or delivery in the weeks before Christmas. To register, please call Day Insurance at 466-3330 by Friday, December 4th. Quantities will be capped, so call early to reserve your sweet box!

## FRIDAY, DECEMBER 11 & SATURDAY, DECEMBER 12

- **SHOP LOCAL ST. STEPHEN** - Participating businesses will be posted on the St. Stephen Community Spirit Facebook page leading up to the dates, businesses will offer specials throughout the two days. Let's show our local businesses our support this holiday season!





**Town of St. Stephen  
Information Report to Council  
Report: PW 12-20**



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**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:** November 25, 2020  
**Subject:** November Committee Meeting

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**Recommendation:** That this report be received for informational purposes.

**1: Water system:**

- a) Pumped Hydrants .
- b) Repaired 3 meters.
- c) Repaired 4 Water Laterals.
- d) Installed 1 new Meter.
- e) There was an emergency purchase of \$12,024.40 for a Turbidity Meter at Maxwell Crossing.
- f) There was a over budget expense of \$5123.61to connect the main flow meter to the SCADA system at Maxwell Crossing.

**2: Streets:**

- a) Patched Streets.
- b) Repaired concrete sidewalk near #220 Milltown Blvd.
- c) Worked at Turning the Corner Park.
- d) Cut brush.
- e) Put up Legion Banners

**3: Waste Water:**

- a) Videoed 1 Sewer Main.
- b) Videoed 1 Sewer Lateral.
- c) Cleaned 4 Catch Basins.
- d) Repaired 1 Force Main.

## **Project Updates – Town of St. Stephen**

### **November 2, 2020**

#### [Milltown Boulevard Designated Highway Upgrades 2020 – Project No. 20-2637](#)

All road excavation and concrete curb and gutter has been completed between Boundary Street and Hill Street with the exception of areas adjacent to road structures. Concrete sidewalk has been constructed between Hill Street and Queensway. The remaining concrete sidewalk, between Queensway and Boundary Street, is scheduled to be completed the first week of November. Seal asphalt is tentatively scheduled to begin the first week of November.

#### [Waterfront Trail Upgrades – Project No. 20-2509](#)

All work is complete with the exception of a gravel washout that is scheduled for repair in early November.

#### [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](#)

Design drawings are at 100%. 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 that are currently being fabricated. We are working with the wharf contractor to schedule the delivery and installation of the floating docks and gangway.

## Municipal Operating Agreement

**THIS AGREEMENT** is made effective on July 1, 2020 and reduced to writing on October \_\_\_\_, 2020.

**BETWEEN:**

**TOWN OF ST. STEPHEN**, a municipal corporation under the laws of the Province of New Brunswick

(the "Municipality")

- and -

**LIBERTY UTILITIES (GAS NEW BRUNSWICK) LP**, as represented by its general partner **LIBERTY UTILITIES (GAS NEW BRUNSWICK) CORP.**

("Liberty")

**WHEREAS** Liberty has a general franchise pursuant to the *Gas Distribution Act, 1999* to distribute gas and provide customer services in the Province of New Brunswick until August 30, 2044;

**AND WHEREAS** the Municipality and Enbridge Gas New Brunswick Limited Partnership, as represented by its general partner Enbridge Gas New Brunswick Inc. ("EGNB") entered into a Municipal Operating Agreement dated January 23, 2003;

**AND WHEREAS** on October 1, 2019, the name "Enbridge Gas New Brunswick Inc." was changed to "Liberty Utilities (Gas New Brunswick) Corp." and the name of "Enbridge Gas New Brunswick Limited Partnership" was changed to "Liberty Utilities (Gas New Brunswick) LP";

**AND WHEREAS** Liberty desires, at its own cost, to install and operate its gas distribution system within the geographic bounds of the Municipality upon the terms and conditions provided in this Agreement;

**AND WHEREAS** the Municipality owns and maintains highways within the Municipality;

**AND WHEREAS** the parties consider natural gas to be an alternative to traditional sources of energy and wish to ensure the timely availability of natural gas to residents of the Municipality;

**AND WHEREAS** by Resolution adopted by the Council of the Municipality, the Mayor and the Town Clerk have been authorized to execute this Agreement on behalf of the Municipality;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the sum of \$1.00 paid by each party to the other and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Municipality and Liberty agree as follows:

**I. Definitions**

1. In this Agreement:

- (a) **“Claim”** means a claim, demand, writ, process, notice or written proceeding pertaining to damages to any property and/or injuries, including death, to any person or persons and includes any mandatory order, direction or notice from a governmental authority requiring a party, its servants, agents or employees, to monitor, remediate, repair, neutralize or otherwise address any environmental pollutant or contaminant;
- (b) **“Engineer”** means the engineer appointed pursuant to the terms of the *Local Governance Act* with responsibility for the Municipality’s engineering needs or his or her designate, or the director responsible for the engineering department of the Municipality or his or her designate;
- (c) **“gas”** means any hydrocarbon or mixture of hydrocarbons that, at a temperature of 15 degrees Celsius and an absolute pressure of 101.325 kilopascals, is in a gaseous state;
- (d) **“gas distribution system”** means all property and works within the Municipality between the city gate station up to and including the meter including such mains, plants, pipes, meters, pipelines, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as Liberty may reasonably require for the distribution of gas in or through the geographic bounds of the Municipality;
- (e) **“highway”** means all common and public highways (which includes any public street, road, lane, alley, way or catchbasin with roadwork) and shall include any bridge, viaduct or structure forming part of a highway, and any road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance, now or at any time during the term hereof, under the jurisdiction or authority of the Municipality;
- (f) **“municipal infrastructure”** means structures owned by the Municipality contained within a highway including but not limited to water pipelines and all appurtenances thereto, sanitary and storm sewer pipelines and all appurtenances thereto, culverts, traffic control devices, signs, curbs, sidewalks, asphalt surface including sub-base, landscaping, trees, bridges, viaducts, street light standards, parking meters, civic monuments, and bus shelters;
- (g) **“Municipality”** means the territorial limits of the Municipality on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Municipality, and “Municipal” shall have a like meaning.

## II. **Non-exclusive Licence**

### 1. To Use Highway Allowances

- (a) Subject to the provisions of this Agreement, the Municipality hereby grants to Liberty a non-exclusive licence irrevocable for the Term and any renewal thereof to enter upon all highways now or at any time hereafter under the jurisdiction of the Municipality and to install, construct, maintain, replace, remove, operate and repair a gas distribution system for the distribution of gas in and through the geographic bounds of the Municipality.
- (b) Notwithstanding the definition of highway, this Agreement does not grant a right to attach gas lines or other parts of a gas distribution system to any bridges or viaducts owned by the Municipality; the attachment of gas lines or other parts of the gas distribution system to such structures must be applied for explicitly by Liberty on a case by case basis and are subject to the prior written approval of the Engineer.
- (c) The exercise of the non-exclusive irrevocable licence granted in accordance with the terms and conditions of this Agreement must be carried out by Liberty in compliance with all applicable federal and provincial statutes, laws and regulations and municipal by-laws of general application. For greater certainty, municipal by-laws that are not of general application shall not be binding upon Liberty.
- (d) The non-exclusive licence granted by this Agreement does not extend to the construction, operation or maintenance of any fibre optics cable or any other electronic communication system, except such communications as may form an integral part and be required for the proper operation of the gas distribution system.

- 2. Alternative Easement The Municipality will, in the event of the stopping up and closing of any highway or any part of a highway where a gas line has been constructed in accordance with this Agreement, give Liberty reasonable notice of such stopping up and closing and will provide Liberty with easements over that part of the highway stopped up and closed sufficient to allow Liberty to preserve any part of the gas distribution system in its then existing location, provided however where a stopping up and closing of any highway is carried out to facilitate development of adjacent lands, any gas line located within that part of the highway stopped up and closed may at the election of the Municipality and without cost to Liberty be relocated.

### 3. Duration of Agreement and Renewal Procedures

- (a) Notwithstanding the date signed, this Agreement and the non-exclusive licence hereby granted to Liberty shall be for a term of ten (10) years (the "Term"), commencing on July 1, 2020 and ending on June 30, 2030.
- (b) This Agreement may be extended by mutual consent of the parties, acknowledged in writing at any time prior to July 1, 2030, for one (1) additional ten (10) year term upon the

same terms and conditions. The extended term would commence on July 1, 2030 and would end on June 30, 2040.

- (c) In the event the parties do not agree to extend the Term upon the same terms and conditions prior to July 1, 2029, either party may apply to the New Brunswick Energy and Utilities Board (the "Board") at any time after July 1, 2029 to establish an appropriate extension term and to resolve any other contractual issues that may not have been agreed to.
- 4. Ownership of Gas Distribution System The Municipality and Liberty acknowledge and agree that title to and ownership of the gas distribution system shall at all times during the Term, any renewal thereof and at all times following the expiration or termination thereof, be vested in Liberty notwithstanding any rule of law as to the immediate vesting of title to and ownership of the gas distribution system in the owner of the freehold.

### III. Approvals and Other Conditions

- 1. Construction at Gas Company's Cost Subject to the terms and conditions contained herein, Liberty shall pay the costs of installing and operating its gas distribution system within the municipality.
- 2. Approval of Construction/Permits
  - (a) Liberty shall meet with the Engineer from time to time, at the request of either party upon reasonable notice, for the purposes of exchanging known or proposed projects of the Municipality and proposed servicing plans of Liberty respecting work that is anticipated to take place during the following calendar year.
  - (b) At least twenty (20) business days before beginning construction of, or any planned extension or change to, the gas distribution system saving and excepting service laterals, Liberty shall file with the Engineer a plan, stamped by a Professional Engineer registered in the Province of New Brunswick, satisfactory to the Engineer, drawn to scale and of sufficient detail considering the complexity of the specific location, showing the highways in which it proposes to lay its gas distribution system and the particular parts thereof it proposes to occupy. The plan shall show the location, depth and dimensions of the proposed pipelines and, to the extent information is provided by the Municipality in hard copy and/or electronic format, all existing municipal infrastructure, including existing sewer pipes, water mains, service connections and other underground utilities within the highway and, to the extent information is provided by the Municipality in electronic format, pavement surface, curbs, drainage ditches, sidewalks, trees, street lights, fire hydrants, curb stops, valve boxes, property lines and other relevant features with respect to the construction to be undertaken. With respect to short main extensions, the Municipality shall make every effort to expedite the process unless the Engineer is of the opinion that the circumstances are sufficiently unusual to require further review.
  - (c) Geodetic (vertical) information will not be required from Liberty except in complex urban intersections or in other locations specified by the Engineer in order to facilitate known or

proposed projects which are reasonably anticipated by the Engineer to be installed or constructed in the future. Unless otherwise approved by the Engineer, Liberty and the Municipality agree that the gas distribution system, including new service laterals in the highway off of new mains, will be installed at a minimum depth of 900 mm from the existing or planned finished grade and Liberty will relocate, as required by the Municipality, gas lines originally installed less than 600 mm in depth and shall be responsible for all costs associated with the relocation.

- (d) The Engineer may require sections of the gas distribution system to be laid at a greater depth than required by CSA-Z662, or any successor standard to CSA-Z662, to facilitate known or proposed projects or existing municipal infrastructure.
- (e) The location of the work as shown on the plan submitted in accordance with subsection (b) above must be approved by the Engineer before the commencement of the work and the timing, special terms and conditions relating to the installation of such works shall be to his or her satisfaction. The Engineer shall be the final approval authority for the location of all portions of the gas distribution system located within the highways.
- (f) No excavation, opening, or work in, on or under a highway by Liberty will be commenced until an approval and/or permit therefor has first been obtained from the Engineer as provided in subsection (e). An application for an approval and/or permit shall be processed within ten (10) business days of receipt unless there are unusual circumstances. The approval of the Engineer shall not be unreasonably withheld.
- (g) Notwithstanding subsection (f) above, where Liberty is undertaking construction of a customer's service lateral in the highway, Liberty shall, before undertaking construction, obtain an approval and/or permit. An application for an approval and/or permit under this subsection shall be processed within five (5) business days of receipt unless the Engineer is of the opinion that further time is required owing to technical considerations. The approval of the Engineer shall not be unreasonably withheld. On or before January 31 of each calendar year, Liberty shall provide the Municipality with a list of service laterals installed in the municipality in the immediately preceding calendar year.
- (h) In the event of any emergency, Liberty shall not be required to obtain an approval and/or permit prior to excavation but shall, on the next business day, submit a report and sketch to the Engineer for the work undertaken.

#### **IV. Construction**

##### **1. Reinstatement**

- (a) Liberty shall, to the satisfaction of the Engineer, restore or cause to be restored, at its cost, all highways or municipal infrastructure which it may excavate or interfere with in the course of installing, constructing, repairing or removing its gas distribution system located within highways, and shall, to the satisfaction of the Engineer, make good any settling or subsidence thereafter caused by such excavation or interference. Unless otherwise agreed

by the parties, where the excavation takes place on a highway that has been paved within the previous five (5) years and where the excavation requires a longitudinal cut of the asphalt surface in excess of ten (10) metres, Liberty will restore and resurface the affected area for the length of the excavation, from curb to curb, provided that if an excavation (which shall not include daylight holes) involves more than one (1) longitudinal asphalt cut and those asphalt cuts are within ten (10) metres of each other (measured closest asphalt edge cut to closest asphalt edge cut) and the total of their lengths exceeds ten (10) metres, Liberty will restore and resurface the affected area from curb to curb (measured from furthest asphalt edge cut to furthest asphalt edge cut). Liberty shall be subject to the pavement degradation fees prescribed by by-law of the Municipality, if any, as may be amended from time to time.

- (b) Unless otherwise agreed by the parties, to guarantee against the cost of restoration of highways to the satisfaction of the Engineer, Liberty shall provide (at its option) to the Municipality either:
    - (i) an irrevocable standby letter of credit issued by a chartered bank in the amount of \$25,000 (to be replaced and provided annually to the Municipality); or
    - (ii) a certified cheque issued by a chartered bank or a cash deposit in the amount of \$25,000 (to be replenished annually by Liberty, if necessary, to ensure an amount of security of \$25,000 is maintained),
- ((i) or (ii), as applicable hereinafter referred to as the "Guarantee").

Should Liberty fail within a reasonable time to do any work required by Article IV 1.(a), the Municipality may do or cause such work to be done and Liberty shall, on demand, pay any reasonable account therefor as certified by the Engineer. Should Liberty fail to pay such amounts forthwith on demand, the Municipality will draw on the Guarantee to pay the sum demanded (but only to such extent). The Municipality agrees to return the Guarantee to Liberty as soon as practicable upon the expiration or termination of this Agreement.

- (c) Liberty hereby warrants and agrees that all restorations or reinstatement of highways carried out by EGNB under the previous agreement or by Liberty under this Agreement will endure until the road foundation is reconstructed.

## 2. Heritage

- (a) Liberty shall, for any service lateral to a customer's property, make any and all reasonable efforts to have the meter for said service installed on a non-street-facing façade when a property is located within an area described as a "heritage conservation area" or a "municipal heritage conservation or preservation area" (collectively "Heritage Conservation Area"), established by by-law or pursuant to statute as the case may be.
- (b) Where the installation of bollard(s) is required in a Heritage Conservation Area, established by by-law or pursuant to statute as the case may be, such bollards shall

conform to any specifications adopted by the Municipality, as amended from time to time, provided that such specifications do not compromise any safety protection to be provided by the bollard(s).

3. Damage to Municipal Property

- (a) If any portion of any highway or municipal infrastructure is damaged by reason of defects in any portion of the gas distribution system, as carried out by EGNB under the previous agreement or by Liberty under this Agreement, or by reason of any other cause arising directly from the presence of the gas distribution system, Liberty shall, at its own expense, immediately repair any such damage and restore such portion of such damaged highway or municipal infrastructure to as good or better condition as existed before such defect or other cause of damage occurred, such work to be done under the direction of the Engineer, and to his satisfaction.
- (b) Trees within highways are to be protected at all times. The gas distribution system is to be designed on the premise that, unless approved by the Engineer, municipal trees are not to be adversely affected by the installation or operation of the gas distribution system.
- (c) If any trees within highways are damaged or destroyed by reason of defects in any portion of the gas distribution system maintained or constructed under this Agreement, or by reason of any other cause arising directly from the installation or operation of any gas distribution system constructed or maintained under this Agreement, Liberty shall, at its own cost and expense, repair any such damage or replace such trees under the direction and to the satisfaction of the Engineer.
- (d) In a case where Liberty directionally drills within the Municipality:
  - (i) Liberty shall perform a CCTV video inspection of any municipal infrastructure (including laterals) that may have been impacted as a result of new construction at the request of the Engineer; and
  - (ii) in the event that Liberty drills through or otherwise damages any municipal infrastructure subsequent to the execution of this Agreement, as discovered at the time or subsequently by the Municipality or Liberty, Liberty shall reinstate such municipal infrastructure of the Municipality to the satisfaction of the Engineer at its sole expense, failing which the security identified in Article IV 1.(b) hereof shall be available to recover such costs.

4. Traffic Control Liberty shall be responsible for appropriate traffic and pedestrian control measures, and adhere to the Municipality's Work Zone Safety Manual, Work Area Traffic Control Manual or other traffic control requirements where applicable, while working within the highways. Where such work requires the temporary re-routing of traffic within the highway, Liberty shall request approval from the Engineer at least two (2) business days in advance of the re-routing. If requested by the Engineer, Liberty shall also notify

the general public of such traffic diversions, through the local media, at least twenty-four (24) hours prior to the re-routing.

5. Construction Methods The Engineer may request that construction of gas lines including service laterals be by directional drilling and not by trenching, provided that Liberty will determine the manner of construction, acting reasonably.
6. As-Constructed Drawings
  - (a) Liberty shall not deviate from the approved location for any part of the gas distribution system unless the prior approval of the Engineer to do so has been received.
  - (b) Liberty must, at its own expense, supply to the Municipality stamped "As Constructed" drawings in electronic format compatible with the Municipality's corporate GIS system by the end of the calendar year of commissioning that portion of the gas distribution system. The As-Constructed drawings must horizontally locate the gas distribution system relative to the New Brunswick Grid Co-Ordinate System (NAD 83CSRS) or any system substituted in lieu thereof and show depth of cover. Liberty must also supply an X - Y co-ordinate list of each point surveyed (and a Z co-ordinate where required by Article III 2.(c)) and shown on the As-Constructed drawings.
  - (c) Subsections (a) and (b) do not apply to service laterals.
7. Emergencies In the event of an emergency involving the gas distribution system, Liberty will proceed with the work to address the emergency and in any instance where prior approval of the Engineer is normally required, shall use its best efforts to immediately notify the Engineer of the location and nature of the emergency and the work being done.
8. Indemnification
  - (a) Liberty shall, at all times, indemnify and save harmless the Municipality, its agents, officers, elected officials and employees from and against all losses, damages, claims, costs or expenses incurred in connection with Claims arising out of Liberty installing, operating, constructing, relocating and maintaining its gas distribution system in the municipality, or utilizing its gas distribution system for the carriage of gas owned by others. Provided that Liberty shall not be required to indemnify or save harmless the Municipality from and against losses, damages, claims, costs or expenses incurred in connection with Claims resulting from the negligence or wrongful act of the Municipality, its servants, agents, officers, elected officials or employees, or for losses, damages, claims, costs or expenses incurred in connection with Claims related to environmental pollutants or contaminants not caused by Liberty.
  - (b) The obligation of Liberty provided in subsection (a) above shall survive the termination of this Agreement.

9. Insurance Liberty shall deliver to the Municipality a Certificate of Insurance naming the Municipality as an additional insured evidencing a policy of commercial general liability coverage on “an occurrence basis” and containing a cross-liability clause which policy has an inclusive limit of not less than \$10,000,000. The aforesaid certificate must provide that the coverage will stay in force and not be amended, cancelled or allowed to lapse without thirty (30) business days’ prior written notice being given to the Municipality. The insurance coverage must remain in full force and effect during the term of this Agreement and any renewal(s) thereof. These insurance policies shall be provided from an insurance company licensed to do business in the Province of New Brunswick.
10. Public Notification At the request of the Engineer, Liberty will give reasonable notice to the public of all major construction taking place within a highway and respond to all inquiries relative to the installation of the gas distribution system.

## V. Operational

1. Pipeline Relocation If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal infrastructure located in the highway, the Municipality, acting reasonably, deems that it is necessary to take up, remove or change the location of any part of the gas distribution system, Liberty shall upon notice from the Municipality remove and/or relocate within a reasonable period of time such part of the gas distribution system to a location approved by the Engineer.
2. Payment Where any part of the gas distribution system relocated in accordance with this section is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Municipality and Liberty on the basis of the total relocation costs, excluding the value of any upgrading of the gas distribution system, and deducting any contribution paid to Liberty by others in respect to such relocation as follows:
  - (a) where the relocation is a result of highway work or conflicts in elevation with any sewer crossing(s) and occurs within two years of the installation of the portion of the gas distribution system to be relocated, the costs shall be paid 100% by the Municipality;
  - (b) where the relocation is a result of highway work or conflicts in elevation with any sewer crossing(s) and occurs after the end of the second year following the installation of the portion of the gas distribution system to be relocated, but within five years, the costs shall be shared 65% by Liberty and 35% by the Municipality;
  - (c) where the relocation is a result of highway work or conflicts in elevation with any sewer crossing(s) and occurs after the end of the fifth year following the installation of the portion of the gas distribution system to be relocated, the costs shall be paid 100% by Liberty; and
  - (d) where the relocation is a result of any municipal infrastructure other than highway work or conflicts in elevation with any sewer crossing(s), the costs shall be paid 100% by the Municipality.

Where any part of the gas distribution system relocated in accordance with this section is located on a bridge, viaduct or structure, Liberty shall alter or relocate, at its sole expense, such part of the gas distribution system.

3. Disposition of Gas Distribution System

- (a) During the term of this Agreement, if Liberty abandons a part of its gas distribution system affixed to a bridge, viaduct or structure owned by the Municipality, Liberty shall, at its sole expense, remove that part of its gas distribution system affixed to the bridge, viaduct or structure.
- (b) If at any time Liberty abandons any part of its gas distribution system located within highways, it shall deactivate that part of its gas distribution system in the municipality in accordance with applicable industry/regulatory standards, as amended from time to time. Thereafter, Liberty shall have the right, provided the part of its gas distribution system was properly decommissioned, but nothing herein contained shall require it to remove that part of its gas distribution system. Liberty shall provide notice to the Municipality if it chooses not to remove that part of its gas distribution system. If Liberty fails to remove that part of its gas distribution system and the Municipality requires the removal of all or any of the gas distribution system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Municipality may remove and dispose of so much of the deactivated gas distribution system as the Municipality may require for such purposes and neither party shall have recourse against the other for any loss, costs, expenses or damage occasioned thereby.
- (c) Any portion of the gas distribution system which has been abandoned shall be noted and submitted to the Municipality via an As-Constructed drawing for gas mains or an abandoned pipe listing for service laterals. When Liberty completes a gas locate for the Municipality, Liberty will indicate (on the locate sheet) the presence of any abandoned gas plant in the comments section of the locate form.

**VI. Fees and Contributions**

1. Permit – Processing Costs

- (a) [Intentionally deleted]
- (b) Liberty will pay, at the time of submission of drawings for installation and construction of pipeline as set out in Article III 2.(b), a fee for the processing of the submission by the Municipality in an amount [of \$6.50 (plus HST) per \$1,000 of construction value/equal to the current value of a • **insert name of applicable permit comparable to Excavation/Streets and Services Permit in each municipality's MOA**], as set by by-law. Such fee is intended to reimburse the costs incurred by the Municipality for administration and review of the submission, processing the necessary approvals and/or permits, record keeping and inspections.

- (c) Where Liberty is proposing to construct a service lateral which will not materially interfere with any municipal infrastructure or impede traffic on the relevant highway, no fee for processing the notification will be required.
- (d) Payment of the fee under Article VI 1.(b) is in lieu of any municipal fees and, except to the extent provided in Articles IV 1.(a) and IV 1.(b) of this Agreement, Liberty shall not be required to make any other payments to the Municipality that in any way relate to the gas distribution system.

## 2. Training

- (a) Liberty will, in cooperation with and to the satisfaction of the Municipality, provide without charge to the Municipality training (including refresher courses as necessary) for the municipal operations or public works staff as to the appropriate measures for excavating and working in the vicinity of gas pipelines.
- (b) Liberty will, in co-operation with and to the satisfaction of the Municipality, provide without charge to the Municipality training (including refresher courses as necessary) for firefighting staff and Emergency Management Organization (EMO) officials as to how to respond to emergencies arising in connection with the construction or operation of the gas distribution system.

- 3. Locations Liberty will provide without charge, line location services to the Municipality, together with a 24 hour 7 day emergency locate service.

## VII. **Miscellaneous**

### 1. Condition of Municipal Infrastructure

- (a) The Municipality makes no representations or warranties as to the state of repair of its highways or municipal infrastructure or the suitability of same for any business, activity or purpose whatsoever and Liberty hereby takes the said highways or municipal infrastructure on an "as is, where is" basis. Provided, however, that this paragraph shall not in any way limit the Municipality's responsibility or liability for its own negligence or wrongful acts.
- (b) Notwithstanding Article VII 1.(a), in the event that Liberty encounters any existing environmental pollutant or contaminant while installing its pipelines, Liberty shall, at its cost and in an environmentally responsible manner, dispose of the material it removes in the course of installing its pipelines; provided, however, that the Municipality shall indemnify Liberty, its agents, officers, directors and employees from and against all losses, damages, claims, costs or expenses incurred in connection with or as a result of any order, direction or notice from a governmental authority requiring Liberty, its agents, officers, directors or employees to monitor, remediate, repair, neutralize or otherwise address the remaining environmental pollutant or contaminant, and the Municipality shall make no Claim against Liberty in relation to that environmental pollutant or contaminant except to

the extent that such a Claim arises as a result of a breach of this Agreement by or on behalf of Liberty or the negligence or willful act or omission of Liberty. The foregoing shall survive the termination of this Agreement.

2. Dispute Resolution In the event of any dispute arising out of or relating to this Agreement, the parties agree that the matter at issue shall be referred to the City Manager, City Administrator or Chief Administrative Officer (as the case may be) on behalf of the Municipality and the Manager, Operations on behalf of Liberty for resolution. In the event that the said City Manager, City Administrator or Chief Administrative Officer (as the case may be) and Manager, Operations cannot resolve the matter at issue, either the Municipality or Liberty may refer the matter at issue to the Board whose decision shall be final and conclusive. Any responsibility for costs shall be determined by the Board.
3. Acting Reasonably The Engineer, in carrying out his functions and obligations (which shall include granting approvals) pursuant to this Agreement shall act in a reasonable manner.
4. Most Favoured Nation Liberty will provide to the Municipality copies of any other licence or operating agreements entered into between Liberty and other municipalities situated in the Province of New Brunswick. To the extent that provisions in such agreements are more favourable to the municipalities than the provisions in favour of the Municipality in this Agreement, the Municipality may request that the benefit of such provisions be extended to the Municipality and Liberty and the Municipality shall amend this Agreement accordingly. The election to adopt provisions from such other agreements shall be in the entire discretion of the Municipality but shall be made in a timely manner once the Municipality becomes aware of the provisions in such other agreements.
5. Amendments Except as herein otherwise provided, no amendment, waiver, discharge or termination of any provision of this Agreement and no waiver of any breach by any party of any provision of this Agreement shall be effective unless it is in writing, and then the amendment, waiver, discharge or termination shall be effective only in the specific instance, for the specific purpose and for the specific length of time for which it is given.
6. Notice Any notice, demand, approval, consent, information, request or other communication (hereinafter referred to as a "Notice") to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery, or by fax or other electronic communication which results in a written or printed notice being given, addressed or sent as set out below or to such other address or electronic number as may from time to time be the subject of a Notice:
  - (a) the Municipality:  
Town of St. Stephen  
22 Budd Avenue  
St. Stephen, NB E3L 1E9  
  
Attention: Town Clerk

Email: jeff.renaud@chocolatetown.ca  
Fax: ●

- (b) Liberty:  
Liberty Utilities (Gas New Brunswick) Corp.  
440 Wilsey Road, Suite 203  
Fredericton, NB E3B 7G5

Attention: Vice-President  
Email: [gilles.volpe@libertyutilities.com](mailto:gilles.volpe@libertyutilities.com)  
Fax: (506) 452-2868

Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery and if sent by fax or other electronic communication with confirmation of transmission, shall be deemed to have been validly and effectively given and received on the business day following the day it was sent.

7. Entire Agreement This Agreement is the entire agreement between the Municipality and Liberty regarding the subject of this Agreement and it can be amended or supplemented only by a document executed in writing by both the Municipality and Liberty.
8. Relationship
- (a) Nothing herein or any acts of, nor arrangements between, the Municipality and Liberty shall be construed to mean or imply that the Municipality and Liberty are carrying on business as a joint venture, in partnership, as principal and agent, master and servant, or any other relationship.
- (b) The Municipality acknowledges that it will not assert that a joint venture, partnership or principal and agent relationship exists between the Province of New Brunswick and Liberty.
9. Further Assurances Each party to this Agreement shall from time to time promptly upon the reasonable request of the other party take such action, and execute and deliver such further documents, as shall be reasonably required in order to fully perform the terms of, and carry out the intention of, this Agreement. Such action, execution or delivery shall be done at the expense of the party so requesting.
10. Assignment Neither the Municipality nor Liberty shall assign or transfer this Agreement or the privileges given by it without the written consent of the other party first had and obtained, and the consent shall not be unreasonably withheld. Together with any request for consent, an assignor shall provide the other party with the assignee's written confirmation that the assignee is familiar with the terms of this Agreement and agrees to be bound by the terms of this Agreement.
11. Enurement This Agreement shall enure to the benefit of and be binding upon the Municipality and Liberty and their respective successors and permitted assigns.

12. Counterparts This Agreement may be executed and delivered in counterparts, each of which, when so executed and delivered, shall be deemed to be an original and such counterparts together shall constitute one and the same agreement.
13. Number and Gender Unless otherwise specified, words importing the singular include the plural and vice versa and words importing gender include all genders.
14. Governing Law This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the Province of New Brunswick and of Canada applicable therein and Liberty and the Municipality irrevocably submit to the jurisdiction of the Courts of New Brunswick.
15. Severability Any provision of this Agreement which is illegal, invalid or unenforceable shall not affect the legality, validity or enforceability of the remaining provisions.
16. Time of the Essence Time shall be of the essence in this Agreement.
17. Headings The headings used in this Agreement are for reference only and do not define, limit or otherwise affect the meaning of any provisions hereof
18. Representation Liberty represents and warrants to the Municipality that it will install, construct, maintain, replace, remove, relocate, operate and repair the gas distribution system in a competent and professional manner that is consistent with the same standards of professional skill and competence applicable to generally recognized providers of services of the same type.
19. Force Majeure The parties shall not be responsible for any failure or delay in the performance of any obligations hereunder caused by acts of God, earthquake, flood, fire or other natural disaster, war, terrorism, blockade, strike, labour dispute, civil commotion, epidemic, pandemic, stop-work order, injunction or other causes beyond their reasonable control.
20. Right to Information and Protection of Privacy Act The parties acknowledge and understand that the Municipality is subject to the *Right to Information and Protection of Privacy Act* (SNB 2009, c. R-10.6, as amended), and as such, disclosure and confidentiality obligations are governed thereunder.
21. Costs It is acknowledged that each party shall pay its own costs, charges and expenses of and incidental to the preparation of this Agreement.

**IN WITNESS WHEREOF** the parties hereto have duly executed these presents with effect from the date first above written.

**TOWN OF ST. STEPHEN**

by \_\_\_\_\_  
Allan MacEachern  
Mayor

\_\_\_\_\_  
Jeff Renaud  
Town Clerk

**LIBERTY UTILITIES (GAS NEW  
BRUNSWICK) LP**, as represented by its general  
partner **LIBERTY UTILITIES (GAS NEW  
BRUNSWICK) CORP.**

by \_\_\_\_\_  
Gilles Volpé  
Vice-President

PROVINCE OF NEW BRUNSWICK

COUNTY OF CHARLOTTE

**AFFIDAVIT OF CORPORATE EXECUTION**

I, **JEFF RENAUD**, of the Town of St. Stephen, in the County of Charlotte and Province of New Brunswick, **MAKE OATH AND SAY AS FOLLOWS:**

- 1. I am the Town Clerk of the Town of St. Stephen, one of the parties named in the foregoing instrument and as such I have personal knowledge of the matters herein deposed to.
- 2. The seal affixed to the foregoing instrument purporting to be the seal of the Town of St. Stephen is the Corporate Seal of the Town of St. Stephen and was so affixed by order of the Town Council.
- 3. The signature "Allan MacEachern" subscribed to the foregoing instrument is the signature of Allan MacEachern, the Mayor of the Town of St. Stephen, and the signature "Jeff Renaud" subscribed thereto is my signature.
- 4. The Mayor and Town Clerk are officers of the Town of St. Stephen duly authorized to execute the foregoing instrument.

**SWORN TO BEFORE ME** at the )  
 Town of St. Stephen, in the County of )  
 Charlotte and Province of New Brunswick, )  
 this \_\_\_ day of October, 2020. )  
 )  
 )  
 )  
 )  
 )

\_\_\_\_\_  
 A Commissioner of Oaths  
 Being a Solicitor

\_\_\_\_\_  
**JEFF RENAUD**





**Town of St. Stephen**  
**REQUEST FOR DECISION**  
**Report: TR 19-20**



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** November 25, 2020  
**Subject:** Transfer from General Capital Reserve-2020 Capital Budget

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**Recommendation For Resolution: That the amount of \$307,000.00 (three hundred and seven thousand dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the Town Hall Relocation to Garcelon Civic Center-Design and Construction.**

**BACKGROUND**

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

In 2020 to date approximately \$307,000.00 in costs have been incurred for the project. There will be further costs before the end of the year, but for cash flow purposes I recommend that the to date costs be transferred now, and the final costs, after known, before year end.

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

**OPTIONS**

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

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



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



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**To:** Jeff Renaud, Chief Administrative Officer  
**From:** Tim Tozer, Treasurer  
**Resource Staff:** N/A  
**Date of Meeting:** November 25, 2020  
**Subject:** Transfer from Water and Sewerage Capital Reserve-2020 Capital Budget

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**Recommendation For Resolution:** That the amount of \$3,423.19 (three thousand four hundred and twenty three dollars and nineteen cents ) be transferred from the Water and Sewerage Capital Reserve Fund to the Water and Sewerage Capital Fund for a SCADA System Upgrade.

**BACKGROUND**

In the approved 2020 Water and Sewerage Capital Plan an estimated amount of \$15,000 was budgeted for a SCADA System Upgrade, with funding planned from the Water and Sewerage Capital Reserve Fund. The total net cost of the project was \$15,132.42. Council approved an initial transfer of \$11,709.23 by resolution in May, 2020, leaving the final amount of \$3,423.19 to be transferred.

Transfers between capital reserves and capital funds must be approved by resolution before the end of the applicable budget year.

**OPTIONS**

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

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