



St. Stephen Town Council
AGENDA

Wednesday, November 10, 2021, 5:00 p.m.
Moosehead Room at the Garcelon Civic Center

PUBLIC PARTICIPATION WILL BE AVAILABLE VIA A LIVE FEED ON THE TOWN OF ST.
STEPHEN'S FACEBOOK PAGE.

Pages

- A. CALL TO ORDER
- B. MOMENT OF REFLECTION
- C. ADDITION OF LATE ITEMS
- D. ADOPTION OF AGENDA

Proposed Resolution:

That the Agenda for the Special Council Meeting of November 10, 2021, be approved.

- E. MAYOR'S COMMENTS/PROCLAMATIONS
- F. DISCLOSURE OF INTEREST
- G. PUBLIC AND/OR STATUTORY HEARINGS
- H. ADOPTION OF MINUTES
- I. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS
- J. CORRESPONDENCE
- K. BYLAWS, PERMITS, AND POLICIES

- 1. By-Law No. A-7.16 - A By-Law to Impose a Special Business Improvement Levy for 2022 - First and Second Reading

4

Proposed Resolution:

That Bylaw No. A-7.16, "A Bylaw to Impose a Special Business Improvement Levy for 2022", be given first and second reading.

- L. NEW BUSINESS
 - 1. Request for Decisions

- a. Approval of the 2022 General Operating Fund Budget 6
Proposed Resolution:
THAT the sum of \$9,915,644 (nine million, nine hundred and fifteen thousand, six hundred and forty-four dollars) be the total operating budget of the local government, that the sum of \$5,817,834 (five million, eight hundred and seventeen thousand, eight hundred and thirty-four dollars) be the Warrant of the local government for the ensuing year, and that the tax rate for the local government be \$1.5800 (one dollar and fifty-eight cents).
- The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of St. Stephen.
- b. Approval of the 2022 General Capital Budget 42
Proposed Resolution:
That the 2022 General Capital Budget be approved as presented.
- c. Approval of the 2022 Water and Sewerage Operating Fund Budget 44
Proposed Resolution:
THAT pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the St. Stephen utility for the ensuing year would consist of total revenues of \$2,639,700 (two million, six hundred and thirty-nine thousand, seven hundred dollars), and total expenditures of \$2,639,700 (two million, six hundred and thirty-nine thousand, seven hundred dollars).
- d. Approval of the 2022 Water and Sewerage Capital Budget 60
Proposed Resolution:
That the 2022 Water and Sewerage Capital Budget be approved as presented.
- e. Schedule "A" - By-Law No. W-1, A By-Law Respecting Water and Sewer Rates and Charges 62
Proposed Resolution:
That the revised Schedule "A" of By-Law No. W-1, "A By-Law Respecting Water and Sewer Rates and Charges" be accepted effective January 1, 2022.

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/REPORTS

O. NOTICE OF CLOSED MEETING

P. RECONVENE TO REGULAR MEETING

Q. ADJOURNMENT

Proposed Resolution:

That the meeting be adjourned at _____ pm

BY-LAW NO. A-7.16

A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY FOR 2022"

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 \$26,324 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 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:

SECOND READING:

THIRD READING AND ENACTED:

Mayor

Town Clerk

St. Stephen Business Improvement Area Inc.
Proposed 2022 Operating Budget

SOURCES OF FUNDS

BIA Tax Levy.....	\$25,000.00
BIA Outstanding Tax Levy.....	\$ 600.00
Interest.....	\$ 150.00
Student Employment Funding.....	\$ 4,200.00
GIC Withdrawal	<u>\$ 5,000.00</u>
.....	\$34,950.00

USES OF FUNDS

Advertising.....	\$ 500.00
Donations.....	\$ 500.00
Bank Charges.....	\$ 10.00
BIA Annual Dues.....	\$ 300.00
Rent.....	\$ 3,000.00
Insurance.....	\$ 1,000.00
Office and Miscellaneous.....	\$ 2,175.00
<i>PROMOTIONAL PROGRAMS AND PROJECTS</i>	
Mural Program.....	\$ 1,500.00
Student Employment.....	\$ 4,200.00
Payroll.....	<u>\$21,765.00</u>
.....	\$34,950.00

EXCESS/DEFICIENCY..... \$ 0.00

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



GENERAL OPERATING FUND BUDGET 2022

TABLE OF CONTENTS

MESSAGE FROM THE MAYOR.....	Pg. 3
MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER.....	Pg. 4
BUDGET HIGHLIGHTS.....	Pg. 5
BUDGET SUMMARY.....	Pg. 6
REVENUES	
TAXES.....	Pg. 8
SERVICES PROVIDED TO OTHER GOVERNMENTS.....	Pg. 8
SALE OF SERVICES.....	Pg. 9
OWN SOURCE REVENUE.....	Pg. 11
GRANTS AND TRANSFERS.....	Pg. 13
EXPENDITURES	
GOVERNMENT SERVICES.....	Pg. 15
POLING.....	Pg. 18
FIRE.....	Pg. 19
OTHER PROTECTIVE SERVICES.....	Pg. 21
TRANSPORTATION SERVICES.....	Pg. 22
AIRPORT OPERATIONS.....	Pg. 24
WASTE MANAGEMENT.....	Pg. 25
DEVELOPMENT SERVICES.....	Pg. 26
PARKS.....	Pg. 28
WT BOOTH POOL.....	Pg. 29
COMMUNITY SERVICES FACILITIES.....	Pg. 30
ST. CROIX PUBLIC LIBRARY.....	Pg. 34
FISCAL SERVICES.....	Pg. 35





MESSAGE FROM THE MAYOR

To be completed after adoption

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

To be completed after adoption



BUDGET HIGHLIGHTS



- No tax rate increase.
- Continuation of the WT Booth under a “free public use” philosophy
- Maintained an allocation of \$50,000 in the Community Grant Fund to assist Community Groups with their initiatives.
- Return of (near) normal operations at the Garcleon Civic Center
- Transition to Regional Emergency response dispatching.
- Addressing physical maintenance and repair issues on municipally owned property which had been postponed in previous years
- Transfer of Business Park Maintenance to Future St. Stephen.
- Tourism promotion funding in the amount of \$15,000 to partner with other community organizations to enhance St. Stephen’s promotion as a tourist destination.
- Over \$750,000 in Capital investments.

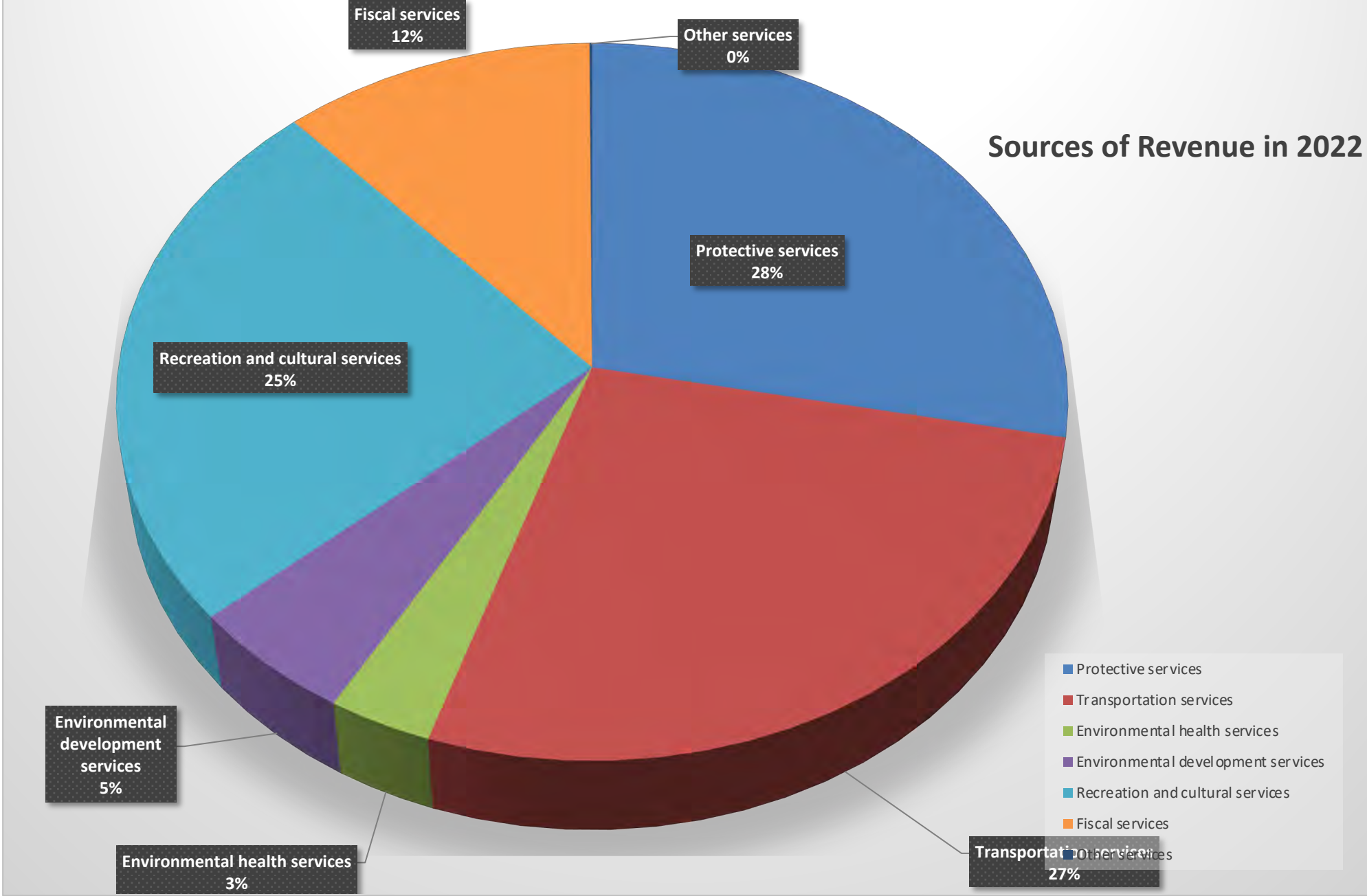
BUDGET SUMMARY

Description	Budget 2021	Budget 2022	CHANGE (\$)	CHANGE (%)
Revenue				
Taxes	5,523,832	5,817,834	\$294,002	5.32%
Services provided to other governments	236,293	396,656	160,363	67.87%
Sale of services	400,400	406,150	5,750	1.44%
Other revenue from own source	197,455	182,275	-15,180	-7.69%
Unconditional Grants	1,466,987	1,724,484	257,497	17.55%
Conditional Transfers	4,200	300	-3,900	-92.86%
Other transfers	1,641,623	1,387,945	-253,678	-15.45%
Total Revenue	9,470,790	9,915,644	\$444,854	4.70%
Expenditures				
General government services	\$1,110,315	\$1,226,859	\$116,544	10.50%
Protective services	2,388,671	2,433,572	44,901	1.88%
Transportation services	2,269,423	2,340,626	71,203	3.14%
Environmental health services	305,723	281,700	-24,023	-7.86%
Environmental development services	479,806	462,360	-17,446	-3.64%
Recreation and cultural services	2,169,859	2,213,853	43,994	2.03%
Fiscal services	738,993	948,674	209,681	28.37%
Other services	8,000	8,000	0	0.00%
Total Expenditures	\$9,470,790	\$9,915,644	\$444,854	4.70%
Surplus (Deficit)	\$0	\$0	\$0	



	YEAR 2021	YEAR 2022	\$ INCREASE	% INCREASE
WARRANT	\$5,523,832	\$5,817,915	\$294,083	5.32%
TAX BASE	\$349,609,600	\$368,217,350	\$18,607,750	5.32%
TAX RATE	\$1.5800	\$1.5800	\$0.0000	0.00%

REVENUE





	2021	2022	CHANGE (\$)	CHANGE (%)
Taxes	5,523,832	5,817,915	294,083	5.32%

Services provided to other governments

Fire Protection

Rural Fire Service	163,513	158,014	-5,499	-3.36%
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Roads and Streets

Designated Highways	67,100	66,400	-700	-1.04%
Highway Markings	5,680	6,000	320	5.63%
Total Roads and Streets	72,780	72,400	-380	-0.52%

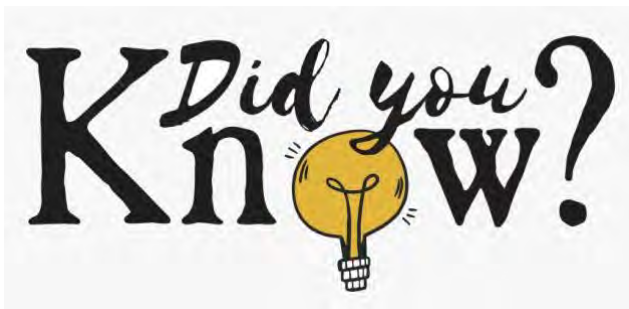
Regional Recreation Cost Sharing	0	166,242	166,242	0.00%
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TOTAL SERVICES PROVIDED TO OTHER GOVERNMENTS	236,293	396,656	160,363	67.87%
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2022 marks the first year in which the Town of St. Stephen will receive a contribution from the Regional Service Commission to assist with the operational costs of the Garcelon Civic Center.

SALE OF SERVICES	2021	2022	CHANGE (\$)	CHANGE (%)
Fire				
Fire Services-Extinguishers-HST	3,900	3,900	0	0.00%
Fire Services-Other	700	700	0	0.00%
Fire Services-Fire Dispatch Fees	15,000	0	-15,000	-100.00%
Fire Services-Other Dispatch Fees-HST	1,200	1,200	0	0.00%
Subtotal	20,800	5,800	-15,000	-72.12%
Roads and Streets				
Transport Services	100	100	0	0.00%



The Town of St. Stephen will be transitioning to a Regional Dispatching Service in 2022. This change has been expected and planned for over the last two years. The change does impact budget through a loss of revenue (no longer dispatching for other communities) coupled with an increase in expenses (service fees related to the new service).



SALE OF SERVICES (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
Recreation-Outside				
Outside Pool Revenue-HST	1,200	3,500	2,300	191.67%
Outside Pool Revenue-Non HST	100	100	0	0.00%
Outside Recreation Programs-HST	250	100	-150	-60.00%
Outside Recreation Programs-Non HST	150	100	-50	-33.33%
Playing Field User Fees	600	3,000	2,400	400.00%
Playing Field Agreement	0	100	100	0.00%
Subtotal	2,300	6,900	4,600	200.00%
Recreation-Civic Center				
Civic Center-Pool Revenue-HST	35,000	25,000	-10,000	-28.57%
Civic Center-Pool Revenue-Non HST	10,000	6,500	-3,500	-35.00%
Civic Center-Arena Revenue-HST	150,000	150,000	0	0.00%
Civic Center-Combined Pool/Arena/Fitness Area Rev.-HST	110,000	0	-110,000	-100.00%
Civic Center-Meeting/Conference Room Revenue-HST	0	75,000	75,000	0.00%
Civic Center-Lower Canteen Revenue-HST	36,000	55,000	19,000	52.78%
Civic Center-Upper Canteen Revenue-HST	10,000	45,000	35,000	350.00%
Civic Center-Other Facility Revenue-HST	15,000	25,000	10,000	66.67%
Civic Center-Other Facility Revenue	1,000	1,500	500	50.00%
Civic Center-Special Events-Non HST	0	150	150	0.00%
Civic Center-Special Events - HST	100	100	0	0.00%
Civic Center-Promotional-HST	100	100	0	0.00%
Subtotal	377,200	393,350	16,150	4.28%
Total Sale of Services	400,400	406,150	5,750	1.44%



COVID-19 continues to affect the operations of the Garcelon Civic Center, a return to near normal in 2022 is welcomed.



OTHER REVENUE FROM OWN SOURCE	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Animal Licenses</i>				
Animal License	200	400	200	100.00%
<i>Construction Permits</i>				
Building Permits	15,000	15,000	0	0.00%
Stamping Deeds & Plans	0	100	100	0.00%
<i>Other Permits and Licenses</i>				
Business Sign/ Permit	500	500	0	0.00%
Taxi License	100	150	50	50.00%
subtotal	600	650	50	8.33%
<i>Fines</i>				
Municipal Fines	500	500	0	0.00%

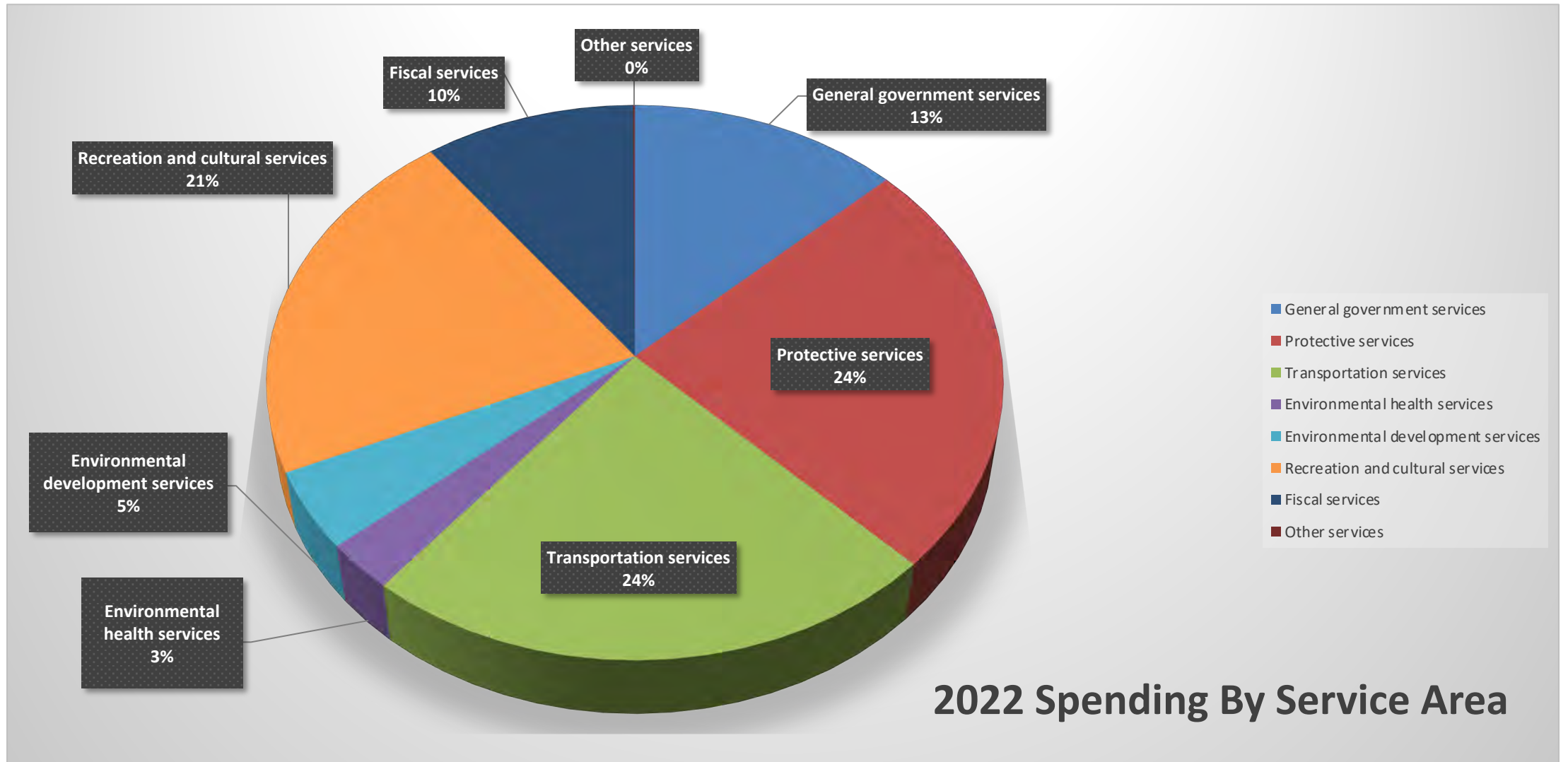


OWN SOURCE REVENUE (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Building Rentals</i>				
Land Rentals-HST	875	875	0	0.00%
Northampton Brewing Building Lease-HST	46,000	36,000	-10,000	-21.74%
RCMP Building Lease-HST	118,680	120,450	1,770	1.49%
Subtotal	165,555	157,325	-8,230	-4.97%
<i>Return on Investment</i>				
Bank Interest	15,000	7,600	-7,400	-49.33%
<i>Miscellaneous</i>				
Sale of Materials-HST	100	100	0	0.00%
Sale of Equipment	100	100	0	0.00%
Contributions-HST	100	100	0	0.00%
Contributions-Non HST	100	100	0	0.00%
Community Events Revenue - HST	0	100	100	0.00%
Contributions-Community Events	100	100	0	0.00%
Miscellaneous Copies	100	100	0	0.00%
Subtotal	600	700	100	16.67%
Total Other Revenue From Own Source	197,455	182,275	-15,180	-7.69%



GRANTS AND TRANSFERS	2021	2022	CHANGE (\$)	CHANGE (%)
Unconditional Grants				
Community Funding and Equalization Grant	1,466,987	1,724,484	257,497	17.55%
Conditional Transfers				
Fed/Prov Funding Outside Recreation	4,000	100	-3,900	-97.50%
Fed/Prov Funding Civic Center Employment	100	100	0	0.00%
Fed/Prov Funding Civic Center Programs	100	100	0	0.00%
Total Conditional Transfers	4,200	300	-3,900	-92.86%
Other Transfers				
Surplus of second previous year	466,658	390,801	-75,857	-16.26%
Operating Reserve Fund	230,000	0	-230,000	-100.00%
Administrative Management				
Water and Sewerage Share of Charges	944,965	996,875	51,910	5.49%
Payment In Lieu of Tax	0	69	69	0.00%
Financial Assistance	0	100	100	0.00%
Other Government Transfers	0	100	100	0.00%
Total Other Transfers	1,641,623	1,387,945	-253,678	-15.45%
Total Revenue	9,470,790	9,915,644	444,854	4.70%

EXPENDITURES





GOVERNMENT SERVICES	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Legislative-Mayor</i>				
Mayor Stipend	16,892	17,500	608	3.60%
Payroll Expenses	1,222	1,356	134	10.97%
Mayor Travel	1,500	1,500	0	0.00%
Subtotal	19,614	20,356	742	3.78%
<i>Legislative-Councillors</i>				
Councillor Stipend	52,221	54,400	2,179	4.17%
Payroll Expenses	3,243	3,640	397	12.24%
Councillor Travel	2,900	500	-2,400	-82.76%
Subtotal	58,364	58,540	176	0.30%
<i>Legislative-Other</i>				
Other Memberships	5,000	5,000	0	0.00%
Other Council	3,500	3,000	-500	-14.29%
Subtotal	8,500	8,000	-500	-5.88%



GOVERNMENT SERVICES (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
Administrative Staff				
Salary, Payroll Expenses and Benefits	223,138	228,365	5,227	2.34%
Travel/Training	10,000	10,000	0	0.00%
Memberships	900	900	0	0.00%
Subtotal	234,038	239,265	5,227	2.23%
Administrative Office Building				
Town Hall Property Taxes – GCC	7,300	8,600	1,300	17.81%
Subtotal	7,300	8,600	1,300	17.81%
Administrative-Solicitor				
Solicitor	20,000	20,000	0	0.00%
Administrative Other				
Advertising-Regulatory	3,500	3,500	0	0.00%
Advertising-Promotion	3,000	3,000	0	0.00%
Copier Rental and Supplies	7,500	7,500	0	0.00%
Office Furniture and Supplies	20,000	10,000	-10,000	-50.00%
Telephone	36,000	25,000	-11,000	-30.56%
Office Computer Purchase	15,000	15,000	0	0.00%
Computer Goods	6,000	6,500	500	8.33%
Computer Service	12,300	10,000	-2,300	-18.70%
Financial Software	0	16,500	16,500	0.00%
Recreation and Customer Portal Software	0	11,800	11,800	0.00%
Special Projects-General Government Services	50,000	50,000	0	0.00%
Special Projects-Corporate Services	0	100	100	0.00%
Travel/Training	6,000	6,000	0	0.00%
Subtotal	159,300	164,900	5,600	3.52%

GOVERNMENT SERVICES (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Financial Management Staff</i>				
Salary, Payroll Expenses and Benefits	350,269	434,990	84,721	24.19%
Travel/Training	6,000	6,000	0	0.00%
Membership	2,145	2,305	160	7.46%
<i>Financial Management-Audit</i>				
Audit	14,767	15,018	251	1.70%
<i>Common Services-Civic Relations</i>				
Civic Relations	5,000	5,000	0	0.00%
<i>Common Services-Training and Development</i>				
Training and Development-JHSC	3,000	3,000	0	0.00%
<i>Common Services-Cost of Assessment</i>				
Cost of Assessment	67,824	71,434	3,610	5.32%
<i>Regional Planning Services</i>				
Regional and Collaborative Services	15,796	19,148	3,352	21.22%
<i>Common Services-Conventions</i>				
Travel	2,000	2,000	0	0.00%
Registration	1,500	1,500	0	0.00%
<i>Common Services-Liability Insurance</i>				
Liability Insurance	84,898	96,803	11,905	14.02%
<i>Common Services-Grants</i>				
Community Grants Fund	50,000	50,000	0	0.00%
Total GOVERNMENT SERVICES	1,110,315	1,226,859	116,544	10.50%



PROTECTIVE SERVICES—POLICING	2021	2022	CHANGE (\$)	CHANGE (%)
<i>RCMP</i>				
Police Contract	1,199,171	1,223,658	24,487	2.04%
Building Maintenance	5,000	8,000	3,000	60.00%
Building Cleaning Contract	12,000	12,000	0	0.00%
Building Electricity	11,920	11,900	-20	-0.17%
Property Taxes	6,600	6,700	100	1.52%
Total Police Services	1,234,691	1,262,258	27,567	2.23%



PROTECTIVE SERVICES—FIRE	2021	2022	CHANGE (\$)	CHANGE (%)
Fire Service				
Salary, Wages, Payroll Expenses and Benefits	701,033	672,096	-28,937	-4.13%
Travel	4,000	2,785	-1,215	-30.38%
Medical and First Aid	2,000	2,000	0	0.00%
Volunteer Fire Grant	9,210	10,425	1,215	13.19%
Volunteer Fire Fighters Retirement Gifts and Awards	2,500	2,500	0	0.00%
Special Events	2,500	2,500	0	0.00%
Clothing	6,500	6,500	0	0.00%
Dry Cleaning and Laundry	300	300	0	0.00%
Subtotal	728,043	699,106	-28,937	-3.97%

Fire Administration				
Membership	700	700	0	0.00%
Office Supplies	1,500	1,500	0	0.00%
General Advertising	2,000	2,000	0	0.00%
Computer Purchase and Supplies	2,000	2,000	0	0.00%
Fire Prevention Supplies	4,000	4,000	0	0.00%
Subtotal	10,200	10,200	0	0.00%



The St. Stephen Fire Department responds to approximately 200 calls for service each year.



PROTECTIVE SERVICES—FIRE (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Fire Alarm System</i>				
Telephones	7,000	9,500	2,500	35.71%
Radio Maintenance	4,700	4,700	0	0.00%
Radio Licenses	1,650	1,650	0	0.00%
Equipment Replacement	4,000	4,000	0	0.00%
Subtotal	17,350	19,850	2,500	14.41%
<i>Fire Water Cost Transfer</i>				
Water Cost Transfer	125,000	125,000	0	0.00%
<i>Fire Training</i>				
Training Materials & Expenses	10,000	10,000	0	0.00%
Stipend for In House Training	10,000	10,000	0	0.00%
Subtotal	20,000	20,000	0	0.00%
<i>Fire Station and Buildings</i>				
Buildings Maintenance & Repair	8,000	15,000	7,000	87.50%
Electricity	10,000	10,500	500	5.00%
Heating Fuel	13,000	14,000	1,000	7.69%
Supplies	3,000	3,000	0	0.00%
Fire Extinguisher Supplies	3,500	3,500	0	0.00%
Subtotal	37,500	46,000	8,500	22.67%
<i>Fire Fighting Equipment</i>				
Vehicle Insurance	5,447	6,416	969	17.79%
Vehicle Repairs	12,000	12,000	0	0.00%
Equipment Maintenance	14,000	15,000	1,000	7.14%
Equipment Supplies/Purchase	40,000	40,000	0	0.00%
Subtotal	71,447	73,416	1,969	2.76%
SJPSAP Regional Fire Dispatch	0	31,000	31,000	0.00%
Total Fire	1,009,540	1,024,572	15,032	1.49%



PROTECTIVE SERVICES—OTHER	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Bylaw Officer Services</i>				
Fees	38,000	38,000	0	0.00%
Supplies	0	1,000	1,000	0.00%
<i>Building Inspector Services</i>				
Fees	60,000	60,000	0	0.00%
Supplies	500	1,000	500	100.00%
	60,500	61,000	500	0.83%
<i>Animal and Pest Control</i>				
Animal Control Fees	8,100	8,100	0	0.00%
Travel	9,490	9,490	0	0.00%
Kennel Fees	520	520	0	0.00%
Licenses	300	300	0	0.00%
	18,410	18,410	0	0.00%
<i>Crosswalk Guards</i>				
Wages, Payroll Expenses and Benefits	26,530	27,332	802	3.02%
Clothing	1,000	1,000	0	0.00%
	27,530	28,332	802	2.91%
Total Other Protection	144,440	146,742	2,302	1.59%
TOTAL PROTECTIVE SERVICES	2,388,671	2,433,572	44,901	1.88%



TRANSPORTATION SERVICES--COMMON	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Common Services-Administration</i>				
Salary, Wages, Payroll Expenses and Benefits	1,450,610	1,500,558	49,948	3.44%
Training	1,000	1,000	0	0.00%
Clothing	4,000	4,000	0	0.00%
Vehicle Telematics System	18,000	18,000	0	0.00%
Subtotal	1,473,610	1,523,558	49,948	3.39%
<i>Common Services-General Equipment</i>				
Licenses	500	500	0	0.00%
Radios	2,500	2,500	0	0.00%
Vehicle Insurance	9,502	11,086	1,584	16.67%
Repairs	135,000	140,000	5,000	3.70%
Fuel	125,000	125,000	0	0.00%
Equipment Purchase	20,000	20,000	0	0.00%
Hired Equipment	25,000	25,000	0	0.00%
Street Sweeper	7,500	7,500	0	0.00%
Subtotal	325,002	331,586	6,584	2.03%
<i>Common Services-Workshop</i>				
Travel	300	300	0	0.00%
Telephone	3,900	4,000	100	2.56%
Building Repairs	6,000	6,000	0	0.00%
Electricity	8,940	8,900	-40	-0.45%
Heating Fuel	13,000	13,000	0	0.00%
Supplies	75,000	78,000	3,000	4.00%
Property Taxes	12,500	12,800	300	2.40%
Subtotal	119,640	123,000	3,360	2.81%



TRANSPORTATION SERVICES—ROADS	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Roads and Streets-Roadway Services</i>				
Sand & Gravel	16,000	18,000	2,000	12.50%
Asphalt	20,000	20,000	0	0.00%
Concrete	8,000	8,000	0	0.00%
Cold Patch	5,000	5,000	0	0.00%
Line Painting	24,000	26,000	2,000	8.33%
Subtotal	73,000	77,000	4,000	5.48%
<i>Roads and Streets-Storm Sewers</i>				
Storm Sewer Pipes	5,000	10,000	5,000	100.00%
<i>Roads and Streets-Snow and Ice Removal</i>				
Salt	91,000	91,000	0	0.00%
<i>Street Lighting</i>				
Electricity	135,000	135,000	0	0.00%
Repairs Decorative Street Lights	5,500	5,500	0	0.00%
Subtotal	140,500	140,500	0	0.00%
<i>Traffic Services-Street Signs</i>				
Street Signs, Poles, etc.	4,000	4,000	0	0.00%
<i>Traffic Services-Traffic Signals</i>				
Electricity	2,000	2,000	0	0.00%
Repairs	4,000	4,000	0	0.00%
Subtotal	6,000	6,000	0	0.00%



TRANSPORTATION SERVICES--AIRPORT	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Airport</i>				
Attendant Honorarium and Payroll Expenses	5,617	5,782	165	2.94%
Telephone	2,050	2,000	-50	-2.44%
Property Maintenance	10,000	10,000	0	0.00%
Equipment Repair and Replacement	0	2,000	2,000	0.00%
Electricity	3,285	3,000	-285	-8.68%
Supplies	600	600	0	0.00%
License	55	55	0	0.00%
Insurance	6,064	6,245	181	2.98%
Vehicle Maintenance	1,500	1,500	0	0.00%
Property Tax	2,500	2,800	300	12.00%
Subtotal	31,671	33,982	2,311	7.30%
TOTAL TRANSPORTATION SERVICES	2,269,423	2,340,626	71,203	3.14%

WASTE MANAGEMENT	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Dumps and Landfill</i>				
Property Tax	400	1,300	900	225.00%
<i>Regional Landfill</i>				
Regional Landfill Contracts	116,660	109,300	-7,360	-6.31%
Waste Collection	188,663	171,100	-17,563	-9.31%
	305,323	280,400	-24,923	-8.16%
TOTAL WASTE MANAGEMENT	305,723	281,700	-24,023	-7.86%



DEVELOPMENT SERVICES	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Environmental Planning & Zoning</i>				
Land Management	100	100	0	0.00%
<i>Community Development</i>				
Business Park Property Taxes	1,600	2,000	400	25.00%
Business Park Maintenance	5,000	0	-5,000	-100.00%
	6,600	2,000	-4,600	-69.70%
Urban Land Property Taxes	17,500	21,000	3,500	20.00%
Christmas Promotion Advertising	2,000	2,000	0	0.00%
Industrial Development Grant	10,000	10,000	0	0.00%
Public Services and Development Grant	58,000	49,590	-8,410	-14.50%
Future St. Stephen Grant	92,000	113,000	21,000	22.83%
Community Events Expenses	70,000	20,000	-50,000	-71.43%
TOSS Tourism Program	5,000	15,000	10,000	200.00%
Subtotal	237,000	209,590	-27,410	-11.57%
Regionalization Services	57,310	63,084	5,774	10.08%



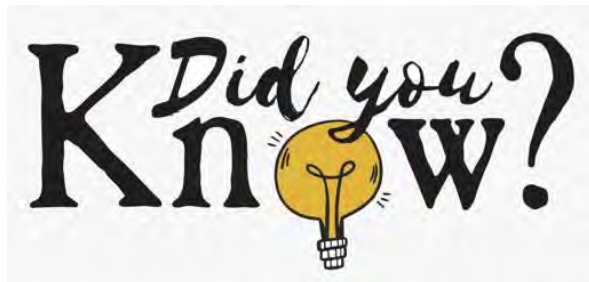
DEVELOPMENT SERVICES (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Events Development & Hospitality Staff</i>				
Events Development & Hospitality Wages, Payroll Expenses & Benefits	127,507	131,506	3,999	3.14%
Memberships	510	525	15	2.94%
Travel/Training	1,224	6,500	5,276	431.05%
Subtotal	129,241	138,531	9,290	7.19%
Housing Unit Development Grant	16,355	12,355	-4,000	-24.46%
<i>Other Environmental Development Services</i>				
Northampton Brewing Building Repairs	5,000	5,000	0	0.00%
Northampton Brewing Building Property Taxes	8,700	8,700	0	0.00%
	13,700	13,700	0	0.00%
Wharf Maintenance	1,000	1,000	0	0.00%
Christmas Lighting & Decorations Electricity	1,000	1,000	0	0.00%
Total Other Environmental Development	15,700	15,700	0	0.00%
TOTAL DEVELOPMENT SERVICES	479,806	462,360	-17,446	-3.64%



COMMUNITY SERVICES—PARKS	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Outside Recreation—Administrative</i>				
Telephone	4,500	4,500	0	0.00%
Membership	1,000	1,000	0	0.00%
Advertising	10,000	10,000	0	0.00%
Subtotal	15,500	15,500	0	0.00%
<i>Parks and Playgrounds</i>				
Wages & Payroll Expenses & Benefits	220,840	224,129	3,289	1.49%
Vehicle Insurance	4,843	5,671	828	17.10%
Vehicle Maintenance	6,000	7,500	1,500	25.00%
Training	2,500	1,500	-1,000	-40.00%
Uniforms	2,000	2,000	0	0.00%
Electricity	4,000	3,000	-1,000	-25.00%
Supplies	2,000	2,500	500	25.00%
Horticulturist Supplies	25,000	27,000	2,000	8.00%
Property Taxes	2,500	4,600	2,100	84.00%
Parks Maintenance	20,000	20,000	0	0.00%
Program Initiatives	0	0	0	0.00%
Subtotal	289,683	297,900	8,217	2.84%



COMMUNITY SERVICES—WT BOOTH POOL	2021	2022	CHANGE (\$)	CHANGE (%)
Wages and Payroll Expenses	44,325	30,656	-13,669	-30.84%
Telephone	1,700	1,700	0	0.00%
Repairs	18,000	18,000	0	0.00%
Electricity	13,400	13,400	0	0.00%
Cleaning Supplies	3,000	3,000	0	0.00%
Chemicals	10,000	13,000	3,000	30.00%
Property Taxes	2,700	2,800	100	3.70%
Equipment	2,500	2,500	0	0.00%
Lifeguard Uniforms	1,000	1,000	0	0.00%
Security	1,000	3,000	2,000	200.00%
Subtotal	97,625	89,056	-8,569	-8.78%
Total Outside Recreation	402,808	402,456	-352	-0.09%



In 2021 the Town of St. Stephen plans to operate the WT Booth Pool from approximately June 21 until August 27th. This creates a total of 67 operating days. Thus, the cost of operating this facility is approximately **\$1,329 per day**.



COMMUNITY SERVICES—FACILITIES	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Border Area Arena</i>				
Arena Repairs	1,000	500	-500	-50.00%
Arena Electricity	6,000	6,000	0	0.00%
Total Border Area Arena	7,000	6,500	-500	-7.14%
<i>Garcelon Civic Center—Administrative</i>				
Staff Salary, Wages, Payroll Expenses and Benefits	282,443	236,411	-46,032	-16.30%
Professional Development/Training	3,000	3,000	0	0.00%
Office Supplies, Equipment and Furniture	0	100	100	0.00%
Advertising, Marketing and Promotion	1,000	1,000	0	0.00%
Rink Board/Arena Signage	10,000	10,000	0	0.00%
Facility Scheduling Software Fees	15,000	0	-15,000	-100.00%
Computer Servicing/IT Support	5,000	3,500	-1,500	-30.00%
Cash Over/Under	1	1	0	0.00%
Subtotal	316,444	254,012	-62,432	-19.73%



COMMUNITY SERVICES—FACILITIES (CONT'D)	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Physical Operations/Maintenance--GCC</i>				
Staff Salary, Wages, Payroll Expenses and Benefits	469,406	499,920	30,514	6.50%
Clothing Allowance	2,500	3,500	1,000	40.00%
Operations/Maintenance Training and Professional Development	7,000	7,000	0	0.00%
Arena Equipment Maintenance and Repair	27,000	29,000	2,000	7.41%
Cleaning Supplies and Equipment	15,000	15,000	0	0.00%
General Building Maintenance and Repair	25,000	27,000	2,000	8.00%
GCC Building Security	1,500	7,500	6,000	400.00%
Cleaning Contract	2,000	1,500	-500	-25.00%
Floor Mats	5,000	6,000	1,000	20.00%
Licenses, Inspections, Permits and Contracts	10,000	10,000	0	0.00%
Signage	2,000	1,500	-500	-25.00%
Zamboni Maintenance	8,000	8,000	0	0.00%
Safety/First Aid	3,000	3,500	500	16.67%
Electricity	260,000	266,000	6,000	2.31%
Natural Gas	49,000	49,400	400	0.82%
Pest Control	1,000	1,000	0	0.00%
Subtotal	887,406	935,820	48,414	5.46%



COMMUNITY SERVICES—FACILITIES (GCC)	2021	2022	CHANGE (\$)	CHANGE (%)
<i>Pool</i>				
Staff Salary, Wages, Payroll Expenses and Benefits	357,559	293,879	-63,680	-17.81%
Programming Supplies and Equipment	6,000	6,000	0	0.00%
Maintenance and Repair	24,000	26,000	2,000	8.33%
Chemicals	13,500	14,500	1,000	7.41%
Aquatic Training and Professional Development	6,500	10,000	3,500	53.85%
Uniforms	1,000	1,000	0	0.00%
Subtotal	408,559	351,379	-57,180	-14.00%
<i>Walking Track</i>				
General Maintenance and Repair	500	1,000	500	100.00%
Programming Supplies and Equipment	100	100	0	0.00%
Subtotal	600	1,100	500	83.33%
<i>Meeting and Conference Areas</i>				
General Maintenance & Repairs	5,000	5,000	0	0.00%
Events Equipment and Supplies	8,000	8,000	0	0.00%
Other Events Expenses	100	100	0	0.00%
Linens and Drycleaning	1,000	1,000	0	0.00%
Subtotal	14,100	14,100	0	0.00%
<i>Fitness Area</i>				
Supplies, Equipment and Maintenance	5,000	5,000	0	0.00%
Service Contract	800	800	0	0.00%
Subtotal	5,800	5,800	0	0.00%



COMMUNITY SERVICES—FACILITIES (GCC)	2020	2021	CHANGE (\$)	CHANGE (%)
<i>Food and Beverage Services</i>				
Student Event Staff Wages, Payroll Expenses and Benefits	23,493	44,338	20,845	88.73%
Canteen Merchandise	13,000	35,000	22,000	169.23%
Lower Canteen Cash Over/Under	1	1	0	0.00%
Upper Canteen Cash Over/Under	1	1	0	0.00%
Subtotal	36,495	79,340	42,845	117.40%
<i>Kitchen</i>				
Small Equipment & General Supplies	1,000	2,000	1,000	100.00%
Licenses	1,500	1,500	0	0.00%
	2,500	3,500	1,000	40.00%
<i>Special Events</i>				
Special Events	15,000	15,000	0	0.00%
<i>Grounds and Parking Lot</i>				
Property Taxes	5,200	4,100	-1,100	-21.15%
Parking Lot-Line Painting	1,000	1,000	0	0.00%
Subtotal	6,200	5,100	-1,100	-17.74%
TOTAL GARCELON CIVIC CENTER	1,693,104	1,665,151	-27,953	-1.65%
TOTAL RECREATIONAL FACILITIES	1,700,104	1,671,651	-28,453	-1.67%



COMMUNITY SERVICES—ST. CROIX PUBLIC LIBRARY	2020	2021	CHANGE (\$)	CHANGE (%)
Repairs/Maintenance	8,800	8,800	0	0.00%
Electricity	17,000	17,000	0	0.00%
Grant	38,647	38,647	0	0.00%
Equipment Repairs/Purchase	2,500	0	-2,500	-100.00%
Total Library	66,947	64,447	-2,500	-3.73%
TOTAL COMMUNITY SERVICES	2,169,859	2,213,853	43,994	2.03%



FISCAL SERVICES	2020	2021	CHANGE (\$)	CHANGE (%)
<i>Debt Charges-Interest on Temporary Borrowing</i>				
Short Term Interest & Bank Charges	46,650	72,000	25,350	54.34%
<i>Debt Charges-Interest on Long Term Debt</i>				
Long Term Interest-Current Debentures	142,109	147,604	5,495	3.87%
Long Term Interest-Future Debentures	0	0	0	0.00%
	142,109	147,604	5,495	3.87%
<i>Debt Charges-Principal Repayments</i>				
Principal Payments-Current Debentures	354,000	400,000	46,000	12.99%
Transfer to General Capital Reserve	196,234	74,070	-122,164	-62.25%
Transfer to General Operating Reserve	0	0	0	0.00%
Transfer to General Capital Fund	0	255,000	255,000	0.00%
Payment In Lieu of Tax	0	0	0	0.00%
Total fiscal services	738,993	948,674	209,681	28.37%
Other services	8,000	8,000	0	0.00%
Total Expenditures	\$9,470,790	\$9,915,644	\$444,854	4.70%



NOTES AND QUESTIONS

2022 General Capital Budget--Proposed

PROJECT			FUNDING SOURCES					
Dept.	Project Description	2022 Proposed Budget Estimated Cost	Transfer from Operating Fund	Gas Tax Fund	MCBB (Borrowing)	From Own Reserves	Other Funds	Total Funds
General Government (admin)								\$0
								\$0
Protective Services								\$0
								\$0
Public Works/Infrastructure	Side Arm mower Attachment	\$40,000	\$46,000					\$46,000
	New Roof for 199 Union	\$160,000				\$160,000		\$160,000
	Boiler Replacment 199 Union	\$30,000	\$30,000					\$30,000
	HVAC Replacment 199 Union	\$50,000	\$50,000					\$50,000
	5 Kings Window Replacments	\$20,000	\$20,000					\$20,000
	5 Kings HVAC Replacement	\$25,000	\$25,000					\$25,000
	Total	\$325,000						\$0
Corporate Services								\$0
								\$0
Community Services	Garcleon Civic Center Pool Deck	\$218,000		\$217,766				\$217,766
	Replacment for Ford Escape	\$60,000	\$60,000					\$60,000
	Fryer for Lower Canteen	\$8,000	\$8,000					\$8,000
	Insulation for Piping in Arena	\$16,000	\$16,000					\$16,000
		Total	\$302,000					
								\$0
Economic Development	Land Acquisition--Housing	150,000				\$125,000		\$125,000
		Total	150,000					\$0
2022 Total			\$255,000	\$217,766	\$0	\$285,000	\$0	\$757,766

**TOWN OF ST. STEPHEN MUNICIPAL RESERVES SUMMARY
PROPOSED 2022 BUDGET**

GENERAL OPERATING RESERVE

BALANCE SEPTEMBER 30, 2021	\$470,859.67	
	LESS	\$19,635.00 DEDICATED TO WEBSITE PROJECT
SUBTOTAL	\$451,224.67	
RESTRICTED--CIVIC CENTER	\$56,861.05	
RESTRICTED--TURNING THE CORNER	\$13,502.43	
UNRESTRICTED	\$380,861.19	
BALANCE DEC. 31, 2022		
	\$451,224.67	

GENERAL CAPTIAL RESERVE

BALANCE SEPTEMBER 30, 2021	\$958,786.51	
	PLUS	\$196,234.00 2021 BUDGETED CONTRIBUTION
	PLUS	\$74,070.00 2022 BUDGETED CONTRIBUTION
SUBTOTAL	\$1,229,090.51	
LESS PREVIOUSLY COMMITTED PROJECTS	\$630,000.00	AERIAL FIRE TRUCK
		\$40,000.00 TRAFFIC LIGHTS UPGRADE
		\$60,000.00 TRUCK DUMP BODY
		\$29,955.67 WATERFRONT REVITALIZATION
		\$26,500.00 UPGRADES TO SALT SHED
SUBTOTAL	\$786,455.67	
RESTRICTED--CIVIC CENTER	\$8,253.36	
RESTRICTED--WF GANONG STATUE	\$14,251.41	
UNRESTRICTED AVAILABLE FOR 2022	\$420,130.07	
NEW ROOF 199 UNION	\$160,000.00	
LAND ACQUISITION--HOUSING	\$125,000.00	
BALANCE DEC. 31, 2022		
	\$157,634.84	



UTILITY OPERATING FUND BUDGET 2022

BUDGET SUMMARY

	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
REVENUE				
Sale of service	\$2,182,200	\$2,373,000	\$190,800	8.74%
Other revenue from own source	207,600	206,700	-900	-0.43%
Other transfers	0	60,000	60,000	0.00%
Total Revenue	2,389,800	2,639,700	249,900	10.46%

EXPENDITURES

Water supply	1,182,674	1,328,082	145,408	12.29%
Sewerage collection and disposal	744,702	791,106	46,404	6.23%
Fiscal services	462,424	520,512	58,088	12.56%
Total Expenditure	2,389,800	2,639,700	249,900	10.46%

Surplus (Deficit)

\$0

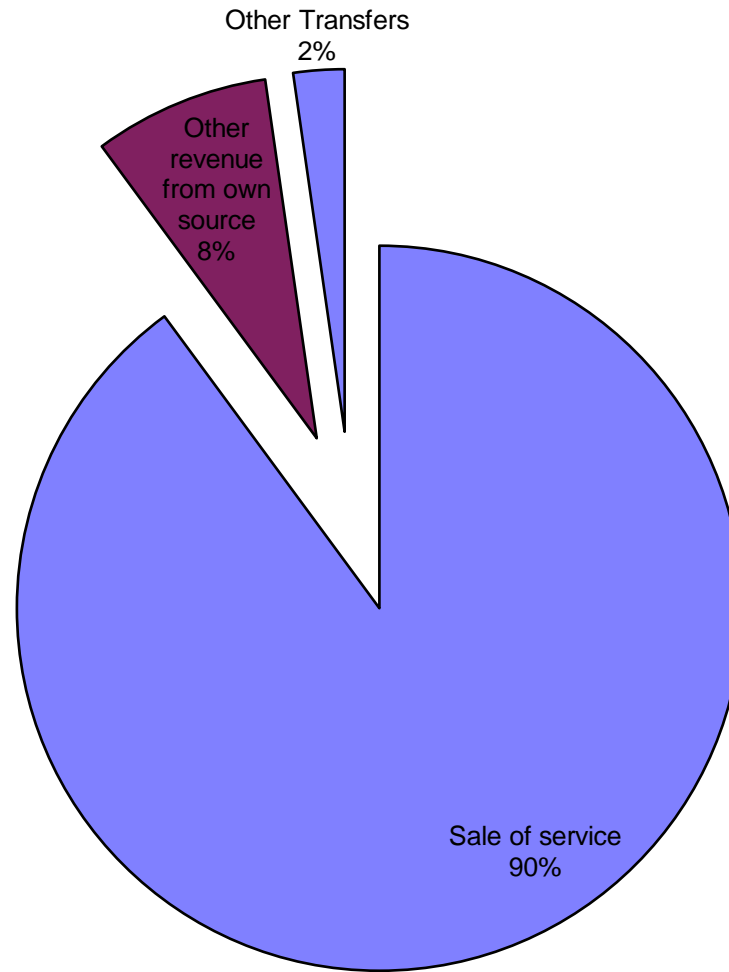
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\$0



Town of St. Stephen
Water and Sewerage Operating Fund Budget Revenue 2022

REVENUE



- Sale of service
- Other revenue from own source
- Other Transfers



REVENUE—SALE OF SERVICE

	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
Water				
Water Residential	528,800	550,000	21,200	4.01%
Water Industrial	331,000	394,000	63,000	19.03%
Subtotal	859,800	944,000	84,200	9.79%
Sewer				
Sewer Residential	936,400	969,000	32,600	3.48%
Sewer Industrial	275,000	349,000	74,000	26.91%
	1,211,400	1,318,000	106,600	8.80%
Wastewater Treatment Agreements	106,000	106,000	0	0.00%
Connection and Service Charges	5,000	5,000	0	0.00%
Total Sale of Service	2,182,200	2,373,000	190,800	8.74%

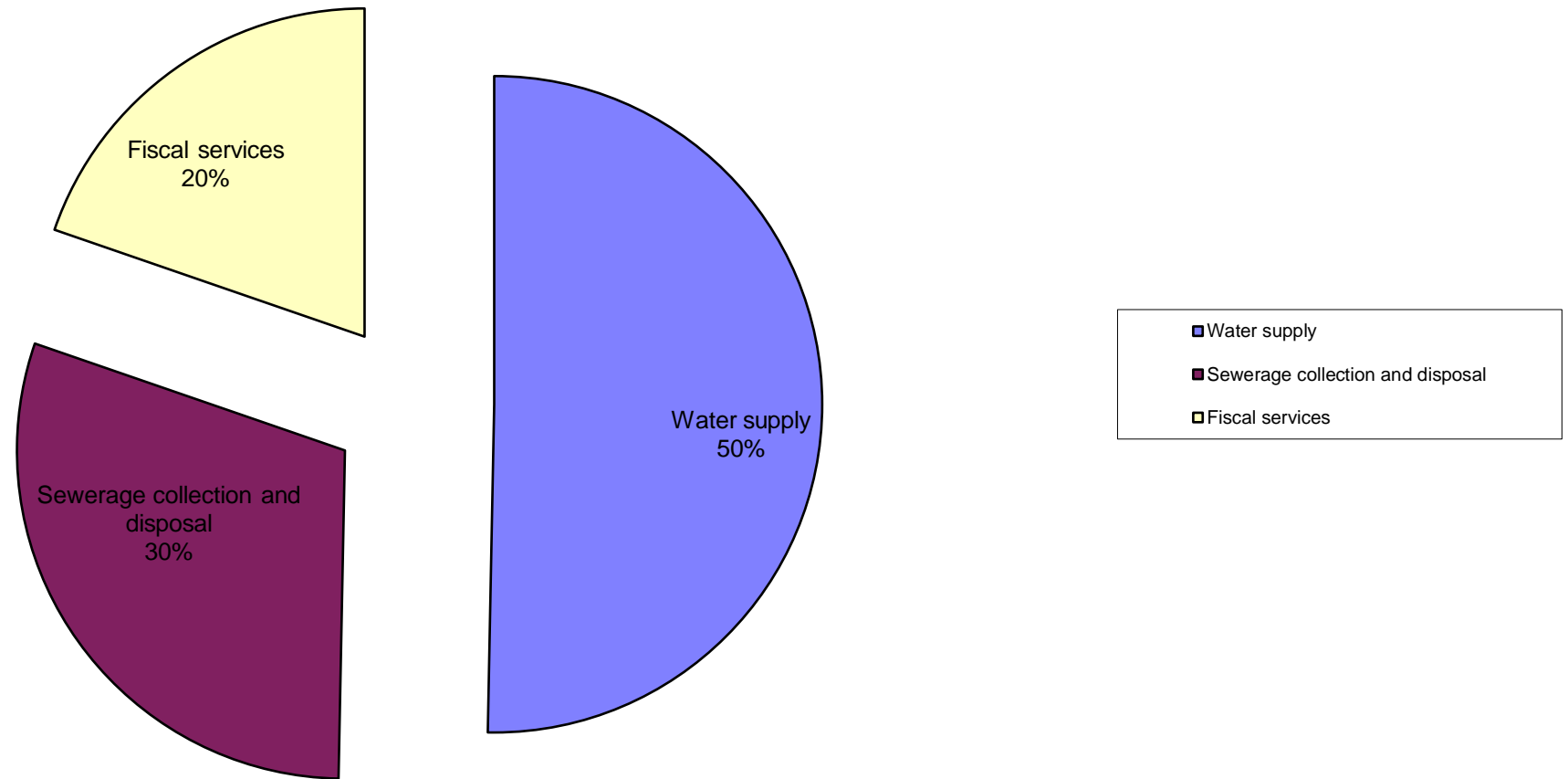




OTHER REVENUE FROM OWN SOURCE	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
Hydrant & Sprinkler Rentals	1,100	1,100	0	0.00%
Water Cost Transfer	125,000	125,000	0	0.00%
Miscellaneous				
Bank Interest	1,400	500	-900	-64.29%
Interest on Overdue Accounts	80,000	80,000	0	0.00%
Grants/Contributions	100	100	0	0.00%
Subtotal	81,500	80,600	-900	-1.10%
Total Other Revenue from Own Source	207,600	206,700	-900	-0.43%
Other Transfers				
Surplus	0	0	0	0.00%
Operating Reserve Fund	0	60,000	60,000	0.00%
Total Other Transfers	0	60,000	60,000	0.00%
Total Revenue	2,389,800	2,639,700	249,900	10.46%

EXPENDITURES

Town of St. Stephen Water and Sewerage Operating Fund Budget Expenditures 2022



EXPENDITURE—WATER SUPPLY	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
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Administration

Administrative Wage Charges-Water Share	140,038	143,762	3,724	2.66%
Office Supplies	3,000	3,000	0	0.00%
Office Equip Maintenance	700	1,162	462	66.00%
Office Computer Service	6,150	14,850	8,700	141.46%
Audit Fees	1,846	1,877	31	1.68%
Legal Fees & Claims	100	100	0	0.00%
Subtotal	151,834	164,751	12,917	8.51%

Purification and Treatment

Purification & Treat Building Maintenance	5,500	5,500	0	0.00%
Purification & Treat Chlorine	53,000	53,000	0	0.00%
Purification & Treat Sampling	35,000	35,000	0	0.00%
Subtotal	93,500	93,500	0	0.00%



EXPENDITURE—WATER SUPPLY (CONT'D)	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
<i>Transmission and Distribution</i>				
Transmission & Distribution Wage Charges-Water Share	317,095	324,135	7,040	2.22%
Trans & Dist. Training	6,000	7,000	1,000	16.67%
Trans & Dist. Liability Insurance	6,939	7,858	919	13.24%
Trans & Dist. Telephone	2,300	2,400	100	4.35%
Trans & Dist. Supplies	170,000	134,000	-36,000	-21.18%
Trans & Dist. Vehicle License	560	560	0	0.00%
Trans & Dist. Equipment Repair	40,000	40,000	0	0.00%
Trans & Dist. Clothing	5,000	5,000	0	0.00%
Trans & Dist. Equipment Purchase	3,000	3,000	0	0.00%
Trans & Dist. Engineering	1,000	1,000	0	0.00%
Trans & Dist. Cold Patch	12,000	14,000	2,000	16.67%
Water Share Fuel	21,350	21,875	525	2.46%
Trans & Dist. Asphalt	50,000	50,000	0	0.00%
Trans & Dist. Gravel	19,000	19,000	0	0.00%
Water Meter Purchase	12,000	154,000	142,000	1183.33%
Cross Connection Control Program	1,000	1,000	0	0.00%
Subtotal	667,244	784,828	117,584	17.62%



EXPENDITURE—WATER SUPPLY	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
<i>Source of Supply</i>				
Water Share-Water Technician Wages	126,157	134,545	8,388	6.65%
Source Training	2,500	2,500	0	0.00%
Source Telephone	12,000	12,000	0	0.00%
Source Liability Insurance	6,939	7,858	919	13.24%
Source Building Maintenance	20,000	24,000	4,000	20.00%
Source Electricity	50,000	51,000	1,000	2.00%
Source Generator Fuel	1,000	1,000	0	0.00%
Source Supplies	13,000	13,000	0	0.00%
Source Clothing	1,200	1,200	0	0.00%
Source Property Taxes	5,900	6,400	500	8.47%
SCADA Maintenance	20,000	20,000	0	0.00%
Water Quality Protection Plan	8,000	8,000	0	0.00%
Subtotal	266,696	281,503	14,807	5.55%
<i>Billing and Collection</i>				
General Office Postage	3,400	3,500	100	2.94%
Total Water Supply	1,182,674	1,328,082	145,408	12.29%



SEWER COLLECTION AND DISPOSAL	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
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Administration

Administrative Wage Charges-Sewerage Share	140,036	143,762	3,726	2.66%
Office Supplies	3,000	3,000	0	0.00%
Office Equip Maintenance	700	1,162	462	66.00%
Office Computer Service	6,150	14,850	8,700	141.46%
Audit Fees	1,846	1,877	31	1.68%
Legal Fees and Claims	100	100	0	0.00%
Subtotal	151,832	164,751	12,919	8.51%

Sewer Collection System

Sewerage Share-Live Sewer Wages	4,000	4,000	0	0.00%
Supplies	1,000	2,000	1,000	100.00%
Maintenance	8,000	12,000	4,000	50.00%
Contracted Services	100	100	0	0.00%
Sewer Pipe	10,000	10,000	0	0.00%
Asphalt	6,000	6,000	0	0.00%
Gravel	9,500	9,500	0	0.00%
Subtotal	38,600	43,600	5,000	12.95%





SEWER COLLECTION AND DISPOSAL (CONT'D)	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
<i>Sewerage Lift Station</i>				
Electricity	55,000	60,000	5,000	9.09%
Maintenance	45,000	45,000	0	0.00%
SCADA Maintenance	20,000	20,000	0	0.00%
Supplies	4,000	4,000	0	0.00%
Subtotal	124,000	129,000	5,000	4.03%

<i>Sewerage Treatment and Disposal</i>				
Treatment and Disposal Charges-Sewerage Share	174,938	202,921	27,983	16.00%
Treat & Disp Training	2,500	2,500	0	0.00%
Treat & Disp Clothing	3,000	3,000	0	0.00%
Treat & Disp Telephone	16,000	10,000	-6,000	-37.50%
Treat & Disp Electricity	106,043	106,000	-43	-0.04%
Treat & Disp Supplies	8,000	8,000	0	0.00%
Treat & Disp License	100	100	0	0.00%
Treat & Disp Chlorine	23,000	23,000	0	0.00%
Treat & Disp Liability Ins.	6,938	7,859	921	13.27%
Treat & Disp Equipment Repair & Maintenance	35,000	35,000	0	0.00%
Treat & Disp Property Taxes	11,000	11,000	0	0.00%
Treat & Disp Engineering	1,000	1,000	0	0.00%
Treat & Disp Treatment Plant Lab Tests	18,000	18,000	0	0.00%
Sewerage Share-Fuel	21,351	21,875	524	2.45%
Subtotal	426,870	450,255	23,385	5.48%

SEWER COLLECTION AND DISPOSAL (CONT'D)

	BUDGET 2021	BUDGET 2022	CHANGE (\$)	CHANGE (%)
General Office Postage	3,400	3,500	100	2.94%
Total Sewerage Collection and Disposal	744,702	791,106	46,404	6.23%





FISCAL SERVICES—DEBT MANAGEMENT	Budget 2021	Budget 2022	Increase/Decrease	Increase/Decrease
<i>Water-Interest on Temporary Borrowing</i>				
Water Bank Interest & Bank Charges	26,500	15,000	-11,500	-43.40%
<i>Water-Interest on Long Term Debt</i>				
Long Term Interest-Current Debentures	29,207	38,457	9,250	31.67%
Long Term Interest-Future Debentures	0	0	0	0.00%
	29,207	38,457	9,250	31.67%
<i>Water-Principal Repayments</i>				
Principal Payments-Current Debentures	130,530	166,110	35,580	27.26%
<i>Sewer-Interest on Temporary Borrowing</i>				
Sewer Bank Interest & Bank Charges	26,500	15,000	-11,500	-43.40%
<i>Sewer-Interest on Long Term Debt</i>				
Long Term Interest-Current Debentures	20,916	22,757	1,841	8.80%
Long Term Interest-Future Debentures	0	0	0	0.00%
	20,916	22,757	1,841	8.80%
<i>Sewer-Principal Repayments</i>				
Principal Payments-Current Debentures	155,470	175,890	20,420	13.13%

FISCAL SERVICES--TRANSFERS	Budget 2021	Budget 2022	Increase/Decrease	Increase/Decrease
Transfer to Utility Capital Fund	0	0	0	0.00%
Transfer to Utility Capital Reserve	10,000	10,161	161	1.61%
Transfer to Utility Operating Reserve	0	0	0	0.00%
Deficit	62,301	76,137	13,836	22.21%
Provision Doubtful Accounts	1,000	1,000	0	0.00%
Fund Liability-Vested Future Emp Benefits-Water	0	0	0	0.00%
Fund Liability-Vested Future Emp Benefits-Sewer	0	0	0	0.00%
Subtotal	73,301	87,298	13,997	19.10%
Total Fiscal Services	462,424	520,512	58,088	12.56%
Total Expenditure	2,389,800	2,639,700	249,900	10.46%



APPENDIX A RATE ADJUSTMENTS

IN ORDER TO SUPPORT THE ESTIMATES CONTAINED WITHIN THIS BUDGET DOCUMENT, THE FOLLOWING RATE ADJUSTMENTS ARE REQUIRED TO BE IMPLEMENTED FOR THE 2021 CALENDAR YEAR.

TYPE OF SERVICE	2021 RATE	2021 RATE
SUPPLY OF WATER	Quarterly Billing	Quarterly Billing
Property with water supply that is NOT metered	\$124.75 per family unit	\$137.23 per family unit
Owner occupied with water supply that is metered	First 500 cubic feet: \$43.70 For every 100 cubic feet thereafter: \$2.69	First 500 cubic feet: \$48.07 For every 100 cubic feet thereafter: \$2.96
Rental Property with water supply that is metered	First 500 cubic feet: \$43.70 For every 100 cubic feet thereafter: \$2.69	First 500 cubic feet: \$48.07 For every 100 cubic feet thereafter: \$2.96
SEWERAGE	Quarterly Billing	Quarterly Billing
Owner occupied property with water supply that is metered	First 500 cubic feet of water supplied: \$81.05 For every 100 cubic feet thereafter: \$ 5.12	First 500 cubic feet of water supplied: \$89.16 For every 100 cubic feet thereafter: \$ 5.63
Rental property with water supply that is metered	First 500 cubic feet of water supplied: \$81.05 For every 100 cubic feet thereafter: \$ 5.12	First 500 cubic feet of water supplied: \$89.16 For every 100 cubic feet thereafter: \$ 5
Bulk water purchase	\$38.75 per 100 cubic feet	\$42.63 per 100 cubic feet

2022 UTILITY CAPITAL BUDGET--PROPOSED

Dept.	Project Description	2022 Proposed Budget Estimated Cost	Transfer from Operating	Gas Tax Fund	MCBB (Borrowing)	From Own Reserves	Other Funds	Total Funds
Utility System								
	Leak Detection Equipment	\$18,000				\$18,000		\$18,000
	SCADA Upgrade	\$10,000				\$10,000		\$10,000
2022 Total			\$0	\$0	\$0	\$28,000	\$0	\$28,000

**TOWN OF ST. STEPHEN MUNICIPAL RESERVES SUMMARY
PROPOSED 2022 BUDGET**

UTILITY OPERATING RESERVE	
BALANCE SEPTEMBER 30, 2021	\$23,866.56
PLUS	\$40,000.00 PROPOSED 2021 CONTRIBUTION
 SUBTOTAL	 \$63,866.56
	WATER METER ENHANCEMENT
LESS	\$60,000.00 PROGRAM
BALANCE DEC. 31, 2022	\$3,866.56

UTILITY CAPTIAL RESERVE	
BALANCE SEPTEMBER 30, 2021	\$211,896.13
PLUS	\$10,161.00 2021 BUDGETED CONTRIBUTION
SUBTOTAL	\$222,057.13
RESTRICTED--WWTP REPLACEMENT	\$91,709.22
UNRESTRICTED AVAILABLE FOR 2022	\$130,347.91
LEAK DETECTION EQUIPMENT	\$18,000.00
SCADA UPGRADES	\$10,000.00
BALANCE DEC. 31, 2022	\$194,057.13

REVISED

SCHEDULE "A"

To

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

1. The water and sewer rates for a property the water supply of which is not metered shall be \$137.23 per family unit per quarterly billing basis and such sum shall be due and payable 30 days after the date of each billing.
2. The water rates for a property the water supply of which is metered shall consist of the base rate of \$48.07 per family unit for 500 cubic feet plus \$2.96 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
3. The water rates for a Rental property the water supply of which is metered shall consist of the base rate of \$48.07 per unit for 500 cubic feet per unit plus \$2.96 per 100 cubic feet calculated on quarterly meter readings and such sum shall be due and payable 30 days after the date of each billing.
4. The water rates for water purchased in bulk at a location approved by the Director of Operations for that purchase shall be \$42.63 per 100 cubic feet and such sum shall be due and payable 30 days after the date of each billing.
5. The owner of a property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$89.16 for the same 500 cubic feet (not an additional), plus \$5.63 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
6. The owner of a Rental property the water supply of which is metered shall, at the same time as the water rates for the property are payable, pay a sewer base rate of \$89.16 per unit for the same 500 cubic feet per unit (not an additional), plus \$5.63 per 100 cubic feet calculated on quarterly water meter readings and such sum shall be due and payable 30 days after the date of each billing.
7. Interest at the rate of 1.5% per month will be charged on all overdue accounts 30 days after the date of each billing.

REVISED