

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 24, 2017 @ 7:00 P.M.

1. **PRAYER**

The Lord's Prayer was recited led by Mayor Allan MacEachern.

2. **RECORDING OF ATTENDANCE**

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, Phil Chisholm, and Ken Parker; Chief Administrative Officer Derek O'Brien; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

159/17 **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**

There were no petitions/presentations/proclamations.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. **APPROVAL OF COUNCIL MINUTES**

REGULAR COUNCIL MEETING

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

160/17 **THAT** the Minutes of the Regular Council meeting held on June 26, 2017 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 161/17 **THAT** the Minutes of the Special Council meeting held on July 12, 2017 be approved as circulated. **CARRIED**

8. **ACCOUNTS**

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

- 162/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to April 30, 2017 be received. **CARRIED**

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Chisholm

- 163/17 **THAT** the paid bills in the amount of \$1,319,540.60 (one million, three hundred and nineteen thousand, five hundred and forty dollars and sixty cents) be received. **CARRIED**

9. **COMMUNICATIONS**

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

- 164/17 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. **APPROVAL OF COMMITTEE MINUTES**

COMMITTEES MEETING

Moved by Councillor Parker
Seconded by Councillor Wheaton

- 165/17 **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 July 12, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Hyslop
Seconded by Councillor Wheaton

166/17 **THAT** the following staff reports for the month of June 2017 be adopted: Chief Administrative Officer; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Development / Property Management Office; and Garcelon Civic Center. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding
Seconded by Councillor Chisholm

167/17 **THAT** the Royal Canadian Mounted Police June 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

JOB DESCRIPTION – ASSISTANT TREASURER

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

168/17 **THAT** the Council of the Town of St. Stephen approves the attached job description for the position of Assistant Treasurer which Council reviewed at its Committee meeting on July 12, 2017, and directed the Chief Administrative Officer to start the recruitment process, with a recommendation for Council's consideration at a future meeting. **CARRIED**

OVERAGE - WATER, SANITARY AND STORM SEWER RENEWAL – PRINCE WILLIAM STREET PROJECT NO. 15-2819

Moved by Councillor Wheaton
Seconded by Councillor Hyslop

169/17 **THAT** the Council of the Town of St. Stephen approves an unbudgeted expenditure in the amount of \$10,425.12 (ten thousand, four hundred and twenty-five dollars and twelve cents), net of recoverable HST, for an overage in the water, sanitary and storm sewer renewal for Prince William Street Project No. 15-2819. **CARRIED**

APPROVAL OF EVENT: ANNUAL RUN/WALK - ST. STEPHEN-MILLTOWN ROTARY CLUB

Moved by Councillor Parker
Seconded by Councillor Harding

170/17

THAT the Council of the Town of St. Stephen approves the request from the St. Stephen-Milltown Rotary Club (the Club) to hold its Annual Run/Walk fundraiser on various streets within the Town which will commence and end on the grounds of the Garcelon Civic Center on Sunday, October 1, 2017 from 8:00 a.m. to 2:00 p.m. (actual run from 9:00 a.m. – 11:00 a.m), and contingent on receipt by the Town of the Club's Certificate of Insurance. **CARRIED**

AWARDING OF TENDER: SANITARY SEWER RENEWAL AND COMBINED SEWER SEPARATION PROJECT NO: 17-5358; (CLEAN WATER AND WASTEWATER FUND PROJECT NO. 6990-2005 – THOMPSON AVENUE AND SPRINGWOOD COURT – SANITARY SEWER RENEWAL AND COMBINED SEWER SEPARATION

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

171/17

THAT of the three (3) tenders received, the low tender of \$609,042.50 (six hundred and nine thousand, and forty-two dollars and fifty cents), including HST, from TerraEx Inc. of Saint John, NB, for the sanitary sewer renewal and combined sewer separation for Thompson Avenue and Springwood Court be accepted. **CARRIED**

REGIONAL DEVELOPMENT CORPORATION PROJECT NO. 9895 – TOWN OF ST. STEPHEN – COMMUNITY DEVELOPMENT

Moved by Councillor Harding
Seconded by Councillor Wheaton

172/17

THAT the Council of the Town of St. Stephen accepts a financial offer up to \$150,000.00 (one hundred and fifty thousand dollars) from the Regional Development Corporation for community development to commemorate Canada's 150th anniversary, and in particular, the "Turning the Corner" project, and authorizes the Mayor and Town Clerk to sign the acceptance letter dated May 17, 2017 in the form presented to Council. **CARRIED**

GARCELON CIVIC CENTER – CASUAL LIFEGUARD - JOB RECOMMENDATION

Moved by Councillor Chisholm
Seconded by Councillor Hyslop

173/17

THAT Jessica Hovey be offered the position of Casual Lifeguard for the Garcelon Civic Center retroactive to July 21, 2017 with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

RECEPTIONIST AND HOSPITALITY ATTENDANT - JOB RECOMMENDATION

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 174/17 **THAT** Stacy Whittier be offered the position of Receptionist and Hospitality Attendant for both the Town Office and Garcelon Civic Center effective July 31, 2017, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

TRANSFER FROM THE GENERAL OPERATING RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Hyslop

- 175/17 **THAT** the amount of \$39,500.00 (thirty-nine thousand, five hundred dollars) be transferred from the General Operating Reserve Fund to the General Operating Fund for the payment of general operating expenses. **CARRIED**

GARCELON CIVIC CENTER – ACOUSTIC PANELS

Moved by Councillor Chisholm

Seconded by Deputy Mayor Carr

- 176/17 **THAT** the proposal received from Hirtles Sound Solutions for \$39,500.00 (thirty-nine thousand, five hundred dollars), plus HST, be accepted to design acoustic panels and oversee the installation at the Garcelon Civic Center. **CARRIED**

COMMUNITY FUND FOR CANADA’S 150TH - GRANT AGREEMENT

Moved by Councillor Wheaton

Seconded by Councillor Harding

- 177/17 **WHEREAS** the Council of the Town of St. Stephen agreed, following a presentation at its Regular Session on April 24, 2017 by the President of Canada 1st Basketball Inc., to act as a “sponsor” which established a partnership with the Town, being a Registered Charitable Organization, a requirement of funding applications;

AND WHEREAS Canada 1st Basketball Inc. has applied for a grant through the Community Fund for Canada’s 150th and has been approved in the amount of \$5,000.00 (five thousand dollars), to assist with the cost of a development plan to establish and develop a heritage basketball museum around the nucleus of the oldest existing basketball floor in the world where one of the first places basketball was ever played in Canada in 1893 in a building located at 7 King Street;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign the Grant Agreement from the Community Fund for Canada’s 150th in the form presented to Council. **CARRIED**

15. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor Carr

- Attended all Town meetings.
- Attended the Lumberjack Competition at the Ganong Nature Park.
- Attended the Chief Administrative Officer's farewell reception.
- Attended Canada Day activities.
- Attended the funding announcement for the "Turning the Corner" project.
- Attended July 4th celebrations in Eastport.

Councillor Hyslop

- Attended all Town meetings.
- Attended the Lumberjack Competition at the Ganong Nature Park.
- Attended the Chief Administrative Officer's farewell reception.
- Unable to attend the Charlotte County Museum board meeting; however the Museum had a great opening day.

Councillor Parker

- Attended all Town meetings.
- Attended the Lumberjack Competition at the Ganong Nature Park.
- Toured the Elm Street Nature Park and commended the volunteers for their dedicated work.
- Responded to phone calls.

Councillor Wheaton

- Attended all Town meetings.
- Attended a Milltown Development Committee meeting.
- Attended a W. F. Ganong Memorial Statute Steering Committee meeting.
- Attended several Community Events Planning meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a Horizon Health presentation in St. Andrews.
- Attended the Chief Administrative Officer's farewell reception.
- Attended a "Consultation on Cannabis" presentation at the Garcelon Civic Center.

Councillor Harding

- Attended all Town meetings.
- Pleased with the Province's community development grant for the "Turning the Corner" project.
- Continue to meet monthly with the RCMP.

Councillor Chisholm

- Attended all Town meetings.
- Attended the Chief Administrative Officer's farewell reception.
- Attended meetings with the Director of Parks and Recreation.

Mayor MacEachern

- Attended the Lumberjack Competition at the Ganong Nature Park.
- Participated in Canada Day events.
- Attended the Chief Administrative Officer's farewell reception.
- Attended the funding announcement for the "Turning the Corner" project.
- Attended all Town meetings.

16. QUESTION PERIOD

There were no questions from the public and questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier* and *Courier Weekend*, were addressed by Mayor MacEachern and the Chief Administrative Officer. In particular, the questions/comments referred to the following:

- Clarification on the Prince William Street project overage;
- Clarification on the Regional Development Corporation Community Development funding for the "Turning the Corner" project;
- Timeline for the installation of acoustic panels at the Garcelon Civic Center.

17. CLOSED SESSION

CLOSED SESSION

Moved by Councillor Harding

Seconded by Councillor Chisholm

178/17

THAT the Council of the Town of St. Stephen agree to move into closed session to discuss one (1) Financial Matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

The Council came out of closed session at 7:35 p.m.

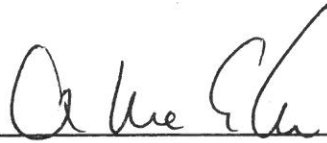
18. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding

Seconded by Councillor Parker

179/17 **THAT** the meeting adjourn at 7:35 p.m. CARRIED



Mayor



Town Clerk



Job Description
The Town of St. Stephen
Finance and Administration

Job Title:	Assistant Treasurer
Job Type:	Full-Time, Non-Union
Reports To:	Treasurer

General Accountability

The Assistant Treasurer is responsible for assisting the Treasurer with the management of overall financial operations of the Town, and subject to the statutory regulations of the Assistant Treasurer under the New Brunswick Municipalities Act. They will work with the Treasurer to provide accurate information to Council, including analysis, budgeting, forecasting and preparing financial reports. The Assistant Treasurer will aid the Treasurer in directing and managing the Town's accounting functions, including establishing and maintaining accounting principles, practices, and procedures, preparing financial statements and reporting to Council and externally. The Assistant Treasurer will also maintain the Town's accounting systems and implement changes as required by the Treasurer.

Duties and Responsibilities

- Subject to the statutory regulations of an Assistant Treasurer under the New Brunswick Municipalities Act;
- Working with the Municipal auditors preparing working papers, documents and consolidated financial statements for yearend;
- Working with the Treasurer, Department Heads and Council to prepare the annual operating and capital budgets;
- Working with the Treasurer on monthly closing procedures for the General Ledger, Accounts Receivable and Accounts Payable for all funds;
- Prepare monthly reporting to Council and Department Heads;
- Act as controller for the Garcelon Civic Center;
- Oversee, schedule and provide guidance to the Finance/Treasury staff as required;
- Maintain capital asset summaries, including additions, disposals and amortization;
- Compilation of financial information for controlled entities for yearend consolidated financial statements;
- Working with the Treasurer for funding of capital projects, including funding applications, projections, payment approvals, grant remittance forms and debenture applications;
- Preparation of year end T4's and T4A's;
- Working with Treasurer on the timely submission of various government remittances such as for HST and Gas Tax;

- Working with the Treasurer with the development, amendment and monitoring of various financial related policies and by-laws;
- Working with the Treasurer on banking relationships;
- Working with the Treasurer, CAO and Department Heads on tenders;
- Ability to research various issues, provide recommendations and lead changes;
- Ability to work outside regular business hours when required;
- Assist with various special projects when required;
- This employee must recognize that they are a public servant and must use utmost respect at all times when dealing with other staff, the general public and Council;
- Perform such other duties as may be required from time to time by the Treasurer or Council.

Desirable Qualifications

- University degree/college diploma in Business Administration/Accounting;
- Possess a professional accounting designation (CPA, CA, CPA, CGA, CPA, CMA);
- Minimum of 3 years of experience in accounting, budgeting, financial analysis or auditing;
- Knowledge of Public Sector Accounting Standards and experience in a municipal environment would be an asset;
- Knowledge of budget preparation and analysis;
- Good computer skills and knowledge of Microsoft Office Products;
- Knowledge and experience with accounting software;
- Possess good leadership skills;
- Able to work as part of a team and independently;
- Strong public relations and communication skills;
- Strong organizational skills to manage multiple assignments and to meet deadlines.

Certification and Approval

Employee and Supervisor Certification

<p>I certify that I have read and understand the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Employee signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to the position.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
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Approved By:	Town Council
Date Approved:	July 24, 2017
Updated:	