

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**MONDAY, SEPTEMBER 25, 2017 @ 7:00 P.M.**

1. PRAYER

Mayor MacEachern called upon Pastor Dan Jamer to administer a prayer.

2. RECORDING OF ATTENDANCE

PRESENT: Mayor Allan MacEachern; Deputy Mayor Jason Carr; Councillors Marg Harding, Ghislaine Wheaton, David Hyslop, and Ken Parker; Town Treasurer Tim Tozer; and Town Clerk Joan Flewelling.

ABSENT: Councillor Phil Chisholm.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Councillor Harding  
Seconded by Councillor Parker

**205/17** **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

Mayor MacEachern proclaimed the week of October 1 – 7, 2017 as New Brunswick Wellness Week:

**Whereas**, New Brunswick's Wellness Strategy has a vision of a healthy New Brunswick where, together, we learn, work, play and live in a culture of wellness, and where we recognize the instrumental role that local governments play in promoting and supporting this vision; and

**Whereas**, wellness is about having a good quality of life and the ability of people and communities to reach their full potential in terms of health and fulfilment of purpose;

**Whereas**, New Brunswick Wellness Week provides opportunities for communities, organizations, schools and workplaces to promote and celebrate wellness by hosting wellness activities and events that address all dimensions of well-being and determinants of health; and

**Whereas**, New Brunswick Wellness Week is held annually and this year takes place from October 1 – 7, 2017;

**Now therefore**, I, Allan MacEachern, Mayor of the Town of St. Stephen, hereby proclaim **October 1 – 7, 2017**, as **Wellness Week** in the Town of St. Stephen.

I encourage all citizens to participate in Wellness Week activities and for groups, organizations, schools and workplaces in the community to promote and celebrate wellness through the hosting of wellness activities and events.

6. NOTICES OF MOTIONS

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

**206/17** **THAT** the Minutes of the Regular Council meeting held on August 28, 2017 be approved as circulated. **CARRIED**

8. ACCOUNTS

**PAID BILLS**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

**207/17** **THAT** the paid bills in the amount of \$1,935,719.79 (one million, nine hundred and thirty-five thousand, seven hundred and nineteen dollars and seventy-nine cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

**COMMUNICATION FOR INFORMATION FILE**

Moved by Councillor Parker

Seconded by Councillor Harding

**208/17** **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 Wheaton  
Seconded by Deputy Mayor Carr

- 209/17** **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 September 13, 2017 be approved as circulated. **CARRIED**

**COMMITTEE OF COUNCIL MEETING**

Moved by Councillor Harding  
Seconded by Deputy Mayor Carr

- 210/17** **THAT** the Minutes of the Committee of Council meeting held on September 21, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Wheaton  
Seconded by Councillor Parker

- 211/17** **THAT** the following staff reports for the month of August 2017 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; and By-Laws and Building Inspection Services. **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 Wheaton

- 212/17** **THAT** the Royal Canadian Mounted Police August 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**AMENDED**

**ST. STEPHEN FIRE DEPARTMENT – 1953 MACK FIRE TRUCK**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

213/17

**THAT** Resolution # 190/17 as stated in the Minutes of August 28, 2017, which reads

**THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$7,500.00 (seven thousand, five hundred dollars), plus applicable HST and registration, for the purchase of the 1953 Mack Fire Truck from Raymond Lawson of Beaver Harbour, NB, which was used by the former Milltown Fire Department.

**AND THAT** the St. Stephen Volunteer Fire Department will contribute to the purchase in the amount of \$2,500.00 (two thousand, five hundred dollars).

**AND FURTHER THAT** the net expenditure will be covered by an anticipated surplus in the Fire Department's 2017 General Operating Fund Budget. **CARRIED**

shall be amended by correcting the vendor's name from "Lawson" to "Lawton", which shall now read:

**THAT** the Council of the Town of St. Stephen authorizes the unbudgeted expenditure in the amount of \$7,500.00 (seven thousand, five hundred dollars), plus applicable HST and registration, for the purchase of the 1953 Mack Fire Truck from Raymond Lawton of Beaver Harbour, NB, which was used by the former Milltown Fire Department.

**AND THAT** the St. Stephen Volunteer Fire Department will contribute to the purchase in the amount of \$2,500.00 (two thousand, five hundred dollars).

**AND FURTHER THAT** the net expenditure will be covered by an anticipated surplus in the Fire Department's 2017 General Operating Fund Budget. **CARRIED**

**APPLICATION FOR FINANCING – GENERAL FUND**

Moved by Councillor Harding

Seconded by Councillor Parker

214/17

**BE IT RESOLVED THAT** the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of St. Stephen debenture in the principal amount of \$200,000 (two hundred thousand dollars) on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of St. Stephen agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture:

<u>Purpose</u>	<u>Amount</u>	<u>Term</u>
<u>Transportation Services</u>		
Sidewalks and Streets Rehabilitation	<u>\$200,000</u>	10 Years
<u>CARRIED</u>		

**FUNDRAISING ROAD TOLL – CHARLOTTE COUNTY GROUND SEARCH AND RESCUE TEAM**

Moved by Deputy Mayor Carr

Seconded by Councillor Wheaton

215/17

**THAT** the Council of the Town of St. Stephen approves the request from the Charlotte County Ground Search and Rescue Team to hold a fundraising road toll on Union Street (between School and Main Streets) on Saturday, September 30, 2017 between the hours of 9:00 a.m. and 5:00 p.m., with an alternate date of Saturday, October 7, 2017 between the hours of 9:00 a.m. and 5:00 p.m. **CARRIED**

**APPROVAL OF EVENT – BEER GARDEN AND FARMERS' MARKET**

Moved by Councillor Wheaton

Seconded by Councillor Harding

216/17

**THAT** the Council of the Town of St. Stephen grants permission to the St. Croix International Waterway Commission (SCIWC) to hold a beer garden at the Town Square on Saturday, October 14, 2017 beginning at 5:30 p.m., with music between 6:30 – 10:30 p.m., contingent on receipt by the Town of the SCIWC's Certificate of Insurance.

**AND THAT** the Council further grants permission to the St. Stephen Farmers' Market to operate from 10:00 a.m. – 2:00 p.m. on the waterfront on Saturday, October 14, 2017 as part of the various events planned by the SCIWC, and based on the expectations outlined in the letter dated April 12, 2017 from the former Town's Chief Administrative Officer to the President of the Market. **CARRIED**

**SERVICE NEW BRUNSWICK - SERVICE AGREEMENT # 17-021**

Moved by Councillor Parker  
Seconded by Councillor Harding

- 217/17** **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to enter into a three (3) year Service Agreement # 17-021 with Service New Brunswick, in the form of agreement presented to Council, to process various municipal payments retroactive to July 1, 2017 and expiring on June 30, 2020.  
**CARRIED**

**AWARDING OF BID: SOLID WASTE AND COLLECTION AND DISPOSAL SERVICES – RESIDENTIAL HOMES – ZONE 3 (TOSS17-06)**

Moved by Deputy Mayor Carr  
Seconded by Councillor Wheaton

- 218/17** **THAT** the Council of the Town of St. Stephen hereby awards the bid of \$7.35 (seven dollars and thirty-five cents) per household, per month, including HST for Zone 3, as defined in the tender, being the low bid of the two (2) bids received, to Southern Sanitation Ltd. of Oak Bay, NB, for the provision of services for solid waste collection and disposal – residential homes – Zone 3 for the period November 1, 2017 to October 31, 2020.

**AND THAT** the awarding of this bid is subject to the execution of a solid waste collection agreement substantially in the form of existing agreements and in compliance with the Town's By-Law No. S-7, "A By-Law To Regulate The Collection And Disposal Of Garbage And Other Material", and any applicable amendments or other applicable laws, and subject to the terms and conditions of the proposal as tendered. **CARRIED**

**ACCOUNTS PAYABLE MANAGER - JOB DESCRIPTION AND RECOMMENDATION**

Moved by Councillor Parker  
Seconded by Councillor Harding

- 219/17** **THAT** the Council of the Town of St. Stephen approves the attached job description for the new position of Accounts Payable Manager.

**AND THAT** Kimberly Ste Marie be offered the position of Accounts Payable Manager at the same rate of compensation as her former position, Assistant Treasurer, effective September 26, 2017. **CARRIED**

**EMPLOYMENT AGREEMENT – THE TOWN AND FRANK GODSOE**

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

220/17

**WHEREAS** the Council of the Town of St. Stephen and Frank Godsoe have negotiated an Employment Agreement in the form presented to Council;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Employment Agreement between The Town of St. Stephen and Frank Godsoe of St. Stephen, NB for the position of Assistant Treasurer commencing September 26, 2017, and in the form of agreement presented to Council. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Participated in the Assistant Treasurer and Chief Administrative Officer interviews.
- Attended the grand opening of the Kiwanis Skate Park.
- Attended the Federal and Provincial waterfront funding announcement.
- Attended Chapel with the St. Stephen Aces.
- Plans to attend the Business Improvement Area (BIA) Annual General Meeting.

Councillor Hyslop

- Attended all Town meetings.
- Attended the St. Stephen Aces home opener game, as well as the second home game.
- Participated in Chief Administrative Officer interviews.
- Attended the Federal and Provincial waterfront funding announcement.
- Attended a Canada 1<sup>st</sup> Basketball Inc. Committee meeting.
- Stated the Charlotte County Museum was open for two months with a busy July and slow August due to street construction, and the Board is looking into more ways to promote the museum.

Councillor Parker

- Attended all Town meetings.
- Attended the Federal and Provincial waterfront funding announcement.
- Participated in Chief Administrative Officer interviews.
- Attended Charlotte County Fall Fair events.
- Attended a Charlotte Coastal Region Tourism Association board meeting and stated the association is busy with an internal reorganization.

Councillor Wheaton

- Attended all Town meetings.
- Attended several Milltown Development Committee meetings.
- Attended a Giddens Memorial Airport meeting.
- Attended several “Christmas in our Town” meetings.
- Participated in Chief Administrative Officer interviews.
- Attended the Federal and Provincial waterfront funding announcement.
- Attended the Chris Cumming Show during the opening of the Charlotte County Fall Fair.
- Volunteered at the Charlotte County Fall Fair.
- Attended the St. Stephen Aces pre-season game.
- Attended a United Way fundraising luncheon.
- Attended Southwest New Brunswick Transit Authority Inc. board meetings.
- Stated the video of the Charlotte County Museum on Facebook is well done.
- Stated the Chocolate Museum Operating Committee is busy with the recruitment process to fill the manager’s position.

Councillor Harding

- Attended all Town meetings.
- Continue to meet regularly with Sergeant Peter Stubbs.
- Attended a Milltown Development Committee meeting.
- Delivered opening remarks on behalf of Mayor MacEachern at the “Take Back the Night” march and participated in the march.
- Participated in Chief Administrative Officer interviews.

Mayor MacEachern

- Attended all Town meetings.
- Participated in the Assistant Treasurer and Chief Administrative Officer interviews.
- Attended the grand opening of the Kiwanis Skate Park.
- Attended the Federal and Provincial waterfront funding announcement.
- Attended the St. Stephen Aces home opener game, as well as the second home game.
- Agreed with Councillor Wheaton that the video of the Charlotte County Museum on Facebook is well done.
- Enjoyed a meeting with the high school exchange students at the Charlotte County Fall Fair.
- Stated Premier Gallant attended a recent Future St. Stephen meeting.

16. QUESTION PERIOD

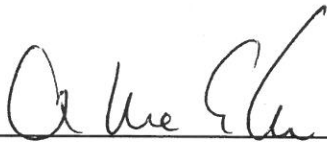
There were no questions from the public and any questions/comments from Kathy Bockus, reporter with *The Saint Croix Courier and Courier Weekend*, and Derwin Gowan, reporter with the *Telegraph-Journal*, were addressed by Mayor MacEachern upon adjournment of the meeting.


17. ADJOURNMENT

ADJOURNMENT

Moved by Deputy Mayor Carr  
Seconded by Councillor Harding

221/17 THAT the meeting adjourn at 7:25 p.m. CARRIED

  
\_\_\_\_\_  
Mayor

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



**Job Description**  
**The Town of St. Stephen**  
**Finance and Administration**

<b>Job Title:</b>	Accounts Payable Manager
<b>Job Type:</b>	Full-Time, Non-Union
<b>Reports To:</b>	Treasurer and Assistant Treasurer

### **Job Purpose**

The Accounts Payable Manager will be self-directed, have strong organizational skills and accurate data entry skills to produce results for a fast-paced support department. The Accounts Payable Manager is responsible for leading and providing timely and accurate recording and processing of invoices for the payment of Town expenditures. They will work with the Treasurer and Assistant Treasurer to provide accurate information to Council, including analysis, budgeting, forecasting and preparing financial reports. The Accounts Payable Manager will aid the Treasurer and Assistant Treasurer in managing the Town's accounting functions, including establishing policies, practices, and procedures, and reporting to Council. The Accounts Payable Manger will maintain the Town's accounts payable systems, make recommendations and implement changes as required by the Treasurer or Assistant Treasurer.

### **Duties and Responsibilities**

- Process and monitor the entry and payment of invoices, ensuring proper approval and general ledger coding;
- Respond to vendor requests;
- Investigate and resolve discrepancies with payments;
- Organize and maintain accurate electronic and paper files;
- General Ledger account analysis and journal entries as required;
- Working with the Treasurer and Assistant treasurer on monthly closing procedures for all funds;
- Reconciliations of funds received and fund deposits;
- Working with the Treasurer and Assistant treasurer on banking relationships;
- Assist with reception services;
- Working with the Municipal auditors preparing working papers, documents and gathering information for yearend;
- Working with the Treasurer, Assistant Treasurer, Department Heads and Council to prepare the annual operating and capital budgets;
- Prepare monthly reporting to Council;
- Oversee, schedule and provide guidance to staff as required;

- Working with Treasurer and Assistant Treasurer on the timely submission of various government remittances such as for HST;
- Working with the Treasurer and Assistant treasurer with the development, amendment and monitoring of various financial related policies and by-laws;
- 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.

## 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>We 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>Supervisor's Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>
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<b>Approved By:</b>	Town Council
<b>Date Approved:</b>	September 25, 2017
<b>Updated:</b>	