

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, NOVEMBER 27, 2017 @ 7:00 P.M.

1. **PRAYER**

Mayor MacEachern called upon Pastor Carlos Concepcion to administer a prayer.

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 Jeff Renaud; Town Treasurer Tim Tozer; Assistant Town Treasurer Frank Godsoe; and Town Clerk Joan Flewelling.

3. **APPROVAL OF AGENDA**

AGENDA

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

253/17 **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**

- (a) **Teed Saunders Doyle & Co.** – Peter Logan, Auditor, presented the 2016 Audited Financial Statements. He commended the Treasurer and his staff for their preparation.

6. **NOTICES OF MOTIONS**

There were no notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Harding
Seconded by Councillor Wheaton

254/17 **THAT** the Minutes of the Regular Council meeting held on October 23, 2017 be approved as circulated. **CARRIED**

SPECIAL COUNCIL MEETING

Moved by Councillor Parker
Seconded by Deputy Mayor Carr

255/17 **THAT** the Minutes of the Special Council meeting held on November 6, 2017 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

256/17 **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2017 be received. **CARRIED**

PAID BILLS

Moved by Councillor Harding
Seconded by Councillor Chisholm

257/17 **THAT** the paid bills in the amount of \$2,088,255.63 (two million, eighty-eight thousand, two hundred and fifty-five dollars and sixty-three cents) be received. **CARRIED**

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Hyslop
Seconded by Deputy Mayor Carr

258/17 **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 Harding

Seconded by Councillor Wheaton

- 259/17** **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 November 15, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 260/17** **THAT** the Minutes of the Committee of Council meeting held on November 6, 2017 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor Parker

Seconded by Councillor Harding

- 261/17** **THAT** the Minutes of the Committee of Council meeting held on November 22, 2017 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 262/17** **THAT** the following staff reports for the month of October 2017 be adopted: Finance Department; Public Works Department; Parks and Recreation 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

BY-LAW NO. A-7.12 - A BY-LAW TO AMEND BY-LAW NO. A-7 “A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY” – SECOND READING – READING IN ITS ENTIRETY

Moved by Deputy Mayor Carr

Seconded by Councillor Harding

- 263/17** **THAT** By-Law No. A-7.12 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” - be given Second Reading – Reading in its Entirety. **CARRIED**

BY-LAW NO. W-1.1 - A BY-LAW TO AMEND BY-LAW NO. W-1, "A BY-LAW RESPECTING WATER AND SEWER RATES AND CHARGES" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Parker

Seconded by Councillor Hyslop

- 264/17 **THAT** leave now be given to introduce a by-law entitled By-law No. W-1.1 – A By-law to Amend By-law No. W-1, "A By-law Respecting Water and Sewer Rates and Charges" - for First Reading – Short Title Only. **CARRIED**

BY-LAW NO. W-2.1 - A BY-LAW TO AMEND BY-LAW NO. W-2, "A BY-LAW RELATED TO WATER AND SEWER SYSTEMS" – FIRST READING – SHORT TITLE ONLY

Moved by Councillor Wheaton

Seconded by Councillor Chisholm

- 265/17 **THAT** leave now be given to introduce a by-law entitled By-law No. W-2.1 – A By-law to Amend By-law No. W-2, "A By-law Related to Water and Sewer Systems" - for First Reading – Short Title Only. **CARRIED**

14. **NEW BUSINESS**

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Wheaton

Seconded by Deputy Mayor Carr

- 266/17 **THAT** the Royal Canadian Mounted Police October 2017 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

2016 AUDITED FINANCIAL STATEMENTS

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

- 267/17 **THAT** the 2016 Audited Financial Statements as presented by the Town of St. Stephen's Auditors, Teed Saunders Doyle & Co. be approved. **CARRIED**

CHANGE OF DATE: DECEMBER 2017 REGULAR TOWN COUNCIL MEETING

Moved by Councillor Harding

Seconded by Councillor Wheaton

- 268/17 **THAT** the Council of the Town of St. Stephen changes the date of the December Regular Town Council Meeting from the fourth (4th) Monday, 25th day of December, 2017 at 7:00 p.m., to the third (3rd) Monday, 18th day of December, 2017 at 7:00 p.m. as outlined in Subsection 9.01(1) of Section 9. Meetings of By-Law No. A-2.3, "A By-Law to Amend By-Law No. A-2, A By-Law Respecting Procedures of the Town Council and Town Administration" to be held in Council Chambers, 73 Milltown Blvd., Suite 112 (entrance at back corner of building). **CARRIED**

THE BANK OF NOVA SCOTIA SIGNING AUTHORITIES

Moved by Deputy Mayor Carr

Seconded by Councillor Hyslop

269/17

THAT the Council of the Town of St. Stephen resolves that:

1. We appoint The Bank of Nova Scotia as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.
2. Any two of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:
Mayor or Deputy Mayor, along with the Treasurer or Assistant Treasurer.
3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any two of the officers set out below. The most recent certificate given to you will be the current certificate in effect:
Over 5,000 dollars - Mayor or Deputy Mayor, along with Treasurer or Assistant Treasurer
5,000 dollars and under – Mayor or Deputy Mayor or CAO, along with Treasurer or Assistant Treasurer
4. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
5. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

ROYAL BANK OF CANADA SIGNING AUTHORITIES

Moved by Councillor Parker

Seconded by Deputy Mayor Carr

270/17

THAT the Council of the Town of St. Stephen resolves:

1. That Royal Bank of Canada ("Royal Bank") is appointed banker for the Town of St. Stephen.
2. That Instruments:-Any one of the Mayor, Deputy Mayor or CAO together with Treasurer or Assistant Treasurer for amounts of \$5,000 or less/ -Any one of the Mayor or Deputy Mayor together with the Treasurer or Assistant Treasurer for amounts greater than \$5,000. Agreements and credits: Any one of the Mayor or Deputy Mayor with the Treasurer or Assistant Treasurer are authorized on behalf of the Town of St. Stephen from time to time:

- (a) to withdraw or order transfers of funds from the Town of St. Stephen's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
 - (b) to sign any agreements or other documents or instruments with or in favour of the Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Town of St. Stephen; and
 - (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Town of St. Stephen held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Town of St. Stephen, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Town of St. Stephen, or any other name under which the Town of St. Stephen carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Town of St. Stephen; and
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Town of St. Stephen's accounts with or any service of the Royal Bank, and to settle and certify the Town of St. Stephen's accounts with Royal Bank.
3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Town of St. Stephen, and Royal Bank is hereby authorized to act on them and give effect to them.
4. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Town of St. Stephen, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the (1) Mayor and (2) Treasurer of the Town of St. Stephen; and

- (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Town of St. Stephen until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Town of St. Stephen has its account. **CARRIED**

CREDIT CARD LIMIT INCREASE – GARCELON CIVIC CENTER

Moved by Councillor Chisholm

Seconded by Councillor Harding

271/17

THAT the Treasurer be authorized to apply for an additional \$5,000.00 (five thousand dollars) on the Scotiabank credit card for the Town of St. Stephen in the name of Barbara Tucker, Administrative & Finance Coordinator of the Garcelon Civic Center, which would increase the limit to \$10,000.00 (ten thousand dollars), to facilitate purchases for the Garcelon Civic Center. **CARRIED**

APPROVAL OF EVENT – HOLIDAY LAMPPOST DECORATING CONTEST

Moved by Councillor Wheaton

Seconded by Councillor Hyslop

272/17

THAT the Council of the Town of St. Stephen grants permission to the Business Improvement Area to hold its 3rd Annual Holiday Lamppost Decorating Contest on King Street and Milltown Boulevard.

AND THAT the decorations must go up between Wednesday, November 22, 2017 and Friday, November 24, 2017, and removed between Tuesday, December 26, 2017 and Tuesday, January 2, 2018. **CARRIED**

APPROVAL OF EVENTS – CHRISTMAS PLANNING COMMITTEE

Moved by Deputy Mayor Carr

Seconded by Councillor Parker

273/17

THAT the Council of the Town of St. Stephen grants permission to the Christmas Planning Committee to hold the various events as outlined in the 2017 Christmas brochure. **CARRIED**

AMENDED JOB DESCRIPTION – ASSISTANT TREASURER

Moved by Councillor Hyslop

Seconded by Councillor Chisholm

274/17

THAT the Council of the Town of St. Stephen approves the attached amended job description for the position of Assistant Treasurer. **CARRIED**

**SICK LEAVE BANK – CANADIAN UNION OF PUBLIC EMPLOYEES
(CUPE), LOCAL 770**

Moved by Councillor Harding

Seconded by Deputy Mayor Carr

275/17

THAT the Council of the Town of St. Stephen agrees to supply sixty (60) days from the Union Sick Leave Bank for Employee # E05 retroactively to November 10, 2017, as requested by the Canadian Union of Public Employees (CUPE), Local 770, and outlined in Article 18.06 of its Collective Agreement. **CARRIED**

WATER & SEWER SERVICE POLICY

Moved by Councillor Hyslop

Seconded by Councillor Parker

276/17

THAT the Council of the Town of St. Stephen approves the “Water & Sewer Service” Policy No. 13 – A attached. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Carr

- Attended all Town meetings.
- Attended a lunch with a potential new doctor and pleased to hear that he plans to practice in town.
- Attended the Elm Street Park Society’s annual general meeting.
- Attended a meeting on a proposed Drag Strip in the area and invited all to attend the next Drag Strip Committee meeting at his Olde Carr Auto office on December 5th @ 7:00 p.m.
- Attended a funding announcement for Future St. Stephen.
- Attended the launch of Startup St. Stephen.
- Participated in Midnight Madness.

Councillor Hyslop

- Attended the Charlotte County Museum annual general meeting.
- Attended Canada 1st Basketball Committee meetings.
- Attended the “Medavie” information session.
- Attended a Coffee House at the Vineyard.
- Attended all Town meetings.
- Participated in Midnight Madness.

Councillor Wheaton

- Attended all Town meetings except for one when out of the country.
- Attended a Dessert Theatre hosted by the St. Croix Theatre Company.
- Attended a Coffee House at the Vineyard.

- Participated in the Ford Drive Fundraiser at SSSH.
- Attended the “Medavie” information session.
- Conducted a French Tour at The Chocolate Museum.
- Attended a Milltown Development Committee meeting.
- Attended the Charlotte County “NB Plays! Gold in Action” workshop.
- Attended the Remembrance Day Service at the Cenotaph.
- Attended the Elm Street Park Society’s annual general meeting.
- Attended and volunteered at the Annual Santa’s Helpers Program hosted by the St. Stephen-Milltown Lions Club.

Councillor Parker

- Met with Elva Hatt, Librarian, St. Croix Public Library, with respect to extra storage at the library.
- Attended the Remembrance Day Service at the Cenotaph.
- Attended all Town meetings.
- Participated in Midnight Madness.
- Stated that the lampposts decorated for Christmas look great.

Councillor Chisholm

- Commended the Garcelon Civic Center’s Aquatic and Fitness Coordinator who is coaching a girls’ basketball team.
- Attended the Elm Street Park Society’s annual general meeting.
- Attended a Wall of Fame meeting at the Garcelon Civic Center.
- Attended the Chocolate Museum’s Open House.
- Attended all Town meetings.
- Attended a Regional Service Commission meeting.
- Met with the Parks and Recreation Director.

Councillor Harding

- Attended all Town meetings.
- Had meetings with the Fire Chief and Sergeant Stubbs.
- Laid a wreath at the Remembrance Day Service in Milltown on behalf of John Ames, MLA.
- Attended a Milltown Development Committee meeting.
- Agreed with Councillor Parker’s comment that the decorated lampposts look great.
- Attended Future St. Stephen’s Open House.

Mayor MacEachern

- Met with the Chief Executive Officer of Horizon Health.
- Attended the Veterans’ dinner at the Royal Canadian Legion.

- Participated in the Remembrance Day Service and laid a wreath on behalf of the Town at the St. Stephen Cenotaph.
- Attended lunch and supper with a potential new doctor and pleased to hear that he plans to practice in town.
- Attended the Elm Street Park Society's annual general meeting.
- Stated the Town received a financial donation from the Farmers' Market.
- Attended Future St. Stephen's Open House.
- Participated in a fundraiser at the Curling Club for Tom Elliot.
- Attended the Chocolate Museum's Open House.

16. QUESTION PERIOD


There were no questions from the public and no media were present.

17. ADJOURNMENT


ADJOURNMENT

Moved by Deputy Mayor Carr
Seconded by Councillor Hyslop

277/17 **THAT** the meeting adjourn at 7:45 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 financial controller for the Garcelon Civic Center (See Addendum A);
- 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:	November 27, 2017

Assistant Treasurer Job Description -Addendum A
Town of St. Stephen
Garcelon Civic Center (GCC) Financial Controller
KEY RESPONSIBILITIES AND MANDATE

Executive Summary

The role of the GCC Financial Controller needs to be defined, understood and supported by the Treasurer, CAO and Council Finance Committee/Council.

The GCC Financial Controller is a key financial and risk management officer and member of the GCC Management team but also requires the cooperation, support and advice of all key staff to ensure that the position operates effectively, efficiently and as envisioned by Council through the direction of the Treasurer's office and the CAO.

The GCC Financial Controller has broad responsibilities for management of the key functions as outlined below. This list is a work in progress and will change, develop and strengthen as the role becomes more defined.

The GCC Financial Controller recognizes the responsibility provided to, and provided by, all individual GCC Department Managers and seeks to work with the Management of the GCC to manage all assets, current and future, of the GCC.

The GCC Financial Controller is not a Departmental Management position. The GCC Financial Controller has overall responsibility for staff while they are performing functions related to the specific responsibilities of the GCC Financial Controller, but the GCC Financial Controller does not otherwise control or manage individual staff except as it may relate to assistance in the performance of his duties.

The GCC Financial Controller has the support of all Department Managers to assist in the performance of the GCC Financial Controllers responsibilities and the GCC Financial Controller will, where possible, rely on Department Management for the management and accountability of their staff in the performance of department staff duties related to functions under the mandate of the GCC Financial Controller.

The GCC Financial Controller works with all staff to improve and strengthen internal controls, asset protection, financial management , recording and risk management and must listen and be receptive to concerns or ideas that would serve to ensure increased compliance of the policies and procedures implemented to grow, protect and manage GCC assets or provide a means to improve those policies and procedures.

In summary the GCC Financial Controller has the responsibility to educate, guide and work with all staff to improve the areas under the GCC Financial Controllers mandate and works to ensure compliance with policies and procedures currently in place.

Assistant Treasurer Job Description -Addendum A
Town of St. Stephen
Garcelon Civic Center (GCC) Financial Controller
KEY RESPONSIBILITIES AND MANDATE

Overall Framework

- The GCC Financial Controller is a key member of the management of the Garcelon Civic Center and Treasury department and primary accounting, finance and risk management of the GCC reporting to the CAO and Council through the Treasurer.
- Primary responsibility for the management of accounting, finance and risk management functions including managing compliance with established Town of St. Stephen purchasing and billing policies and preparation and management of budgets.
- Has the support of, and works with, all Department Managers including the CAO, GCC Manager and/or Department Managers to understand and implement processes to ensure compliance and improve overall financial and risk management.
- Listens to suggestions and makes recommendations for improvement of processes where the suggestions may improve the management of resources and reporting of information or where recommendations to the Treasurer to implement or make changes to established Municipal purchasing, billing policies and management of budgets or reporting of same.

Key Responsibilities

Internal Control, Protection of Assets and Risk Management

- Develops and documents business process and accounting policies to maintain and strengthen internal controls and provides recommendations for their implementation or update where necessary.
- Responsible for the safeguard of all GCC assets and assures accurate and timely recording of all transactions by implementing disciplines of internal checks and controls across all individual departments.
- Reviews and recommends for approval all purchases affecting internal controls.
- Primary responsibility, reporting to the Treasurer, for all Insurance risk management issues related to the Garcelon Civic Center, including primary contact with Insurance broker, review of policies and ensuring risk management policies and procedures are recommended and implemented.
- Seeks the advice and recommendation of the Civic Center Manager or Department Managers related to issues that would improve internal control, asset protection or risk management and provides recommendation to the Treasurer where such advice or recommendation would, in the opinion of the GCC Financial Controller, improve such functions.

Budget Preparation and Management

- Primary responsibility for the preparation of GCC budgets for submission to the Treasurer.
 - Coordinates and directs the preparation of the budget and financial forecasts by individual Department Managers and/or GCC Manager.
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Assistant Treasurer Job Description -Addendum A
Town of St. Stephen
Garcelon Civic Center (GCC) Financial Controller
KEY RESPONSIBILITIES AND MANDATE

Budget Preparation and Management (continued)

- Has the support of the Civic Center Manager and Department Heads with the preparation of individual departmental budgets (ie finance and administration, GCC operations, Aquatic and Building Maintenance) as required to ensure completion on a timely basis for submission to the CAO and Treasurer for recommendation to Council.
- Provides explanations, with the assistance of the GCC Manager or Department Managers, of budget variances, as required by the CAO or Treasurer.

Financial Management, Accounting and Reporting

- Responsible for the management of all accounting operations including policies and procedures related to pricing and billing management, accounts receivable authorization and collection management and accounts payable authorization and payment management.
 - Reviews and provides recommendation for approval to the CAO all contracts with the Town having a financial impact on the Garcelon Civic Center.
 - The GCC Financial Controller has the support of all Department Managers to assist in the performance of the GCC Financial Controller's responsibilities and the GCC Financial Controller will, where possible, rely on Department Management for the management and accountability of their staff in the performance of department staff duties related to functions under the mandate of the GCC Financial Controller.
 - Works with the Human Resource Manager, CAO, Treasurer and Department Manager to provide recommendations on the hiring and ongoing evaluation of all accounting staff.
 - Assists with the preparation of month end and year end posting and financial reporting.
 - Manages and ensures compliance with CRA policies and procedures related to Payroll, Excise Tax (HST) compliance or other federal or provincial government reporting or tax filings and assists Treasurer's office with provision of timely information to accurately report same.
 - Provides guidance and assists with recommendations to Department Managers to assist with compliance of current purchasing policy guidelines and guidance on purchases that have not been approved by Council through approval of the department budget, or are outside spending policy limits.
 - Reviews purchasing and billing practices to ensure compliance with established Town of St. Stephen policies and works with staff to improve issues where not in compliance.
 - Seeks the advice and recommendation of the CAO where compliance issues require, in the GCC Financial Controller's opinion, CAO interpretation, intervention or recommendation for improvement.
 - Responsible for the overall management of cash flows including management of bank accounts and GCC cash reserves and reports to the Treasurer on same.
 - Ensures the timely completion of bank and other reconciliations required to ensure issues related to cash management are managed with internal control guidelines, and on a timely basis.
 - Documents and manages procedures related to month end and year end cutoff to assist with the timely and accurate reporting of financial results.
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TOWN OF ST. STEPHEN

POLICY

Title: WATER & SEWER SERVICE

Policy No. 13 - A

Page 1 of 1

Original Effective Date: November 1, 2010

Amendment Effective Date: November 27, 2017

Original Approved by Council: November 1, 2010

Amendment Approved by Council: November 27, 2017

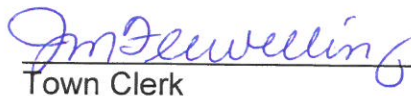
1.0 PURPOSE

- 1.1 The purpose of this policy is to clearly outline the responsibilities of the Town of St. Stephen in providing water and sewer service to private properties.

2.0 INSTALLATION FEES

- 2.1 The connection fee for the installation of a water or sewer lateral shall be the full cost of the work, **including the cost of any repairs to the Town street.**
- 2.2 Where any work is done by a contractor the Town shall inspect and approve or reject any work undertaken on public property before excavations are backfilled.
- 2.3 Where any work is done by a contractor the Town shall have the option of making any water or sewer connections to the main and charging the full cost to the property owner.
- 2.4 When the Town is replacing/installing water meters, and where the owner has an existing meter and the meter is being replaced for other than damage or loss of the meter for any cause, there will be no fee charged to the property owner for the new meter.

Approved:


Town Clerk