

**TOWN OF ST. STEPHEN**  
**REGULAR COUNCIL**  
**73 MILLTOWN BLVD., SUITE 112**  
**AUGUST 27, 2012 @ 7:00 P.M.**

1. PRAYER

2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; Chief Administrative Officer/Development Officer John Ferguson; and, Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

**AGENDA**

Moved by Deputy Mayor Ames  
Seconded by Councillor Maxwell

**152/12** **THAT** the Agenda be approved as circulated. **CARRIED**

4. CONFLICT OF INTEREST

No conflicts declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Longboarders/Skateboarders – Megan Hughes and Katherine Higgins presented to Council information on longboards and skateboards and their differences, and requested longboards be allowed on sidewalks, yielding to pedestrians, and on the left side of streets, as well as a new, more visible park for skateboarders.

Council recommended that they receive information from Calais, along with other communities such as St. George and Saint John that already have existing skateboard parks.

The Chief Administrative Officer provided them with contact information for the Department of Culture, Tourism and Healthy Living and advised that the department offers grant money to new organizations which meet certain criteria.

**MINUTES  
REGULAR COUNCIL  
AUGUST 27, 2012**

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The presenters, along with their support group which included longboarders, skateboarders and parents, were advised that longboarding/skateboarding remains impermissible on streets and sidewalks, and the group will update Council once they seek more information.

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

**REGULAR COUNCIL MEETING**

Moved by Councillor Booth

Seconded by Councillor Harding

**153/12** **THAT** the Minutes of the Regular Council meeting held on July 23, 2012 be approved as circulated. **CARRIED**

8. ACCOUNTS

**STATEMENTS OF REVENUE AND EXPENDITURE**

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

**154/12** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to July 31, 2012 be received. **CARRIED**

**PAID BILLS**

Moved by Councillor Maxwell

Seconded by Councillor MacDonald

**155/12** **THAT** the paid bills in the amount of \$2,257,172.95 (two million, two hundred and fifty-seven thousand, one hundred and seventy-two dollars and ninety-five cents) be ratified. **CARRIED**

9. COMMUNICATIONS

No items in the file this month.

**COMMUNICATION FOR ACTION**

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

**COMMITTEES MEETING**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding

- 156/12 **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 August 15, 2012 be approved as circulated. **CARRIED**

11. STAFF REPORTS

**STAFF REPORTS**

Moved by Councillor Booth  
Seconded by Councillor Harding

- 157/12 **THAT** the following staff reports for the month of July 2012 be adopted: Finance Department; Public Works Department; Department of Parks, Recreation and Property Management; Fire Department; Department of By-Laws and Building Inspection; and Development Office. **CARRIED**

12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

**BY-LAW NO. T-1 – A BY-LAW TO REGULATE VEHICULAR TRAFFIC –  
SECOND READING – SECTION NUMBERS ONLY**

Moved by Deputy Mayor Ames  
Seconded by Councillor MacEachern

- 158/12 **THAT** By-Law No. T-1, being “A By-Law to Regulate Vehicular Traffic” which will repeal the existing By-Law No. T-1, being “A By-Law to Regulate Vehicular Traffic” – be given Second Reading – Section Numbers Only. **CARRIED**

**BY-LAW NO. Z-1.1 – “A BY-LAW TO AMEND BY-LAW NO. Z-1, BEING THE TOWN OF ST. STEPHEN ZONING BY-LAW” – SECOND READING – READING IN ITS ENTIRETY**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 159/12 **THAT** By-Law No. Z-1.1 – “A By-Law to Amend By-Law No. Z-1, being the Town of St. Stephen Zoning By-Law” – be given Second Reading – Reading in its Entirety.

Moved by Deputy Mayor Ames and Seconded by Councillor Harding that the motion be tabled to allow for further review and discussion at next month’s Property, By-Laws and Environment Committee meeting. **CARRIED**

14. **NEW BUSINESS**

**ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT**

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 160/12 **THAT** the Royal Canadian Mounted Police (RCMP) July 2012 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

**PARKING SPACES – PROVINCIAL GOVERNMENT EMPLOYEES**

Moved by Councillor Booth

Seconded by Councillor Maxwell

- 161/12 **THAT** the paid bill in the amount of \$565.00 (five hundred and sixty-five dollars), including HST, to the St. Stephen Inn for rental of their parking lot to accommodate 10 (ten) Provincial Government employees’ vehicles between July 20 – September 18, 2012 during preparation of the Garcelon Civic Center foundation be approved. **CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Councillor MacEachern voting against the motion.

Councillor Harding voting against the motion.

Councillor MacDonald voting against the motion.

To break the tie, Mayor Quartermain voting in favour of the motion.

**BOYS & GIRLS CLUB OF CHARLOTTE COUNTY INC. – GRANT**

Moved by Councillor MacEachern

Seconded by Councillor Harding

**162/12 WHEREAS** the Boys & Girls Club of Charlotte County Inc. has requested that the Town provide to it a yearly grant in the amount of \$5,000 (five thousand dollars) for a period of 10 (ten) years beginning in 2013;

**AND WHEREAS** Council of the Town of St. Stephen has approved, in principle, that the Chief Administrative Officer establish a \$5,000.00 (five thousand dollars) grant line item for the 2013 budget, and to continue, not exceeding 10 (ten) years, subject to the submission of an acceptable business case by the Boys & Girls Club of Charlotte County Inc. outlining the requirement of the funding request and the benefit to the St. Stephen residents, and further that the business case must be reviewed and approved by the Chief Administrative Officer prior to September 1, 2012;

**AND WHEREAS** the Chief Administrative Officer has reviewed and approved the business case presented by the Boys & Girls Club of Charlotte County Inc., and recommends that the Town provide the requested grant upon the terms and conditions set out in the attached letter agreement;

**NOW THEREFORE BE IT RESOLVED:**

**THAT** the letter agreement between the Town of St. Stephen and the Boys & Girls Club of Charlotte County Inc., in the form presented to Council (the "Letter Agreement"), is hereby approved;

**THAT** the Mayor and Clerk be authorized to sign the Letter Agreement and any other documentation related thereto;

**THAT** pursuant to the Letter Agreement, the Town of St. Stephen directs the Chief Administrative Officer to establish a \$5,000.00 (five thousand dollars) grant line item for the 2013 budget for the Boys & Girls Club of Charlotte County Inc., and to continue such grant line item for the future budget years, not exceeding 10 (ten) years, subject to the Boys & Girls Club of Charlotte County Inc. agreeing to and complying with the terms and conditions set out in the Letter Agreement. **CARRIED**

**GROUND CONSTRUCTION DEBRIS – BOUNDARY STREET**

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

- 163/12 **THAT** the Council of the Town of St. Stephen directs the Chief Administrative Officer to halt all miscellaneous dumping of ground construction debris at 34 Boundary Street, also known as Property Identifier Number (PID #) 01308378.

**AND FURTHER THAT** the Chief Administrative Officer, in consultation with the Director of Operations, seek an alternative site at the most reasonable cost.

**CARRIED**

Deputy Mayor Ames voting in favour of the motion.

Councillor MacEachern voting in favour of the motion.

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor MacDonald voting in favour of the motion

Councillor Maxwell voting against the motion.

**PENSION PLAN REVIEW – TOWN OF ST. STEPHEN EMPLOYEES**

Moved by Councillor Harding

Seconded by Councillor MacEachern

- 164/12 **THAT** the Council of the Town of St. Stephen authorizes the Town Clerk's Office to send a letter to the Board of Trustees seeking their support or in the alternative their suggestions, with the assistance of their actuaries, to examine the long term viability of the existing defined benefit plan and, for information purposes only, review the potential of implementing:

- On a go forward basis - plan design and structural changes
- On a go forward basis - a defined contribution pension plan
- On a go forward basis - a hybrid plan (defined benefit and defined contribution plan)

**CARRIED**

**TOWN OF ST. STEPHEN – PROPOSED FIVE YEAR PLAN 2013 – 2017 – DESIGNATED HIGHWAY PROGRAM**

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 165/12 **THAT** the Council of the Town of St. Stephen approves the attached Proposed Five Year Plan 2013 – 2017 Designated Highway Program and submits same to the Department of Transportation and Infrastructure to assist the Department in considering request in preparation for the budget process. **CARRIED**

**TOWN TRUCK – DEPARTMENT OF PARKS AND RECREATION**

Moved by Councillor Harding  
Seconded by Councillor Booth

- 166/12 **THAT** the Council of the Town of St. Stephen authorizes the release of the vehicle and registration on the 2004 Chevrolet C1500 PK truck, Serial No. 1GCEC14X34Z128874, which had been used by the Department of Parks and Recreation, and is no longer operable due to an accident, to Granite Claims Solutions in order to close the claim file. **CARRIED**

**AMENDING OF RESOLUTION (THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE COMPOSITION)**

Moved by Councillor MacEachern  
Seconded by Deputy Mayor Ames

- 167/12 **THAT** Resolution # 149/12 as stated in the Minutes of July 23, 2012, which reads

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – CONSTRUCTION COMMITTEE COMPOSITION**

**THAT** the Council of the Town of St. Stephen accepts, in addition to the previously appointed Mayor John Quartermain and Councillor Debbie MacDonald, the following as members of the Civic Center Construction Committee: CAO John Ferguson; Project Manager Ed Farren; and Financial Advisor/Project Accountant Frank Godsoe.

**AND FURTHER THAT** the Civic Center Construction Committee shall keep all members of Council updated on a monthly basis. **CARRIED**

be amended by adding Sid Lodhi, Project Engineer, and Alison Estey, Recording Secretary, as members of the Civic Center Construction Committee. **CARRIED**

**FEDERATION OF CANADIAN MUNICIPALITIES – LONG TERM FINANCING AND GRANT APPLICATION**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding

- 168/12 **THAT** the Council of the Town of St. Stephen authorizes the Chief Administrative Officer to send an application to the Federation of Canadian Municipalities (FCM) for long term financing of eligible construction costs of the Town of St. Stephen's Garcelon Civic Center up to a maximum of \$3,800,000 (three million, eight hundred thousand dollars) under the FCM's Green Municipal Funding Program, and to apply for a grant of up to 20% (twenty per cent) of the approved loan. **CARRIED**

**RESCINDING OF RESOLUTION (THE TOWN OF ST. STEPHEN'S  
GARCELON CIVIC CENTER PROJECT – CAPITAL EXPENDITURE POLICY)**

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 169/12** **THAT** Resolution # 320/11 as stated in the Minutes of December 19, 2011, which reads

**THAT** the Council of the Town of St. Stephen approves The Town of St. Stephen's Garcelon Civic Center Project – Capital Expenditure Policy dated December 1, 2011 (copy attached), and directs the Chief Administrative Officer and Treasurer to review all Capital expenditures related to The Town of St. Stephen's Garcelon Civic Center Project for compliance with the policy. **CARRIED**

be rescinded effective immediately. **CARRIED**

**THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER  
CONSTRUCTION COMMITTEE AND EXPENDITURE POLICY**

Moved by Councillor MacEachern

Seconded by Deputy Mayor Ames

- 170/12** **THAT** the Council of the Town of St. Stephen approves the Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy No. 55 attached. **CARRIED**

**APPOINTMENT OF "HEAD" UNDER THE RIGHT TO INFORMATION AND  
PROTECTION OF PRIVACY ACT**

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 171/12** **BE IT RESOLVED THAT** the Council of the Town of St. Stephen hereby designates the Chief Administrative Officer to serve as the "head" of the public body, that being the Town of St. Stephen, pursuant to the *Right to Information and Protection of Privacy Act* ("Act") of the Province of New Brunswick; and

**BE IT FURTHER RESOLVED THAT** the Council of the Town of St. Stephen acknowledges that the Chief Administrative Officer, as "head", may delegate in writing a duty or power of the "head" under the Act to a member of the municipal staff, except the power to delegate, and can impose terms and conditions as considered appropriate and as prescribed under the Act. **CARRIED**

**APPROVAL OF EVENT – ST. STEPHEN’S UNIVERSITY’S FESTIVAL OF THE ARTS**

Moved by Councillor Booth

Seconded by Deputy Mayor Ames

- 172/12** THAT the Council of the Town of St. Stephen grants permission to St. Stephen’s University to hold an outdoor music and arts festival (Festival of the Arts) between 4:00 p.m. and 7:00 p.m. on Friday, September 21, 2012 at 8 Main Street (front lawn on Milltown Blvd.). **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

**Deputy Mayor Ames**

- Attended various events during the Chocolate Fest and International Homecoming Festival.
- At the Mayor’s request, during his absence, acted as Mayor at the “Handshake Ceremony” on the Ferry Point Bridge which opened the International Homecoming Festival, and welcomed the judges, along with closing remarks during the Communities in Bloom event.
- Stated he was honoured to draw names for various prizes at the Choctail Hour during Chocolate Fest.

**Councillor MacEachern**

- Attended the lumberjack competition during the International Homecoming Festival week.
- Attended the opening ceremony of the Provincial Swim Meet at the W. T. Booth Community Pool and heard many compliments on the layout of the pool.
- Attended Communities in Bloom events.
- Attended various events during the Chocolate Fest and International Homecoming Festival.

**Councillor Harding**

- Attended the Chocolate Delite Meal during Chocolate Fest hosted by the Milltown Legion Ladies Auxiliary and commended them for a great meal.
- Commended the many volunteers who work hard to make the festivals successful.

Councillor Booth

- Attended the lumberjack competition during the International Homecoming Festival week.
- Attended the opening ceremony of the Provincial Swim Meet at the W. T. Booth Community Pool.
- Attended a Development Board meeting.
- Plans on attending an upcoming Charlotte County Museum meeting and may find out the status on a possible government grant which would assist with operational expenses.

Councillor Maxwell

- Attended various Town meetings.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended a dinner during the Communities in Bloom event.
- Attended the “Handshake Ceremony” on the Ferry Point Bridge which opened the International Homecoming Festival.
- Attended the opening ceremony of the Provincial Swim Meet at the W. T. Booth Community Pool.

Mayor Quartermain

- Welcomed the public at the opening of the Chocolate Festival.
- Welcomed the public at the lumberjack competition and stated that the organizer advised that the venue was the best to date for a lumberjack competition.
- Participated in a luncheon with the Premier and Cabinet Ministers, along with our local MLA Curtis Malloch, prior to the Premier using the Council Chambers for a Cabinet meeting.
- Participated in the International Festival Parade with the Mayor of Calais, Joe Cassidy.
- Welcomed all participants at the Provincial Swim Meet at the W. T. Booth Community Pool.
- Attended various events during the Chocolate Fest and International Festival, and was pleased to hear that the Antique Car Show was the best to date.
- Attended a number of various meetings.
- Will attend an upcoming meeting of the Regional Service Commission #10 at the Oak Bay Fire Hall.

16. QUESTION PERIOD

Kathy Bockus, reporter with the *St. Croix Courier*, stated she understood there were issues at the Farmers Market and the Mayor advised that any issues were being worked on.

17. CLOSED SESSION

**CLOSED SESSION**

Moved by Deputy Mayor Ames  
Seconded by Councillor Harding


**173/12** THAT the Council of the Town of St. Stephen agree to move into closed session to discuss a financial matter as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*. **CARRIED**

18. ADJOURNMENT

**ADJOURNMENT**

Moved by Deputy Mayor Ames  
Seconded by Councillor MacDonald

**174/12** THAT the meeting adjourn at 10:15 p.m. **CARRIED**

  
\_\_\_\_\_  
Mayor

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



# TOWN OF ST. STEPHEN

Incorporated 1871

*"Canada's Chocolate Town"*

August 21, 2012

Boys & Girls Club of Charlotte County Inc.  
P.O. Box 354  
163 King Street  
St. Stephen, N.B. E3L 2X2

**Attention: Heather Estey, Executive Director**

Dear Ms. Estey:

**Re: Grant from The Town of St. Stephen to  
the Boys & Girls Club of Charlotte County Inc.**

The Council of the Town of St. Stephen has approved, subject to the terms and conditions set out in this letter, a grant for the Boys & Girls Club of Charlotte County Inc. ("BGCCC") in the amount of Five Thousand Dollars (\$5,000.00) per year beginning in 2013, and to continue on a yearly basis, not exceeding ten (10) years in total (the "Grant").

The Town's commitment to provide this yearly Grant to the BGCCC is subject to the following terms and conditions:

1. the Grant be used by the BGCCC for the purposes of assisting with the acquisition of new premises as described in the BGCCC letter dated June 14, 2012 to the Mayor and Council, a copy of which is attached hereto as Schedule "A";
2. the BGCCC continue to maintain and provide to the residents of the Town of St. Stephen, offered substantially on the same basis, services and programs similar to those which are presently provided; and
3. the BGCCC maintain its status as a registered charitable organization.

Should BGCCC fail to adhere to any of these conditions, the Town's commitment to provide the yearly Grant to the BGCCC shall be at an end.

If the terms set out in this letter are acceptable to you, please sign below where indicated.

THE TOWN OF ST. STEPHEN

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

The undersigned hereby acknowledges and agrees to the terms and conditions set out in this letter.

BOYS & GIRLS CLUB OF  
CHARLOTTE COUNTY INC.

  
\_\_\_\_\_  
Executive Director

Boys & Girls Club  
of Charlotte County

Tuesday, August 21, 2012

*RE: Acceptance of Terms & Conditions*

Dear Town of St. Stephen:

The Boys & Girls Club of Charlotte County (BGCCC) has agreed to accept the terms and conditions set forth in your letter dated August 21, 2012. This grant will be used to assist with the acquisition of a new facility and will also allow us to maintain our services, programs and registered charitable status.

Sincerely,



Erik DeJong  
Vice-President

Enc: signed letter of acceptance

**TOWN OF ST. STEPHEN**

**DESIGNATED HIGHWAYS**  
**FIVE YEAR PRIORITIES**

**Year 2013**

Curb & Gutter-both sides, Street Upgrade and Paving  
King Street Phase 5. \$258,572

**Year 2014**

Curb & Gutter, Milltown Blvd., both sides  
Hill St. to Church St. - 440 meters.  
Street parking to change to parallel and greening  
added by sidewalks. \$245,000

**Year 2015**

Curb & Gutter, Milltown Blvd., both sides  
Boundary St. to Hill St. - 840 meters \$405,000

**Year 2016**

Curb & Gutter, Milltown Blvd., both sides  
Church St. to Milltown Customs - 640 meters  
Street parking to change to parallel and greening  
added by sidewalks. \$310,000

**Year 2017**

Mill and Seal Milltown Blvd., Watson St.  
to civic # 267 - 350 meters \$120,000

Seal Milltown Blvd., civic # 267 to  
Milltown Customs - 2550 meters \$550,000



## TOWN OF ST. STEPHEN

### POLICY

Title: The Town of St. Stephen's Garcelon Civic Center Construction Committee and Expenditure Policy Policy No. 55  
Page 1 of 4  
Effective Date: August 27, 2012

**Part 1:      The Town of St. Stephen's Garcelon Civic Center Construction Committee**

**Purpose:**

That the roles and responsibilities of the Town of St. Stephen's Garcelon Civic Center Construction Committee will be as follows:

The Committee is an advisory committee consisting of the Mayor and one or more Councillors, chosen by Council, with advisory personnel to assist with the effective management of the Committee.

**The Roles of the Committee are to:**

- Provide guidance to the Mayor and Council on the overall design and scope of the project.
- Evaluate specific changes to blueprint of the project to maximize efficiency and effectiveness of the design, within context of the overall approved design.
- Approve minor design changes where those changes approve efficiency and effectiveness of the overall design and do not result in any budgetary or scope changes to the project. Changes resulting in budgetary considerations are to be managed in accordance with expenditure policy for the Civic Center project.
- Recommend more extensive design/scope changes where those changes would change the overall design or scope of the project or where those changes result in budgetary changes to the project.
- Provide overall responsibility for the management of the project, on behalf of the Town of St. Stephen and on behalf of Council, as directed by Council, including receiving of regular reports from external project manager or other consultants.
- Ensure that the Mayor and Council are provided with regular information on the progress of the project or any matter which requires approval of Council to proceed.

**Responsibilities of Committee Members:**

- Mayor and appointed Councillor(s) – Provide guidance to the Committee as representatives of Council and have ultimate responsibility for approval of any decisions of the Committee, including decision to recommend Committee decisions to Council for approval.
- Other members (chosen and/or invited) - Will provide guidance to the Committee based on their respective roles such as the Chief Administrative Officer, Project Manager, Project Accountant and Recording Secretary.
- As directed by the Expenditure Policy all timing and procedural matters are to be brought forward by the Chief Administrative Officer for consideration by the Committee to enable the Committee to provide advice and guidance to Council.
- All members will be invited, and expected, to provide comments where those comments assist the Mayor and appointed Councillor(s) to come to the proper conclusions and/or decisions, including the decision to make recommendations to Council for approval.
- All members of the Committee will be permitted to obtain copies of the minutes of any meeting and the Mayor and any appointed Councillors must be provided a copy of the minutes of any meeting, in their absence, prior to any decision being made.
- Decisions of the Committee are not binding until approved by Council unless such decision is minor in nature and does not result in any financial or material structural changes.

## **Part 2:      The Town of St. Stephen's Garcelon Civic Center Expenditure Policy**

### **Purpose:**

That the policy of the Town of St. Stephen for the authorization and approval for expenditures incurred on behalf of the Town of St. Stephen's Garcelon Civic Center Project will be as follows:

### **Authorization for Work Performed:**

1. All expenditures are to be authorized by Council prior to expenditure being incurred, or authorized, unless subject to emergency provisions or minor expenditures approved by the Chief Administrative Officer as directed by this policy.
2. Emergency provisions apply when, at the direction of the External Project Manager Professional Engineer, approval for the expenditure is required to mitigate an environmental issue that in the absence of immediate response would, in the opinion of the professional engineer, result in the Town not being in compliance with Environmental standards, or could result in the potential for loss of life or property if not acted upon immediately.
3. All expenditures outside of previously authorized limits by Council require the authorization of the Project Manager (Engineer for emergency authorizations), Project Accountant or Treasurer, Chief Administrative Officer and Mayor prior to commencement of the work being performed.
4. Evidence for all expenditures are to be by Purchase Order signed by the above.
5. Previously approved (budgeted) expenditures are to be evidenced by a copy of the Council Resolution and signed by the Project Manager, Project Accountant and Chief Administrative Officer and submitted for final approval to the Mayor and Treasurer.
6. Chief Administrative Officer has authority to approve minor expenditures up to a limit of \$1,000.00. Such expenditures will be evidenced by a Purchase Order signed by the Project Manager, Project Accountant and Chief Administrative Officer.
7. Expenditures over \$1,000.00 have to be approved by Council prior to commitment being made (except for emergency expenditures). Interim approval can be obtained by obtaining approval of a quorum of the Council members through a phone poll, with such approval ratified at the next available Council meeting. Such approval is evidenced by the signature of the Mayor. A Purchase

Order signed by the Project Manager, Project Accountant, Chief Administrative Officer and Mayor is required to commence work.

8. Council is to be informed at the next available Committee meeting of all expenditures authorized, or payments made, and the nature of the authorization or payment. Ratification to occur at the next Council meeting.

**Payment Approval Procedure for all Expenditures:**

1. The Construction Committee is responsible for oversight of the project and delegates responsibility for day to day oversight of the project to the Project Manager.
2. The Project Manager will review all invoicing and sign to evidence approval that the work completed was as approved as directed by the Policy, work was completed as billed, supporting documentation is available to support costs within the scope and terms of the Contract or approval as evidenced by Purchase Order.
3. The Project Accountant is responsible for reviewing all invoices submitted for payment to ensure that the External Project Manager has provided their assurance as to work completed and invoiced and will review to ensure that the invoice meets audit and compliance criteria as required by our auditors and funding partners for payment of claims submitted. The Project Accountant will determine and expedite filing of claims to various funding partners as required to maximize receipt of cash flows.
4. The Chief Administrative Officer will review the work completed by the External Project Manager and Project Accountant and provide final approval for payment. The Chief Administrative Officer will ensure that the expenditure meets the conditions of the expenditure policy and prior Council approval had been obtained prior to the expenditure unless otherwise directed by this policy. The Chief Administrative Officer will ensure that all timing or procedural matters are brought forward for consideration by the Construction Committee.

Approved:

  
Town Clerk