	<b>COUNCIL POLICY</b>	
	<b>EXPENDITURES NOT INCLUDED IN A BUDGET</b>	
	Policy Type: <b>GENERAL ADMINISTRATIVE</b>	<b>GA 75-23</b>
	Date: <b>MAY 10, 2023</b>	

**PURPOSE:**

The purpose of this policy is to define an emergency and establish procedures to authorize and verify expenditures that are not included in a budget.

**POLICY STATEMENT:**

The Municipal Government Act states that a municipality must establish procedures to authorize and verify expenditures that are not included in a budget. If, in the opinion of Council, an expenditure is required to develop and maintain a safe and viable community, such an expenditure must be dealt with in accordance with the procedures set out in this policy.

**DEFINITIONS:**


**“Emergency”** means an emergency or disaster as declared by the Municipal Emergency Advisory Committee or by Council and includes expenditures not in response to an emergency situation required for the delivery of essential services to residents including, water, sanitary sewer, storm sewer, street, snow removal, fire protection, and the facilities, equipment and vehicles required to deliver said essential services.

**GUIDING PRINCIPLES:**

Procedure to authorize and verify expenditures that are not included in a budget shall be as follows:

1. Expenditures for an emergency or disaster as declared by the Municipal Emergency Advisory Committee are to be verified and approved by Council after the emergency or disaster. A member of staff will be appointed as Purchasing Officer the onset of the declared emergency and will follow procedures as outlined in the Municipal Emergency Plan.
2. Requirement for an expenditure that is not in a budget is reported to Council of a Committee of Council if not an emergency. Management will have a report of the situation, including estimated costs.
3. If the expenditure is not deemed an emergency, Management may be directed to follow the policy on tendering.
4. Budget is to be reviewed to reallocate funding, if required.
5. Approval of the expenditure will take place at a duly constituted Council meeting.

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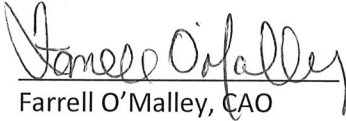
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6. Borrowing, if required, shall be in accordance with the requirements of the Municipal Government Act.

**SUPERCEDES:**

**Policy GA 13-01**

  
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 Dan Deck, Mayor

  
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 Farrell O'Malley, CAO

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### DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	NEXT REVIEW DATE
New Policy	May 10, 2023 #23.116	Council	2028