**Title** **UNBUDGETED EXPENDITURES** **POLICY NO. 1**

**Legislation Reference** **Municipal Government Act, Section 248(2)**

**Purpose**

To establish procedures to authorize expenditures not included in a budget.

**Policy Statement and Guidelines**

In this Policy:

(a) "**Unbudgeted Expenditure**" means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.

(b) "**Emergency**" means an occurrence or situation which could jeopardize the safety, health or welfare of people or the protection of property in the municipality.

If a proposed unbudgeted expenditure is **not of an emergency nature** and

(a) the expenditure will not exceed the budget for the program or function, the Municipal Administrator may approve the expenditure.

(b) the expenditure will exceed the budget for the program or function, Council must approve the expenditure.

If the proposed unbudgeted expenditure is **for an emergency** as determined by the Mayor or the Municipal Administrator

(a) the Mayor or

(b) the Municipal Administrator, a Designated Officer or employee delegated by him

may approve the expenditure.

Date November 17/97 Resolution Number 129/97

MAYOR

Myra Schapansky
MUNICIPAL ADMINISTRATOR