



# THE TOWN OF MORINVILLE

Council Policy

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Title: Expenditures Not Included in a Budget

Policy Number: CF249/2010

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Approval Date: December 14<sup>th</sup>, 2010

Motion Number: 249/2010

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Supersedes Policy Number: 164/97

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## SECTION A

### 1.0 Policy Purpose

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

### 2.0 Definitions


- 2.1 **"COUNCIL"** means the duly elected officers of the Town of Morinville and the Mayor.
- 2.2 **"DISASTER"** means a an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- 2.3 **"EMERGENCY"** means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- 2.4 **"MORINVILLE"** means the Town of Morinville in the Province of Alberta.

### 3.0 Policy Statements

- 3.1 Section 248 of the Municipal Government Act (MGA), states that a municipality may only make an expenditure that is in a budget, for an emergency or legally required to be paid. Each Council must establish procedures to authorize and verify expenditures that are not included in a budget.

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Mayor Initials

  
CAO Initials

An emergency is defined as follows:

- 3.1.1 An emergency or disaster as declared by the Emergency Management Bylaw 7/2010.
  - 3.1.2 Any situation declared by Council as an emergency.
  - 3.1.3 An expenditure that is not in response to an emergency situation, required for delivery of essential services to residents including but not limited to water, sanitary sewer, storm sewer and street improvements.
  - 3.1.4 An expenditure that is not in response to an emergency situation, required due to failure of vehicles, equipment or facilities required to provide for delivery of essential services to residents including but not limited to water, sanitary sewer, storm sewer, streets, garbage, snow removal, fire protection, ambulance.
- 3.2 Administration of the Town of Morinville adheres to the Council policies for purchasing procedures, signing authority and fiscal principles, practices and policies. Procedure to authorize and verify expenditures that are not included in a budget shall be as follows:
- 3.2.1 Expenditure for an emergency or disaster as declared by the Disaster Services Committee are to be verified and approved by Council after the emergency or disaster. A member of staff will be appointed as Purchasing Officer at the onset of the declared emergency and will follow procedures as outlined in the Municipal Emergency Plan.
  - 3.2.2 Requirement for an expenditure that is not in a budget is reported to council or a committee of Council if not an emergency. Administration will prepare a report of the situation, including estimated costs.
  - 3.2.3 If the expenditure is not deemed an emergency, Administration may be directed to follow policy on tendering.
  - 3.2.4 Budget is to be reviewed to reallocate funding as required.
  - 3.2.5 Approval of the unplanned expenditure and/or expenditures exceeding 10% of the approved budget requires the approval of council at a duly constituted Council Meeting as noted within council Policy 8/2008 – Fiscal Principles, Practices and Policies.

3.2.6 A department may cover unplanned expenditures if they have resources in their budget without Council approval.

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

In the opinion of Council, an expenditure required to develop and maintain a safe and viable community is a required expenditure. Such an expenditure must be dealt with in accordance with procedures set out in this policy.

## SECTION B

### 1.0 Reference to other Policy and Legislation

Municipal Government Act

Emergency Management Bylaw 7/2010

Fiscal Principles, Practices and Policies 8/2008

### 2.0 Persons Affected

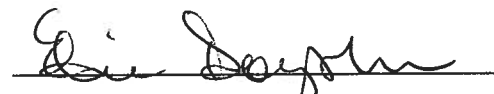
### 3.0 Review/Revision History and Author

Expenditures Not Included in a Budget Policy 164/97

Expenditures Not Included in a Budget Policy 156/95

Expenditures Not Included in a Budget Policy 361/94

## TOWN OF MORINVILLE



Edie Doepker, Chief Administrative Officer



R. Lloyd Bertschi, Mayor