

**COUNCIL POLICY:  
EMERGENCY EXPENDITURE POLICY**

Council Approval Date: March 16, 2011

Department: Finance

Amended:

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**1. PURPOSE**

To authorize the Chief Administrative Officer to make expenditures for goods and services up to \$1,000,000 for emergencies not contemplated for in the Financial Plan.

**2. SCOPE**

This policy applies to the Chief Administrative Officer.

**3. POLICY**

- 3.1. As authorized under Section 173 (3) of the Community Charter, the Chief Administrative Officer is authorized to make expenditures for goods and services up to \$1,000,000 for an emergency that was not contemplated for that year in the Financial Plan, so long as the expenditures are not expressly prohibited under the Community Charter or another Act.
- 3.2. The authority to make an emergency expenditure does not include the authority to borrow for the purpose of making expenditure.
- 3.3. All requests for emergency expenditures must be submitted to the Chief Administrative Officer for authorization before any expenditure is made.
- 3.4. As soon as possible after the emergency, the Chief Administrative Officer must prepare a report itemizing all expenditures relating to the emergency and their funding sources, and place the report on the next Regular Council meeting agenda with a recommendation that Council direct staff to draft a bylaw to amend the Financial Plan Bylaw accordingly.