

CITY OF CHESTERMERE
POLICY HANDBOOK

EFFECTIVE DATE: March 2, 2021		SECTION: 400 POLICY: 451
APPROVED BY: Council	APPROVED DATE:	TITLE OF POLICY: Authorization and Verification of Unbudgeted Expenditures
POLICIES AMENDED / RESCINDED: N/A		POLICY TYPE: Council

PURPOSE

This policy establishes a framework for the authorization and verification of Unbudgeted Expenditures, as required under section 248(2) of the Municipal Government Act This policy will ensure that all spending aligns with Council's strategic vision.

DEFINITIONS

"City" means City of Chestermere.

"Unbudgeted Expenditure" means an expenditure which has not been included in an operating budget or a capital budget, including but not restricted to expenditures for an emergent purpose or are legally required to be paid.

"Urgent" means where there is an occurrence or situation that requires immediate action or a pressing situation and may relate to an event that may occur in the near future.

POLICY

This policy applies to an Unbudgeted Expenditure that has an element of urgency. Further, this policy applies to an expenditure not included in budgets or plans regarding operating, interim operating or capital, including but not limited to the following examples:

1. transfers between capital projects;
2. transfers between operating and capital budgets;
3. advancing the start of a capital project; and
4. changes in funding sources.

This policy does not apply to expenditures:

1. which have been included in an operating budget or a capital budget;
2. which have otherwise been approved by Council resolution; or
3. where such amount is legally required to be paid.

This policy does not apply to any items that would require an increase to property tax rates.

Refer to the Chestermere Emergency Management Bylaw 033-20 and the Government of Alberta's Emergency Management Act regarding Unbudgeted Expenditures in emergency situations.

RESPONSIBILITIES

Chief Administrative Officer (CAO)

1. Where Council has not authorized an Unbudgeted Expenditure, the CAO is authorized to make an Unbudgeted Expenditure following consultation with and the prior written approval of the Mayor and Deputy Mayor for the Unbudgeted Expenditure.
2. The Unbudgeted Expenditure and all associated activities shall be reported to Council at the earliest possible Council Meeting for Council Resolution. The report shall identify the Unbudgeted Expenditure, the purpose of the Unbudgeted Expenditure, and the funding source for the Unbudgeted Expenditure, and provide an explanation of the urgency of the Unbudgeted Expenditure.

REFERENCES

1. *Municipal Government Act, RSA 200, Chapter M-26, Section 248 - Expenditure of Money*
2. Designated Officer Bylaw 025-20
3. Chestermere Emergency Management Bylaw 033-20
4. Policy 446 – Multi-Year Budgeting Policy
5. Policy 447 – Restricted Surplus Account Policy
6. Policy 840 – Procurement Policy

Adopted by Council: March 2, 2021

Resolution Number


MAYOR


CAO