



Rural Municipality of Daly POLICY AND PROCEDURE MANUAL		POLICY NO: 16
REFERENCE Council, Employees	ADOPTED BY: Resolution #13-137 Date: September 10, 2013	
TITLE: : Delegation of Spending Authority		Reeve:  CAO: 

Delegation of Spending Authority:

The Council of the Rural Municipality of Daly hereby delegates spending authority to the following positions and council committees with limits as noted:

- a) The Reeve may authorize an expenditure of up to \$2,500.00 per item to a maximum of total expenditure of \$25,000.00 per fiscal year.
- b) A Council committee, charged with overseeing a specific department or operation, may authorize an expenditure of \$1,000.00 per item to a total maximum expenditure of \$15,000.00 per fiscal year.
- c) Chief Administrative Officer may authorize an expenditure of up to \$3,000.00 per item and up to a total expenditure of \$35,000.00 per fiscal year.
- d) The Supervisor of Public Works may authorize an expenditure for repair and maintenance of existing equipment or infrastructure of up to a maximum single invoice amount of \$1,000.00 and up to a total expenditure of \$15,000.00 for the fiscal year.

Budget Limits and Use of Purchase Orders:

- a) All expenditures shall be within the specific or general provisions of the financial plan (budget) adopted by council for the fiscal year and within the provisions of the by-laws of the municipality, the Municipal Act and other Acts which extend or grant powers to the municipality. Authority to exceed the spending authority limit, a budget line and/or total departmental budget, shall be obtained from council before such expenditure is incurred.
- b) Except as noted in Section 5, purchases of goods and services shall be made through the use of the Rural Municipality of Daly Purchase Order and within financial policies and procedures approved by council.

Exemptions From Limits:

- 5) The following expenditures are exempted from the limits noted above and may be paid as deemed necessary and will be entered in the accounts payable listing for councils post payment audit:
- a) Salaries and wages as set out by resolution passed by council;
 - b) Expenditures for delegations and conventions approved by resolution of council;
 - c) Expenditures required to meet the recurring periodic obligations of the municipality, including but not limited to hydro, telephone, gas, water bills, internet costs and fax costs;
 - d) Contract payments as contained in agreements signed by the municipality;
 - e) Debenture payments;
 - f) Education levy payments;
 - g) Federal and Provincial government levies, including bills from the Receiver General of Canada or designate, Finance Minister of Manitoba or designate, Pay Roll Tax, Municipal Employees Benefits Plan, Workers Compensation Board payments and audit fees;
 - h) All payments previously approved by a resolution of council;
 - i) Indemnities of the members of council;
 - j) Expenditures of less than \$50.00 in value;
 - k) Safety and insurance of vehicles as required under Manitoba Public Insurance to a maximum of \$4,000.00;
 - l) Fuel, oil and tires for vehicles and equipment as well as blades for graders, acetylene and oxygen refills;
 - m) Grants as approved by a resolution of council;
 - n) Refunds for overpayment of taxes, water bills or other overpayment to the municipality;
 - o) Expenditures incurred as a result of a disaster or emergency, declared by Council or Reeve as such under The Emergency Measures Act;
 - p) Expenses ordered by a court or the Municipal Board.