

VILLAGE OF MIDWAY

POLICY AND PROCEDURES MANUAL

RISK MANAGEMENT POLICY – MUNICIPAL EXPENDITURES (STAFF)

POLICY NO 155

- Policy Statement** - It is the policy of Council to recognize various municipal expenditures are required as a result of staff inspections as laid down in the Municipalities Risk Management Plan.
- Policy Breakdown** - Because of the lengthy time frame involved in obtaining Councils authorization for various expenditures and given that the Municipality has no written policy regarding procedures to be followed in the Bid Process for Municipal expenditures.
- Policy Goal** - It is the Goal of this Policy to provide the Municipality with proper procedures to be followed in municipal expenditures over \$1,000. (This policy does not refer to everyday operating expenditures such as heat, light, salaries, etc).
- Policy Objective** - It is the objective of this policy to provide staff with the necessary authorization to proceed with expenditures of an extraordinary nature. For expenditures over \$1,000.00 a minimum of two bids must be obtained, providing the bid selected is under \$3,000.00 staff have the authorization to proceed, if the expenditures are greater than \$3,000.00 Council approval must be obtained.

**Policy No. 155 Approved by Resolution
of Council, Nov 30, 2002, 2000.**