POLICY

C-5	**SPENDING AND PAYMENT AUTHORITY**

ORIGINAL ISSUE:	June 15, 1992	REVISION:	July 2026
COUNCIL APPROVAL:	October 26, 2026	Signature:	

SPENDING AUTHORITY

1. Purchase orders shall be obtained through the Purchasing Agent to record and track all purchases.

2. A purchase order shall be issued prior to the purchase of any goods or services and shall include the estimated cost.

3. Unless otherwise provided for in this policy, the following positions are authorized to issue purchase orders for budgeted goods or services, including all applicable taxes and transportation, up to the following limits:

Position	Maximum Spending Authority
CHIEF ADMINISTRATIVE OFFICER	Up to $25,000
DEPARTMENT HEADS	Up to $5,000
OTHER CLASSIFICATIONS	Up to $1,000

For the purposes of this policy, "Other Classifications" include:

- Superintendent of Public Works;
- Superintendent of Water and Wastewater;
- Events and Programs Manager;
- Facilities Manager;
- Deputy Fire Chief;
- Emergency Measures Coordinator; and
- Purchasing Agent.

4. Notwithstanding Section 3, the Mayor may authorize expenditures within the approved Council budget for ceremonial, hospitality,

protocol, and civic recognition purposes, up to a maximum of $1,500 per occurrence. Such expenditures shall comply with this policy and be reported to Council in the monthly payment listing.

5. In the absence of the Chief Administrative Officer, the Clerk is authorized to exercise the spending authority of the Chief Administrative Officer.

6. The purchase of goods or services not included in the approved budget, or any expenditures to be funded through borrowing, requires prior Council approval, regardless of the applicable spending authority.

7. Notwithstanding sections 9 and 10 where the cost of any work or expenditure is expected to exceed the approved budget allocation, the anticipated over-expenditure shall be reported to Council for direction before the additional expenditure is incurred, unless otherwise authorized under this policy.

8. The following expenditures require prior Council approval, regardless of dollar value:

   a. Promotional advertisements;

   b. Grants, contributions, or scholarships;

   c. Purchase or sale of real property;

   d. Changes to employee benefits; and

   e. Vehicle or large equipment rentals, except in the case of an emergency or approved change order as provided elsewhere in this policy;

9. In the event of an emergency, including but not limited to fire, flood, watermain breaks, equipment failures, or other unforeseen circumstances, the Chief Administrative Officer is authorized to approve purchases necessary to maintain essential municipal services. All such expenditures shall be reported to Council at its next regular meeting.

10. The Chief Administrative Officer is authorized to approve change orders for capital projects where necessary to achieve the intended project outcomes. All such expenditures shall be reported to Council at its next regular meeting.

11. Payments for utilities and fuel are exempt from the requirements of this policy to facilitate timely payment and avoid late payment charges. All such expenditures shall be reported to Council at its next regular meeting.

12. Purchases shall not be divided into multiple transactions or purchase orders for the purpose of circumventing the spending limits or approval requirements established by this policy.

PAYMENT AUTHORITY

13. Upon receipt of goods, the employee receiving the goods shall verify that the items received correspond with the purchase order and the supplier's packing slip.

14. The Treasurer, or their designate, shall:

    a. verify the supplier's invoice for accuracy, including pricing, calculations, and applicable charges;

    b. ensure that each account is properly classified and coded to the appropriate budget account prior to payment.

15. The Treasurer shall ensure all accounts are paid in accordance with this policy.

16. The Treasurer is authorized to process payment of the following without prior Council approval, provided sufficient budget authority exists:

    a. payroll and associated employee benefit costs, including volunteer firefighter payments, honoraria, and Council remuneration;

    b. utility invoices, fuel purchases, credit card statements, provincial and federal remittances, taxes, insurance premiums, membership fees, freight charges, and similar recurring operating expenses;

    c. refunds for services, programs, security deposits, and other payments authorized by Council policy or the applicable collective agreement; and

    d. principal and interest payments owing to the New Brunswick Municipal Finance Corporation, including the issuance of post-dated cheques where required.

17. A listing of all payments made by the municipality each month, including payments made under this policy, and any emergency expenditures authorized under this policy, shall be reported to Council at its next regular meeting.