



Information Memo

To: Mayor Chopp and Members of Council

Cc: Al Meneses, Chief Administrative Officer
Shelley Darlington, General Manager, Corporate Services
Kathy Laplante, Treasurer, Director Financial Management & Planning

From: Amy Fanning, Deputy Treasurer, Manager Financial Operations & Systems

Date: December 14, 2021

Re: **Spending Authority By-Law 2020-73**

On August 18, 2020 Council-In-Committee considered and approved Report CS 20-11 which made amendments to Norfolk County's delegated financial spending authority policy CS-01 and instituted By-Law 2020-58. Report CS 20-11 explained that the Senior Leadership Team had reviewed the existing spending authority documents at the time and felt that limiting the spending authority to those with budgetary control and responsibilities would improve efficiency, budgetary planning and control. This report also grouped spending authority into three levels as follows:

- Level 1 – Chief Administrative Officer/Treasurer
- Level 2 – Senior Leadership Team including General Managers, County Solicitor, Director Human Resources and County Clerk
- Level 3 – Department Leadership Team, Managers, Directors, Chiefs, Administrators

Based on recent changes in the composition of the Senior Leadership Team it is necessary to amend the policy wording slightly in order to ensure that spending authority is delegated as required. Based on these items staff are proposing minor adjustments to the levels noted and further that the appendix A to By-Law 2020-58 and the chart on pages 2-3 of policy CS-01 be amended as follows:

Level	Positions	Spending Authorization Limit
Level 1	Chief Administrative Officer/Treasurer	Limited to Council Approved Budget or Council Resolution – all budget areas as approved by Council
Level 2	Senior Leadership Team (SLT) including General Managers	\$5 Million – designated budget areas as approved by Council
Level 3	Department Leadership Team (DLT) including Managers, Directors, Chiefs, Administrators.	\$2 Million – designated budget areas as approved by Council

A revised by-law will be presented to Council on December 21, 2021.