

CITY OF SURREY

BY-LAW NO. 15742

As amended by By-laws No. 15953, 02/20/06

Purchase and Expenditure Authorization By-law

THIS IS A CONSOLIDATED BY-LAW PREPARED BY THE CITY OF SURREY FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BY-LAW PROVISIONS.

- (a) WHEREAS Council may by by-law delegate its powers, duties and functions, including those specifically established by an enactment, to an Officer or Authorized Designate of the City;
- (b) AND WHEREAS Council wishes to delegate to its Officers and Authorized Designates the authority to make Purchases and Expenditures within the prescribed amounts of this By-law and the Annual Budget.

Under its statutory powers, including Section 154(1)(b) of the *Community Charter*, S.B.C. 2003, c. 26, the Council of the City of Surrey enacts the following provisions:

CONTENTS

**Part 1
Introductory Provisions**

- 1. Title
- 2. Definitions
- 3. Interpretation
- 4. General
- 5. Application of By-law

**Part 2
Purchase and Expenditure Procedures**

- 6. Purchase and Expenditure Procedures
 - (a) Exemptions
 - (b) Request for Quotations
 - (c) Invitations to Tender
 - (d) Request for Proposals
 - (e) Professional and Consulting Services
 - (f) Purchase Orders

- (g) Blanket Purchase Orders
- (h) Petty Cash Funds

- 7. Employment Contracts
- 8. Emergency Purchases
- 9. Qualification of Suppliers
- 10. Reports to Council

Part 3 Contract Documents

- 11. Contract Documents

Part 4 Disposal of Obsolete, Damaged or Surplus Assets

- 12. Disposal of Obsolete, Damaged or Surplus Assets

Part 5 Payment of Accounts

- 13. Payment of Accounts

Part 6 Reporting Requirements and Additional Provisions

- 14. Reporting Requirements
- 15. Additional Provisions

Part 1 Introductory Provisions

1. TITLE

This By-law may be cited as the "Purchase and Expenditure Authorization By-law, 2005, No. 15742".

2. DEFINITIONS

In this By-law:

- (a) "Annual Aggregate Value" means the total amount to be spent annually by departments on particular types of Goods and Services;
- (b) "Annual Budget" means the amounts in the applicable five-year financial plan adopted by Council

for Purchases and Expenditures during the year for the purposes of the City;

- (c) "Assets" includes without limitation supplies, equipment, furniture, fixtures, machinery and vehicles, but shall not include Real Property;
- (d) "Authorized Designate " means an Employee or an Officer provided with the written authority to act on another person's behalf, notice of which shall be filed with the General Manager, Finance, Technology & HR;
- (e) "Blanket Order Release" means a form approved by the City Manager and the General Manager, Finance, Technology & HR by which the Purchase of Goods and Services is authorized under a Blanket Purchase Order;
- (f) "Blanket Purchase Order" means a Purchase Order, approved by the City Manager, a General Manager and the General Manager, Finance, Technology & HR, which establishes prices or a method for determining prices, terms and conditions, and the period of time during which a supplier agrees to provide specific Goods and Services to the City upon the City's demand;
- (g) "Capital Works" includes construction of roads, sewers, water mains, and general infrastructure, and includes the construction or improvement of buildings, structures or facilities;
- (h) "City" means the City of Surrey;
- (i) "City Manager " means the Officer position of the city manager;
- (j) "City Solicitor" means the Officer position of the city solicitor;
- (k) "Clerk" means the Officer position of the city clerk;
- (l) "Council" means the elected Council of the City;
- (m) "Emergency" means a situation where the immediate acquisition of Goods or Services is essential to provide community service; prevent serious delays, injury, or further damage; or restore or maintain minimum service;
- (n) "Employee" means an exempt or union employee of the City other than an Officer;
- (o) "Employment Contract" means an agreement between an Employee and the City establishing the terms and conditions of employment of an Employee other than an Officer;
- (p) "Expenditure" means all amounts authorized to be paid in this By-law and the Annual Budget and includes the Purchase of Goods and Services within the monetary limits prescribed by this By-law;
- (q) "General Manager" means the Officer who is the head of any City department and whose department requires the Goods and Services and whose Annual Budget includes the funds from which Expenditures will be met;
- (r) "General Manager, Finance, Technology & HR" means the Officer position of the City financial administration officer;
- (s) "Goods and Services" includes supplies, equipment, furniture, fixtures, machinery, vehicles, insurance, employee benefits, construction, labour and materials, legal or damage claims, maintenance, Employment Contracts, service contracts and Professional and Consulting Services, but does not include Real Property;

- (t) "Officer" means the persons defined as officers in Surrey Establishment of Officer Positions and Officer and Employee Indemnification By-law, 2001, No. 14381;
- (u) "Professional and Consulting Services" includes the services of architects, engineers, designers, surveyors, management and financial consultants, brokers, lawyers, accountants, auditors, and any other professional and consulting services required by the City;
- (v) "Proposal" means a written offer from a supplier in response to a written request for proposals to provide Goods and Services on certain terms and conditions which may be the subject of further negotiations until an agreement is concluded;
- (w) "Purchase" means the acquisition of Goods and Services or any interest therein by purchase, contract, lease, rental or otherwise;
- (x) "Purchasing Manager" means the person designated to this position by the General Manager, Finance, Technology & HR;
- (y) "Purchase Order" means a written offer to purchase Goods and Services or a written acceptance of an offer, made on the City's numbered form approved by the City Manager and the General Manager, Finance, Technology & HR, to acquire Goods and Services;
- (z) "Purchase Requisition" means a request in writing on a form approved by the City Manager and the General Manager, Finance, Technology & HR for the purchase of Goods and Services;
- (aa) "Qualified Supplier" means a supplier of Goods and Services who has been pre-qualified in accordance with Section 9 of this By-law;
- (bb) "Quotation" means a verbal or written offer from a supplier in response to a request for quotations for the supply of Goods or Services from sources of supply, not opened in public, which may be the subject of further negotiations until an agreement is concluded;
- (cc) "Real Property" includes lands, buildings, tenements and any interest, estate, right or easement in lands;
- (dd) "Tender" means a formal written offer in response to an invitation to Tender for the supply of Goods or Services; and
- (ee) "Total Cost" means the sum of all costs, including all contingencies and applicable taxes that are paid to a supplier for the Purchase of Goods and Services on an annual basis or in the case of a contract, lease or rental agreement, the sum of all contract, lease or rental payments for the full term including renewal options of the contract, lease or rental agreement.

3. INTERPRETATION

- (a) When the authority to Purchase Goods and Services has been delegated or assigned to a local board, either by Council or by statute, the procedures set out in this By-law shall not apply to such Purchase, provided that the financing has been approved by Council prior to the commitment of funds.
- (b) Where any person is authorized to take any action pursuant to this By-law, such action may be taken by that person's Authorized Designate except where specified otherwise in this By-law.

4. GENERAL

- (a) No Purchase or Expenditure or commitment shall be incurred or made on behalf of the City, and no

account shall be paid by the City for Goods and Services, except as provided in this By-law or otherwise approved by Council.

- (b) No contract shall be entered into and no Purchase or Expenditure shall be authorized or incurred unless Council has provided funds in the Annual Budget, as amended from time to time, and no Expenditure shall be authorized or incurred in excess of the funds provided.
- (c) No Purchase of Goods and Services shall be made by the City for the personal use of elected or appointed officials or Officers or Employees except as provided in a City agreement, a City policy or otherwise approved by City Council.
- (d) No Goods and Services shall be Purchased from an Officer or Employee of the City unless the extent of the interest of such Officer or Employee has been fully disclosed and the Purchase has been approved by the City Manager. Any such Purchase of Goods and Services from the City Manager must be approved by Council.
- (e) No Officer or Employee of the City shall be permitted to Purchase any goods to be disposed of by the City except by successfully bidding on the same at a public auction or where permitted by a City policy, but in no case if the duties of that Officer or Employee include making decisions regarding the disposal of such goods or activities relating to the conduct of the auction.
- (f) Where Goods and Services of the same class are required in connection with one project, all of those Goods and Services shall be included in determining the Total Cost for the purposes of this By-law and no requirement for Goods and Services shall be divided to avoid any provision of this By-law.

5. APPLICATION OF BY-LAW

- (a) This By-law shall apply to Expenditures and Purchases of all Goods and Services for the City.

Part 2 Purchase and Expenditure Procedures

6. PURCHASE AND EXPENDITURE PROCEDURES

(a) Exemptions

The Purchase and Expenditure procedures set out in this section shall not apply to the Purchase of those Goods and Services and Expenditures set out in Schedule "A", provided that the Total Cost of the Purchases or Expenditures do not exceed the amount approved in the Annual Budget.

(a.1) Legal Action Exemption

The City may, in its absolute discretion, reject a quotation, bid, tender or proposal submitted by a corporation or entity pursuant to sections 6(b)-6(f) or 9 of this By-law if the corporation or entity, or any officer or director of the corporation or entity, is or has, either directly or indirectly through another corporation or entity, been engaged in legal action against the City, its elected or appointed officers or employees in relation to:

- (i) any other contract for works or services; or
- (ii) any matter arising from the City's exercise of its powers, duties, or functions under the *Local Government Act, Community Charter* or another enactment,

within five years of the date of the request or invitation.

(a.2) In determining whether to reject a quotation, bid, tender or proposal under section 6(a.1), the City will consider whether:

- i. the legal action has the potential to affect the corporation or entity's ability to work with the City, its consultants or representatives;
- ii. the City's experience with the corporation or entity indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the corporation or entity; and,
- iii. the legal action has or may give the corporation or entity access to information related to a similar quotation, bid, tender or proposal which is not available to others.

(b) Request for Quotations

- (i) Where the City requires a request for Quotations for Goods and Services instead of invitations to Tender or a request for Proposals, the Purchase may be authorized in accordance with this Section 6(b).
- (ii) The City Manager or a General Manager shall prepare specifications and criteria.
- (iii) Where the Total Cost of the Purchase of Goods and Services does not exceed Five Thousand (\$5,000.00) Dollars, the City Manager or a General Manager may authorize the Purchase.
- (iv) Where the Total Cost of the Purchase of Goods and Services exceeds Five Thousand (\$5,000.00) Dollars, but does not exceed Twenty-Five Thousand (\$25,000.00), the City Manager or a General Manager may authorize the Purchase and select the best valued Quotation best meeting the requirements of the City.
- (v) Where the Total Cost of the Purchase of Goods and Services exceeds Twenty-Five Thousand (\$25,000.00) Dollars, but does not exceed Two Hundred Thousand (\$200,000.00) Dollars, the City Manager or a General Manager shall solicit a minimum of three Quotations and may authorize the Purchase and select the best valued Quotation best meeting the requirements of the City.

(c) Invitations to Tender

- (i) The City Manager or a General Manager shall prepare specifications and criteria.
- (ii) The City Manager or a General Manager may advertise invitations to Tender in one or more publications or on the City's web site, or may invite Qualified Suppliers to Tender.
- (iii) The Clerk shall receive the Tenders until the deadline specified in the invitation to Tender.
- (iv) A written record of all Tenders received shall be prepared by a General Manager, the Purchasing Manager or the Clerk.
- (v) Where the Total Cost of the Purchase of Goods and Services exceeds Twenty-Five Thousand (\$25,000.00) Dollars, but does not exceed Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the City Manager or a General Manager, in consultation with the General Manager, Finance, Technology & HR, shall evaluate all the Tenders submitted, select the best valued Tender best meeting the requirements of the City and award a contract.
- (vi) Where the Total Cost of the Purchase of Goods and Services exceeds Three Hundred and

Fifty Thousand (\$350,000.00) Dollars, the City Manager or a General Manager, in consultation with the General Manager, Finance, Technology & HR, shall evaluate all the Tenders submitted and prepare a report making recommendations to Council.

- (vii) Notwithstanding Section 6(c)(v) of this By-law, the City Manager shall be authorized to increase a contract in respect of Capital Works by way of a change order provided that:
 - a. the Total Cost of all change orders does not exceed Three Hundred and Fifty Thousand (\$350,000.00) Dollars;
 - b. the original contract award was made based on the best value to the City based on specified evaluation criteria; and
 - c. the Total Cost of the contract does not exceed the funding available in the Annual Budget.

(d) Request for Proposals

- (i) Where the City requires a request for Proposals, the Purchase may be authorized in accordance with this Section 6(d).
- (ii) The City Manager or a General Manager shall prepare specifications and criteria.
- (iii) Where the Total Cost of the Purchase of Goods and Services does not exceed Five Thousand (\$5,000.00) Dollars, the City Manager or a General Manager may authorize the Purchase.
- (iv) Where the Total Cost of the Purchase of Goods and Services exceeds Five Thousand (\$5,000.00) Dollars, but does not exceed Twenty-Five Thousand (\$25,000.00), the City Manager or a General Manager may authorize the Purchase and select the best valued Proposal best meeting the requirements of the City.
- (v) Where the Total Cost of the Purchase of Goods and Services exceeds Twenty-Five Thousand (\$25,000.00) Dollars, but does not exceed Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the City Manager or a General Manager, in consultation with the General Manager, Finance, Technology & HR, shall solicit a minimum of three Proposals and shall select the best valued Proposal best meeting the requirements of the City.
- (vi) Where the Total Cost of the Purchase of Goods and Services exceeds Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the Purchase shall be authorized as follows:
 - a. the City Manager or a General Manager and the General Manager, Finance Technology & HR shall prepare Proposal documents;
 - b. the Proposal documents shall be reviewed by the City Solicitor;
 - c. the General Manager, Finance, Technology & HR and the City Manager or a General Manager may request Proposals on the City's web site or in one or more publications, or may request Proposals from Qualified Suppliers;
 - d. the Clerk shall receive the Proposals until the deadline specified in the request for Proposals;
 - e. written record of all Proposals received shall be prepared by a General Manager, the Purchasing Manager or the Clerk; and

- f. a General Manager, in consultation with the City Manager, the General Manager, Finance, Technology & HR and the City Solicitor, shall evaluate all Proposals submitted and prepare a report summarizing the Proposals and making recommendations to Council.

(e) Professional and Consulting Services

- (i) Where the City requires Professional and Consulting Services, the Purchase of such services may be authorized in accordance with this Section 6(e).
- (ii) The City Manager or a General Manager shall prepare specifications and criteria.
- (iii) Where the Total Cost does not exceed Fifty Thousand (\$50,000.00) Dollars, the City Manager or a General Manager may authorize the Purchase to a Qualified Supplier.
- (iv) Where the Total Cost exceeds Fifty Thousand (\$50,000.00) Dollars, but does not exceed Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the City Manager or a General Manager shall solicit a minimum of three Proposals from suppliers or a Proposal from a Qualified Supplier and the best valued Proposal which best fulfils the City's requirements shall be selected.
- (v) Where the Total Cost exceeds Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the City Manager or a General Manager, in consultation with the General Manager, Finance, Technology & HR, shall solicit a minimum of three Proposals from suppliers or Proposals from Qualified Suppliers, and the City Manager or a General Manager, in consultation with the City Manager and the General Manager, Finance, Technology & HR, shall evaluate all Proposals submitted and prepare a report summarizing the Proposals and making recommendations to Council.
- (vi) Where the Total Cost exceeds Three Hundred and Fifty Thousand (\$350,000.00) Dollars and the General Manager, City Manager and General Manager, Finance, Technology & HR are unable to solicit three Proposals in accordance with Section 6(e)(v) of this By-law, the General Manager, the City Manager and the General Manager, Finance, Technology & HR shall so advise Council of the reasons therefor in the report to be submitted to Council in Section 6(e)(v) of this By-law.

(f) Purchase Orders

- (i) Where the Purchase of Goods and Services is not provided for by a Blanket Purchase Order, and the Total Cost does not exceed Five Thousand (\$5,000.00) Dollars, the City Manager or a General Manager may authorize the Purchase.
- (ii) Where the Purchase of Goods and Services is not provided for by a Blanket Purchase Order, and the Total Cost exceeds Five Thousand (\$5,000.00) Dollars, but does not exceed Twenty-Five Thousand (\$25,000.00) Dollars, the Purchase may be authorized by the issuance of a Purchase Order signed by the Purchasing Manager upon receipt of a Purchase Requisition from the City Manager or a General Manager, provided that Tenders, Proposals or Quotations are solicited from alternative sources or Qualified Suppliers and the best valued Tender, Proposal or Quotation best meeting the requirements of the City is selected.
- (iii) Where the Purchase of Goods and Services is not provided for by a Blanket Purchase Order, and the Total Cost exceeds Twenty-Five Thousand (\$25,000.00) Dollars, but does not exceed Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the Purchase may be

authorized by the issuance of a Purchase Order signed by the General Manager, Finance, Technology & HR, upon receipt of a Purchase Requisition from the City Manager or a General Manager, provided that Tenders, Proposals or Quotations are solicited from alternative sources or Qualified Suppliers and the best valued Tender, Proposal or Quotation best meeting the requirements of the City is selected.

(g) Blanket Purchase Orders

- (i) Where the Purchase of Goods and Services is provided for by a Blanket Purchase Order, the City Manager or a General Manager may authorize the Purchase by the issuance of a Blanket Order Release, up to the maximum amount set out in the Blanket Purchase Order.
- (ii) The General Manager, Finance, Technology & HR may determine, from time to time, that the Annual Aggregate Value of specified Goods and Services requires a Blanket Purchase Order and, in such cases, the procedure in Section 6(g)(i) shall apply.

(h) Petty Cash Funds

- (i) Notwithstanding anything in this By-law, petty cash funds may be established for departments in amounts approved by the General Manager, Finance, Technology & HR and not exceeding Five Thousand (\$5,000.00) Dollars in the case of any one department. The City Manager or a General Manager may authorize expenditures from such funds not exceeding Two Hundred (\$200.00) Dollars with respect to any one Purchase.
- (ii) Petty cash funds shall be reimbursed only upon delivery of receipts or other evidence satisfactory to the City Manager or a General Manager of the Expenditure of monies from the person receiving the money.

7. EMPLOYMENT CONTRACTS

- (a) The City Manager or a General Manager is given the authority of hiring, suspending or terminating Employees, other than Officers.
- (b) The City Manager or a General Manager is authorized to enter into Employment Contracts with Employees, other than Officers.
- (c) In this Section 7, the authority of the City Manager or a General Manager to suspend or terminate Employees shall not be exercised by an Authorized Designate and must include consultation with the City Manager and the General Manager, Finance, Technology & HR.

8. EMERGENCY PURCHASES

- (a) In cases of Emergency, the Purchase or Expenditure of Goods and Services may be authorized in accordance with this section.
- (b) Where the Total Cost of the Purchase or Expenditure does not exceed Twenty-Five Thousand (\$25,000.00) Dollars, the City Manager or a General Manager may authorize the Purchase or Expenditure.
- (c) Where the Total Cost of the Purchase or Expenditure exceeds Twenty-Five Thousand (\$25,000.00) Dollars, but does not exceed Three Hundred and Fifty Thousand (\$350,000.00) Dollars, the City Manager may authorize the Purchase or Expenditure, and a report shall be submitted by the City Manager quarterly to Council setting out the details of any Purchases or Expenditures made pursuant to this authority and the circumstances to justify the action taken.

9. QUALIFICATION OF SUPPLIERS

- (a) The City Manager, a General Manager or the General Manager, Finance, Technology & HR may compile a list of Qualified Suppliers whenever it is desirable to pre-qualify suppliers according to established criteria prior to selecting a supplier.
- (b) In order to compile a list of Qualified Suppliers, the City Manager, a General Manager or the General Manager, Finance, Technology & HR may, from time to time, invite suppliers to apply for inclusion in such list.

10. REPORTS TO COUNCIL

- (a) Notwithstanding anything in this By-law, a report shall be submitted to Council by the City Manager or a General Manager prior to authorizing a Purchase or Expenditure in each of the following circumstances:
 - (i) the Total Cost of the Goods and Services or Expenditure is Three Hundred and Fifty Thousand (\$350,000.00) Dollars or more; or
 - (ii) the term of the proposed contract is for a period longer than five (5) years with an Annual Aggregate Value over \$350,000, or where the renewal of the contract would result in an aggregate term of longer than five (5) years or requires the initiation of an alternate approval process, counter petition process, or requires electoral consent or a partnering agreement; or
 - (iii) where the Purchase of any Goods and Services or Expenditure is not authorized by this By-law.

Part 3 Contract Documents

11. CONTRACT DOCUMENTS

- (a) Where the authorization for the Purchase or Expenditure has been given by the City Manager, the General Manager, Finance, Technology & HR or a General Manager pursuant to this By-law, the City Manager or the General Manager may make and execute the contract on behalf of the City.
- (b) Where the authorization for the Purchase or Expenditure has been given by Council and the City Solicitor has approved the form and content of the contract, the Mayor and the Clerk shall execute the contract approved by the City Solicitor on behalf of the City.

Part 4 Disposal of Obsolete, Damaged or Surplus Assets

12. DISPOSAL OF OBSOLETE, DAMAGED OR SURPLUS ASSETS

- (a) Each General Manager shall submit to the General Manager, Finance, Technology & HR from time to time a list of Assets which are obsolete, damaged or surplus to the department's needs.
- (b) All obsolete, damaged or surplus Assets shall first be offered to other departments within the City, at their net value as determined by the General Manager, Finance, Technology & HR and the General Manager.

- (c) Where obsolete, damaged or surplus Assets are offered to but not required by any City department they shall be disposed of by means of public auction or advertised for public tender and sold to the highest bidder.
- (d) If the General Manager, Finance, Technology & HR determines that a higher return net of disposal costs can be achieved by sale or trade-in of obsolete, damaged or surplus Assets, the General Manager, Finance, Technology & HR shall sell such Assets at the highest return.
- (e) Where Assets have been declared obsolete, damaged or surplus by the General Manager and offered to other departments within the City, and are determined by the General Manager, Finance, Technology & HR to have little or no value, the General Manager, Finance, Technology & HR may dispose of such Assets in the most appropriate manner.

Part 5 Payment of Accounts

13. PAYMENT OF ACCOUNTS

- (a) Except as otherwise provided, the General Manager, Finance, Technology & HR is authorized to pay all accounts for the Purchase of Goods and Services or Expenditures where the Purchase of such Goods and Services or Expenditure has been made in accordance with this By-law, or has been otherwise approved by Council.

Part 6 Reporting Requirements and Additional Provisions

14. REPORTING REQUIREMENTS

The General Manager, Finance, Technology & HR shall:

- (a) upon approval by Council of the Annual Budget, provide to Council a report as at March 31, June 30 and October 31 summarizing and comparing the year to date approved budget to actual year to date Expenditures under the jurisdiction of Council; and
- (b) annually provide consolidated financial statements summarizing total capital and operating Expenditures and funding sources.

15. ADDITIONAL PROVISIONS

- (a) Between the last regular meeting of Council in any year and the provision of interim appropriations in the next year the General Manager, Finance, Technology & HR is authorized to pay the accounts necessary to maintain ongoing operations of the City.
- (b) The General Manager, Finance, Technology & HR may prepare forms of the certificates and approvals and develop appropriate administrative policies and procedures necessary to enact the provisions contained herein and the same shall be adhered to by all members of Council, the City Manager, General Managers and other Officers and Employees of the City.

PASSED THREE READINGS on the 18th day of May, 2005.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal

on the 30th day of May, 2005.

_____ MAYOR

_____ CLERK

h:\by-laws\reg bylaws\15742.reg.doc
LN 2/27/06 3:52 PM

SCHEDULE "A"

RECURRING NON-COMPETITIVE EXPENDITURES

ITEM

1. Refundable Employee Expenses
 - (a) Advances
 - (b) Meal Allowances
 - (c) Miscellaneous – Non Travel
 - (d) Travel Expenses

2. Employer's General Expenses
 - (a) Wages, Salaries, Benefits and Payroll Deduction Remittances
 - (b) Training, Education, Conferences and Staff Development
 - (c) Memberships
 - (d) Medical and Group Benefits
 - (e) Licenses (vehicles etc.)
 - (f) Debenture Payments
 - (g) Insurance
 - (h) Grants to Agencies
 - (i) Economic Development and City Promotion
 - (j) Legal or Damage Claims
 - (k) Petty Cash Replenishment
 - (l) Tax Remittances
 - (m) Sinking Fund Payments
 - (n) Indefinite Software Maintenance Payments

3. Professional and Special Services
 - (a) Committee Fees
 - (b) Temporary Help
 - (c) Utility Relocations

4. Utilities

- (a) Postage
- (b) Water
- (c) Hydro
- (d) Gas
- (e) Telephones
- (f) Communications, Cable and Satellite Services

5. Library

- (a) Audio Books
- (b) Books
- (c) Magazines and Periodicals
- (d) Videos, CD's and DVD's

6. R.C.M.P.

- (a) R.C.M.P. contract costs