
Procedure Title: DEM Emergency Spending Limits

Policy: 2400-03

Adopted: January 16, 2024

Amended:



PURPOSE: The Village of Mannville is responsible for the direction and control of emergency response in the event of a disaster, pursuant to Section 11(a) of the *Emergency Management Act*. The Council of the Village of Mannville, acknowledging this responsibility, deems it advisable to establish authorized spending limits for the appointed Director of Emergency Management (DEM) in cases of disaster or emergency.

1.0 DEFINITIONS

- 1.1 **Budget** means the Village of Mannville's annual operating budget, as approved by Council.
- 1.2 **CAO** means the Chief Administrative Officer of the Village of Mannville or their designate.
- 1.3 **Council** means the duly elected Council of the Village of Mannville.
- 1.4 **Director of Emergency Management (DEM)** means the individual appointed to the position by a resolution of Council and includes the Deputy DEM in the DEM's absence.
- 1.5 **Disaster** means an event that results in serious harm to the safety, health or welfare of people, the environment, or in widespread damage to property.
- 1.6 **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property and the environment.

2.0 PROCEDURE

- 2.1 The Director of Emergency Management is authorized to spend up to a total of \$100,000 in response to an emergency or disaster without prior Council approval and without inclusion of those expenses in the annual operating budget.

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2.2 The DEM must seek approval from the Council before authorizing any expense that exceeds the \$100,000 total expense threshold.

2.3 The Director of Emergency Management shall make all reasonable efforts to update the CAO on the ongoing total of expenditures related to an emergency or disaster response, at intervals of one (1) hour during the response.

2.4 The Director of Emergency Management shall, whenever feasible, prioritize the use of municipal resources in response to an emergency or disaster if such resources are suitable for the circumstances.

2.5 In cases where an emergency or disaster necessitates resources that must be obtained from a third-party, the Director of Emergency Management will leverage resources available from the Village of Mannville's municipal regional emergency management partners.

2.6 Should an emergency or disaster demand resources surpassing local or regional availability, the Director of Emergency Management shall only authorize expenditures for resources that are absolutely necessary for the preservation of life, property, the environment, or the economy.

END OF PROCEDURE