



Schedule ""A""

List of Items for Which a Purchase Order is Not Required

Subject to this By-law, a Purchase Order is not required for the following items, unless requested by the requisitioner:

1.00 Training and Education

Items associated with the training and education of employees and members of Council, including:

- (a) conferences
- (b) courses
- (c) conventions
- (d) memberships
- (e) seminars
- (f) periodicals
- (g) magazines
- (h) staff training
- (i) staff development
- (j) staff workshops
- (k) subscriptions; and
- (l) textbooks

2.00 Refundable Expenses

Reimbursements of corporate expenses to employees or members of Council, including:

- (a) advances
- (b) meal allowances
- (c) travel expenses
- (d) entertainment
- (e) miscellaneous – non-travel; and
- (f) hotel accommodation

3.00 General Expenses

Costs made in the normal course of being an employer or operating a municipality, including:

- (a) payroll deduction remittances
- (b) medical and dental expenses
- (c) licences (vehicles, elevators, radios, etc.)
- (d) debenture payments
- (e) grants to agencies
- (f) petty cash replenishment
- (g) tax remittances
- (h) charges to or from other government bodies or Crown corporations
- (i) sinking fund payments
- (j) employee income
- (k) senior management vehicles and maintenance
- (l) bank charges and underwriting services where covered by agreements
- (m) postal and courier charges
- (n) insurance premiums; and
- (o) professional association memberships

4.00 Certain Professional and Special Services

The following payments:

- (a) committee fees and/or honoraria
- (b) witness fees
- (c) court reporters' fees
- (d) payments to Board Members of the Corporation's companies, associations or other business organizations
- (e) arbitrators; and
- (f) appraisers

5.00 Utilities

Payment for the supply of required utilities, including:

- (a) postage
- (b) water and sewage charges
- (c) hydro
- (d) gas
- (e) telephone service charges; and
- (f) television service charges