THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 21-2012

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Expense Reports)

WHEREAS Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 11 of the Municipal Act, 2001, c.25, as amended authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

AND WHEREAS Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by amending the policy regarding expense reports.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA ENACT AS FOLLOWS:

1. THAT Policy B.3.5 Expense Reports as amended and attached hereto, be added to the Municipal Policy Manual.

2. THAT all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.

3. THAT this by-law shall come into full force and effect upon the final passing thereof.
READ a FIRST and SECOND time this 21st day of February, 2012.

READ a THIRD time and FINALLY PASSED this 21st day of February, 2012.
EXPENSE REPORTS

PURPOSE:

To outline the procedure for filing expense reports.

POLICY:

1. Frequency of Filing Reports
   It shall be understood that expense reports will be filed after the expenses have been incurred.

2. Filing of Reports.
   2.1 Staff expense reports must be filed on a bi-weekly basis. These expense reports are to be approved by the applicable supervisor and forwarded to the Finance Department.

   2.2 The CAO’s expense report must be filed on a bi-weekly basis. The expense report is to be approved by the Mayor and forwarded to the Finance Department.

   2.3 Council expense reports are to be filed on a monthly basis. These expense reports are to be reviewed by the Mayor and CAO and forwarded to the Finance Department.

   2.4 The Mayor’s expense reports are to be filed on a monthly basis. These expense reports are to be reviewed by the CAO and forwarded to the Finance Department.

   2.5 Where the Mayor or a Council member does not have any expenses to file in any month, an expense report with a nil (0) expense request must be forwarded to the Finance Department.

   2.6 An attendance form will be circulated to the Mayor and Councillors at each Council meeting. All members of Council will record their attendance at Council as well as any attendance at Committee or other approved meetings. This record of attendance will be submitted to the Finance Department and will constitute notification of mileage to be paid to Council members. Expenses may be recorded for payment on the attendance form if they are known at the time. Where an expense is not recorded, a separate expense report must be filed as noted in Items 2.3, 2.4 and 2.5 above.
EXPENSE REPORTS

PURPOSE:

3. To assist Council and staff with respect to expense and mileage reports, please consider the following guidelines:

- Assemble your receipts every day and mark the necessary information on the back of each receipt;
- Keep a supply of expense report forms handy at all times;
- When spending Town of South Bruce Peninsula money, think about it as your own – use moderation;
- If you are unsure as to how or what to claim for expenses, speak to the Manager of Financial Services or to your supervisor.
- Where the per diem rate is claimed for a meeting, expense receipts are not required