THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 26-2013

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 (Vehicle and Travel Expenses Policy)

WHEREAS Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the powers of
a municipality shall be interpreted broadly so as to confer broad authority on the municipality to
enable the municipality to govern its affairs as it considers appropriate and to enhance the
municipality’s ability to respond to municipal issues;

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 online website policy and disclaimer;

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

1. THAT Policy B.3.2 Vehicle Expenses be amended and renamed ‘Vehicle and Travel
Expenses’ as attached hereto and shall form part of the Municipal Policy Manual.

2. THAT Policy B.3.3 Travel Expenses be removed from the Municipal Policy Manual.

3. THAT all by-laws and policies inconsistent with this by-law are hereby repealed and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 5th day of March, 2013.

READ a THIRD time and FINALLY PASSED this 5th day of March, 2013.
VEHICLE AND TRAVEL EXPENSES

PURPOSE:

To establish the rates at which employees, Council and members of Committees and Local Boards will be reimbursed for vehicle and travel expenses in carrying out the duties of the municipality.

POLICY:

1. MILEAGE

1.1 The Town of South Bruce Peninsula will upon submission of the properly completed expense form, reimburse you for business mileage as established by the County of Bruce mileage rate.

1.2 The applicable mileage paid is based on the shortest distance between your regular place of work and the business destination, unless the distance between your home and the business destination is shorter and you are traveling from home.

1.3 We will not reimburse you for travel to and from your regular place of work. Mileage incurred by the employee to attend municipal meetings (i.e. Council and local boards) outside of normal business hours is eligible for actual mileage traveled from their home location to the meeting location including meetings at your regular place of work.

1.4 Employees may be assigned to various work places within the municipality as directed by their Supervisor or Department Head. Employees will not be reimbursed for travel to their workplace, but will be reimbursed should the Supervisor or Department Head, direct they travel from the regular work place to undertake work at another location.

1.5 Members of Committees of Council, volunteers and Local Boards will not be paid mileage unless legislation specific to the Committee of Council, volunteer or Local Board permits mileage payments. Members of Committees of Council, volunteers and Local Boards will be paid for mileage to and from their place of residence to approved conferences and seminars. (The reference to volunteers does not include volunteer firefighters.)
### VEHICLE AND TRAVEL EXPENSES

2. PARKING

2.1 We will reimburse you for parking expenses related to business use (conferences, training, seminars, etc.), after you submit the appropriate receipt.

2.2 We will reimburse you on the honour system for coin operated parking meters engaged for business use (conferences, training, seminars, etc.).

2.3 We will not reimburse you for parking expenses at your regular place of work.

3. COUNCIL MILEAGE EXPENSES

Council members are entitled to reimbursement of travel expenses similarly to those of employees. Council reimbursement applies to mileage from Council member’s home to a Council, Council Committee or local board meeting or Council event location and return. Distance will be measured based upon the shortest normal traveled routes unless weather or safety condition dictate otherwise.

4. INSURANCE

4.1 If you will be using your personal vehicle for business purposes, you must so notify your insurer.

4.2 The Town carries legal liability protection against claims arising out of accidents involving vehicles not owned by the Town but being operated on behalf of the Town. This coverage is only in excess of the coverage on the automobile by the owner of the vehicle, and in no event less than the legal minimum limit ($200,000) and is subject to the policy limit of the Town’s non-owned automobile policy. This limit is $25,000,000 for any one claim.

4.3 The Town insurance coverage will only come into effect once the automobile owner’s policy limit has been exceeded.
VEHICLE AND TRAVEL EXPENSES

5. DRIVING RECORD

If you are required to drive as part of your job, the municipality may require you to provide us with a driver abstract to ensure that you have a clean driving record and you must notify the municipality if you lose, or may lose your driver’s license. Loss of required driver’s license may result in termination of employment.

6. USE OF MUNICIPAL VEHICLES

6.1 The Town of South Bruce Peninsula encourages the proper use of municipal vehicles for municipal purposes. Municipal vehicles shall not be used for personal use or gain. Such misuse may result in discipline or termination.

6.2 Employees using municipal vehicles will be required to provide a valid and current driver’s license to the Finance Department prior to the use of any municipal vehicle.

7. TRAVEL

7.1 In order to ensure that the Town of South Bruce Peninsula obtains the best possible travel rates, the appropriate department will coordinate all travel related arrangements including booking hotels, car rentals and internet expenses.

7.2 Wherever possible, Council and employees will be encouraged to travel together when more than one employee and/or member of Council is attending the same venue.

7.3 When overnight travel is required, the Town will grant the following:

7.3.1 A per diem rate which includes breakfast (up to $10.00), lunch (up to $15.00) and dinner (up to $40.00) while carrying on business outside of the municipality.

7.3.2 A $15.00 incidental charge while carrying on business outside of the municipality.

7.3.3 One personal phone call per day from your hotel; such call should be kept brief.
VEHICLE AND TRAVEL EXPENSES

7.4 The Town will not pay for mini-bar purchases, dry cleaning, in room movies, spa services or other room service charges.

7.5 Unless staff are directed by a supervisor or Council is directed through resolution or by-law, mileage remuneration will not be paid for attendance at events, meetings, seminars, sessions related to political, social or community events.