THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 41-2013

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 (Staff Reports-Format)

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 with respect to Staff Reports-Format.

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

1. THAT Policy D.11.1 Staff Reports - Format be amended as attached hereto and form part of 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 THAT all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.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 16th day of April, 2013.

[Signatures]
READ a THIRD time and FINALLY PASSED this 16th day of April, 2013.

[Signatures]
STAFF REPORTS-FORMAT

PURPOSE:

The purpose of this policy is to ensure a consistent approach to the reports and recommendations provided by Staff to the Council and its Committees.

POLICY:

This process shall encompass all departments and applies to all reports, memos and documents proceeding to Council for consideration.

1. When a staff member has information he/she wishes to be reviewed by Council, he/she will prepare same in written format, as provided by the Clerk.

2. The documents will include approval by the Department Head and comments by the Administrator. The recommendation shall be placed at the beginning of the report.

3. Once approved by the Department Head, the report will be presented to the Manager of Financial Services for confirmation of impact on the budget; afterwhich, the Manager will forward to the Administrator for comment prior to the report being presented to the Clerk for placement on the appropriate agenda.

4. The Clerk will place on the agenda and copy for Council’s information.

5. Once the document is reviewed by Council, the usual distribution will take place.

The components and order of presentation in the Staff Report are noted in the attached format.
REPORT RE:

REPORT NO:

SUBJECT:

RECOMMENDATION:
THAT

LINK TO STRATEGIC PLANNING:

BACKGROUND:

OPTIONS:

INTER-DEPARTMENTAL IMPACT:

BUDGET IMPLICATIONS: □ Confirmation of Manager of Financial Services

EXPECTED DATE OF COMPLETION:

Respectfully submitted,

Name of Staff preparing report , Position

Date: ____________________________ Date: ____________________________

ADMINISTRATOR’S COMMENTS

Concurrence: Yes: □ No □

Comments: □ (See attached)