The Corporation of the Town of South Bruce Peninsula

By-law Number 97-2013

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)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the powers of 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 Vehicle and Travel Expenses policy.

Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enact as follows:

1) That Policy B.3.2 Vehicle and Travel Expenses be amended as attached hereto and shall 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2) That all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.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 3rd day of September, 2013.

Mayor

Clerk
Read a third time and finally passed this 3rd day of September, 2013.

Mayor

Clerk
Vehicle and Travel Expenses

Purpose and Application:

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

Policy:

1.0 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 The Town 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. If attending a meeting and leaving from the workplace without the intent of returning to work, reimbursement will be provided for the additional mileage required to your place of residence and the meeting destination.

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.)
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2.0 Parking

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

2.2 Reimbursement will be based upon the honour system for coin-operated, parking meters engaged for business use (conferences, training, seminars, etc.).

2.3 Reimbursement will not be provided for parking expenses at your regular place of work.

3.0 Council Mileage Expenses

Council members are entitled to reimbursement of travel expenses similar 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.

4.0 Insurance

4.1 If you will be using your personal vehicle for business purposes, you must 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.
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5.0 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.

6.0 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.

7.0 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.
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7.3.2 Other required costs associated with the event or for carrying out business on behalf of the Town will be reimbursed upon submission of receipts.

7.3.3 One personal phone call per day from your hotel, and such call should be kept brief.

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 as directed through resolution or by-law; mileage remuneration will not be paid for attendance at events, meetings, seminars and/or sessions related to political, social or community events.

8.0 Interpretation

The interpretation of this policy shall be that of the Administrator or designate.