The Corporation of the Town of South Bruce Peninsula

By-Law Number 33-2014

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 (Reports-Format)

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 policy regarding 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 renamed Reports-Format and 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2) That all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.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 15th day of April, 2014.

Chris Thoma
Mayor

Clerk

Deputy Chair
Read a third time and finally passed this 15th day of April, 2014.

Chris Thomas
Deputy Chair
Mayor

Angela Caldwell
Clerk
Reports-Format

Purpose:
The purpose of this policy is to ensure a consistent approach to the reports being provided to Council.

Policy:
This process shall encompass all departments, members of Council, Committees and Local Boards and applies to all reports, memos and documents proceeding to Council for consideration.

1. When a staff member, Council member, Committee or Local Board has information which is to be reviewed by Council, a report will be prepared in written format.

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

3. Once approved by the Department Head (where applicable), the report will be presented to the Manager of Financial Services for confirmation of impact on the budget; after which, the Manager will forward to the Administrator for comment prior to the report being presented to the Clerk for placement on the appropriate agenda. Reports must be completed (comments in all sections and including attachments) by the person making the submission. Any report which is not completed will be given back to the author for completion. Incomplete reports will not be placed on the agenda.

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

The components and order of presentation in the report are noted in the attached format.
The Corporation of the Town of South Bruce Peninsula
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N0H 2T0
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Report Re:

Report No:

Subject:

Recommendation:

Link to Strategic Planning:

Background:

Options:

Inter-Departmental Impact:

Budget Implications: □ Confirmation of Manager of Financial Services

Expected Date of Completion:

Respectfully submitted,

Name and position of person preparing report

Department Head

Date: ____________________________  Date: ____________________________

Administrator's Comments

Concurrence: Yes: □ No □

Comments: □ (See attached)