

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH

BY-LAW # 40-2025

Being a By-law to establish a Financial Policy for The Corporation of the Township of McMurrich/Monteith

WHEREAS Section 8 of The Municipal Act, S.O. 2001, c. M. 25, states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 9 of The Municipal Act, 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as they consider appropriate and, b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 11 of The Municipal Act, 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

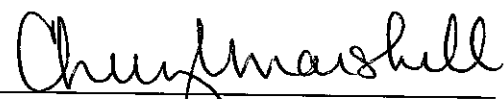
AND WHEREAS it is deemed expedient to establish financial policies for The Municipal Corporation of the Township of McMurrich/Monteith;

NOW THEREFORE the Council for The Municipal Corporation of the Township of McMurrich/Monteith hereby enacts as follows:

1. That this By-law shall be known and may be cited as the "Financial Policy By-law".
2. That Schedule "A" attached hereto form part of this by-law.
3. That this by-law shall come into effect upon its passing.

Read a first, second and third time, signed and the Seal of the Corporation affixed thereto and finally passed this 2<sup>nd</sup> day of September 2025.

  
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Mayor, Glynn Robinson

  
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Clerk/Treasurer, Cheryl Marshall

Schedule "A"

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH

BY-LAW # 40-2025

Financial Policy By-law

**1. Definitions and Interpretations**

- a) "Council" means the Municipal Council of The Municipal Corporation of the Township of McMurrich/Monteith.
- b) "Township" means The Municipal Corporation of the Township of McMurrich/Monteith.
- c) In this by-law, unless the context requires otherwise, words in the singular shall include the plural and words in the masculine gender, shall include the feminine.

**2. Payment of Accounts**

a) Approval of Invoices for Payment

- i. Each invoice shall be approved for payment by the appropriate Department Head and the Treasurer or designate. The Department Head and Treasurer shall indicate approval by initialing the invoice.
- ii. Approved invoices must be forwarded to the Treasury Department for processing.
- iii. Upon completion of the processing of the invoices, a list of accounts for approval shall be generated disclosing details of each invoice processed. The list of accounts for approval will be included in the agenda of the first council meeting of each month.
- iv. Unless an expenditure is not included in the current budget, payment of invoices shall be approved by the Treasurer or designate. If the expenditure is not included in the current budget, a Council resolution will be required for the payment of the invoice.

b) Payment of Invoices and Cheque Signing

- i. All payment of invoices shall be by cheque, electronic fund transfer, credit card or pre-authorized payment and on-line banking payment.
- ii. Cheques require two signatures and shall be signed by the Head of Council or the Deputy-Mayor or the Treasurer or the Deputy-Treasurer.

c) Petty Cash Fund

- i. A Petty Cash Fund shall be maintained to pay small accounts as deemed expedient.
- ii. This Fund shall be maintained by the Deputy-Treasurer.

**3. Reporting of Financial Results**

After the budget has been approved, the Treasurer shall present to Council and Department Heads, at minimum every three months, a financial statement indicating the amount of the approved budget, the amount expended to the end of the month and any comments necessary to explain differences in any given budgeted versus actual amounts.

#### **4. Budgeting**

- a) Early October - The Treasurer sends to all Department Heads, a memorandum asking for budgets to be submitted by November 30th. The memorandum stipulates the procedures to be followed and includes any special instructions from Council.
- b) October and November - Department Heads compile their proposed budgets for the following year, including all anticipated revenues and expenditures, except permanent full and part-time wages and benefits. Temporary and student wages should be included. Each department should provide such additional explanatory notes and information that may assist the Treasurer and Council in their review of the budgets.
- c) December and January - The Treasurer shall compile all information and budgets. The Treasurer and Clerk-Administrator shall review all budgets with Department Heads and prepare a complete draft budget for submission to Council. Council shall review all budgets and consult with Department Heads to evaluate the draft budget presented. All Council budget meetings shall be open to the public.
- d) February - March - After Council has reviewed the budget and made any amendments, a resolution shall be passed to approve the budget. The municipality shall advertise the meeting at which the public can attend to ask questions or provide comments for consideration by council. This will be followed by the passing of the tax ratio and tax rate by-laws.

#### **5. Investments**

The Treasurer or designate is authorized to invest monies not required immediately by the Township in an amount and for a period of time determined by the Treasurer in accordance with Ontario Regulation 399/02 of the Municipal Act, 2001 S.O. 2001, c. 25, as amended.

#### **6. Borrowing**

- a) The Treasurer or designate is authorized by by-law, on behalf of the Township, to borrow from time to time by way of a promissory note a sum or sums to meet, until taxes are collected and other revenues are received, the current expenditures of the municipality for the year.
- b) The Treasurer or designate is authorized by by-law, on behalf of the Township, to borrow sums of money for capital items which will be financed over a period of 5 years or more.

#### **7. Setting of Fees**

- a) Each Department Head shall annually review user fees, fines, license and permit fees and rates charged for services rendered and submit any proposed changes to the Treasurer. The Treasurer will submit any proposed changes to Council for consideration.
- b) Fees and rates shall be established by by-law.

#### **8. Collection of Revenue**

- a) All funds received shall be payable to the account of The Municipal Corporation of the Township of McMurrich/Monteith.
- b) Department Heads shall advise the Treasury Department of amounts to be billed for services rendered or recovery of costs incurred. The Treasury Department shall then prepare and issue an invoice.
- c) Interest shall be charged on overdue non-tax receivables at the rate of interest applied to arrears of taxes.

**9. Tax Registration**

The Treasurer or designate is authorized to proceed with tax registration proceedings against any property for which taxes are in arrears for the period stipulated in the Municipal Act 2001, as amended.

**10. Disposal of Township Equipment**

**a) General Policies**

i. When equipment is no longer required by a department, the Department Head shall assess its functionality and determine if the equipment has a net realizable value.

ii. If the equipment is functional, the equipment shall first be offered to the other Township Departments.

iii. If the equipment has a net realizable value (over \$1,000), the equipment shall be declared surplus and sold.