

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2009-95**

**BEING A BY-LAW TO AUTHORIZE THE TREASURER TO ESTABLISH AND MAINTAIN A CASH FLOAT AND PETTY CASH FUND AND TO REPEAL BY-LAW NO. 73-91.**

**WHEREAS** The Corporation of the City of North Bay, pursuant to Section 8 of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, 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** Council deems it desirable to establish and maintain cash floats and petty cash funds;

**AND WHEREAS** Resolution No. 2009-~~286~~ passed by Council at its Regular Meeting held on Monday, April 27, 2009 authorized a by-law to establish and maintain cash floats and petty cash funds;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. The Treasurer is hereby authorized to establish and maintain cash floats and petty cash funds at the maximum amounts as set out in Schedule "A" attached hereto and forming part of this By-Law.
2. That the limit of expenditures from petty cash be \$300.00.
3. By-Law No. 73-91 is hereby repealed.
4. This By-Law shall come into full force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 27<sup>TH</sup> DAY OF APRIL, 2009.

READ A SECOND TIME IN OPEN COUNCIL THIS 27<sup>th</sup> DAY OF APRIL, 2009.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 27<sup>TH</sup> DAY OF APRIL, 2009.

"original signature on file"  
MAYOR VIC FEDELI

"original signature on file"  
CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**SCHEDULE "A" TO BY-LAW NO. 2009-95**

|   |            |
|---|------------|
| <b><u>Corporate Support</u></b>                                 |            |
| Change Float – Parking Dept. & POA                              | \$ 500.00  |
| Cashier Float – Parking   | \$ 100.00  |
| Cashier Float – Licensing                                       | \$ 200.00  |
| Cashier Float – Manned Lots/Parking Division (5 @ \$125.00 ea.) | \$ 625.00  |
| Petty Cash – Manager of Corporate Services                      | \$ 100.00  |
| Petty Cash for Lot 11 – Switchboard                             | \$ 300.00  |
| <b><u>Council Secretariat</u></b>                               |            |
| Cash Float  | \$ 100.00  |
| Petty Cash  | \$ 100.00  |
| <b><u>Economic Development Dept.</u></b>                        |            |
| Petty Cash  | \$ 100.00  |
| <b><u>Engineering Dept.</u></b>                                 |            |
| Petty Cash  | \$ 200.00  |
| <b><u>Events Facilitator</u></b>                                |            |
| Petty Cash Seasonal Float                                       | \$ 150.00  |
| <b><u>Financial Services</u></b>                                |            |
| Cash Floats Tax & Water (4 @ \$150.00 ea.)                      | \$ 600.00  |
| Change Float Tax & Water  | \$ 700.00  |
| Petty Cash – Admin. Assistant to CFO                            | \$ 100.00  |
| <b><u>Fire Department</u></b>                                   |            |
| Petty Cash – Fire Prevention                                    | \$ 300.00  |
| Petty Cash - Fire Chief   | \$ 100.00  |
| <b><u>Human Resources</u></b>                                   |            |
| Petty Cash  | \$ 100.00  |
| <b><u>Landfill Site</u></b>                                     |            |
| Cash Floats (6 @ \$100.00)                                      | \$ 600.00  |
| <b><u>Marina</u></b>  |            |
| Cash Floats Seasonal (2 @ \$100.00)                             | \$ 200.00  |
| <b><u>Mayor's Office</u></b>                                    |            |
| Petty Cash – Executive Assistant to Mayor & CAO                 | \$ 100.00  |
| <b><u>Memorial Gardens</u></b>                                  |            |
| Cash Floats – Hall of Fame Room Bar (2 @ \$150.00)              | \$ 300.00  |
| Cash Float – Class System                                       | \$ 100.00  |
| Cash Floats – Box Office (3 @ \$200.00)                         | \$ 600.00  |
| Change Float  | \$ 2800.00 |
| Petty Cash  | \$ 200.00  |
| <b><u>Pete Palangio Arena</u></b>                               |            |
| Cash Float – Canteen  | \$ 100.00  |
| Cash Float – Box Office   | \$ 100.00  |
| Change Float  | \$ 1200.00 |
| Petty Cash  | \$ 200.00  |
| <b><u>Provincial Offences</u></b>                               |            |
| Cash Float  | \$ 100.00  |
| Cash Float – Witness Fees                                       | \$ 500.00  |

**Solicitor**

|            |    |        |
|------------|----|--------|
| Petty Cash | \$ | 100.00 |
|------------|----|--------|

**Transit**

|                         |    |        |
|-------------------------|----|--------|
| Cash Float – Bus Passes | \$ | 200.00 |
|-------------------------|----|--------|

|              |    |        |
|--------------|----|--------|
| Change Float | \$ | 500.00 |
|--------------|----|--------|

|            |    |        |
|------------|----|--------|
| Petty Cash | \$ | 300.00 |
|------------|----|--------|

**Transportation & Works**

|                              |    |       |
|------------------------------|----|-------|
| Petty Cash – Lee Park Office | \$ | 50.00 |
|------------------------------|----|-------|

|  |    |        |
|--|----|--------|
| Petty Cash – Public Works Administration | \$ | 200.00 |
|--|----|--------|

|                                    |    |        |
|------------------------------------|----|--------|
| Petty Cash – Public Works Dispatch | \$ | 100.00 |
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**Tourism, Parks & Recreation**

|                    |    |        |
|--------------------|----|--------|
| Cash Float – Class | \$ | 100.00 |
|--------------------|----|--------|

|                         |    |        |
|-------------------------|----|--------|
| Cash Float – Key Refund | \$ | 400.00 |
|-------------------------|----|--------|

|            |    |        |
|------------|----|--------|
| Petty Cash | \$ | 250.00 |
|------------|----|--------|

**West Ferris Arena**

|            |    |        |
|------------|----|--------|
| Petty Cash | \$ | 300.00 |
|------------|----|--------|