

Subject: **Request for Motion – Municipal Vehicle Operation**

Meeting Date: Tuesday, July 22, 2025

Prepared By: Mike Haugen

Presented By: Mike Haugen

## STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

## RELEVANT LEGISLATION:

**Provincial (cite)-** N/A

**Council Bylaw/Policy (cite)-** Human Resource Policy 19-2

## BACKGROUND/PROPOSAL:

Reeve King has requested that this item be placed on the July 22<sup>nd</sup> Agenda.

*"I am submitting a Notice of Motion to request administration facilitate a Council discussion at the July 22<sup>nd</sup>, 2025 Council meeting. The question I would like to have clarified by Council is; whether Council desires to develop a Council Governance Policy on County Vehicle Usage by employees or whether Council is willing to remain with the status quo, having Administrative Policies in place that provide direction to County employees in their use of the County vehicle fleet."*

Previously, use of municipal vehicles was more specifically outlined in the previous Human Resources Policy. In addition to the former policy, the use of municipal vehicles was further subject to administrative practices and procedures contained within payroll and the County's Occupational Health and Safety System (Safe Work Procedures, etc.)

In the last update of the County's Human Resource Policy, the County shifted the policy from being a more descriptive and procedural policy, to more of a governance policy. This was done so as to place a number of items that were viewed as administrative with the sphere of administration rather than the governance sphere of Council. This included many aspects of municipal vehicle use (smoking and impairment are still components of the HR Policy and impact municipal vehicle use).

Currently, municipal vehicle use, such as operating procedures are directed/managed through various areas. These include payroll/human resource procedures such as employment letters and forms used for CRA purposes (some use is a taxable benefit). Other relevant procedures include Safe Work Practices that fall within the County's safety program. Safe Work Practices relevant to vehicle use cover a number of items including:

- Pretrip tasks, checking fluids, cleanliness, adherence to legislation, etc.

The Procedures also include prohibited activities such as:



## REQUEST FOR DECISION

- Use of a mobile device or any other distraction while operating a vehicle, use for personal business, operation by non-employees, operating while in a compromised state, etc.

Administrative procedures such as Safe Work Practices are developed and approved by administration and can be altered as needed (subject to legislation, Council policy, etc.).

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Reeve King is seeking clarity from Council regarding Council's desire for a more specific governance policy (beyond the statement contained in Policy 19-2) regarding the use of municipal vehicles or if Council would like to maintain the current delegation to Administration.

In providing direction to Administration, Council should consider the broader approach in determining if a policy should be developed. Specifically, are there governance level items that Council would like to address? If so, a policy would be appropriate assuming that the policy does not seek to dictate day-to-day operational items (which would be outside of Council's governance sphere). If there are items that Council would like to address themselves at a governance level, a policy would be appropriate. Any future changes to such a policy would require Council approval. If this route is chosen, Administration would craft a draft policy for Council's consideration at a future meeting.

If Council does not feel that a policy is warranted, the status quo would remain. This would mean that most aspects of managing vehicle use would remain delegated to Administration and could be altered as needed or deemed fit by Administration.

In either option, a number of procedures such as many of those contained in the Safe Work Procedure or Administrative Directives, would still be enacted and managed by Administration as they cover day-to-day operations and tasks, or are covered by legislation (such as CRA requirements), or required to meet obligations such as Occupational Health and Safety.

### FINANCIAL & STAFFING IMPLICATIONS:

There are no perceived financial or staffing implications related to this discussion. Should Council opt to have a policy developed, Administration will create a proposed policy within existing work schedules.

### RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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### ATTACHMENTS:

None

### COUNCIL OPTIONS:

1. Council may direct Staff to maintain the status quo regarding municipal vehicle use.
2. Council may direct Staff to develop a policy regarding municipal vehicle use for Council's consideration.

### RECOMMENDED MOTION:

That Council provide direction to Administration.

### FOLLOW-UP ACTIONS:

Administration will continue operating under existing policies and procedures or develop a policy regarding municipal vehicle use as directed.



**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved-

