



## Staff Report

**Report Title: Township Vehicle Use Policy Amendment**

**Prepared By: John Yungblut**

**Department: Public Works**

**Date: Jun. 5, 2023**

**Report Number: PW-2023-06-33**

**File Number: C11 PW 23**

**Attachments: Township Vehicle Use Policy**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number PW2023-06-33 prepared by John Yungblut, Director of Public Works,

AND approves the proposed amendments to the Township Vehicle Use Policy;

AND FURTHER approves an amending by-law be brought forward.

### **Background:**

The Township Vehicle Use Policy was established in 2018 to specify which municipal employees were entitled to take Township vehicles home based on the nature of their position.

The current policy limits this to the Director of Public Works, Fire Chief, winter patrol staff, any employees that are on route to/from home to attend conferences or training and any employees that are on call.

The recommended revision is highlighted in yellow on the attached policy.

### **Discussion:**

The Public Works Lead Hand now attends nearly as many after hours calls as the Director of Public Works and the time required for travel to a Public Works Shed to the site extends the response time significantly. Allowing the Lead Hand to have a vehicle at his home equipped with some tools and equipment will further enhance the efficiency of Public Works operations.

### **Financial Impacts:**

Additional vehicle use costs will be covered in the Operating Budget.

**Strategic Alignment / Link:**

We are an accessible community that offers opportunities for everyone by ensuring people have a place to live and by being open and transparent.

**Respectfully Submitted By:**

John Yungblut, Director of Public Works

**Approved By:**

Mary Rose Walden, Chief Administrative Officer