

**THE CORPORATION OF THE
TOWN OF MATTAWA**

AGENDA

**REGULAR MEETING OF COUNCIL
MONDAY, AUGUST 24TH, 2015
7:00 P.M.**

**MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET
MATTAWA, ONTARIO**

THE CORPORATION OF THE TOWN OF MATTAWA
A G E N D A
MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET
MATTAWA, ONTARIO
MONDAY, AUGUST 24TH, 2015 @ 7:00 P.M.

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Petitions & Delegations**
- 4. Correspondence**
 - 4.1 SCF (OMAFRA) – Re: Second Intake of Small Communities Fund Now Open
General Government Services Committee – Clerk
 - 4.2 Celebrate Ontario – Re: Information on 2016 Celebrate Ontario Program
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism &
Special Projects Committee
 - 4.3 AMCTO – Re: Definition of Practice for Municipal Management
General Government Services Committee – Clerk
 - 4.4 AMO – Re: Consultations on a New Legislative Framework
General Government Services Committee – Clerk
 - 4.5 AMO – Re: Municipal POA Courts Cost Recovery
General Government Services Committee – Clerk
 - 4.6 Brenda Harvey – Re: Fred Dean’s Fall 2015 Workshops
General Government Services Committee – Clerk
 - 4.7 Mayor D. Backer – Re: Proposal to Mayors for Termination with Board of Management
Health Services Committee – Clerk
 - 4.8 MMAH – Re: Thanks to Municipalities for Input for Premier’s Special Advisor
General Government Services Committee – Clerk
 - 4.9 AMO – Re: Special Advisor Releases Community Hubs Report
General Government Services Committee – Clerk
 - 4.10 NBMCA – Re: 39th Annual Mattawa River Canoe Race a Success
Recreation, Tourism & Special Projects Committee – Director of Recreation, Tourism &
Special Projects Committee

Monday, August 24, 2015
Correspondence – Cont'd

4.11 Municipality of Wawa – Re: 1000 Officers Partnership Program
Protection to Persons & Property Committee – Clerk

5. Questions/Comments (public & Council) about the Content of the Agenda

6. Municipal Report Number 718

- **Minutes of Previous Meeting (s)**
- **Presentation of By-laws/Resolutions**
- **Adoption of Report**

7. Committee Reports

8. Questions from the Floor

9. New/Old Business

9.1 Brydges Street Update

10. 2/3 (Special Resolutions – not previously circulated)

11. In Camera (Closed)

11.1 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

11.2 Personal matter about an identifiable individual, including municipal or local board employees;

12. Return to Regular Session

13. Adjournment

Monday, August 24, 2015

Members of Council,

Attached please find Municipal Report Number 718 for consideration by Council.

Respectfully submitted

Francine Desormeau
Clerk (Interim)

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THE CORPORATION TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: ADOPTION OF THE MINUTES

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday August 10, 2015 be adopted as circulated.

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the regular meeting of Council held Monday, August 10, 2015 at 7:00 p.m. in the Municipal Council Chambers.

Present: Councillor C. Lacelle
Councillor G. Larose
Councillor L. Mick
Councillor D. Sarrazin
Francine Desormeau, Clerk

*When a recorded vote is requested and the minutes indicate the recorded vote was "Unanimous" it means all Councillors present and noted above voted in favour unless otherwise indicated.

1. Meeting Called to Order

Resolution Number 15-95

Moved by Councillor D. Sarrazin

Seconded by Councillor L. Mick

2/3 *That Councillor C. Lacelle chair the meeting in the absence of Mayor Backer.*
Carried

2. No Disclosure of Pecuniary Interest and Nature Thereof – None

3. Petitions & Delegations

4. Correspondence

5. No Questions/Comments about the Content of the Agenda

6. Municipal Report Number 717

Page No. 187

It is respectfully recommended to Council that the minutes of the Regular Meeting of Monday July 27, 2015 be adopted as circulated.

Carried

Page No. 188

That Council approve the RFQ received for the tendered amount of \$1,875.00 + HST for materials and \$2,190.00 + HST for labour from Stradwicks Carpet One for the installation of the stairs and upstairs office area flooring at the Travel Information Centre.

Carried

Page No. 189

That Council approve By-law 15-30 which will amend the Town of Mattawa's Official Plan, as Amendment No. 10, for the purpose of implementing the North Bay-Mattawa Conservation Authority Source Protection Plan as required under the provincial Clean Water Act, 2006.

Carried

Page No. 190

That Council approve By-law 15-31 which will amend the Town of Mattawa's Zoning By-law 85-23, as amended for the purpose of implementing the North Bay-Mattawa Conservation Authority Source Protection Plan as required under the provincial Clean Water Act, 2006.

Carried

Page No. 191

Be it resolved that Lucie Viel, Accounting Clerk/Deputy Treasurer, is authorized to attend the LAS and MFOA "Investment Basics and Beyond" workshop being held in North Bay on October 15, 2015 at a cost of \$225.00 + HST and that the normal travel policy will apply.

Carried

Page No. 192

That the disbursements for the month of July 2015 in the amount of \$1,145,743.80 be adopted as submitted.

Carried

Page No. 193

That Council approve the RFQ received for the tendered amount of \$1,635.00 + HST for materials and \$1,700.00 + HST for labour for the office area, and of \$477.00 + HST for materials and \$590.00 + HST for labour for the CAO Office, both tenders are from Stradwicks Carpet One for flooring installation at the Town Hall.

Carried

Page No. 194

That the Town of Mattawa will provide financial assistance with a \$15,000.00 grant to the Mattawa and Area Museum to go towards their 2015 administrative and staffing costs. Council also strongly encourages the Museum Board to seek other sources of revenue from various levels of Government including the other area municipalities who are also part of the history on display at the Museum.

Carried

Resolution Number 15-96

Moved by Councillor D. Sarrazin

Seconded by Councillor L. Mick

That the Municipal Report Number 717 be adopted

Carried

7. Committee Reports
8. Questions from the Floor
9. New/Old Business
10. 2/3 (Special Resolutions – not previously circulated)
11. In Camera (Closed) Session (None)
12. Return to Regular Session
13. Adjournment

The regular meeting of Council Monday, August 10th, 2015 adjourned at 7:57 p.m.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: ONTARIO COMMUNITY INFRASTRUCTURE FUND AND SMALL COMMUNITIES FUND

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

The next intake for the Ontario Community Infrastructure Fund, which provides \$100 million per year to continue to support the revitalization and repair of roads, bridges and other critical infrastructure in small, rural and northern communities, is now open for application for the Expression of Interest. The Ontario Community Infrastructure Fund includes \$50 million per year in application-based funding and another \$50 million per year in stable, predictable formula-based funding.

Also, there is a second intake to identify priority projects for the federal government's Small Communities Fund. Through the Small Communities Fund, Ontario and Canada will each provide \$272 million to support projects in municipalities with populations less than 100,000. The federal portion of the Small Communities Fund is part of the federal government's ten-year Building Canada Fund.

Launching the next intake for Ontario Community Infrastructure Fund and a second intake for Small Communities Fund will help address local priorities, support job creation and economic growth, thus sustaining a high quality of life in small communities across Ontario for years to come.

Expressions of Interest for the application-based component of the Ontario Community Infrastructure Fund are due **September 11, 2015**.

Expressions of Interest for the second intake to identify priority projects under the federal government's Small Communities Fund are due **September 30, 2015**.

Recommendation:

That Council authorizes the CAO/Treasurer to submit, before the deadline of September 11, 2015, an Expression of Interest to the Ontario Community Infrastructure Fund for the Mattawan Street Water and Sewer Mains Replacement Project.

Council also authorizes the CAO/Treasurer to submit, before the deadline of September 30, 2015, an Expression of Interest to the Small Communities Fund for the Champlain and Ottawa Streets Water Main Replacement Project.

Respectfully submitted,
Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: GENERAL GOVERNMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: VACATION AND TIME IN LIEU POLICY

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

The recent practice of allowing employees to carry over and save vacation credits has created a large unfunded liability for the Town. Council and staff will be studying the best way in which to permanently remove this liability from our books.

Our recent experiences have demonstrated how unsustainable, unaffordable, and impractical this practice is. The recent departure of three senior employees has considerably reduced this accumulated vacation credits practice and we must now prevent the possibility of reaching these levels again.

The Town of Mattawa will discontinue the practice of allowing all employees to save vacations, and that the previous “use them or lose them” policy, which is still our official policy, be restored. This policy will become effective immediately, and all 2015 vacation credits must be used by no later than the employee’s 2016 vacation date.

Recommendation:

That Council approve and endorse the attached Vacation / Time In-Lieu Policy. This Policy will become effective immediately and will help manage and improve the handling of the Annual Vacation Credits owed to all the employees of the Town of Mattawa. This Policy will also establish new guidelines that will ensure a managed control of the Normal Extra Working Hours of non-union staff.

Respectfully submitted

Councillor L. Mick



CORPORATION OF THE TOWN OF MATTAWA

POLICY:	VACATION / TIME IN LIEU
Committee:	General Government Services
Effective Date:	August 25, 2015
Most Recent Revision:	August 24, 2015

SCOPE

This policy applies in some part to all employees of the Corporation of the Town of Mattawa.

POLICY

The Vacation Policy of the Town of Mattawa is to ensure that all employees are given an annual vacation with pay, and to establish guidelines for the Normal Extra Hours of Work of non-union employees.

Exceptions to this policy may be made only with the approval of the CAO.

PROCEDURE

LENGTH OF VACATION

All employees (salaried and unionized) will be entitled to the following vacations with pay which shall be taken as follows:

After completion of 12 months of employment with the Employer, employees shall be entitled to ten (10) working days annual vacation or if terminating employment prior to the completion of one year of service and before taking the said vacation, vacation pay in lieu thereof of 4% of gross wages.

After completion of 2 years of employment with the Employer, employees shall be entitled to thirteen (13) working days annual vacation, or if terminating employment prior to the completion of 2 years of service and before taking the said vacation, vacation pay in lieu thereof of 5% of gross wages during the second (2nd) year (plus any accrued vacation pay not yet paid for previous years, if any).

After completion of 3 years of employment with the Employer, employees shall be entitled to fourteen (14) working days annual vacation, or if terminating employment prior to the completion of 3 years of service and before taking the said vacation, vacation pay in lieu thereof of 5.4% of

gross wages during the third (3rd) year (plus any accrued vacation pay not yet paid for previous years, if any).

After completion of 4 years of employment with the Employer, employees shall be entitled to fifteen (15) working days annual vacation, or if terminating employment prior to the completion of 4 years of service and before taking the said vacation, vacation pay in lieu thereof of 5.8% of gross wages during the fourth (4th) year (plus any accrued vacation pay not yet paid for previous years, if any).

After completion of 5 years of employment with the Employer, employees shall be entitled to seventeen (17) working days annual vacation, or if terminating employment prior to the completion of 5 years of service and before taking the said vacation, vacation pay in lieu thereof of 6.2% of gross wages during the fifth (5th) year (plus any accrued vacation pay not yet paid for previous years, if any).

After completion of 10 years of employment with the Employer, employees shall be entitled to twenty (20) working days annual vacation, or if terminating employment prior to the completion of 10 years of service and before taking the said vacation, vacation pay in lieu thereof of 8% of gross wages during the tenth (10th) year (plus any accrued vacation pay not yet paid for previous years, if any).

After completion of 17 years of employment with the Employer, employees shall be entitled to twenty-five (25) working days annual vacation, or if terminating employment prior to the completion of seventeen (17) years of service and before taking the said vacation, vacation pay in lieu thereof of 10% of gross wages during the seventeenth (17th) year (plus any accrued vacation pay not yet paid for previous years, if any).

After completion of twenty-five (25) years of employment with the Employer, employees shall be entitled to thirty (30) working days annual vacation, or if terminating employment prior to the completion of twenty-five (25) years of service and before taking the said vacation, vacation pay in lieu thereof of 12% of gross wages during the twenty-fifth (25th) year (plus any accrued vacation pay not yet paid for previous years, if any).

VACATION PROVISIONS

Where an employee is hired part way through a vacation year, they will be assigned a pro-rated vacation date in order to reflect the length of time between their date of hire and the end of the vacation year.

Employees must submit a completed Vacation Request Form to their supervisor no later than January 31st of the current vacation year. Requests for time will be reviewed and approved in order of the employee's seniority. A vacation schedule will be posted no later than February 15th of the same year.

Employees may choose to make application for annual vacation to the Employer two weeks in advance of when they wish to begin their annual vacation and where practicable, vacation shall be allowed when requested; however, where it is deemed impractical by the Employer, he shall advise such employee and a mutually agreeable time for annual vacation shall be worked out between the Employer and the employee involved.

The Employer has the right to refuse an employee's request for vacation time where it conflicts with the needs of the organization. In the case where a mutually acceptable time cannot be agreed upon, the Employer can decide when the vacation will be taken. If the Town of Mattawa chooses the vacation time, at least a fourteen (14) day notice of when the employee's annual vacation is to begin must be given.

Except upon termination, vacation pay will be paid no later than the payday for period in which the vacation occurs and will clearly be identified as "Vacation Pay" on the statement of earnings.

An employee who ceases to be employed at the Town of Mattawa will be paid all outstanding vacation pay within seven (7) days of the employment ending or on the employee's next pay day, whichever is later and in accordance with employment legislation.

Ontario's *Employment Standards Act* will apply to any conditions or situations that are not covered by this policy.

BANKING VACATION CREDITS

All vacation credits must be used before the employment anniversary date. If not, the employee agrees to forfeit same without compensation.

NORMAL EXTRA WORKING HOURS - T.I.L. HOURS CREDIT

Monday to Friday normal working hours for non-union employees are defined as follows:

- CAO 9:00 am – 12:00 noon and 1:00 pm – 5:00 pm
- Clerk 9:00 am – 12:00 noon and 1:00 pm – 5:00 pm
- Treasurer 9:00 am – 12:00 noon and 1:00 pm – 5:00 pm
- Recreation Director 9:00 am – 12:00 noon and 1:00 pm – 5:00 pm
- Municipal Office Staff 9:00 am – 12:00 noon and 1:00 pm – 5:00 pm
- P. W. Superintendent 7:00 am – 12:00 noon and 1:00 pm – 4:00 pm
- By-Law Enforcement 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm

When due to circumstances it is necessary for the non-union employees referenced to herein, to attend to their duties and responsibilities other than within normal working hours, then such hours shall be deemed to be normal extra working hours.

As part of the management team, non-union employees are required to travel and work varying and additional hours. The necessity to work normal extra working hours shall be at the discretion of the employee concerned, keeping in mind his duties and responsibilities to the Corporation.

Normal extra hours worked shall not be deemed to be overtime hours for monetary compensation of any kind. All non-union staff will provide the Payroll Clerk with a Biweekly Attendance Report which will be verified by the CAO and shall include:

- Normal Working Hours
- Normal Extra Working Hours worked – Clear and precise reason included
- Vacation or Sick Day credits taken
- T.I.L. / Normal Extra Working Hours taken – Clear and precise reason included
- T.I.L. / Normal Extra Working Hours - Total banked hours to date

A non-union employee as referred to in this policy, shall be on duty during his normal hours of work or on standby for normal extra hours of work, unless a leave of absence is asked for and approved by the CAO. The request and approval shall be documented.

Although they are not considered an accumulative credit, T.I.L. hours do add up quite quickly but it is also unrealistic to keep accumulating them with no set limits. In order to help make sure that these “in-lieu” banks are ‘off the books”, the following schedule will be followed:

- Every second Friday off between Victoria Day (May) and Labor Day (September)
- Time off with pay between December 24th and January 2nd of each year
- T.I.L. banks will reset to zero credits every January 1st

It is also understood that an employee must have enough accumulated credits in order to qualify for the above listed time off.

FORMS

Vacation Request Form
Biweekly Attendance Report

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: RECREATION, TOURISM & SPECIAL PROJECTS

CHAIRPERSON: COUNCILLOR D. SARRAZIN

DEPT. HEAD: JACQUES BEGIN

TITLE: 2015 NEORA EDUCATIONAL FORUM AND TRADE SHOW

Draft By-Law

Item

Policy Recommendation

Mayor D. Backer and Members of Council:

The Northeastern Ontario Recreation Association is hosting their 2015 NeORA Educational Forum and Trade Show September 27-Oct 1, 2015 in Cochrane Ontario. There will be a number of excellent sessions being held and also some excellent keynote speakers.

The Town of Mattawa has been a member of NeORA since 2006 and have attended the Forum most of these years. This is an excellent opportunity to refresh, educate and collaborate with other Recreation Professionals and Community Volunteers. Jacques is also on the NeORA Board of Directors representing the Nipissing District.

The cost of the forum and trade show is \$340.00 plus travel and accommodations.

Recommendation:

It is therefore recommended that Jacques Begin attend the NeORA Educational Forum and Trade Show in Cochrane Ontario Sept 27 – Oct 1, 2015

Respectfully recommended

Councillor D. Sarrazin

THE CORPORATION TOWN OF MATTAWA

COMMITTEE: PLANNING & DEVELOPMENT SERVICES

CHAIRPERSON: COUNCILLOR L. MICK

DEPT. HEAD: FRANCINE DESORMEAU, INTERIM CLERK

TITLE: NORTHEASTERN ONTARIO PLANNING TECHNICAL WORKSHOP

Draft By-Law Item Policy Recommendation

Mayor D. Backer and Members of Council:

The Ministry of Municipal Affairs & Housing is hosting their annual Northeastern Ontario Planning Technical Workshop in Sudbury September 23 & 24, 2015.

Every year this conference shares the Province's insights and experiences in the area of Municipal Planning. Information on the upcoming workshop was provided to Council at the last meeting of August 10th (Correspondence #4.14). Some of the workshop topics include sustainable rural communities, road allowances, right of ways and easements as well as learning how to read and interpret various types of plans. Registration cost is \$135.00 per person plus normal travel policy would apply.

Staff and the Chairperson responsible for Planning & Development Services have attended for the past number of years and have found this workshop very informative. In light of the upcoming review of the municipality's Official Plan and Zoning By-law it is important for the CAO and Interim Clerk as well as myself to attend this year's workshop.

Recommendation:

That the CAO Raymond Belanger, Interim Clerk Francine Desormeau and I are authorized to attend the Northeastern Ontario Planning Technical Workshop in Sudbury September 23 & 24, 2015 at a cost of \$135.00 per person and normal travel policy will apply.

Respectfully submitted

Councillor L. Mick

THE CORPORATION OF THE TOWN OF MATTAWA

COMMITTEE: TRANSPORTATION SERVICES

CHAIRPERSON: COUNCILLOR G. THIBERT

DEPT. HEAD: RAYMOND BELANGER, CAO/TREASURER

TITLE: USE OF MUNICIPAL VEHICLE POLICY

 Draft By-Law

 X Item

 Policy Recommendation

Mayor D. Backer and Members of Council:

Employers who require employees to use either company-owned or privately-owned vehicles for business related purposes in the course of their employment are strongly advised to have a policy in place relating to this usage.

The policy should clearly detail what the standards for safe and responsible behaviour for an employee who will be using a vehicle for business purposes and what measures may be taken where use is inappropriate or dangerous in any way.

Recommendation:

That Council of the Town of Mattawa approve and endorse the attached Use of Municipal Vehicle Policy. This Policy will become effective immediately and will serve all Municipal Departments with business related company-owned or privately-owned vehicle guidelines to be adhered to. This Policy will also address the Town-related use of privately-owned vehicle by the employee.

Respectfully submitted,

Councillor G.Thibert



POLICY:	Use of Municipal Vehicle Policy
Committee:	Transportation Services
Effective Date:	August 25, 2015
Most Recent Revision:	August 24, 2015

SCOPE

This policy applies to all employees of the Corporation of the Town of Mattawa.

POLICY

The intent of the following policy is to provide administrative direction and to ensure the safety and protection of all users of the company-owned vehicles used in the course of employment.

Exceptions to this policy may be made only with the approval of the CAO.

PROCEDURE

Use of Company Owned Vehicles

- Council shall purchase and provide particular departments with vehicles for purposes of carrying out Town related business. All vehicles shall be identified as Town Vehicles by the Town decal.
- The principals for assigning use of Town vehicles to an individual or a group of workers is that the vehicle will be utilized in the daily delivery of service and not as a matter of convenience.
- The type of vehicle assigned to a service is based upon the principals of cost effectiveness. The vehicle will match the service it is designed for.
- When a change is recommended to the type of vehicle, the recommendation will be brought back to Council for approval.
- In no case is a Town vehicle to be used for any private use or to transport any unauthorized individuals.
- Vehicle are not to be left idling while unattended.
- Town of Mattawa vehicles are to be returned to a Town facility at the end of the working day except as follows:
 - a) An employee who is on call as per current call out procedures and practices
 - b) Authorized by the CAO to take a vehicle home for security or emergency purposes

- The Public Works Superintendent will be responsible for the development and implementation of maintenance checks and reporting.
- Employees operating Town vehicles shall perform and document maintenance checks in accordance with town approved maintenance schedules and forms and report any deficiencies to their supervisor.
- While operating a vehicle for business purposes, employees are expected to conform to all traffic laws and signals and make any required allowances for adverse weather or traffic conditions. Employees will be responsible for the full cost of any traffic or parking violations received while using the vehicle.
- At no time will smoking be permitted in a company-owned vehicle.
- In no case may a vehicle be operated where the driver is not capable of safe operation of the vehicle.
- Employees operating any type of vehicle for business purposes must be in possession of a valid driver's license.
- Should an accident occur with a company-owned vehicle, the employee must notify the Employer as soon as practicably possible after notifying the required authorities.
- A written report is to be completed and forwarded to the CAO as soon as possible. The CAO is responsible to notify the Town's insurance adjusters in a timely fashion.
- In an accident involving another vehicle, insurance information should be obtained from the driver of the other vehicle. All accidents are to be reported to the OPP.
- Vehicle replacement will adhere to the Town's Purchase and Tendering Policy. In the absence of fully funded reserves, vehicle replacement will be brought to Council; otherwise the replacement will be handled by the CAO in accordance with this Policy.
- Where an employee is provided with a vehicle owned by the company, only the individual authorized to drive that vehicle shall do so. Individuals who are not employees of the Town of Mattawa are strictly prohibited from operating the vehicle. In addition, use of a company owned vehicle shall be for business activities only and not for personal use.
- Should a company-owned vehicle require minor repairs; such as towing, tire repairs, fuel pumps, water pumps, etc., while on a trip, the driver should locate the most suitable repair shop at the location and have the work completed and submit the costs to the CAO for reimbursement upon completion of the trip in question.
- Failure to abide by these conditions of use for a company-owned vehicle could result in discipline, up to and including immediate termination.
- All out of Town trips must receive prior approval from the CAO or the appropriate Department Head

Use of Privately Owned Vehicles

- Where an employee is required to use their own vehicle for Town-related purposes, he/she must receive prior approval from the CAO or the appropriate Department Head.
- Where an employee is required to use their own vehicle for Town-related purposes, they will be responsible for ensuring that they are in possession of insurance appropriate to the vehicle being used.
- Employees who use their personal vehicle for business purposes will receive reasonable reimbursement in accordance with the terms of the policy relating to employee expenses and allowances.
- Effective August 24, 2015, the rate will be .45 cents per/km and is subject to change as deemed necessary by Council. This reimbursement will be deemed to be all inclusive (usage, fuel, insurance, etc.) and there will be no additional reimbursements. In addition, the Town of Mattawa will not be liable for any damage incurred to the employee's privately-owned vehicle.

FORMS

Sign-out Log Form

Mileage Reimbursement Form