

## CITY OF GRAND FORKS

POLICY TITLE: Elected Official Vehicle Use Policy      POLICY NO: 306

EFFECTIVE DATE: September 8th, 2009

SUPERSEDES:

APPROVAL: Council

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### **POLICY:**

A member of Council, a member of the Regional District of Kootenay Boundary Board, a member of the School District Board, a member of the Hospital District Board, an appointed member of an advisory board, commission, standing and select committees of the City, School, Hospital and the Regional District and a volunteer serving in an appointed capacity of the City, School, Hospital and the Regional District is authorized to use the city vehicle where a city vehicle is available for travels while representing and engaging exclusively for the City or in joint municipal, school, hospital and regional district issues, local government business, attending meetings, courses, conventions, seminars, workshops, local government sessions on issues and presentations, training in local government related matters and any other approved municipal, school, hospital and regional district joint services and issues.

### **PURPOSE:**

To reimburse all costs associated with City services and issues arising from being a local government and jointly with other local governments represented by elected members of Council and Boards with appointees and volunteers representing the City, School, Hospital and Regional Districts

### **PROCEDURE:**

- Appointment must have been made through the City or by the Regional, Hospital, School Districts to serve on any exclusive city or joint regional, school, hospital or on exclusive city or joint city committees, commissions and advisory boards or to make exclusive to city or joint representations to senior levels of governments on approved local government issues and services.
- Use of the City vehicle must conform to the business arising from the appointment and exclusive city or joint services and issues.
- Vehicle must be reserved in advance in the "Vehicle Booking Calendar" indicating the purpose of use.
- All drivers using City vehicle must hold valid driver's licence.
- Persons other than drivers in the City vehicle must be related to the business of the exclusive City and joint services and issues that may include speakers, guests, and attendees to a gathering and forum on local government issues

## **City of Grand Forks: Elected Officials Use of City Vehicle**

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- A person driving the City vehicle must have either a member of Council or senior staff in the vehicle or a special permission has been granted to use the city vehicle where neither an elected member of City Council or senior staff are in the vehicle while representing exclusively the City or in joint services and issues.

### **Approval**

- Approval to use the City vehicle must be obtained from the City Manager or his/her designate prior to travel date
- In the event, any exclusive city use or joint use is in conflict with the purpose of the appointment and local government business, the City Manager or his/her designate will refer the matter to Council for further approval.

### **Restriction on Use:**

- City vehicle shall not be used by any elected officials of the City, Regional District, Hospital and School District including their appointees and volunteers for any political gathering and any political rally regardless of whether supporting for or against any local, provincial and federal government issue including any support for local MP and ML A.