



**FORTFRANCES**

**MUNICIPAL AND EMPLOYEE VEHICLES  
HUMAN RESOURCES**

**POLICY 3.16**

Created: 1992-06-01  
Revised: 2025-10-27  
Authorized: By-Law 81-25  
Superseded:

## 1. PURPOSE

Municipal vehicles are considered public assets and must be used responsibly to uphold safety, accountability, and cost-efficiency.

As such, employees are not permitted to take municipal vehicles home overnight or on weekends, ensuring vehicles remain available for operational needs and minimizing liability and unauthorized use. When not in use, vehicles must be securely parked on municipal property to reduce the risk of theft or vandalism and support proper maintenance.

Exceptions to these rules include:

- Public Works, Water Treatment Plant and Waste Water Treatment Plant employees who are on stand-by or on-call, allowing for quick emergency response while maintaining oversight.
- Vehicles may also be used for travel to events or trips when it is a practical convenience.
- Weekend use of vehicles assigned to the Administration, By-Law Enforcement, and Building Department is permitted for official municipal events. In cases where such events extend into the preceding Friday or following Monday, reasonable accommodation will be provided to support operational needs.
- Additional exceptions may be granted by the Administrator for unique or urgent circumstances.

## 2. TRAVEL

Municipal vehicles may be used for approved travel both within and beyond Ontario for purposes directly related to municipal business, staff training, or collaboration with other municipalities, provided prior authorization is obtained from the relevant Division Manager or the Municipal Clerk.

## 3. TRAFFIC COMPLIANCE

All municipal vehicle operators are required to adhere to Ontario's updated traffic laws to ensure public safety, maintain legal compliance, and protect the municipality from liability.

Recent changes to provincial legislation include increased fines and stricter penalties for distracted and impaired driving, mandatory inclusion of advanced safety features in

newly acquired vehicles, and revised thresholds for collision reporting. These updates reflect the province's commitment to safer roadways and responsible vehicle operation, and municipal staff must remain informed and compliant at all times.

## 4. PROHIBITIONS

The use of municipal vehicles for private or personal purposes is strictly prohibited. Only employees or individuals engaged in authorized municipal activities may be transported in municipal vehicles.

This policy ensures that municipal resources are utilized solely for official business, maintaining public trust, operational integrity, and compliance with applicable legal and insurance requirements.

## 5. PARKING RESTRICTIONS

To maintain accessibility and reduce congestion around the Civic Centre, municipal and staff vehicles are restricted from parking on Portage Avenue and Church Street (in front and to the side of the Civic Centre) during weekday business hours.

Exception: When necessary, parking in these areas during the week is permitted for up to 30 minutes.

On weekends, these restrictions are lifted, and there is no set time limit for parking in these locations.

## 6. LEGISLATION

These rules align with local zoning and parking regulations under the:

*Planning Act, R.S.O. 1990, c. P.13*, and reflect on broader provincial efforts to manage urban parking responsibly.

*Highway Traffic Act (R.S.O. 1990, c. H.8)*, which governs vehicle operation, licensing, and road safety standards across the province.

*Municipal Act, 2001 (S.O. 2001, c. 25)*, which empowers municipalities to regulate the use of their assets, including vehicles, in a responsible and transparent manner.

Municipal vehicle use must also align with liability provisions under the Insurance Act of Ontario, which states that the registered owner of a vehicle bears primary responsibility for any incidents involving its use.