

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-27

SUBJECT: **MUNICIPAL OWNED VEHICLES**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

- 27.1 Any Municipal employee who is permitted to use Municipality owned vehicles to travel to and from work (save and except emergency vehicles) shall be charged the taxable benefit for the use of the said vehicles; as calculated by the Finance Department and recorded in their total income as a taxable benefit.
- 27.2 Persons who are permitted to use Municipal owned vehicles to travel to and from work shall be approved by the Chief Administrative Officer.
- 27.3 For the purposes of this procedure, vehicles used by employees who are on scheduled standby duties are considered emergency vehicles.