

**Subject: Municipally Funded Commuting Policy****APPROVALS:**

Terry Hartley, Director  
Bob Couture, Executive Director  
Marcel Ulliac, Chief Administrative Officer

**Administrative Recommendation:**

THAT the Municipally Funded Commuting Policy HRM-510 dated April 12, 2016 be approved.

**Summary:**

A revised Municipally Funded Commuting Policy has been prepared in accordance with the motion passed by Council on February 23, 2016.

**Background:**

The 2014 KPMG Accountability, Integrity and Transparency Report noted that the Municipality had no documented evidence of a policy or procedure in regards to monitoring fly-in-fly-out (FIFO). The Report recommended that the Municipality determine whether or not funded commuting arrangements were to be provided and if so, implement the appropriate policies, monitoring mechanisms and reporting (see KPMG Report Section 6.1).

In May 2015, Administration presented a draft Policy that provided proposed guidelines regarding funded commuting on a temporary basis. Based on feedback received from Council, the Policy was amended and presented again to Council in December 2015. The revised Policy outlined that funded temporary commuting could be approved by the CAO as a last resort option to address extenuating or emergency situations on a short-term basis. The motion to approve the Policy was defeated.

On February 23, 2016, the Audit Committee recommended the following:

“That Administration be directed to present for Council's consideration a policy clearly prohibiting Fly In Fly Out arrangements for all municipal employees.”

The motion was passed unanimously. However, as noted in the Council Meeting minutes, through the course of Council's discussion it was clear that the intent was to establish a policy whereby the Municipality would neither reimburse employees for any type of commuting arrangement, unless approved by Council to address extenuating circumstances, nor support the creation of specific work schedules to accommodate commuting.

**Budget/Financial Implication:**

As approval of such an arrangement would be rare and used as a last resort option, the budget implications would be addressed in conjunction with each occurrence.

**Rationale for Recommendation:**

To facilitate a committed work force and promote the local economy while providing guidelines for temporary commuting arrangements in exceptional circumstances as approved by Council.

**Strategic Plan Linkage:**

Goal 1: Building a Responsible Government

**Attachment:**

1. HRM-510 Municipally Funded Commuting Policy