



**GRAND VALLEY**

## **STAFF REPORT**

**To:** Mayor and Members of Council  
**From:** Meghan Townsend, CAO/Clerk  
**Meeting Date:** January 28, 2025  
**Report Number:** **2025-010**  
**Subject:** Indemnification By-law and Traffic Violation Reimbursement Policy

---

### **Recommendation**

**THAT** Council receives Report – Indemnification By-law and Traffic Violation Reimbursement Policy,

**AND FURTHER THAT** Council directs the Clerk to incorporate feedback provided, then forward the draft by-law and policy to Town legal and insurance for feedback, and bring the final by-law and policy to a future Council meeting for passing.

---

### **Executive Summary**

#### **Purpose**

To present a draft Indemnification By-law and draft Traffic Violation Reimbursement Policy for Council review and input.

#### **Key Findings**

Grand Valley does not have a By-law for the indemnification of officers of the municipality, nor a policy for the reimbursement of fines issued against a municipally-owned vehicle. A draft By-law and draft Policy are presented.

## **Financial Implications**

Legal review costs.

---

## **Report**

### **Background**

“Indemnification” can be defined as a legal agreement by one party to hold another party blameless (not liable) for potential losses or damages. It is similar to a liability waiver but is usually more specific, applicable only to particular items, circumstances, or situations, or in regard to a particular contract.

Municipalities pass by-laws providing for the circumstances under which the Municipality will indemnify its officers. Additionally, many municipalities are now creating policies regarding situations where a municipal vehicle is driven by a person representing the municipality and a law enforcement action is taken against that person or vehicle while operating the vehicle.

### **Discussion**

The Town of Grand Valley does not have an Indemnification By-law. A draft has been created and attached to this report for Council consideration. The by-law discusses the following issues:

- When the by-law can be used and when it will not apply,
- The process of seeking indemnification, and
- The steps that the Town will take upon receiving a request for indemnification.

Given that the Town is implementing an Automated Speed Enforcement Program, it seemed appropriate to consider the implications of a ticket issued against a municipally owned vehicle. A draft policy for this circumstance is presented, and includes other municipal or provincial offences in addition to Automated Speed Enforcement tickets. Both the by-law and the policy have been created based on a review of those passed by other municipalities. Council input is sought, and then it is recommended that updated drafts be sent to legal and insurance to gain their insight before the passing of either document.

**Financial Impact**

There will be a small cost for a legal review of the policy and by-law.

Costs for implementing the by-law or policy may vary depending on the circumstances involved.

**Consultations**

None

**Attachments**

Attachment 1 – Draft Indemnification By-law

Attachment 2 – Draft Traffic Violation Reimbursement Policy

**This report was submitted by**

**Meghan Townsend, CAO/Clerk**  
[mtownsend@townofgrandvalley.ca](mailto:mtownsend@townofgrandvalley.ca)

**This report was approved by**

Meghan Townsend  
Chief Administrative Officer/Clerk  
519-928-5652 extension 222  
[mtownsend@townofgrandvalley.ca](mailto:mtownsend@townofgrandvalley.ca)