



## Senior Managers Residency Requirement

<b>Procedure No.:</b> C-8	<b>Council Resolution No.:</b>
<b>Department:</b> Council	<b>Authority:</b> Council
<b>Effective Date:</b> June 13, 2017	<b>Revision Date:</b> N/A
<b>Review Date:</b> June 13, 2020	<b>Repealed Date:</b> N/A
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> C-8	
<b>Related Policy Name:</b> Senior Managers Residency Requirement	

### Purpose

Administration for the Town shall establish operational procedures in accordance with the Senior Managers Residency Requirement policy (the "Policy").

### Operating Procedures

- 1) The terms and definitions contained in the Policy are incorporated into these procedures.
- 2) Senior Managers hired after the Effective Date of the Policy will be given a maximum of one (1) year from their effective start date to establish their principal residence in accordance with the requirements of the Policy.
- 3) Applicants for Senior Manager positions who demonstrate a willingness to relocate in accordance with the requirements of the Policy will be given priority in the hiring process.
- 4) Candidates selected for hire who must relocate to comply with the Policy will be allotted a moving allowance of a maximum of \$5,000.00 dollars, provided the expenses are supported by original receipts (the "Relocation Allowance"). Expenses and receipts in support of the Relocation Allowance must be submitted within eighteen (18) months from the Senior Manager's effective start date.
- 5) Senior Managers who fail to relocate in accordance with the Policy, within the time limit provided in section (1), will be subject to immediate termination with cause.



  
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CHIEF ADMINISTRATIVE OFFICER

June 21/2017  
DATE

