



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-06-08
Subject: Mileage Report and Policy, Finance/Administration 2023-34

Recommendation:

That the Council of the Municipality of West Elgin receives the report from Magda Badura, CAO/Treasurer Re: HR-1.6 Mileage Policy;

And That Council hereby approves the amended HR-1.6 Mileage Policy;

And That Council approves the 2023 CRA recommended mileage rate of \$0.68 per kilometer, effective January 1, 2023.

Purpose:

The purpose of this report is to bring the current mileage rate for the Municipality in line with the 2023 CRA recommended mileage rate and update the policy and by-laws to reflect that change.

Background:

The current HI-1.6 Mileage Policy was brought forward to Council at the Regular Meeting of Council, on June 23, 2022 to discuss updates to implement the Mileage rate at the 2022 recommended CRA rate, however was approved but not initiated.

The 2022 CRA recommended mileage rate was \$0.61/km and increased to \$0.68/km in 2023. Every December, CRA posts the recommended mileage rate for the following year, with separate rates for the first 5,000 kilometers claims and for claims beyond 5,000 kilometres incurred in a calendar year.

In order to ensure mileage reimbursement rates remain in line with the associated costs of driving and maintaining a personal vehicle, it is recommended that the amended policy include an annual adjustment based on what is posted by CRA in late January each year, and to be communicated to and approved by Council during the annual Fees and Charges deliberations.

Financial Implications

An annual estimated amount was projected in 2022 of approximately \$3,000-\$4,000 annually, however the exact impact is impossible to know as mileage claims are variable.

Policies/Legislation

HR-1.6 Mileage Policy

By-Law 2023-10 Fees and Charges

Respectfully submitted by,
Magda Badura CAO/Treasurer