



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2022-06-23
Subject: HR-1.6 Mileage Policy

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re; HR-1.6 Mileage policy;

AND THAT West Elgin Council hereby approves the amended HR-1.6 Mileage Policy;

AND THAT West Elgin Council approve the 2022 CRA recommended mileage rate of \$0.61 per kilometer effective July 1, 2022.

Purpose:

The purpose of this report is to bring the current mileage rate for the Municipality in line with the 2022 CRA recommended mileage rate and update the policy and by-laws as needed for this to take effect on July 1, 2022

Background:

Current HR-1.6 Mileage policy states that the rate is to be set by resolution of Council; Council and staff have not amended the mileage since 2010. This is because historically, municipality's mileage rate was consistent with vast majority of municipalities in Elgin County.

The 2021 CRA recommended mileage reimbursement rate was \$0.59/km and increased to \$0.61/km for 2022. Every December, CRA posts the recommended mileage rate for the following year; with separate rates for the first 5000 kilometers claimed, and for kilometers beyond 5000 incurred in a given 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 December each year, and to be communicated to and approved by Council during annual Fees and Charges deliberations.

Financial Implications:

We have reviewed mileage paid during 2018-2021 and 2022 YTD, it appears a \$0.11 per km increase will result in a total annual cost increase of approximately \$3,000 - \$4,000; although it's impossible to know the exact impact as mileage claims are variable. Mileage reimbursement since 2020 has decreased significantly due to COVID and staff utilizing municipal vehicles.

Policies/Legislation:

HR-1.6 Mileage Policy

By-Law 2021-69 Fees and Charges

Report Approval Details

Document Title:	HR-1.6 - Mileage Policy - 2022-23-Administration Finance.docx
Attachments:	<ul style="list-style-type: none">- HR-1.6 Mileage - June 23, 2022.docx- By-Law 2022-42- Amend Fees and Charges LTVCA and Mileage.docx- By-law 2022-42 Amend Fees and Charges for LTVCA Fees Schedule.pdf
Final Approval Date:	Jun 22, 2022

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott