



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Trena DeBruijn
Position: Director of Finance/Treasurer
Title / Subject: Update to Travel Reimbursement Policy
Date of Report: March 11, 2025
Date of Meeting: March 25, 2025
Report No: 2025-FI-015

1.0 Issue / Origin

This report outlines the recommended changes to the Corporate Vehicle Use and Casual Travel Reimbursement Policy.

2.0 Background

The Township has a policy that applies to both Members of Council and employees that outlines the casual travel reimbursement parameters. The policy is to be used when a Member of Council or an employee uses their personal vehicle for business/work-related purposes.

3.0 Analysis

The Corporate Vehicle Use and Casual Travel Reimbursement Policy (F15) was last updated in June 2022. It is recommended that this policy be updated to reflect current suggested practices.

Monthly Advance

The Township no longer provides monthly advances for travel reimbursement, therefore, all references to monthly advances have been removed.

Canada Revenue Agency

The Canada Revenue Agency ("CRA") annually releases a statement on the automobile income tax deduction limits and expense benefit rates that will apply in the year (non

taxable reimbursement limits). This is typically done once per year, however, if the costs of gasoline increase substantially, it may be updated throughout the year as well.

The old policy referred to this as the “Department of Finance” and all references have been updated to the Canada Revenue Agency.

The policy has been updated to reflect the CRA 2025 mileage reimbursement rates and provides the Director of Finance with authorization to adjust the rate as required and in accordance with the posted CRA rate.

Standby

As of January 1, 2026, the Township is no longer permitting employees to use a corporate vehicle to drive from their place of residence to work (and/or vice-versa). Therefore, all references to the standby charge have been removed from this policy, however, staff will still be calculating any applicable standby charges for 2025 year-end.

Toll Highways

The cost of using toll highways is quite expensive, therefore, the policy has been updated to add that use of toll highways requires pre-approval by the CAO and should be limited to occasions where the use of other highways is impractical.

Mayor and Regional Councillor Mileage

The old policy was silent on mileage for the Mayor and Regional Councillor for attendance at conferences which benefit both the Township and the Region of Durham.

In cases where the Region of Durham is paying for attendance at a conference, it is suggested that any mileage from the Mayor or Regional Councillor’s home (or Township office, whichever is closer) to the Regional Headquarters, be paid for by the Township. The Region will only reimburse for mileage expenses from their Regional Headquarters.

The following has been added to the policy:

“If the Mayor or Regional Councillor attends a conference that is being paid for by the Region of Durham, however, is to the benefit of both the Region of Durham and the Township of Brock, mileage can be claimed from the Councillor’s home or the Township office, to the Region of Durham Headquarters, whichever is the lowest kilometres. The Region of Durham will provide mileage separately to the Councillor from the Regional Headquarters to a pre-approved location (this will be handled by the Region of Durham)”.

This is only for conference attendances and will not apply to any Region of Durham meetings or Region of Durham special events.

Insurance

The old policy was silent on the requirement to have insurance on an individual's personal vehicle. To protect the Township, the policy states that a personal vehicle which is regularly used for Township business is required to carry a minimum of \$1,000,000 liability (this is the standard basic liability that most automobile insurers require).

4.0 Related Policies / Procedures

Policy FI 15 – Corporate Vehicle Use and Casual Travel Reimbursement Policy

5.0 Financial / Budget Assessment

Mileage reimbursement expenses have been budgeted in the various departments operating budgets.

5.1 Asset Management

N/A

6.0 Climate Change Impacts

N/A

7.0 Communications

The updated policy will be shared with Members of Council and employees.

8.0 Conclusion

The updated policy will allow Members of Council and Employees to continue to use their personal vehicles for business/work related purposes and be appropriately reimbursed.

9.0 Recommendation

It is recommended that report 2025-FI-015 on the Update to the Corporate Vehicle Use and Casual Travel Reimbursement Policy be approved.