

Report to Council

Report Title:	Revised Mileage Allowance Policy		
Prepared By:	Trish Serratore, Chief Financial Officer		
Department:	Finance		
Date:	November 25, 2025		
Report Number:	FIN2025-29	File Number:	C11FIN
Attachments:	Revised Mileage Policy		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report FIN2025-29 – Revised Mileage Allowance Policy, prepared by Trish Serratore, Chief Financial Officer and in doing so approves a By-Law coming forward to adopt the updated Mileage Allowance Policy as presented.

Report:

Background:

The current Mileage Allowance Policy was adopted by Council in 2023 as an update to the Municipality’s previous mileage reimbursement policy and practices. During that revision, in-town mileage reimbursement was removed, which has since created challenges for staff who frequently use their personal vehicles to complete municipal duties—particularly given the limited number of municipal vehicles available to support day-to-day operations across departments.

Since the adoption of the 2023 policy, several operational gaps have been identified, including the removal of in-town mileage, clarification of documentation requirements, insurance expectations, the introduction of vehicle rental provisions, clearer definitions of authorized travel, and strengthened risk-management responsibilities. In addition, evolving internal processes, service demands, and legislative requirements have highlighted the need for a more comprehensive and updated approach.

The revised Mileage Allowance Policy (November 2025) addresses these issues and ensures that Brockton’s reimbursement practices align with CRA standards, reflect current operational realities, and support consistent financial stewardship and administrative fairness

Analysis:

Over the past two years, staff have raised ongoing concerns related to the frequent requirement to use personal vehicles for municipal business. When the Mileage Allowance Policy was updated in 2023, in-town

mileage reimbursement was removed, whereas previously staff had been reimbursed for travel outside the Walkerton boundary. Staff across multiple departments—particularly those involved in facility maintenance, community services, program delivery, and the operation of parks, trails, events, or administrative matters at various municipal locations—have continued to travel between various sites as part of their operational and administrative duties and may travel multiple times per day or week to various locations within Brockton in their own vehicle. Because these trips now fall within the “in-town” category, staff are no longer eligible for any reimbursement, nor are sufficient municipal vehicles available to meet the daily operational needs of all departments. As the Municipality continues to require employees to use their personal vehicles for business purposes, updates to the policy were necessary to ensure fair compensation, appropriate insurance coverage, clear documentation requirements, and consistent approval processes.

Clarification of Documentation and Approval Processes

The revised policy strengthens internal controls by clearly outlining the information required for each mileage claim, including the origin, destination, purpose of travel, and any applicable receipts related to tolls, parking, or transit. Mileage submissions must be reviewed and approved by a Department Head or Supervisor, with the Chief Financial Officer confirming policy compliance before payment. These improvements enhance financial oversight, consistency, and transparency across departments.

Updated Standards for Authorized Travel

The policy now provides clearer definitions of what constitutes authorized municipal travel for both Council and staff. Recognized business-related travel includes attendance at conferences, provincial ministry meetings, inter-municipal collaboration, professional development sessions, and mandatory training required for licencing or job duties.

Refined In-Town Travel Requirements

To address previous ambiguity, the revised policy now specifies that in-town mileage reimbursement is permitted when the travel exceeds five kilometres from an employee’s regular work location. The policy emphasizes the use of municipal vehicles when available and encourages shared travel among staff where feasible. These clarifications promote consistency, cost efficiency, and environmentally responsible business practices.

Introduction of Vehicle Rentals as an Economical Option

A notable addition to the revised policy is the inclusion of vehicle rentals as an eligible option when it represents a more economical choice compared to personal vehicle mileage reimbursement or other travel methods. Eligible costs include the base rental fee, required insurance, and fuel, provided receipts are submitted with the claim. Restrictions on luxury or upgraded vehicles ensure that reimbursements are limited to reasonable and necessary travel. This option provides greater flexibility, particularly for longer trips or situations where municipal vehicles are unavailable.

Strengthened Insurance and Driver Requirements

To support risk management and protect both staff and the Municipality, the revised policy clarifies insurance and licensing requirements for employees who use personal vehicles for business purposes. Staff must maintain a minimum of \$2 million liability coverage and ensure that their insurance provider is aware of business use requirements. Human Resources is responsible for conducting annual driver's licence and abstract checks for employees whose duties include driving municipal or personal vehicles for work-related purposes. These measures reinforce safety, compliance, and corporate risk mitigation.

Clarified Responsibilities for Staff, Supervisors, and Human Resources

The updated policy clearly defines the responsibilities of employees, supervisors, and Human Resources in managing and processing mileage claims. Employees must maintain accurate records, submit timely claims, and ensure proper insurance coverage. Supervisors are responsible for verifying the accuracy and legitimacy of claims, while Human Resources oversees compliance, driver abstract checks, and guidance related to policy implementation. These clarifications support consistent application of the policy, improved accountability, and effective administrative processes.

Conclusion

The revisions to the Mileage Allowance Policy address long-standing operational challenges and provide a clearer, fairer, and more consistent framework for reimbursing staff and Council for travel conducted on behalf of the Municipality. Restoring in-town mileage eligibility, clarifying documentation and approval processes, strengthening insurance and licensing requirements, and introducing vehicle rentals as a cost-effective option all contribute to a more modern, transparent, and equitable policy. These updates ensure that employees who are required to use their personal vehicles to support daily operations are adequately protected, fairly compensated, and able to continue delivering services efficiently across the community.

At this time, there is no estimated financial impact associated with the revised policy, as the Municipality has not historically tracked in-town mileage in a way that would allow for an accurate projection of annual costs. However, based on staff analysis and the frequency of travel required across departments, it is not expected that the financial impact will be significant. The minimal additional cost to the Municipality is outweighed by the benefits of ensuring that employees are not personally subsidizing municipal operations through unrecognized vehicle use. Supporting staff in this way promotes fairness, contributes to employee retention and morale, and aligns with best practices in municipal governance

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision N/A
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A
- Recommendations contribute to achieving Land Use Planning and the Natural Environment N/A
- Recommendations contribute to achieving Economic Development N/A
- Recommendations contribute to achieving Municipal Governance N/A

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective?
N/A

There is no significant budget effect as a result of the updates to this policy. Municipal vehicles will continue to be used when and where possible by all staff.

Respectfully Submitted by:



Trish Serratore, Chief Financial Officer

Reviewed By:



Sonya Watson, Chief Administrative Officer