



Municipality of West Elgin

Addendum Agenda

Council Meeting

Date: June 23 2022, 9:30 a.m.
Location: West Elgin Community Complex - Hybrid Meeting
160 Main Street
West Lorne
Electronic Hybrid Meeting

This meeting will be broadcasted and the recording made available after the meeting on the municipal website. If you require an alternate format or accessible communication support or wish to receive the link to the meeting via email please contact the Clerk, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

9. Staff Reports

9.4. Finance/Administration

9.4.2. *M. Badura, CAO/Treasurer - HR-1.6 Mileage Policy*

2

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.



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

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-1.6
Section:	Benefits	Effective Date:	Feb 17/98
Subject:	Mileage	Revision Date:	Sept 9/10
		Page:	1 of 1

1 PURPOSE:

1.01 To establish a mileage rate for ALL employees.

2 POLICY:

2.01 All employees will be paid mileage when using their own vehicle for conducting business of the municipality. The rate is to be set by ~~resolution of Council~~ **The CRA recommended rate and added to the Fees and Charges By-law Annually.**

3 ADMINISTRATION:

3.01 The Treasurer shall follow this policy in processing requests for payment.

4 ATTACHMENTS:

4.01 None

Council authorization: By-law 98-06
By-law 2003-67
By-law 2004-05
By-law 2007-47
By-law 2010-71



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2022-42

Being a By-Law to Amend By-Law 2021-69 to Provide for Various Fees and Charges for the Municipality of West Elgin for 2022

Whereas Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law; and

Whereas Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

Whereas Section 10(2) of the *Municipal Act*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

Whereas Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control; and

Whereas it is deemed expedient to amend By-Law 2021-69, being a by-law to provide for the fees and charges for the Municipality of West Elgin, passed on December 16, 2021;

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. That Schedule is hereby added as Schedule B – Lower Thames Valley Conservation Authority, in the form of Schedule 3 as attached to this by-law.
2. That Schedule A, Administration is hereby amended by changing the Mileage fee to \$0.61.
3. That this by-law shall come into force and effect on the day that it is passed.

Read a first, second, and third time and finally passed this 23rd day of June, 2022.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

SCHEDULE 3

LTVCA Planning Fee Schedule

Board Approved: April 21, 2022

<u>Plan Review Fee Schedule</u>	<u>New LTVCA Planning Fee Schedule</u>
legal / private / realtor inquiries	\$125.00
clearance letters for subdivision/condominium approval (applies to each phase of subd. requested) (from draft plan to clearance, including SWM review) (where permit fee not required) <ul style="list-style-type: none"> • \$115/lot (max \$10,000 per phase) detailed SWM Review and all other review (outside of regulated area) • \$350/lot detailed SWM Review and all other review (within regulated area with each lot receiving a permit) (current fee) 	a. \$115/lot (max \$10,000 per phase) (outside of regulated area) b. \$350/lot (within regulated area) c. \$1,200 preliminary SWM review
major OP/ZBLA industrial, commercial, institutional, subdivision, etc.	\$300.00 (no SWM review required)
minor OP/ZBLA single family residence	\$200.00
consent	\$200.00
minor variance	\$115.00
site plan control / approval	\$200.00
OPA / ZBLA combination	\$275.00
consent / minor variance with ZBLA combination	\$250.00
consent with minor variance combination	\$250.00
multiple consent applications on a single application	\$115.00/lot (unregulated) \$350.00/lot (regulated)
input and review of relevant EIS's / EA's and other major studies, proponent driven	\$1,500.00
LTVCA staff appearing as an expert witness at a Committee of Adjustment hearing or Ontario Land Tribunal hearing: a. Acting on behalf of the Municipality b. At the request of the proponent	a. no fee charged b. hourly rate