

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-26

SUBJECT: **MILEAGE EXPENSES and VEHICLE ALLOWANCES**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: June 1, 2009

26.1 **MILEAGE EXPENSES AND RATES**

Mileage rates will be reviewed quarterly by the Treasurer. The rate will be as established in Personnel Policy 3-48 "Travel Expenses".

26.2 **VEHICLE ALLOWANCE ELIGIBILITY**

A vehicle allowance may be provided to a permanent employee, upon approval by the CAO. In approving the request the following factors are considered:

- (a) by the nature of the position description and responsibilities, the individual may be required to attend various locations within the Municipality for meetings, site inspections, or other related duties.
- (b) by nature of the position description and responsibilities, the individual may be required to perform official duties outside of normal working hours.
- (c) by the nature of the position description and responsibilities, the individual requires the use of a vehicle.
- (d) the quality and type of use required for the vehicle
- (e) the nature of the position does not require that the vehicle identify that the individual is an employee of the Municipality.

Request for consideration of eligibility of payment of a vehicle allowance must be submitted to the CAO on the appropriate form, Form AP3-26-1. Employees currently receiving a monthly allowance will not be required to submit the request for consideration of eligibility, they will automatically be provided with the level of compensation in accordance with Section 26.6.

26.3 **DISCONTINUANCE OF VEHICLE ALLOWANCE**

Employees receiving a vehicle allowance have the opportunity to elect to be paid straight mileage at the current rate at any time simply by notifying the CAO and Human Resources in writing. The discontinuance of the vehicle allowance does not preclude the employee from requesting consideration for eligibility again in the future.

26.4 Special Provisions

Mileage shall be paid reflecting the full distance for business travel to locations outside the Municipality as per Personnel Policy 3-48 "Travel Expenses".

26.5 Payment of Vehicle Allowance

The vehicle allowance will be paid on a monthly basis on the first pay period of the month. The payment is considered a taxable benefit and as such is paid through Payroll and is subject to all applicable deductions at the source including, but not necessarily limited to Income Tax, CPP, EI, and OMERS.

26.6 Vehicle Allowance

The base monthly vehicle allowance will be determined by the average distance the position is required to travel, in town, on an annual basis. The following rates are subject to the same percentage adjustments as those determined in Section 26.1.

- (a) Positions with no requirement to have a personal vehicle available but who use their personal vehicle on an occasional basis are paid the actual Mileage Expense
- (b) Positions with a requirement to have a personal vehicle available for use on a regular basis during work hours most days of the week, may be eligible for a monthly allowance of \$200.00 per month
- (c) Positions with a requirement to have a personal vehicle available for work related use at all times during the work days may be eligible for a monthly allowance of \$450.00 per month
- (d) Positions with a requirement to have a personal vehicle available for use at all times, both at work and outside of work hours may be eligible for a monthly allowance of \$700.00 per month
- (e) Positions not normally requiring a vehicle but who are appointed to act in a position which does require a vehicle will be eligible for the vehicle allowance as specified above on a pro-rata basis for the time they are in the acting position.

26.7 Mileage and Vehicle Allowances are paid in recognition that employees will be required to supply their own personal vehicle on Municipal business.

26.8 Mileage and Vehicle Allowances are paid to cover such expenses as gasoline, oil, insurance, and depreciation on the employee's car while performing their duties. There is no declining scale for payment of mileage, as payment will be made for all kilometers driven.

26.9 This policy applies unless the employee has a separate contractual agreement with the Corporation.

- 26.10 Any claims incurred by an employee while operating a personal vehicle for work purposes, including any deductible amounts, are the sole responsibility of the employee, vehicle owner, or insured party on the vehicle.

**MUNICIPALITY OF SIOUX LOOKOUT
VEHICLE ALLOWANCE REQUEST FORM**

DATE: _____

EMPLOYEE NAME: _____

JOB TITLE: _____ DEPARTMENT: _____

AVERAGE ANNUAL MILEAGE: _____

REQUESTED MONTHLY VEHICLE ALLOWANCE
(as per Policy 3-26, Section 26.6) : _____

PROVIDE JUSTIFICATION FOR WHY THIS IS THE MONTHLY VEHICLE ALLOWANCE
RATE YOU SHOULD BE PAID:

Approval for this Vehicle Allowance is subject to the employee continuing in the same position with the same requirements for annual mileage use. In the event that the employee's position changes or the requirement for use of the employee's personal vehicle is reduced, the Municipality retains the right to reduce or withdraw the payment of the Vehicle Allowance upon notification to the employee.

Signature of Employee

Signature of CAO