



# Corporate Policy

## Vehicle Expenses & Fines Policy

Policy Number: FIN.4-01

Sub-Topic: Mileage Allowance, Licencing, Automobile Insurance & Traffic Contraventions

Topic: Expense Reimbursement

Applies to: All Employees

### Policy Statement and Strategic Plan Linkages

The Town of Newmarket, as the Employer, acknowledges that employees should be compensated for the expenses associated with the use of personal vehicles on corporate business. Further, the Employer recognizes that setting standards for drivers' licence, qualifications and automobile insurance are important to protect employees and to minimize risk and liability to the corporation.

### Purpose

This Policy provides a consistent and fair approach to reimbursing employees for expenses incurred while using their personal vehicle for corporate business, as well as to establish expectations for employee responsibilities with respect to traffic and parking contraventions incurred while operating a corporate vehicle.

### Definitions

**Contravention:** failure to comply with a municipal by-law or the *Highway Traffic Act*.

**Personal Vehicle:** an employee's privately owned, borrowed, rented or leased vehicle.

For other definitions related to the Administrative Monetary Penalty System refer to the AMPS By-law.

### Provisions

Any employee required to operate a private vehicle for corporate business or a corporate vehicle as part of their job duties and responsibilities must possess a valid drivers' licence in good standing, free of serious offences under the *Highway Traffic Act*, and additional qualifications such as a DZ licence, as applicable. Proof of the qualifications such as a Drivers Abstract should be presented at the time of hire.

Employees who are required to operate a corporate vehicle or use a personal vehicle for corporate business are subject to an annual drivers' licence check through the Ontario Ministry of Transportation (MTO).

## **Personal Vehicle Expenses:**

### Automobile Insurance

All employees using a personal vehicle for corporate business purposes must have a minimum of \$1,000,000 liability coverage for bodily injury or death. The Employer may request proof of automobile insurance coverage.

### Mileage Allowances, Parking and Toll Charges

Employees who are required to use their personal vehicle for authorized corporate business shall be reimbursed at Canada Revenue Agency's Reasonable per Kilometer allowance. Allowance amounts reflect the key cost components of owning and operating an automobile such as, but not limited to, depreciation, financing, insurance, maintenance, and fuel costs.

### Claims:

- Employees driving their personal vehicle and carpooling with other employees shall be reimbursed 1.25 times the established mileage rate. All carpooling claims must include names of the Employee(s) that carpooled with the Employee claiming the expenses.
- Employees will be reimbursed for all reasonable parking expenses incurred while conducting corporate business. Expenses must be supported by paid receipts appended to the Mileage Report Form.
- Pre-authorized toll charges (e.g. Highway 407) incurred while on authorized corporate business will be reimbursed; transponder fees do not qualify for reimbursement. All such charges shall be supported with documentation appended to the Mileage Report Form.
- Mileage claims are processed through Accounts Payable and shall be paid to the Employee by direct deposit.
- Mileage paid in any calendar year will be used to calculate any applicable taxable benefit for that taxation year.

### Work Location:

- Employees required to temporarily report to an alternate work location may claim mileage only if the distance to the alternate work location is farther than the distance to their regular work location from their home location. The mileage claimed for alternate work locations, as indicated above, would be the shorter of the distance between the regular work location and the alternate location, or, home location to the alternate work location.

### Reporting:

- All mileage claims must be submitted using the Mileage Report Form.
- Mileage reimbursement must be authorized by a Supervisor/Manager/Director/Commissioner.
- A mileage claim must include the origin, destination, and purpose of the trip. Mileage claims are calculated from the regular work location (origin) to the visiting site location (destination) and excludes any travel between the Employee's home/remote work location and regular work location.
- Driving beyond the borders of Ontario must be pre-approved in writing by the Employee's Supervisor/Manager prior to travel.

- Appendix “A” lists distances to common facilities. These distances must be used by all employees travelling on corporate business. Except where not practical, the distances in Appendix “A” represent the shortest distance. Claims for distances travelled to non-standard destinations must be supported by documentation (e.g. MapQuest, Google).

Contract employees are governed by the terms and conditions as set out in their offer of employment or contract agreement.

**Transit Expenses:**

Employees will be reimbursed for all authorized transit fares resulting from corporate business travel.

**Traffic Contraventions & Parking Contraventions:**

Employees are responsible for any fines incurred resulting from a traffic or parking contravention while conducting corporate business when operating a:

- corporate vehicle, the responsible Employee must reimburse the Employer the total cost of fine(s); and/or
- personal vehicle, the Employee is responsible for paying the total cost of the fine(s).

Traffic contraventions detected by camera systems (owner-liability contraventions) will be issued to the Town’s Public Works Services, Fleet Department as the vehicle’s registered owner.

Employees disputing a fine may request an appeal in accordance with the procedures set out in the Administrative Monetary Penalty System By-law, the *Highway Traffic Act*, or other applicable legislation as appropriate. Employees are reminded to adhere to all aspects of the Harassment & Discrimination Free Workplace Policy (#HR.13-04) and Program during an appeal process and while communicating with other employees in this regard.

Traffic contraventions incurred during corporate business by any employee may lead to participation in a driver training program; formal disciplinary action as per the Progressive Discipline Policy (#HR. 4-01); or dismissal. Each contravention by the responsible employee will be managed on an individual basis with the Employee’s immediate Supervisor/Manager and/or Human Resources, as necessary.

**Vehicle Accident Reporting:**

Employees that are involved in an accident while operating a corporate vehicle or personal vehicle for corporate business, must complete a detailed report within twenty-four (24) hours of the incident and submit the report to their Manager/Director for review who shall forward the report to the Corporate Services Commission and/or Legislative Services Department.

In cases where there is personal injury or damage that exceeds the amount stipulated under the *Highway Traffic Act* as a reportable accident, the Police must be notified within twenty-four (24) hours.

## **Cross-References**

### **Corporate Procedures**

Health and Safety Procedures Manual (Vehicle and Equipment Operation)  
Vehicle Expenses & Fines Policy Procedure #FIN.4-01-001

### **Corporate Policy**

Harassment & Discrimination Free Workplace Policy #HR.13-04  
Health and Safety Policy Statement  
Professional Development Expenses Policy #CAO.1-02  
Progressive Discipline Policy #HR. 4-01

### **Other Government Legislation**

Administrative Monetary Penalty System (AMPS) By-law, as amended  
*Highway Traffic Act* R.S.O. 1990, c.H.8 and related Provincial Regulations, as amended

### **Appendices/Other References**

Appendix "A" - Common Distances  
Payroll Deduction Authorization Form  
Harassment & Discrimination Free Workplace Program

## **Contact**

Financial Services Department ext. 2100 or [finance@newmarket.ca](mailto:finance@newmarket.ca)

## **Details**

Council Adoption Date: January 18, 2016  
Policy Effective Date: January 1, 2016  
Revision No: 001  
Revision Date: May 24, 2005  
Revision No: 002  
Revision Date: September 12, 2007  
Revision No. 003  
Revision Date: January 18, 2016  
Approved by: Ian McDougall, Chief Administrative Officer  
Last Revision Date: May 13, 2024  
Revision No: 004

**APPENDIX "A" - Common Distances  
Vehicle Expenses & Fines Policy**

<b>DISTANCE FROM COMMUNITY CENTRE 200 Doug Duncan Drive</b>	<b>KM-one way</b>
Fire Station 4-1, 984 Gorham Street	2.1
Fire Station 4-2, 125 McCaffrey Road	2.7
Fire Station 4-3, 220 Edward Street	8.8
Fire Station 4-4, 1344 Wellington Street East	8.0
Library, 438 Park Avenue	0.3
Magna Centre, 800 Mulock Drive	3.3
Museum, 134 Main Street South	0.3
Operations Centre, 1275 Maple Hill Court	3.7
Ray Twinney Complex, 100 Eagle Street West	2.8
Seniors Centre, 474 Davis Drive	1.0
Theatre , 505 Pickering Crescent	3.2
Town Office, 395 Mulock Drive	2.1
Youth Centre, 56 Charles Street	1.0

<b>DISTANCE FROM FIRE STATION 4-1 984 Gorham Street</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	2.1
Fire Station 4-2, 125 McCaffrey Road	4.2
Fire Station 4-3, 220 Edward Street	10.8
Fire Station 4-4, 1344 Wellington Street East	6.0
Library, 438 Park Avenue	2.2
Magna Centre, 800 Mulock Drive	2.5
Museum, 134 Main Street South	2.2
Operations Centre, 1275 Maple Hill Court	2.4
Ray Twinney Complex, 100 Eagle Street West	4.3
Seniors Centre, 474 Davis Drive	3.7
Theatre , 505 Pickering Crescent	2.8
Town Office, 395 Mulock Drive	3.2
Youth Centre, 56 Charles Street	2.5

**DISTANCE FROM FIRE STATION 4-2**

<b>125 McCaffrey Road</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	2.7
Fire Station 4-1, 984 Gorham Street	4.2
Fire Station 4-3, 220 Edward Street	7.3
Fire Station 4-4, 1344 Wellington Street East	10.0
Library, 438 Park Avenue	2.6
Magna Centre, 800 Mulock Drive	5.0
Museum, 134 Main Street South	3.3
Operations Centre, 1275 Maple Hill Court	6.0
Ray Twinney Complex, 100 Eagle Street West	0.9
Seniors Centre, 474 Davis Drive	3.5
Theatre , 505 Pickering Crescent	5.2
Town Office, 395 Mulock Drive	2.8
Youth Centre, 56 Charles Street	3.6

**DISTANCE FROM FIRE STATION 4-3**

<b>220 Edward Street</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	8.8
Fire Station 4-1, 984 Gorham Street	10.8
Fire Station 4-2, 125 McCaffrey Road	7.3
Fire Station 4-4, 1344 Wellington Street East	5.2
Library, 438 Park Avenue	9.0
Magna Centre, 800 Mulock Drive	8.9
Museum, 134 Main Street South	9.0
Operations Centre, 1275 Maple Hill Court	10.2
Ray Twinney Complex, 100 Eagle Street West	7.5
Seniors Centre, 474 Davis Drive	9.7
Theatre , 505 Pickering Crescent	8.8
Town Office, 395 Mulock Drive	7.5
Youth Centre, 56 Charles Street	9.3

<b>DISTANCE FROM FIRE STATION 4-4</b>	
<b>1344 Wellington Street East</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	7.7
Fire Station 4-1, 984 Gorham Street	5.7
Fire Station 4-2, 125 McCaffrey Road	9.8
Fire Station 4-3, 220 Edward Street	5.2
Library, 438 Park Avenue	8.3
Magna Centre, 800 Mulock Drive	5.6
Museum, 134 Main Street South	8.3
Operations Centre, 1275 Maple Hill Court	5.5
Ray Twinney Complex, 100 Eagle Street West	9.4
Seniors Centre, 474 Davis Drive	8.9
Theatre , 505 Pickering Crescent	5.9
Town Office, 395 Mulock Drive	7.1
Youth Centre, 56 Charles Street	8.5

<b>DISTANCE FROM LIBRARY</b>	
<b>438 Park Avenue</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	0.3
Fire Station 4-1, 984 Gorham Street	2.2
Fire Station 4-2, 125 McCaffrey Road	2.6
Fire Station 4-3, 220 Edward Street	9.0
Fire Station 4-4, 1344 Wellington Street East	8.3
Magna Centre, 800 Mulock Drive	3.5
Museum, 134 Main Street South	0.3
Operations Centre, 1275 Maple Hill Court	3.9
Ray Twinney Complex, 100 Eagle Street West	2.6
Seniors Centre, 474 Davis Drive	1.0
Theatre , 505 Pickering Crescent	3.4
Town Office, 395 Mulock Drive	2.3
Youth Centre, 56 Charles Street	0.9

<b>DISTANCE FROM MAGNA CENTRE</b>	
<b>800 Mulock Drive, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	3.3
Fire Station 4-1, 984 Gorham Street	2.5
Fire Station 4-2, 125 McCaffrey Road	5.0
Fire Station 4-3, 220 Edward Street	8.9
Fire Station 4-4, 1344 Wellington Street East	5.6
Library, 438 Park Avenue	3.5
Museum, 134 Main Street South	3.5
Operations Centre, 1275 Maple Hill Court	2.6
Ray Twinney Complex, 100 Eagle Street West	4.4
Seniors Centre, 474 Davis Drive	4.2
Theatre , 505 Pickering Crescent	0.6
Town Office, 395 Mulock Drive	2.2
Youth Centre, 56 Charles Street	3.8

<b>DISTANCE FROM MUSEUM</b>	
<b>134 Main Street, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	0.3
Fire Station 4-1, 984 Gorham Street	2.2
Fire Station 4-2, 125 McCaffrey Road	3.3
Fire Station 4-3, 220 Edward Street	9.0
Fire Station 4-4, 1344 Wellington Street East	8.3
Library, 438 Park Avenue	0.3
Magna Centre, 800 Mulock Drive	3.5
Operations Centre, 1275 Maple Hill Court	4.0
Ray Twinney Complex, 100 Eagle Street West	2.9
Seniors Centre, 474 Davis Drive	0.7
Theatre , 505 Pickering Crescent	3.5
Town Office, 395 Mulock Drive	2.4
Youth Centre, 56 Charles Street	0.7



<b>DISTANCE FROM OPERATIONS CENTRE</b>	
<b>1275 Maple Hill Court, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	3.7
Fire Station 4-1, 984 Gorham Street	1.7
Fire Station 4-2, 125 McCaffrey Road	6.0
Fire Station 4-3, 220 Edward Street	10.2
Fire Station 4-4, 1344 Wellington Street East	5.5
Library, 438 Park Avenue	3.9
Magna Centre, 800 Mulock Drive	2.6
Museum, 134 Main Street South	4.0
Ray Twinney Complex, 100 Eagle Street West	5.1
Seniors Centre, 474 Davis Drive	4.6
Theatre , 505 Pickering Crescent	2.2
Town Office, 395 Mulock Drive	3.5
Youth Centre, 56 Charles Street	4.5

<b>DISTANCE FROM RAY TWINNEY COMPLEX</b>	
<b>100 Eagle Street West</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	2.8
Fire Station 4-1, 984 Gorham Street	4.3
Fire Station 4-2, 125 McCaffrey Road	0.9
Fire Station 4-3, 220 Edward Street	7.5
Fire Station 4-4, 1344 Wellington Street East	9.4
Library, 438 Park Avenue	2.6
Magna Centre, 800 Mulock Drive	4.4
Museum, 134 Main Street South	2.9
Operations Centre, 1275 Maple Hill Court	5.1
Seniors Centre, 474 Davis Drive	3.2
Theatre , 505 Pickering Crescent	5.2
Town Office, 395 Mulock Drive	2.2
Youth Centre, 56 Charles Street	3.6

<b>DISTANCE FROM SENIORS CENTRE</b>	
<b>474 Davis Drive, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	1.0
Fire Station 4-1, 984 Gorham Street	3.7
Fire Station 4-2, 125 McCaffrey Road	3.5
Fire Station 4-3, 220 Edward Street	9.7
Fire Station 4-4, 1344 Wellington Street East	8.9
Library, 438 Park Avenue	1.0
Magna Centre, 800 Mulock Drive	3.7
Museum, 134 Main Street South	0.7
Operations Centre, 1275 Maple Hill Court	4.6
Ray Twinney Complex, 100 Eagle Street West	3.2
Theatre, 505 Pickering Crescent	4.2
Town Office, 395 Mulock Drive	3.1
Youth Centre, 56 Charles Street	0.4

<b>DISTANCE FROM THE THEATRE</b>	
<b>505 Pickering Crescent, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	3.2
Fire Station 4-1, 984 Gorham Street	2.8
Fire Station 4-2, 125 McCaffrey Road	5.2
Fire Station 4-3, 220 Edward Street	8.8
Fire Station 4-4, 1344 Wellington Street East	5.9
Library, 438 Park Avenue	3.4
Magna Centre, 800 Mulock Drive	0.6
Museum, 134 Main Street South	3.5
Operations Centre, 1275 Maple Hill Court	2.2
Ray Twinney Complex, 100 Eagle Street West	5.2
Seniors Centre, 474 Davis Drive	4.2
Town Office, 395 Mulock Drive	2.2
Youth Centre, 56 Charles Street	7.9

<b>DISTANCE FROM TOWN OFFICE</b>	
<b>395 Mulock Drive, Newmarket</b>	<b>KM-one way</b>
Town of Aurora, 1 Municipal Drive, Aurora	5.6
Town of East Gwillimbury, 19000 Leslie Street, Sharon	9.0
Town of East Gwillimbury, 90 Bales Drive	8.2
Town of Georgina, 26557 Civic Centre Road, Keswick	34.0
Township of King, 2075 King Road, King City	17.0
Town of Markham, 101 North Town Centre Blvd., Unionville	32.0
Town of Whitchurch-Stouffville, 37 Sandiford Drive, Stouffville	26.0
Community Centre, 200 Doug Duncan Drive	2.1
Fire Station 4-1, 984 Gorham Street	3.2
Fire Station 4-2, 125 McCaffrey Road	2.8
Fire Station 4-3, 220 Edward Street	7.5
Fire Station 4-4, 1344 Wellington Street East	7.1
Library, 438 Park Avenue	2.3
Magna Centre, 800 Mulock Drive	2.2
Museum, 134 Main Street South	2.4
Operations Centre, 1275 Maple Hill Court	3.5
Ray Twinney Complex, 100 Eagle Street West	2.2
Seniors Centre, 474 Davis Drive	3.1
Theatre, 505 Pickering Crescent	2.2
Youth Centre, 56 Charles Street	2.7

<b>DISTANCE FROM YOUTH CENTRE</b>	
<b>56 Charles Street, Newmarket</b>	<b>KM-one way</b>
Community Centre, 200 Doug Duncan Drive	1.2
Fire Station 4-1, 984 Gorham Street	2.5
Fire Station 4-2, 125 McCaffrey Road	3.6
Fire Station 4-3, 220 Edward Street	9.3
Fire Station 4-4, 1344 Wellington Street East	8.5
Library, 438 Park Avenue	0.9
Magna Centre, 800 Mulock Drive	3.8
Museum, 134 Main Street South	0.7
Operations Centre, 1275 Maple Hill Court	4.5
Ray Twinney Complex, 100 Eagle Street West	3.6
Seniors Centre, 474 Davis Drive	0.4
Theatre, 505 Pickering Crescent	7.9
Town Office, 395 Mulock Drive	2.7

