



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Melissa Ryan, CPA, Director, Financial Services/Treasurer

Date: Wednesday, March 18, 2026

Subject: Repeal of Automobiles Policy 94-001

Report #: 2026-0318-FIN-R10-MR

Purpose

The purpose of this report is to repeal the County's existing Automobiles Policy 94-001 as the provisions governing employee vehicle use, mileage, and travel have been incorporated into the new Meetings, Travel, Conferences, and Vehicle Use Policy (Administrative Policy 2022-005, updated January 2026) under the corporate policy framework.

Background

The Automobiles Policy 94-001, last approved by County Council in 2003 with updates, established guidelines for the use of County-leased vehicles and reimbursement for personal vehicle use by employees.

The revised Travel, Meetings, Conferences, and Vehicle Use Policy (2022-005), effective January 1, 2026, consolidates and modernizes employee travel and vehicle-use guidelines. The revision incorporates the provisions of Policy 94-001, along with other travel-related policies, providing updated procedures to:

- Authorized use of County and personal vehicles for official business.
- Mileage reimbursement and documentation requirements.
- Travel, accommodation, and meal allowances.
- Responsibilities and approvals for travel and vehicle use.

Under the County's Policy and Procedure Governance Framework (2022-002), Administrative policies governing administrative matters such as employee travel and vehicle use have the approval authority designated as

the Chief Administrative Officer (CAO) rather than Council, as they do not directly impact members of Council or the public.

Discussion

The repeal of Policy 94-001 is recommended as its provisions have been fully integrated into the revised Travel, Meetings, Conferences, and Vehicle Use Policy (Administrative Policy 2022-005, effective January 1, 2026). Maintaining the legacy policy would create unnecessary duplication and could cause confusion regarding current procedures for travel, vehicle use, and mileage reimbursement.

The revised policy provides comprehensive, up-to-date guidance on all aspects of employee travel and vehicle use, including approvals, documentation, and responsibilities, while ensuring consistency across all departments. Repealing the old policy aligns with the County's Policy and Procedure Governance Framework (2022-002) by distinguishing between administrative policies, which are approved by the Chief Administrative Officer, and corporate policies requiring Council approval.

This action supports effective policy management, enhances clarity for employees, and ensures that all relevant practices are governed under a single, contemporary administrative policy.

Financial Implications

There are no additional financial impacts associated with repealing Policy 94-001. All mileage reimbursement rates, travel allowances, and vehicle-use expenses will continue under the revised Policy 2022-005 and within approved departmental budgets.

Consultations

N/A

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<ul style="list-style-type: none"> <input type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing “Team Essex County” for Results <input type="checkbox"/> Advocating for Essex County’s Fair Share 	<ul style="list-style-type: none"> <input type="checkbox"/> Being an Employer with Impact <input type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness 	<ul style="list-style-type: none"> <input type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2026-0318-FIN-R10-MR, Repeal of Automobiles Policy 94-001 as information and direct administration to repeal Automobiles Policy 94-001.

Approvals

Respectfully Submitted,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A