



## City of Richmond

## Report to Council

**To:** General Purposes Committee  
**From:** Andrew Nazareth  
Director of Finance  
**Re:** Vehicle Use and Allowances Policy

**Date:** March 30, 2005  
**File:** 03-0900-00/Vol 01

### Staff Recommendation

That the amendment to Policy 2018 Vehicle Use and Allowances as outlined in the staff report from the Manager, Treasury and Business Advisory Service be adopted.

Andrew Nazareth  
Director of Finance  
(4365)

Att.

#### FOR ORIGINATING DIVISION USE ONLY

#### CONCURRENCE OF GENERAL MANAGER

#### REVIEWED BY TAG

YES

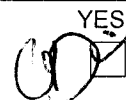
NO



#### REVIEWED BY CAO

YES

NO



## **Staff Report**

### **Origin**

In August 2004, the Business Advisory Service was created within the Finance Department to address the ongoing concerns expressed by the Chief Administrative Officer in respect to the need of reviewing/updating corporate policies and procedures. The 2005 Business Advisory Plan includes a review of Vehicle Use and Allowances Policy 2018.

A review of the corporate policies is necessary from time to time to ensure policies continue to be relevant and effective. Policy 2018 Vehicle Use and Allowances was adopted on September 10, 2001. The results of our review is included in the analysis below.

### **Analysis**

Policy 2018 governing Vehicle Use and Allowances was reviewed. We found that a reference is made in the policy to Section 7307 (1) of the Income Tax regulations for positions allowed personal use of a City vehicle.

Section 7307 of the Income Tax regulations prescribe amounts used in the calculation of depreciation for income tax purposes and has no relevance in the conduct of the City's business. It is recommended that an amendment be made to delete the reference made to the Income Tax regulations.

### **Financial Impact**

No financial impact.

### **Conclusion**

Amendment be made to delete the reference to Section 7307 (1) of the Income Tax Regulations in the Vehicle Use and Allowances Policy 2018.



Caroline Beaton, CMA, CPA, CA  
Manager, Treasury & Business Advisory Services  
(4103)

CB:cb