

SECTION: Finance SUBJECT: <b>Remuneration &amp; Expenses Reporting for Elected Officials</b>		Policy: 13.3.6.1
EFFECTIVE: June 1, 2014	REPLACES: CW166-2004 - March 29, 2004	Page 1 of 4
APPROVED BY: Council Resolution C165-2014 ( Recommendation (CW224-2014)	EFFECTIVE UNTIL: December 1, 2018 (C047-2018)	

**POLICY STATEMENT:**

To establish procedures and guidelines for reporting the remuneration and expenses of elected officials of the Corporation of the City of Brampton.

**PURPOSE:**

Section 284 of the *Municipal Act* requires that the Treasurer of every municipality shall submit to the Council of the Municipality, an itemized statement of the remuneration and expenses paid to each member of council in respect of his or her services as a member of council, on or before the 31<sup>st</sup> day of March in each year.

**SCOPE:**

This policy applies to the Mayor and to all City Councillors and Regional Councillors.

**PROCEDURE:**

**A. Remuneration and Expenses Defined**

The Annual Statement of Remuneration and Expenses shall include the following items for each member of council:

- i. Salary
- ii. Pension Payment
- iii. Benefits
- iv. Stipends, per diems and other compensation received as a result of participation/membership on boards/committees at the request of City Council
- v. Car Allowances / Automobile Expenses
- vi. FCM and AMO, non-conference related expenses
- vii. Professional and business development expenses, including those for trade missions

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EFFECTIVE: June 1, 2014	REPLACES: CW166-2004 - March 29, 2004	Page 2 of 4
APPROVED BY: Council Resolution C165-2014 ( Recommendation (CW224-2014)		APPROVAL DATE: June 4, 2014

- viii. Business office expenses as defined in the Mayor and Councillors' Expense Policy
- ix. Community involvement related expenses such as community sponsorship, cash and/ or merchandise donations
- x. Telephone and Internet costs

**B. Format of Statement of Remuneration and Expenses**

The statement of remuneration will show the following information

- i. Three sections – one each for Mayor, Regional Councillors and City Councillors
- ii. Name of the member of Council
- iii. Wards (s) represented by the member of Council
- iv. Period of time covered by the statement for each member of Council in their capacity on Council
- v. Remuneration and expenses defined in Section A of this policy
- vi. Total of Salary and Benefits
- vii. Total Expenses

The statement of Remuneration and Expenses will not include corporate related expenditures incurred by the Mayor's Office and the Council Office. The statement will include expenses paid by a corporate account on behalf of the Mayor and Members of Council.

**C. Responsibility to Report**

Departments will report expenses incurred on behalf of a Member of Council to the Treasurer or Deputy Treasurer. It is the responsibility of each member of Council to report any expenses incurred by another Member of Council on their behalf to the Treasurer or Deputy Treasurer. These expenses must be reported

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EFFECTIVE: June 1, 2014	REPLACES: CW166-2004 - March 29, 2004	Page <b>3</b> of <b>4</b>
APPROVED BY: Council Resolution C165-2014 ( Recommendation (CW224-2014)		APPROVAL DATE: June 4, 2014

on the Statement of Remuneration and Expenses as having been incurred by the Member of Council.

Regular Mayor and Members of Council's expenses reporting will include:

**Monthly**

1. Mayor and Members of Council own term expense accounts. This will be distributed to the Members of Council to view and sign off.

**Quarterly**

1. Details of current year Mayor and Members of Council's own term expense accounts to be posted to the City's website.
2. Summary of Mayor and Members of Councillors' own Term of Council Expense accounts to date.
3. Summary of Mayor and Members of Council expenses (excluding salary and benefits) will be posted to the City's website. This report will not only include expenses paid by the Mayor and Members of Council's own term expense accounts but also expenses paid by a corporate account on behalf of the Mayor and Members of Council.
  - i. The content and format of the web posting will be as defined in Section "A" and "B" of this policy.
  - ii. The summary posted will be supported by category details.

**Annually:**

1. Annual Statement of Remuneration and Expenses as described in Sections "A" and "B" of this Policy will be prepared by March 31<sup>st</sup> of each year and posted to the City's website according to Section 284 of the *Municipal Act*.

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EFFECTIVE: June 1, 2014	REPLACES: CW166-2004 - March 29, 2004	Page <b>4</b> of <b>4</b>
APPROVED BY: Council Resolution C165-2014 ( Recommendation (CW224-2014)		APPROVAL DATE: June 4, 2014

**DISPUTE RESOLUTION:**

The following steps set out the action to be taken to resolve any disputes or extraordinary circumstances that may arise regarding the application of this Policy.

- i. The Treasurer and/or Deputy Treasurer shall meet with the Councillor(s) and make every reasonable effort to resolve the dispute or extraordinary circumstance.
- ii. The Treasurer and/or Deputy Treasurer shall report to the Committee of the Council to resolve disputes or extraordinary circumstances that cannot otherwise be resolved.

**ACCOUNTABILITY:**

The Treasury Services will prepare and publish the expense reports according to the procedures outlined in this policy.

**RELATED POLICIES:**

Mayor and Councillors' Expense Policy  
Mayor and Councillors' Technology, Office Equipment and Furniture Policy

**ADMINISTRATION:**

Treasury Services will be responsible for keeping this policy up to date.

**CONTACT:**

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