POLICY STATEMENT:
To establish the proper procedure for reporting the remuneration 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 on or before the 31st day of March in each year 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.

SCOPE:
This policy applies to the Mayor and to all City Councillors and Regional Councillors of the City of Brampton.

PROCEDURE:
A. Remuneration and Expenses Defined

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

- Salary
- Benefits
- Stipends, per diems and other compensation received as a result of participation/membership on boards/committees at the request of City Council
- Car Allowances / Automobile Expenses
- FCM & AMO non-conference related expenses
- Conferences and Memberships
- Business Office Expenses as defined in the Council Expense Account Policy
- Public Relations & Hospitality
• Telecommunication usage expenses (cell phones, telephone line, internet service)

B. Format of Statement of Remuneration and Expenses

The statement of Remuneration will show the following information.

• Three sections – one each for Mayor, Regional Councillors and City Councillors
• Name of the member of Council
• Ward(s) represented by the member of Council
• Period of time covered by the statement for each member of Council in their capacity on Council
• Remuneration and expenses defined in Section A of this policy
• Total of Salary & Benefits
• Total of Expenses

The statement of Remuneration & Expenses will not include corporate related expenditures incurred by the Mayor’s office and the Council Office.

C. Responsibility To Report

The Financial and Information Services Department will prepare the annual Statement of Remuneration and Expenses and provide a draft of the information to be reported to each member of Council for their own salary & benefits and expenses at least two weeks prior to the Council meeting.

It is the responsibility of each member of Council to review the annual Statement of Remuneration and Expenses and report any changes to the Treasurer or Deputy Treasurer within five days.

The Financial and Information Services Department will provide a reporting schedule for the annual Statement of Remuneration and Expenses to each member of Council by January 31st of the year following the reporting year.

The Financial and Information Services Department will produce an interim statement for the first three quarters of the year (as at September 30th) and provide it to Council members for their information only.
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 on the Statement of Remuneration and Expenses as having been incurred by the member of Council who received the benefit.

ACCOUNTABILITY:

The Financial and Information Services Department will prepare the report to council based on the specification of the guidelines in this policy.

RELATED POLICIES:

- Councillors Expense Account Policy (FP01-005)

ADMINISTRATION:

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

CONTACT:

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