



**Subject: Expense Summary – Council and Office of the Chief
Administrative Officer (CAO) – Period Ending March 31, 2016**

APPROVALS:

David Leflar, Director
Kevin Scoble, Deputy Chief Administrative Officer
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the Expense Summary for Council and the Office of the Chief Administrative Officer (CAO) for the period January 1-March 31, 2016 be received as information.

Summary:

The current Elected Officials Compensation, Travel, Expense and Support Policy requires that reports on expenditures for each member of Council be presented for review at a public meeting on a quarterly basis.

Background:

The attached Expense Summary – January 1-March 31, 2016 reflects all expenses entered in the Municipality's financial system in the categories of business travel, conference travel (includes registration costs and training) and public relations (includes event tickets, hosting, sponsorships, etc.) for each Member of Council. In an effort to provide greater detail on each expense incurred, this summary provides a line-by-line account for every expense incurred by each individual for this reporting period.

Individual budgets are monitored on an ongoing basis, and budget adjustments are made, as needed. No adjustments are being requested as all Council Members remain within their respective total cumulative budget allocation.

In keeping with the established practice in 2014, expenses for the Office of the Chief Administrative Officer are also submitted for review. This provides a consistent reporting process for Council Members and the most senior member of municipal administration, while ensuring that the primary objectives of transparency and accountability are upheld.

Strategic Plan Linkage:

Pillar 1 – Building Responsible Government

Attachments:

1. Expense Summary – January 1-March 31, 2016