

## Request for Decision

<b>Title</b>	<b>Councillor Business Expense Reporting – Amendments to Councillor Business Expense Policy and Elected Official Remuneration Policy</b>
<b>Proposed Motion</b>	<p>That Council approve the amended Councillor Business Expense Policy as presented.</p> <p>That Council approve the amended Elected Official Remuneration Policy as presented.</p>
<b>Administrative Recommendation</b>	That Council approve the proposed amendments to the Councillor Business Expense Policy and Elected Official Remuneration Policy.
<b>Previous Council / Committee Direction</b>	<p><u>March 24, 2022 Governance &amp; Council Services Committee Meeting</u> Motion 019/22: That the Committee recommend Council approval of amendments to the Councillor Business Expense Policy and Elected Official Remuneration Policy with comments provided at the March 24, 2022 Committee meeting incorporated into the policies.</p> <p><u>August 25, 2020 Regular Council Meeting</u> Motion 385/20: That Council approve the Councillor Business Expense Policy as presented.</p> <p><u>September 10, 2019 Regular Council Meeting</u> Motion 341/19: That Council approve the Elected Official Remuneration Policy.</p>
<b>Report</b>	<p><u>Background Information</u></p> <p><b>Councillor Business Expense Policy</b></p> <ul style="list-style-type: none"> <li>This policy provides direction on reimbursable expenses for Sturgeon County's elected officials, which enhances public confidence in the oversight of expenses and enhances accountability and transparency through routine reporting of Council business expenses.</li> </ul> <p><b>Elected Official Remuneration Policy</b></p> <ul style="list-style-type: none"> <li>This policy prescribes remuneration for elected officials based on recommendations of the Citizen Task Force on Elected Officials Remuneration.</li> <li>This policy outlines responsibilities for Elected Officials, including that they are to submit expenses with six months of an event expenditure,</li> </ul>

	<p>and that Administration is responsible to publish financial reports monthly.</p> <p><b>Analysis</b></p> <ul style="list-style-type: none"> <li>• The current Councillor business expense reports are difficult to consume and contain detailed information that is beyond what is necessary to provide a reasonable level of public transparency. As such, Administration is proposing changes to streamline the reporting, improve the readability and presentation, and update the policies and processes to align with the proposed changes.</li> <li>• Monthly reporting has been postponed until the proposed changes to the expense reporting are accepted to ensure consistent reporting throughout the year, and if required, to make amendments to the Councillor Business Expense Policy and Elected Official Remuneration Policy.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Combine the two separate monthly reports.</li> <li>• Move from monthly reporting to quarterly reporting. These changes are reflected in the attached redlined copies of the policies (Attachment 1 and Attachment 2).</li> <li>• Adjust the report format and level of detail to Council's preference.</li> <li>• Remove disclosure of non-reimbursable expenses from the reports.</li> </ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>• Should Council support the proposed changes: <ul style="list-style-type: none"> <li>◦ The amended policies will be made publicly available through coverage of the Council meeting and on the County website.</li> <li>◦ Expense reports will be posted online on the County's website, using the updated format and frequency, as approved by Council.</li> </ul> </li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>• Councillor Business Expense Policy</li> <li>• Elected Official Remuneration Policy</li> </ul>
<b>Implication of Administrative Recommendation</b>	<p><u>Strategic Alignment:</u></p> <p><b>Collaborative Governance</b> – Ensuring that Councillor business expense processes are clearly defined ensures transparency to the public.</p> <p><u>Organizational:</u></p> <p>Administration will implement the amended policies as approved by Council.</p> <p><u>Financial:</u></p> <p>The proposed policy amendments have no financial implication as they relate to process and not expense or remuneration levels.</p>
<b>Alternatives Considered</b>	<p>Council could accept the Request for Decision as information, thereby not approving amendments to the policies as proposed.</p>

<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u> Shortcomings with the existing procedures would remain, and the opportunity to improve and create a more efficient process would be missed.</p> <p><u>Organizational:</u> None.</p> <p><u>Financial:</u> None.</p>
<b>Follow up Action</b>	<ol style="list-style-type: none"> <li>1. Obtain Mayor and CAO signatures on the amended Councillor Business Expense Policy and Elected Official Remuneration Policy (Legislative Services, May 2022).</li> <li>2. Post the amended Councillor Business Expense Policy and Elected Official Remuneration Policy to the website (Financial Services/Corporate Communications, June 2022).</li> </ol>
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. Attachment 1: Councillor Business Expense Policy (redlined)</li> <li>2. Attachment 2: Elected Official Remuneration Policy (redlined)</li> </ol>
<b>Report Reviewed by:</b>	<p>Sabrina Duquette, Manager, Corporate Finance &amp; Treasury</p> <p>Andrew Hayes, General Manager, Financial Services &amp; Chief Financial Officer</p> <p>Jesse Sopko, General Manager, Corporate Services</p> <p>Reegan McCullough, County Commissioner – CAO</p>

## Strategic Alignment Checklist

**Vision:** *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

**Guiding Principles:** Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
<b>Planned Growth</b>			
<ul style="list-style-type: none"> <li>Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Modern broadband and digital capabilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Low cost, minimal red-tape regulations</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Thriving Communities</b>			
<ul style="list-style-type: none"> <li>Beautiful, surprising places with high standards; integrated natural spaces &amp; trail systems; healthy and resilient</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Engaging cultural, historical, and civic amenities; strong community identity and pride</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Environmental Stewardship</b>			
<ul style="list-style-type: none"> <li>Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Sustainable development; partnerships with industry and others to drive emission reductions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Collaborative Governance</b>			
<ul style="list-style-type: none"> <li>Predictable and stable external relationships; volunteer partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Meaningful connections with Indigenous communities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Respectful and informed debate; clear and supportive governance processes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<ul style="list-style-type: none"> <li>Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Future focused thinking to proactively respond to emerging opportunities and challenges</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Alternative revenue generation and service delivery models integrated strategic and business planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>