

Reporting of Remuneration and Expenses Policy

Policy

It is Council's policy and a requirement of the First Nation's Financial Administration Law to annually disclose for each councillor the remuneration paid and expenses reimbursed by the First Nation, and by any entity that is consolidated by the First Nation, whether such amounts are paid to the councillor while acting as councillor or in any other capacity.

Purpose

The purpose of this policy is to establish accountability, transparency and full disclosure for each councillor's remuneration and expenses paid by Nipissing First Nation and by its consolidated entities. It is intended that this policy meets the disclosure and reporting requirements under both Nipissing First Nation's Financial Administration Law and the *First Nations Financial Transparency Act*. It is expected that a single special purpose report be prepared on an annual basis that meets the requirements under both laws.

Scope

This policy and procedure applies to each member of Council.

This policy and procedure does not apply to remuneration or expenses received:

- in common by all First Nation members;
- under a program or service universally accessible to First Nation members on published terms and conditions; or
- from a trust agreement, according to the terms of the trust.

Definitions

"entity" means a corporation or a partnership, a joint venture or any other unincorporated association or organization, the financial transactions of which are consolidated in the financial statements of the first nation in accordance with Public Sector Accounting Standards;

"expenses" includes the costs of transportation, accommodation, meals, hospitality and incidental expenses, and

"remuneration" means any salaries, wages, commissions, bonuses, fees, honoraria and dividends and any other monetary and non-monetary benefits.

"special purpose report" means the report described in subsection 10(2) of the Financial Administration Law. For the purpose of this policy it refers to the annual report on remuneration, and expenses.

Responsibilities

Council is responsible for:

- ensuring that each Councillor annually report to the Chief Financial Officer all remuneration paid and all expenses reimbursed by the Nipissing First Nation and by any entity.

The Chief Financial Officer is responsible for:

- preparing an annual report separately listing the remuneration paid and expenses reimbursed by the Nipissing First Nation, and by any entity, to each councillor whether such amounts are paid to them while acting as councillor, or in any other capacity;
- including the annual report as a Special Purpose Report in the Nipissing First Nation's annual report; and
- making the Special Purpose Report available on the Nipissing First Nation website or other repository for official documents to which membership has access.

PROCEDURES

1. Within ninety (90) days after each fiscal year end, each Councilor will declare to Nipissing First Nation in writing a listing of each of their remuneration and expenses paid by Nipissing First Nation and by any entity in the most recent completed fiscal year. Councillors will make this declaration by completing a 'Disclosure Statement' as attached in Appendix "L".
2. The Chief Financial Officer will collect all Disclosure Statements no later than the commencement of the annual audit of Nipissing First Nation for the most recent completed fiscal year.
3. Based on the information in the Disclosure Statements, the Chief Financial Officer, or a designate will extract amounts from the general ledger to complete the Special Disclosure Report (see Appendix "M"). Tables and columns should be used to present full aspects of the disclosures and at minimum must include remuneration paid and expense claims reimbursed by the Nipissing First Nation for each Councillor.
4. Commentary or footnotes can be used to provide explanations of remuneration paid and expenses reimbursed to allow a reader to understand the disclosure.

5. The Special Purpose Report must include any Councillor that left prior to the end of the fiscal year.
6. If a Councillor worked in another capacity for Nipissing First Nation during part of a fiscal year that is being disclosed, the remuneration earned and any other expenses paid in the other position must be included. For greater clarity a footnote will be included to explain which amounts relate to the respective roles.
7. The Chief Financial Officer will engage the Nipissing First Nation's independent auditor to review the Special Purpose Report and to issue a report in accordance with the terms of the engagement.
8. The Chief Financial Officer will submit the Special Purpose Report along with the draft unsigned report from the Nipissing First Nation's auditor to the Finance and Audit Committee for review and recommendation for approval to Council.
9. Once the Special Purpose Report is approved by Council the Chief Financial Officer will obtain the auditor's signed report and arrange for it to be attached to the final Special Purpose Report. The Special Purpose Report will be formatted in a manner suitable for electronic publication.
10. The Chief Financial Officer, or a designate, will publish on Nipissing First Nation's website the Special Purpose Report together with the signed report from the Nipissing First Nation's auditor.