



STATEMENT: Direction to update Employee Expense Policies

(Nanaimo, BC – Friday, December 8, 2017) - Chief Administrative Officer, Tracy Samra, has directed City Staff to update the suite of Employee Expense Policies to provide more detailed guidelines on eligible expenses and reporting requirements. Ms. Samra also asked Mayor & Council to endorse her recommendation to set annual limits for City Staff on attendance at conferences, training, and City business hospitality.

“Our Employee Expense Policies have not been revised for over 10 years and are out of sync with public service standards - they need to be reviewed” says the CAO.

In 2016, the Chief Financial Officer moved to make Council and City Staff expense reporting more transparent, a move that exceeds provincial reporting requirements. “Our decision to report City Staff expenses quarterly instead of annually, means that the public has an opportunity to scrutinize more closely and demand answers. The City of Nanaimo should make every effort to account for how public monies were spent on City business” agrees Ms. Samra.

Allegations that City Staff have overspent or charged taxpayers for non-eligible expenses are unfounded. The City has appropriate internal controls in place to review and approve claims.

Ms. Samra states “In 2016, I attended the federal, provincial and local municipal conferences to gain an understanding of local government machinery and network with my counterparts. Going forward, unless Council requests that I attend all of them I will only attend the UBCM.” Her annual hospitality expenses are consistently lower than other City CAOs and GMs.

Council expects their City Manager to meet with stakeholders on City business, “it is part of the job”, remarks Councillor Hong “I have been advocating for years that spending by City Staff on City business be more closely regulated. I am glad to hear our CAO is taking steps to address my concerns and those of the public.”

Employee Expense Policy Suite

- Petty Cash, Alcohol Expenditures, Travel Guidelines, Travel Expense Advances, and Company Credit Card.

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