

Statement of Policy and Procedure	
BCR #	FAL 2015-07
Issue/Effective Date	July 21, 2015

**Malahat Nation**

**Reporting of Remuneration and  
Expenses Policy**

**Approved by Council on July 20, 2015**



**Malahat**

## 1. 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 Malahat Nation, and by any entity that is consolidated by the Malahat Nation, whether such amounts are paid to the councillor while acting as councillor or in any other capacity.

## 2. Purpose

The purpose of this policy is to establish accountability, transparency and full disclosure for each councillor's remuneration and expenses paid by the Malahat Nation and by its consolidated entities. It is intended that this policy meets the disclosure and reporting requirements under both the 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.

## 3. Scope

This policy and procedure applies to each member of Council.

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

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

## 4. 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 Malahat 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.

## 5. Responsibilities

- (1) Council is responsible for:
  - (a) ensuring that each Councillor annually report to the Director of Finance all remuneration paid and all expenses reimbursed by the Malahat Nation and by any entity.
- (2) The Director of Finance is responsible for:
  - (a) preparing an annual report separately listing the remuneration paid and expenses reimbursed by the Malahat Nation, and by any entity, to each councillor whether such amounts are paid to them while acting as councillor, or in any other capacity;
  - (b) including the Special Purpose Report in the Malahat Nation's annual report; and
  - (c) making the Special Purpose Report available on the Malahat Nation website or other repository for official documents to which membership has access.

## 6. Procedures

- (1) Within 30 days after each fiscal year end, each Councilor will declare to the Malahat Nation in writing a listing of each of their remuneration and expenses paid by the Malahat 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 A.
- (2) The Director of Finance will collect all Disclosure Statements no later than the commencement of the annual audit of the Malahat Nation for the most recent completed fiscal year.
- (3) Based on the information in the Disclosure Statements, the Director of Finance or a designate will extract amounts from the general ledger to complete the Special Disclosure Report (see Appendix B). 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 Malahat 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 the Malahat 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 Director of Finance will engage the Malahat 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 Director of Finance will submit the Special Purpose Report along with the draft unsigned report from the Malahat 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 Director of Finance 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 Director of Finance or a designate will publish on the Malahat Nation's website the Special Purpose Report together with the signed report from the Malahat Nation's auditor.

## **7. References and Related Authorities**

- (1) FMB's Financial Management System Standards
- (a) Standard 10.0 – Reporting of remuneration and expenses
- (2) FMB's Financial Administration Law Standards
- (a) Standard 9.0 Reporting of remuneration and expenses
  - (b) Standard 18.6 – Special purpose reports

## **8. Attachments**

**Appendix A** – Disclosure Statement

**Appendix B** – Special Purpose Report Template – Reporting of Remuneration and Expenses

## Appendix A – Disclosure Statement

The Malahat Nation’s policy number 2015-03 requires completion of this Disclosure Statement by all Councillors.

### 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 Malahat 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.

### Disclosures:

1) Based on the above definitions, I am disclosing the following remuneration paid and expenses reimbursed by the Malahat Nation or by any entity during the fiscal year ending March 31, 201\_\_:

	Name of Entity	Remuneration Received	Expenses Reimbursed	Non-Monetary Benefits Received	Comments
1.	Malahat Nation	\$	\$		Council honoraria and reimbursement of eligible expenses
2.	Malahat Nation Economic Trust				
3.	Malahat Nation Business Trust				
4.	Malahat Economic Development Ltd.				

5.	Malahat Forestry (2012) Ltd.	\$	\$		
6.	Malahat Forestry (2012) LP				
7.	Malahat Tenure Holding Ltd.				
8.	Malahat Tenure Holding LP				
9.	Malahat Aquaculture Ltd.				
10.	Malahat Aquaculture LP				
11.	Malahat Nation Land Corporation Ltd.				
12.	Malahat Nation Land Corporation LP				
13.	Malahat Construction Ltd.				
14.	Malahat Construction LP				
15.	MNQM Contracting Ltd.				
16.	Salish Strait Seafoods Ltd.				
17.	Malahat Nation Bamberton Trust				

18.	1028706 B.C. Ltd (BuyerCo)	\$	\$		
19.	0716927 B.C. Ltd				
20.	0716930 B.C. Ltd				
21.	0716940 B.C. Ltd				
22.	0716945 B.C. Ltd				
23.	0716949 B.C. Ltd				
24.	0716967 B.C. Ltd				
25.	0716883 B.C. Ltd				
26.	0716886 B.C. Ltd				
27.	0716892 B.C. Ltd				

I certify that I have disclosed all “remuneration” paid and “expenses” reimbursed as defined above during the fiscal year ending March 31, 201\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## Appendix B – Special Purpose Report – Reporting of Remuneration and Expenses

### Malahat Nation

For the year ended March 31, 201X

Name of Individual	Position Title	Number of Months [Note 1]	Salaries [Note 2]	Honoraria [Note 2]	Other Remuneration [Note 2]	Total Remuneration [Note 2]	Expenses [Note 3]
		xx	\$xx,xxx	\$x,xxx	\$x,xxx	\$xx,xxx	\$x,xxx

#### Notes:

- 1. The number of months during the fiscal year that the individual was a chief or councillor.*
- 2. "Remuneration" means any salaries, wages, commissions, bonuses, fees, honoraria and dividends and any other monetary and non-monetary benefits.*
- 3. "Expenses" includes the costs of transportation, accommodation, meals, hospitality and incidental expenses.*