



Cape Breton Regional Municipality
320 Esplanade
Sydney, NS B1P 7B9

INFORMATION REPORT

To: Audit Committee
Submitted by: Nancy Dove, CFO
Date: December 17, 2025
Subject: Council and Senior Leadership Expenses

Dear Committee Members:

The expenses for Council and Senior Leadership have been prepared for publication on the CBRM website. The previous posting process was highly manual and time-intensive. Beginning with 2025 expenses, the process has been revised to reduce workload and enable more timely reporting.

Under the new approach, published disclosures will include the submitted expense claim detailing the expense, along with the individual's BMO statement where applicable. Not all individuals have purchase or travel cards, and this will be reflected in the disclosures.

The attached package contains all expenses in the format in which they will be published. In addition, a monthly summary page will be posted. Communications is currently migrating content to the new website, which is expected to go live this week. Should there be a delay in the website transition, expenses will continue to be posted on the existing site.

In the interim, a sample of the new posting format has been provided. Expense reports will be submitted to Audit on a quarterly basis and, following review, will be published on the CBRM website to ensure full transparency.

CBRM, like all municipalities, is required to publicly disclose expenses on a quarterly basis, including hospitality, travel and related costs, and professional development and training expenses for Councillors and, in accordance with policy, senior administrators.

Legislative and Policy Information

The *Municipal Government Act*, Section 65D

(1) A municipality shall prepare an expense report for each reportable individual within 90 days of the end of each fiscal quarter.

(2) An expense report must

- (a) be posted on a publicly available website for the municipality; and
- (b) comply with the regulations.

(3) A municipality shall prepare a hospitality expense report within 90 days of the end of each fiscal quarter.

(4) A hospitality expense report must

- (a) comply with the hospitality policy of the municipality;
- (b) be posted on a publicly available website for the municipality; and
- (c) comply with the regulations.

(5) A municipality shall prepare an annual summary report that complies with any requirements prescribed by the Minister.

(6) A municipality shall file the annual summary report with the Minister by September 30th of each year

The *CBRM Employment Expense* and *Corporate Credit Card* policies as well as disclosed expenses are located at www.cbrm.ns.ca

Website Information

You are here: [Home](#) > [City Hall](#) > [Travel & Expenses](#) > Expense Information

2025 Expense Information

Mayor Clarke

Deputy Mayor Paruch

Councillor

2025 Expense Information

Mayor Clarke

January 2025 — Total: \$1030.44

Date	Description	Document	Amount
2025-01-31	Expense Report	View Report	\$1030.44
2025-01-31	BMO Statement	N/A – Card not issued	

February 2025 — Total: \$0.00

No expenses recorded.

March 2025 — Total: \$0.00

No expenses recorded.