



Response to Applicant – Full Disclosure
Form 4A

May 30, 2022



Dear [Redacted]

Re: Your request for access to information under Part II of the **Access to Information and Protection of Privacy Act, 2015** [Our File # 2022-07]

On May 17, 2022, the Town of Paradise received your request for access to the following records/information:

I am requesting all copies of all expense claims by the Mayor from April 1, 2021, to March 31, 2022. Please include all supporting documentation. I am also requesting a copy of the Town's policy which is applicable to mayoral travel.

I am pleased to inform you that a decision has been made to provide access to the requested information.

The Access to Information and Protection of Privacy Act, 2015 (the "Act") requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Access to Information and Protection of Privacy Act, 2015 (the Act). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8
Telephone: (709) 729-6309 Toll-Free: 1-877-729-6309

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

If you have any further questions, please feel free to contact me by telephone or email.

Sincerely,

Terrilynn Smith,
ATIPP Coordinator

TOWN OF PARADISE TRAVEL EXPENSE STATEMENT

TRAVELLER: Mayor Dan Bobbett
DESTINATION: Corner Brook
PURPOSE: MNL Conference
DEPARTURE DATE: 03-Nov-21
RETURN DATE: 07-Nov-21

	Paid By Town	Paid By Traveller	Trip Total
Airline Ticket			
Mileage (.3620/km)			
Accommodation			
Long distance			
Registration Fees			
Per Diem or Meal Allowance		\$400.00	
Loss of Wages - 2 1/2 Days		\$497.70	
Entertainment			
Car Rental		\$493.27	
Total	\$0.00	\$1,390.97	\$1,390.97

Less Advance Received 0

Total Due to/from Traveller \$1,390.97

GL Expense Code 6002

TRAVELLER: Angela Richards for Dan Bobbett

DATE: Oct 28/21

DIRECTOR, CORP. SERVICES [REDACTED]

DATE: Oct 28/21



Travel and PD Expenses

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The Town of Paradise recognizes the importance of encouraging and supporting Council members in professional development activities that will enhance their knowledge and expertise related to their role and duties on Council.

This may include but is not limited to, activities specific to legislative and governance roles and functions, strategic policy development, fiduciary accountabilities, community leadership and public and media relations.

The Professional Development and Travel Policy outlines the guidelines and procedures for the approval and financing of professional development, training and travel for the Mayor, Deputy Mayor and Councillors, on behalf of the Town of Paradise.

The approved travel and professional development expenses for 2019 and 2021 are below:

- [Council Professional Development and Travel: January - December 2021](#)
- [Council Professional Development and Travel: January - December 2020](#)
- [Council Professional Development and Travel: January - December 2019](#)

Contact Us

Town of Paradise
28 McNamara Drive Paradise, NL A1L 0A6, [Map this location](#)

**Council Professional Development (PD) and Travel Expenses
January 1, 2021 to December 31, 2021**

Council Member	Date of PD/Travel	Description	Amount
Dan Bobbett	May 6-8, 2021	MNL Conference - Virtual	\$250.00
	November 5-7, 2021	MNL Conference - Corner Brook	\$3,072.91
		TOTAL	\$3,322.91
Patrick Martin	May 6-8, 2021	MNL Conference - Virtual	\$250.00
	November 5-7, 2021	MNL Conference - Virtual	\$100.00
		TOTAL	\$350.00
Larry Vaters	October 22, 2021	PMA Procurement Training	\$525.00
	November 13, 2021	Council Orientation	\$100.00
	November 5-7, 2021	MNL Conference - Virtual	\$100.00
		TOTAL	\$725.00
Glen Carew	October 22, 2021	PMA Procurement Training	\$700.00
	November 13, 2021	Council Orientation	\$100.00
	November 5-7, 2021	MNL Conference - Corner Brook	\$3,200.21
		TOTAL	\$4,000.21
Kimberley Street	October 29, 2021	Women's Leadership Summit	\$35.00
	November 5-7, 2021	MNL Conference - Virtual	\$100.00
	November 29, 2021	Every New Councillor Training	\$270.88
		TOTAL	\$405.88
Elizabeth Laurie	October 29, 2021	Women's Leadership Summit	\$35.00
	November 5-7, 2021	MNL Conference - Virtual	\$100.00
		TOTAL	\$135.00
Deborah Quilty	November 5-7, 2021	MNL Conference - Virtual	\$100.00
		TOTAL	\$100.00
Total			\$9,039.00

Legend:

FCM Federation of Canadian Municipalities
MNL Municipalities Newfoundland and Labrador



CORPORATE SERVICES: FINANCE
PROFESSIONAL DEVELOPMENT AND TRAVEL-COUNCIL
POLICY NUMBER:

PURPOSE

To establish guidelines and procedures for the approval and financing of professional development, training and travel for the Mayor, Deputy Mayor and Councillors, on behalf of the Town of Paradise.

POLICY STATEMENT

The Town of Paradise recognizes the importance of encouraging and supporting Council members in professional development activities that will enhance their knowledge and expertise related to their role and duties on Council. This may include but is not limited to, activities specific to legislative and governance roles and functions, strategic policy development, fiduciary accountabilities, community leadership and public and media relations.

The Town of Paradise will reimburse for all authorized expenses incurred within the limits and guidelines established in this policy.

SCOPE

This policy applies to the Mayor, Deputy Mayor and all Councillors of the Town of Paradise.

1. APPROVAL

Funds have been allocated in the budget to cover all professional development and travel costs, including registration fees up to a maximum of \$4,500 per Council member. This budgetary allocation will be subject to an annual review as part of the budget approval process.

- 1.1 Council must approve all professional development and travel of the Mayor, Deputy Mayor, and Councillors.

- 1.2 All Council members may attend the Municipalities Newfoundland and Labrador (MNL) conference annually, without any deduction in their allocated professional development budget.
- 1.3 In addition to the MNL Conference, the Mayor may attend the Urban Municipalities Conference and the Atlantic Mayors Conference with no deduction from his/her professional development allocation
- 1.4 If a member of Council is requested to attend a conference as a representative of the Town, there will be no deduction from the member's budget allocation.
- 1.5 Travel by a council member for the purposes of economic development is funded outside the professional development budget allocation for each council member and will be rotated annually.
- 1.6 A Travel Authorization and Advance form must be completed prior to the commencement of travel.

2. **RESPONSIBILITIES**

The responsibility rests with the traveler concerned to ensure that practical and economical travel options are selected and expenses are within the approved professional development and travel budget.

All travel arrangements for the Mayor, Deputy Mayor and Councillors should be coordinated through the Executive Assistant. All requests for arrangements should be submitted to the Executive Assistant at least 14 days before the commencement of travel.

3. **TRANSPORTATION**

- 3.1 The mode of transportation will be at the discretion of the person traveling, taking into consideration the destination and ensuring reasonable costs.
- 3.2 Privately Owned Vehicles – Allowance for the use of privately owned vehicles will be made at the rate of \$0.36 per km HST included. The Mayor, Deputy Mayor, and Councillors will be reimbursed for mileage incurred when the travel destination exceeds a 20 km radius from the Town Hall.

- 3.3 The traveler may use his/her own vehicle for transportation to and from the St. John's Airport and be reimbursed for the cost of parking, provided the costs does not exceed normal taxi fare. Other than the above, the person traveling will be reimbursed for taxi fare from his/her place of residence or place of work to the airport and return.
- 3.4 A person traveling shall be reimbursed for any actual and reasonable costs incurred for taxi, airport limousines, buses, or equivalent transportation in the location(s) outside St. John's listed on his/her travel authorization.
- 3.5 Town owned vehicles may be used for travel where it is more economical to do so, with the prior permission from the Chief Administrative Officer.
- 3.6 Rental of vehicles at the destination will not normally be permitted. However, where the destination is of a sufficient distance from the airport to make the cost of taxi service prohibitive, the traveler may request a vehicle rental on the Travel Approval and Advance Form.
- 3.7 Only the day prior to and the day after a conference will be considered for reimbursement of expenses. Should scheduling difficulties occur requiring additional travel time (i.e. Flight schedules, late arrivals, etc) additional time may be given but only after Council being notified prior to departure, when possible. If it is financially advantageous to extend travel time due to airline scheduling, the extended stay will be a valid expense provided that supporting documentation is submitted.

4. **ACCOMMODATION**

- 4.1 A person required to travel on Town business will be reimbursed for actual, reasonable expenses for commercial accommodation.
- 4.2 Where an individual receives permission to make private arrangements for overnight accommodation, he/she shall be reimbursed for each night at the rate of \$30 HST included.

5. **PERSONAL EXPENSES**

5.1 Per Diem Allowance – A per diem may be claimed by the traveler to cover out-of-pocket costs expenses exclusive of accommodation and transportation. Items for which this allowance is intended include meals, gratuities, and incidental expenses. Payment of this per diem will be based on the number of days away from home. 50% of the eligible per diem will be paid for each part day.

<u>Canada</u>	<u>USA</u>	<u>Europe</u>
\$100 CDN	\$100 USD	\$125 USD

5. **PERSONAL EXPENSES (cont'd)**

5.2 Laundry & Dry Cleaning Services – The cost for these services will be reimbursed provided that they are reasonable when considering the amount of time spent away from home, generally in excess of one week.

5.3 Personal Long Distance Calls - The cost of one call per day to the employee's home number will be reimbursed provided that each call is of a reasonable duration.

5.4 Official Telephone Calls – An employee will be reimbursed for costs incurred for local and long distance calls relating to official business. The traveler must indicate which calls are related to business.

5.5 Miscellaneous Business Expense – A council member will be reimbursed for the actual costs of miscellaneous business expenses, such as hosting of business associates while on travel status, expenses associated with meetings, conferences or seminars, etc. These costs are to be included in the Travel Expense Statement and the appropriate receipts are to be attached upon submission.

6. **LOSS OF INCOME**

Council members will be reimbursed for loss of income that is an actual loss of substantiated income or the use of personal vacation entitlements utilized to attend the event not to exceed \$250.00 per day.

7. **TRAVEL EXPENSE STATEMENT**

All expenses upon return are to be reviewed for approval as follows:

- 7.1 A Travel Expense Form must be completed listing all expenses claimed with receipts attached to substantiate claims. This indicates the advance obtained and the refund of the unused portion of the advance where applicable, or the reimbursement of expenses to council members.
- 7.2 The completed Travel Expense Form should be forwarded to the Executive Assistant to attach all receipts for any items that were booked in advance.
- 7.3 The Director of Corporate Services (or their designate) shall review and approve the completed Travel Expense Form and forward to Accounting for processing.
- 7.4 The following expenses must be supported by receipts or other appropriate documents:
 1. Air Tickets – where these were not purchased or provided by the Town
 2. Overnight Accommodation
 3. Long Distance Telephone Charges
 4. Registration Fees
 5. Entertainment – This must include an explanation of the circumstances under which the hosting took place, the names and positions of all persons hosted.
 6. Taxi & Equivalent Expenses.
- 7.5 All claims are to be submitted within 15 days of return accompanied by a report identifying the total costs associated with the trip. Should the travel advance exceed the eligible expenses to be claimed, reimbursement to the Town must be accompanied with the claim.

8. **REVIEW OF POLICY**

- 1) The Director of Corporate Services shall submit recommendations to change the policy to the Finance Committee
- 2) All changes to the policy require final approval and adoption of Council