

**Policy 2.18**

**Category: Charter Board Governance and Operations**

**Public Disclosure  
(Board)**

**BACKGROUND**

The *Education Act* states that a board shall disseminate any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) to students, parents, electors or the Minister in the manner the Minister prescribes.

**POLICY STATEMENT**

The CAPE Charter Board is committed to providing public, timely, and detailed disclosure of the expenses reimbursed to board members and senior officials of CAPE.

**DEFINITIONS**

1. **Public** - done, perceived, or existing in open view.
2. **Timely** - done or occurring at a favourable, effective, relevant or useful time.
3. **Detailed** - thorough; containing lots of individual parts or aspects.
4. **Accountability** - taking or being assigned responsibility for something that one has done or something one is supposed to do.
5. **Transparency** - easily understood or recognized.
6. **Parameter** - a set of facts or a fixed limit that establishes or limits how something can or must happen or be done.
7. **Oversight** - review, monitoring, and supervision.

**PURPOSE**

8. The purpose of this policy is to:
  - 8.1 improve accountability and transparency through routine disclosure of information on expenses reimbursed to Board members and senior officials;
  - 8.2 establish parameters for the proactive and routine disclosure of expense information; and
  - 8.3 enhance public confidence in the oversight of expenses incurred by board members and senior officials.

**CAPE-Centre for Academic and Personal Excellence**  
**Policy Manual**

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**Category: Charter Board Governance and Operations**

**GUIDELINES**

9. Expenses are defined as the following costs and expenses incurred by an individual, in the course of board business, for which reimbursement has been provided by CAPE:
  - 10.1 travel, including transportation, and accommodation;
  - 10.2 working sessions (i.e. food or beverages during a meeting held to facilitate school business); and
  - 10.3 hospitality (i.e. food or beverage served as a courtesy to guests of the school).
10. Requirements to disclose expense reports apply to the following individuals and those incurring on these individuals' behalf:
  - 11.1 elected officials; and
  - 11.2 senior management (Superintendent, Secretary-Treasurer).
11. Expense reports shall be posted on the school website no later than thirty (30) days after the reimbursement or payment of the expense has been processed.
12. Posted expense reports shall, at a minimum, include the following information:
  - 12.1 name and position of the individual who incurred the expense;
  - 12.2 date of each expense;
  - 12.3 amount of each expense;
  - 12.4 expense category (i.e. travel, including transportation, and accommodation), working session, hospitality);
  - 12.5 description and rationale for each expense.
13. A detailed receipt for each reimbursable expense shall be provided by the claimant.
14. If a detailed receipt is not available, the claimant must provide a written statement attesting to the following:
  - 14.1 the expense was incurred in the course of and is related to school business;
  - 14.2 the expense was not claimed previously;
  - 14.3 the circumstances as to why the receipt is missing;
  - 14.4 the attestation must be signed by the claimant and the approver of the claim.
15. Detailed receipts will not be included with posted expense reports. However, upon request, individuals will be provided with opportunity to view receipts for which reimbursement has been provided.
16. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom the expenses were incurred.
17. Costs for alcoholic beverages cannot be claimed and will not be reimbursed.

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

**Policy 2.18**

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18. Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act, such as personal information, will be redacted from supporting documentation and will not be publicly disclosed.

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**References:**

*Education Act*

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Adopted: October 30, 2013

Motion: #2013-10-30-8

Reviewed: August 2018

Reviewed: October 2021