

**HALIFAX REGIONAL MUNICIPALITY  
ADMINISTRATIVE ORDER NUMBER 2015-006-ADM  
RESPECTING DISCLOSURE OF EMPLOYEE SALARIES**

**WHEREAS** the Halifax Regional Municipality believes that it is in the public interest for information regarding compensation paid by public funds be made available for the inspection of the public;

**AND WHEREAS** on May 11, 2015 the Halifax Regional Municipality was granted authority to adopt a policy requiring the Municipality to disclose to the public the amount of compensation the Municipality pays to any person pursuant to section 54A of the Halifax Regional Municipality Charter;

**BE IT RESOLVED** as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order 2015-006-ADM the Salary Disclosure Administrative Order.

**Purpose**

2. The purpose of this Administrative Order is to assure the public disclosure of compensation paid in respect of employment by the Municipality to employees who receive compensation of one hundred thousand dollars (\$100,000) or more in a year.

**Interpretation**

3. In this Administrative Order:

- (a) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
- (b) "compensation" means the total amount or value of all cash and non-cash salary, wages, payments, allowances, bonuses, commissions and perquisites, other than a pension, pursuant to any arrangement, including an employment contract, and includes, without restricting the generality of the foregoing,
  - (i) all overtime payments, retirement or severance payments, lump-sum payments and vacation payouts;
  - (ii) the value of loan or loan-interest obligations that have been extinguished and of imputed-interest benefits from loans,
  - (iii) long-term incentive plan earnings and payouts;
  - (iv) the value of the benefit derived from vehicles or allowances with respect to vehicles;
  - (v) the value of the benefit derived from living accommodation provided or any subsidy with respect to living accommodation;
  - (vi) payments made for exceptional benefits not provided to the majority of employees; and
  - (vii) payments for memberships in recreational clubs or organizations;
- (b) "employee" includes an independent contractor;

(c) "Municipal Body" mean the Municipality and any agency, board, commission or corporation to which the Council may appoint the majority of the members; and

(d) "Municipality" means the Halifax Regional Municipality.

### **Application**

4. (1) This Administrative Order applies to any compensation paid to a person who is a member of the council of the Municipality or who is in an employment or contractor relationship with any Municipal Body.

(2) A list of the Municipal Bodies to which this Administrative Order applies shall be found in Schedule A.

### **Annual disclosure of compensation**

5. A Municipal Body shall, within three (3) months after the end of each fiscal year ending on or after March 31, 2016, disclose to the Chief Administrative Officer or his designate the amount of compensations it pays or provides, directly or indirectly, to any person in that fiscal year if the amount of compensation to that person is one hundred thousand dollars (\$100,000) or more.

### **Content and form of disclosure**

6. The disclosure shall indicate the year to which the information on it relates, shall list employees alphabetically by surname, and shall show for each employee:

- (a) the employee's name as shown on the Municipal Body's payroll records;
- (b) the office or position last held by the employee with the Municipal Body in the year;
- (c) the amount of salary paid by the Municipal Body to the employee in the year; and
- (d) the amount of other benefits paid by the Municipal Body in the year.

### **Publication of disclosure**

7. The Chief Administrative Officer or his designate shall, within two (2) months of receiving the disclosure from every Municipal Body, make the information disclosed under this Administrative Order available for inspection by any person without charge by publishing such information on a publicly accessible website.

### **Failure to Disclose**

8. Where a Municipal Body fails to make disclosure as required by this Administrative Order, the Chief Administrative Officer may require that a portion of the funding payable by the Municipality to Municipal Body, up to a maximum of 15%, be withheld until disclosure as required by the Administrative Order has been made.

Done and passed this 24<sup>th</sup> day of November, 2015.

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Mayor

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Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on November 24, 2015.

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Cathy Mellett, Municipal Clerk

**Schedule A**  
**Municipal Bodies**

Halifax Regional Municipality

Halifax Regional Library Board

Halifax Regional Water Commission

Notice of Motion:  
Approval:

November 10, 2015  
November 24, 2015