

## **Appendix 'A'**

### Guiding Principles to Town of Newmarket Elected Officials Expense Policy CORP.1-07

#### **Integrity**

- The integrity of Council as a whole and the offices of the Elected Officials must be protected.
- The interest of Council as a whole takes precedence over the personal interest of individual Elected Officials.
- Council sets an example for the rest of the organization.

#### **Accountability**

- Public funds used by Elected Officials are to be used prudently.
- Elected Officials are the stewards of Town resources and are ultimately accountable to the public and their constituents for the type and level of expenses they incur.
- The expenses of Elected Officials must be reasonable and reflect what the public expects of an Elected Official.

#### **Transparency**

- Information associated with public funds allocated to Elected Officials is public information.
- The public's ability to access information relating to expenses of Elected Officials must be balanced against the need to protect privacy and personal information and allow time for proper accounting and reconciliation of expenses.

#### **Compliance**

- The budgets associated with Council must be administered in accordance with the standard policies and procedures of the Town as well as all other statutory requirements.

#### **Efficiency**

- The cost of levels of transparency will be balanced against the benefits gained.
- Consideration will be given to procedures that are consistent and compatible with existing procedures.
- The attention to Elected Official expenses relative to other expenses, should be proportionate in terms of significance and magnitude.