

MEMORANDUM

TO: Board of Directors

FROM: Patricia Kyle, CEO

DATE: June 10, 2025

RE: Annual Report on Expenses

Under the Broader Public Sector Expenses Directive, CWSDS is required to provide a report setting out summary information on all hospitality events paid for by the organization and that CWSDS is in compliance with the Reimbursable Expenses guidelines.

This will confirm for the fiscal year 2024-2025, no hospitality events were paid for by the organization and confirm that the travel, meal and hospitality expenses followed policies and were in compliance with the Broader Public Sector Expenses Directive and CWSDS' expense policy 12-024.

The Policy 12-024 is posted on the main bulletin board for staff and public to view and can be found on the CWSDS website (cwsds.ca) under Business & Financials.