

COUNCIL POLICIES AND PROCEDURES

SECTION - C

REMUNERATION POLICIES

SUBJECT: Public Disclosure of Travel Expenses of Elected Officials & CAO

Number C-12

APPROVAL DATE: June 14, 2017

AMENDED DATE: October 17, 2018

PREAMBLE: This policy provides a framework for the routine disclosure of travel expenses of municipal elected officials to enhance public confidence by improving accountability and transparency.

APPLICATION AND SCOPE: This Policy applies to all Municipal Elected Officials & Chief Administrative Officer (CAO).

DISCLOSURE OF TRAVEL EXPENSE REPORTS:

The Clerk or designate shall ensure that detailed reports of the travel expenses of all Municipal Elected Officials and CAO are publicly accessible online on a monthly basis, within 30 calendar days after the first day of each calendar month in which a report must be disclosed.

Expense reports shall not contain information required to be held in accordance with the Freedom of Information and Protection of Privacy Act.

Expenses will be maintained online to include current and prior term of Council on a go-forward basis (8 years of expenses).

TRAVEL EXPENSE REPORT REQUIREMENTS:

The use of standard, travel expense reporting forms will be utilized as prescribed by the Municipal Government Act. Reports must, at a minimum, include the following information:

- the name of the Municipal Elected Official;
- the date of the transaction(s) giving rise to the expense;
- purpose for the expense;
- the amount of each expense broken down by category (ie: travel, including transportation, accommodation, per diems, registration and related expenses); and
- the total expenses per trip.

Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that:

- By September 30th of each year the Clerk prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of

Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

REVIEW REQUIREMENTS

- The Audit Committee shall review the expense annual summary report by October 31st of each year.
- By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

Travel expenses incurred by one individual on behalf of another must be attributed to the individual for whom the expenses were incurred.

Warden Vernon Pitts

Chief Administrative Officer
Barry Carroll

Date