

**COUNCIL POLICIES AND PROCEDURES**

**SECTION - C**

**REMUNERATION POLICIES**

**SUBJECT:** Public Disclosure of Travel Expenses of Elected Officials

Number C-12

**APPROVAL DATE:** November 2, 2016

**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.

**DISCLOSURE OF TRAVEL EXPENSE REPORTS:**

The CAO or designate shall ensure that detailed reports of the travel expenses of all Municipal Elected Officials 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.

**TRAVEL EXPENSE REPORT REQUIREMENTS:**

Travel expense 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.

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

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Warden Vernon Pitts

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Chief Administrative Officer  
Barry Carroll

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Date