

Guidelines for Elected Officials Business Travel Allowance in Fiscal Services**Report Purpose**

To bring forward proposed changes to the Guidelines for the Fiscal Services account (1801) with respect to the Elected Official business travel allowance as per Motion 2016/448.

Recommendation

THAT the revised Guidelines for the Elected Official Business Travel Allowance in Fiscal Services, be approved.

Council History

December 13, 2016 – Council approved Motion 2016/448 which reads,
THAT Administration bring forward proposed changes to the guidelines and/or terms of reference of Fiscal Services Account 1801 to reflect the following:
Only expenditures relating to attendance at educational courses and conferences of the three external municipal organizations—Alberta Urban Municipalities Association (AUMA), Alberta Association of Municipal Districts and Counties (AAMDC), and the Federation of Canadian Municipalities (FCM)—be allowable under Fiscal Services Account 1801; and
That Administration bring forward these proposed changes for debate at the February 7, 2017 Council Meeting.
December 9, 2014 – Council approved the 2015 Operating Budget.
December 11, 2012 – Council approved the 2013 Operating Budget.

Strategic Plan Priority Areas

Economy: n/a

Governance: The Guidelines for Elected Official Business Travel Allowance in Fiscal Services provide transparency.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: GOV-001-026: Council Business Expense Policy

Legislative/Legal: n/a

Interdepartmental: Office of the Elected Officials, Fiscal Services, Legislative and Legal Services.

Summary

During the 2013 Business Planning and Budget process, and consistent with regard to Strategic Goal #3, an allowance of \$50,000 was added to Fiscal Services to enable Elected Officials to represent Strathcona County more actively within the Alberta Association of Municipal Districts and Counties (AAMDC), Alberta Urban Municipalities Association (AUMA), and Federation of Canadian Municipalities (FCM). Then during the 2015 Business Planning and Budget process, the allowance was increased by an additional \$28,500 for Elected Officials to attend conferences and workshops related to boards and committees of which they are members.

As an alternative to increasing all ward operating budgets for these business expenses, this allowance approach was utilized to minimize the total budgeted implications as not all Elected Officials annually attend these functions, individual assignments to boards and

committees are unknown until well after the budget approval, and access to these funds are also subject to formal Council approval.

To ensure appropriate allocation of the allowance, an administrative guideline was developed and implemented to ensure a consistent approach and proper due diligence.

Enclosures

- 1 Guidelines (Revised) (Document: 9745645)
- 2 Guidelines (with highlighted changes) (Document: 9747387)