

## Guidelines for Elected Official Business Travel Allowance in Fiscal Services

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This is a process for elected officials to request support from Strathcona County to attend conferences, courses, committee work or workshops that support the strategic plan of Council if they meet the following criteria:

A member of Council must be attending:

- The Alberta Association of Municipal Districts and Counties (AAMDC) spring and/or fall convention;
- The Alberta Urban Municipalities Association (AUMA) annual convention and trade show;
- The Federation of Canadian Municipalities (FCM) annual conference and trade show; or
- An educational course or conference, when serving on boards and committees of the three external municipal organizations (i.e. AUMA, AAMDC, or FCM).

In order for educational courses or conferences related to serving on boards and committees of the three external municipal organizations to be covered under Fiscal Services the Councillor must:

- a. Download the form 'Council Authorization Request Form'.
- b. Provide the form, with signature, to their administrative staff for completion.
- c. Elected Officials Office staff will complete the Motion to be brought forward at the same meeting as the 'Council Authorization Request Form' to be approved by Council.
- d. The Councillor will make the Motion during the "Councillor Requests" portion of the agenda.
- e. Office of the Elected Officials staff will provide\* the completed form, with conference/committee/workshop/course details, to LLS for inclusion on the next available Council meeting agenda.
- f. Office of the Elected Officials staff will craft the Motion to be brought forward at the meeting and provide it to LLS.
- g. If the next available agenda has already been distributed, the item will be considered an addition to the agenda.

\* Submit via eScribe whenever possible (time permitting)

