

Council Priority Fund Expenditures

Policy Statement

The Mayor and Councillors will each year have budgeted for them monies known as Council Priority Funds. The Mayor and Councillors will disburse these funds in a prudent manner. Council Priority Funds must be used for community based initiatives ~~to support community initiatives~~ or events that benefit Strathcona County and its residents.

Guidelines

1. Organizations, including community groups, applying for Council Priority Funds must be based in Strathcona County.
2. Council Priority Fund requests must be for one-time projects or events.
3. Council Priority Fund requests for costs associated with the hosting or logistics of fundraising events will not be considered.
4. Council Priority Fund requests in support of proselytism will not be considered.
5. Council Priority Fund requests for the benefit of an individual will not be considered.
6. Preference will be given to registered non-profit groups or registered societies.
- ~~7.~~ Preference will be given to organizations or groups that are not eligible for other Strathcona County grants or funds. ~~meet the following criteria to qualify for funding:~~
 - ~~a. — Must be a registered non profit or a registered society or a group or individuals applying for a one time project or event;~~
 - ~~b. — Must be community based;~~
- ~~2-8.~~ Council Priority Funds ~~sh~~will only be used for events that are to be held in Strathcona County and/or goods that will occur/be spent within Strathcona County.
- ~~3-9.~~ Council Priority Fund Requests ~~from any individual or group~~ must be in writing on the prescribed form, and must include justification for the request, and must include a proposed budget. ~~All applications and supporting information must be reviewed in a regular meeting of the Mayor's Executive Committee, included in the Council Meeting agenda package and posted on the County's website prior to the Council meeting.~~ (revised 06/24/2014)
- ~~4-10.~~ Expenditures from Council Priority Funds must be approved by Council resolution prior to the expenditure being made.
- ~~5-11.~~ No expenditure from Council Priority Funds can conflict with an existing Council approved policy.
- ~~6-12.~~ Council Priority Funds will not be used:

- a. To support an operating budget deficit; this includes but is not limited to operational expenses and staff salaries;
- b. For events that in any fashion are held outside Strathcona County;

c. To support travel expenses outside of Strathcona County; ~~or~~

~~e.d. To support political activities or private interests.~~

~~d. By Council Members to sponsor an organization for which the Member serves as an employee, officer or board member; or~~

~~e. For any purpose other than a public purpose and may not support political activities or private interests.~~

7-13. ~~Should~~In the event that the Council Priority Funds granted ~~to an individual or group~~ pursuant to this Policy ~~not be~~are not used for the purpose for which they were granted or not be used at all within one calendar year, the Council Priority Funds ~~are to~~must be returned to Strathcona County.

8-14. A Report Form ~~must~~shall accompany approved Council Priority Fund expenditures and recipients must complete and return the Report Form immediately after the Priority Funds are expended. Council Priority Funds will not be available to a recipient who fails to complete and submit a Report.

15. ~~At~~Immediately before the end of each term of office, all uncommitted Council Priority Funds will be redistributed evenly among all members of Council for the next term of office ~~Council Priority Funds returned to General Revenue.~~

9-16. ~~Council will not approve any Council Priority Funding after nomination day in a municipal election year.~~

Roles and Responsibilities

1. ~~Members of Council is responsible for reviewing, considering, and approving Council Priority Fund requests.~~

2. Administration is responsible for the following:

a. ~~are responsible to post~~ing all expenditures on the appropriate Council Member webpage on the County's public website; on their County webpage all expenditures from their respective Councillor Priority Funds.

~~1-b.~~ Preparing resolutions authorizing the expenditure of Council Priority Funds;

c. ~~Retaining a record of all commitments and issuing~~ing cheques after Council resolutions are passed as well as maintaining a record of Councillor's balances; and;

d. ~~On a quarterly basis, providing to the Mayor and each Councillor a list of Priority Funds expended until the present date in the current calendar year and the remaining a current balance.~~

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~~3. Legislative & Legal Services is responsible to provide Financial Services with all resolutions authorizing the expenditure of Council Priority Funds.~~

~~4. Financial Services is responsible to:~~

~~a. retain a record of all commitments and issue cheques after Council resolutions are passed as well as maintain a record of Councillor's balance.~~

~~b. a. on a quarterly basis, provide to the Mayor and each Councillor a list of Priority Funds expended until the present date in the current calendar year and a current balance.~~

Policy Record

Date of Approval by Council: January 19, 2016
6/24/2014; 2/25/2014; 8/28/2012
4/24/2012; 4/10/2012

Resolution No: 2016/14
228/2014; 39/2014; 518/2012
232/2012; 201/2012

Next Review Date: January 19, 2019

Policy No: GOV-001-032

Last Review Date: January 19, 2016

Replaces: N/A

Lead Role: *Council*

Administrative Review: Chief Commissioner