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## **Council Priority Fund Expenditures**

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### **Policy Statement**

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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 or events that benefit Strathcona County and its residents.

### **Guidelines**

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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.
8. Council Priority Funds will only be used for events that are to be held in Strathcona County.
9. Council Priority Fund requests must be in writing on the prescribed form, must include justification for the request, and must include a proposed budget.
10. Council Priority Funds must be approved by Council resolution prior to the expenditure being made.
11. No expenditure from Council Priority Funds can conflict with an existing Council approved policy.
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
  - d. To support political activities or private interests.

13. In the event that the Council Priority Funds granted pursuant to this Policy 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 must be returned to Strathcona County.
14. A Report Form must 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. 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.
16. Council will not approve any Council Priority Funding after nomination day in a municipal election year.

## **Roles and Responsibilities**

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1. Council is responsible for reviewing, considering, and approving Council Priority Fund requests.
2. Administration is responsible for the following:
  - a. Posting all expenditures on the appropriate Council Member webpage on the County's public website;
  - b. Preparing resolutions authorizing the expenditure of Council Priority Funds;
  - c. Retaining a record of all commitments and issuing cheques after Council resolutions are passed as well as maintaining a record of balances; and
  - d. On a quarterly basis, providing the Mayor and each Councillor a list of Priority Funds expended in the current calendar year and the remaining balance.

## **Policy Record**

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**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