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## Council Priority Fund Expenditures

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Date of Approval by Council: 04/10/2012; 04/24/2012; 08/28/2012; 02/25/2014 06/24/2014 Resolution No.: 201/2012; 232/2012 518/2012; 39/2014 228/2014

Lead Role: Council

Last Review Date: June 24, 2014

Next Review Date: 06/2017

Administrative Responsibility: Chief Commissioner

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### 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 to support community initiatives or events that benefit Strathcona County and its residents.

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### Guidelines

1. Organizations must 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. Council Priority Funds shall only be used for events and/or goods that will occur/be spent within Strathcona County.
3. Requests from any individual or group must be in writing on the prescribed form and must include justification for the request and 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. Expenditures from Council Priority Funds must be approved by Council resolution prior to the expenditure being made.
5. No expenditure from Council Priority Funds can conflict with an existing Council approved policy.
6. 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;

- 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. Should the Council Priority Funds granted to an individual or group pursuant to this Policy not be used for the purpose for which they were granted or not be used at all, the Council Priority Funds are to be returned to Strathcona County.
- 8. A Report Form 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.
- 9. At the end of each term of office, all uncommitted Council Priority Funds will be returned to General Revenue.

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## **Roles and Responsibilities**

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- 1. Members of Council are responsible to post on their County webpage all expenditures from their respective Councillor Priority Funds.
- 2. Legislative & Legal Services is responsible to provide Financial Services with all resolutions authorizing the expenditure of Council Priority Funds.
- 3. 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. 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.