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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. Council Priority Funds must be used to support community-based initiatives or events that benefit Strathcona County and its residents. The Mayor and Councillors will evaluate requests based on this guiding principle and will disburse these funds in a prudent manner.

### Guidelines

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1. Organizations, including community groups, applying for Council Priority Funds must be based in Strathcona County.
2. Preference will be given to one-time projects or events.
3. Council Priority Fund requests for costs associated with the hosting and logistics of fundraising events will not be considered.
4. Council Priority Fund requests for the benefit of an individual will not be considered.
5. Preference will be given to registered non-profit groups or registered societies.
6. Preference will be given to organizations or groups that are not eligible for other Strathcona County grants or funds.
7. Preference for capital project funding will be given to organizations that have not received Council Priority Funds for a capital project within the last four years.
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 and
  - a. are subject to execution of a grant agreement with Strathcona County prior to the expenditure being made; and
  - b. where the Priority Funds are used to purchase physical assets (including but not limited to sports equipment, uniforms, and musical instruments), the assets must remain in the possession of the organization, and not the individual using the asset.
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, including meals, lodging and any other extraneous expenses related to travel; 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 in accordance with the Strathcona County grant agreement must accompany approved Council Priority Fund expenditures and recipients must complete and return the Report Form and supporting documentation immediately after the Priority Funds are expended.
15. Beginning with the 2023 budget, the total budgeted amount for Council Priority Funds will be adjusted based on the previous year's Consumer Price Index yearly inflation rate.
16. Council Priority Funds will be allocated evenly among all members of Council, except that the Mayor's Office will be given \$5,000 prior to the equal allocation of the remaining funds.
17. On December 31 in each year, all uncommitted Council Priority Funds will be redistributed evenly among all members of Council for the following year.
18. In a general municipal election year, the allocation of Council Priority Funds will be split so that each member of Council may spend up to 75% of their approved allocation prior to nomination day, with any remaining funds to be returned to General Revenue. Members of Council may spend the remaining 25% of the approved allocation in the period of time between the Organizational Meeting until December 31 of that year.
19. Council will not approve any Council Priority Funding after nomination day in a municipal election year until after the Organizational meeting in that year.

## **Roles and Responsibilities**

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1. Council is responsible for reviewing, evaluating and approving Council Priority Fund requests based on the guidelines above.
2. Administration is responsible for the following:
  - a. Posting all expenditures on the appropriate Council Member webpage on the County's public website;
  - b. Evaluating how each Council Priority Fund request complies with the Policy and including a summary with each request;
  - c. Preparing reports and resolutions authorizing the expenditure of Council Priority Funds;

- d. Preparing and executing the required grant agreements;
- e. Retaining a record of all commitments and issuing cheques after Council resolutions are passed as well as maintaining a record of balances; and
- f. 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:** September 25, 2018

1/19/2016; 6/24/2014; 2/25/2014  
8/28/2012; 4/24/2012; 4/10/2012

**Resolution No:** 2018/330

2016/14; 228/2014; 39/2014;  
518/2012; 232/2012; 201/2012

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**Replaces:** N/A

**Lead Role:** *Council*

**Administrative Review:** Chief Commissioner