

Council Policy

Policy Name: Attendance at Political Fundraising Events and Other Events – Elected Officials, Chief Administrative Officer and Executive Directors

Policy No.: LEG-180

Effective Date: April xxxx, 2015

Review Date: April 2018

STATEMENT:

The Elected Officials, Chief Administrative Officer and Executive Directors are entitled to payment or reimbursement of reasonable travel, meal and accommodation expenses incurred in accordance with Policy LEG-50 – Elected Officials Compensation, Travel, Expense and Support or Administrative Procedure No.: FIN 180 – Travel and Subsistence to attend:

- (a) Political Fundraising Events that take place inside or outside of the Municipality but within Alberta, for which reimbursement of the ticket price or other cost of admittance is prohibited under provincial law;
- (b) Other Events, inside or outside the Municipality but within Canada, that are not sponsored or funded in whole or in part by the Municipality

provided that the Event affords an opportunity for meetings, discussions, exchange or acquisition of information or knowledge so as to become informed or aware to the extent that it could reasonably be expected to advance or serve in the interests of the Municipality and its residents or which serves as an opportunity to interact and interface with community stakeholder representatives.

The Elected Officials, Chief Administrative Officer and Executive Directors are entitled to payment or reimbursement [which may take the form of free or complimentary admission] in respect of their attendance at any Event that is sponsored or funded in whole or in part by the Municipality, a Non-Profit Community Organization or the Private Sector.

PURPOSE AND OBJECTIVE:

The purpose of this policy is to establish an accountability and to provide guidance which ensures consistency with respect to the Elected Officials, Chief Administrative Officer and Executive Directors attendance at Political Fundraising Events and Other Events and the payment or reimbursement of reasonable travel, meal and accommodation expenses incurred to attend such Events.

1. Definitions

- 1.1. “Documentation” means a written or electronic record of the request along with a valid reason and rationale for attendance at an Event as well as the documented decision to approve or deny the request.

- 1.2. “Elected Officials” means the Mayor and Councillors of the Municipality collectively referred to as Council.
- 1.3. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.4. “Non-Profit Community Organization” means an organization or group that conducts operations within the Municipality on a not-for-profit basis.
- 1.5. “Other Events” means a dinner, a ceremony, a cultural or artistic performance or a sporting event or tournament at which attendees participate that is hosted by a Non-Profit Community Organization or Private Sector stakeholder, or a meeting, a conference, workshop, trade show or seminar hosted by a provincial or national local government organization which the Municipality holds membership in.
- 1.6. “Political Fundraising Events” means an Event in respect of which all or a portion of the cost of admission is used to provide financial support to a political campaign or political party.
- 1.7. “Private Sector” means any business that conducts operations within the Municipality on a for profit basis.

2. Responsibilities

2.1. Elected Officials:

- (a) Approve amendments to this policy.
- (b) Document the valid reason(s) and rationale for attending a particular Event and file the documentation with the Legal and Legislative Services Department for record retention.
- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Policy No.: LEG-050 - Elected Official Compensation, Travel, Expense and Support.

2.2 Mayor:

- (a) Consider and approve or deny, in writing, all requests submitted by the Chief Administrative Officer to attend Political Fundraising Events or Other Events as provided for in this Policy.

2.3 Chief Administrative Officer:

- (a) Submit written request along with valid reason(s) and rationale to the Mayor for approval to attend a Political Fundraising Event or Other Event.
- (b) Retain the documentation prepared under Article 2.3(a) for retrieval and production as may be required from time to time.

- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Administrative Procedure No.: FIN-180 – Travel and Subsistence.
- (d) Consider and approve or deny, in writing, all requests submitted by the Executive Directors to attend Political Fundraising Events or Other Events as provided for in this Policy.

2.4 Executive Directors:

- (a) Submit written request along with valid reason(s) and rationale to the Chief Administrative Officer for approval to attend a Political Fundraising Event or Other Event.
- (b) Retain the documentation prepared under Article 2.4(a) for retrieval and production from time to time.
- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Administrative Procedure No.: FIN-180 – Travel and Subsistence.

2.5 Legal and Legislative Services:

- (a) Review and ensure sufficient budgeted funds are available on an annual basis, in consultation with Councillors, for attendance at Political Fundraising Events and Other Events.
- (b) Retain the documentation filed by Council referenced in Article 2.1(b) for retrieval and production as may be required from time to time.
- (c) Coordinate necessary arrangements for Councillors as may be required to attend Political Fundraising Events and Other Events including the processing of payment or request for reimbursement of expenses for attendance at Political Fundraising Events and Other Events in accordance with Policy No.: LEG-050 - Elected Official Compensation, Travel, Expense and Support.

MANAGEMENT, REFERENCES AND APPROVAL:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority:	Council
Approval Date:	Insert Approval Date
Revision Approval Dates:	Insert Date if applicable
Review Due:	Insert Date
Policy Manager:	Insert Name
Department Contact:	Insert Name
Legal References:	Not applicable
Cross References:	Elected Officials Compensation, Travel, Expense and Support Policy - LEG-050 Travel and Subsistence Administrative Procedure – FIN 180

Melissa Blake, Mayor

David Leflar, Chief Legislative Officer

Date