

## Council Business Expense Protocol

Approved: 05/12/15

County Commissioner:



### Procedure:

### Guiding Principles

#### 1) Boards and Committees Functions

A member of Council may attend functions related to any Council committee and their registration fee and related expenses will be covered by their public relations budget.

Examples: Alberta Capital Region Wastewater Commission Banquet, NCIA Golf Tournament, Northern Alberta Mayors' and Reeves' Caucus meeting.

#### 2) Community Events, Charitable and Non-Profit Fundraisers

Tickets and registration fees:

The Mayor and Councillors invited by a charitable and non-profit organization may attend regional charitable or non-profit fundraisers and their tickets/registration fees will be covered by their public relations budget.

Examples: Nampa Firefighters Annual Ball, Calahoo Firefighters Annual Ball, Yellow Ribbon Gala Benefit, Prayer Breakfasts.

#### 3) Federal Political Events

The Federal Elections Act, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered



party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of a member of Council.

#### 4) Provincial Political Events

The Provincial Election Finances and Contributions Disclosure Act, RSA 2004, c. E-2 ("the Act") provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. A "contribution" is defined as any money or real or personal property that is provided (i) to a political party, constituency association or candidate, or (ii) for the benefit of a political party, constituency association or candidate with its or the candidate's consent, without compensation from that political party, constituency association or candidate.

##### (a) Fundraisers

Under the Act, a "fund-raising function" includes any social function held for the purpose of raising funds for a registered party, registered constituency association or registered candidate by whom or on whose behalf the function is held. Any contribution to a registered party, registered constituency association or registered candidate as determined below is a personal expense of a councillor. Any amount deemed to be allowed for expenses as determined below may be paid out of a councillors' public relations budget.

If an individual charge by the sale of tickets or otherwise is made for a fund-raising function held by or on behalf of a registered party, registered constituency association or registered candidate, then, for the purposes of the Act,

(a) if the individual charge is \$50 or less, it shall not be considered as a contribution unless the person who pays the charge specifically requests that it be so considered, in which case 1/2 shall be allowed for expenses and 1/2 shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be, and

(b) if the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.



Examples: The Premier's Dinner, MLA Breakfasts or Luncheon meetings, Doug Horner's Caribbean Night, constituency fundraisers (including golf tournaments).

(b) Donations

Door prizes or auction items for political fundraisers may not be charged to the public relations budget. Any such items are considered to be contributions and are therefore personal expenditures.

(c) Political Conventions

Costs for political conventions are considered to be personal expenses.

**5) Mayor's Representative**

If a Councillor is representing the Mayor in an official capacity, the cost of the tickets for that councillor and his or her spouse or partner, where applicable under the guidelines, will be charged to the Mayor's budget.

**6) Spouses/Partners**

- (a) If a spouse/partner accompanies a member of council to an out-of-town conference/ convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except as noted in 6(b).
- (b) Where the spouse/partner is invited through a conference to accompany the mayor or councillor to banquets/receptions, their tickets for these banquets/receptions may be charged to the Council Member's conference budget. If the cost of conference registration for a spouse/partner includes banquet/reception tickets and is less than or equal to the cost of banquet/reception tickets purchased separately, the registration fee for the spouse/partner may be charged to the Council Members's conference budget.
- (c) When a Council member is invited to a social or fund-raising function in an official capacity, and a spouse/partner is invited to accompany the Councillor member, the ticket for the spouse/partner may be paid from the Council member's public relations budget.