



## 125C Elected Official Budget Plan

Supporting Procedure n/a

Prepared By: Office of the CAO

Council Approval Date: September 13, 2021

Effective Date: Immediately

Council Motion No.: 21-370

References: Municipal Government Act  
Council Code of Conduct Bylaw  
Records Management Retention Schedule Bylaw  
Council Remuneration and Benefits Policy  
Elected Official Professional Development Policy  
Elected Official Budget Plan Template

### **POLICY STATEMENT**

The Town of Olds annual operating budget provides funding to support Councillor Operations.

### **PURPOSE**

The purpose of the Elected Official Budget Plan is for individual Elected Officials to identify all of the meetings and professional development they will be attending in the next budget year.

Within the Council operating budget, Councillors are provided with resources through several budget lines:

- Per diems
- Conferences/Conventions and Training
- Travel and Subsistence

### **SCOPE**

This policy applies to all Elected Officials of the Town of Olds. Council members must meet the duties expected of them, as per the Municipal Government Act (MGA), other legislation and Council policies, procedures and bylaws.

- Town of Olds considers it important that Council members, during their tenure, develop a knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.

### **RESPONSIBILITIES**

The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

### **STANDARDS**

1. By October 1<sup>st</sup> of each year, all members of Council are to submit their Elected Official Budget Plan for the next calendar year to the Mayor, for inclusion in the annual budget.
2. As a whole, Council shall review each plan as part of the budget review process by November 15.
3. The Elected Official Budget Plan is to include all meetings, conferences, workshops, strategic planning, orientation and seminars where a remuneration is claimed, and the projected remuneration to be claimed (i.e. 4 hour meeting = \$250.00). When an Elected Official plans to

include their spouse, it must be incorporated in the Elected Official Budget Plan.

4. The Elected Official Budget Plan is to include an unallocated allowance for unscheduled meetings and conferences for the discretionary use of each member of Council.
5. It is recognized that costs associated with each Elected Official's area(s) of responsibility may vary as the year progresses, and that in some cases, a mid-year review of the Elected Official Budget Plan may become necessary, if changes occur.
6. Spending of Elected Official Budget Plans will be presented to Council and posted on the Town of Olds website quarterly.