

Lac La Biche County *Policy*

TITLE: Hosting and Promotional Expenses

POLICY NO: GOV-11-020

RESOLUTION: 22.197

EFFECTIVE DATE: March 8, 2022

DEPARTMENT RESPONSIBLE:
Legislative Services

NEXT REVIEW DATE: January 31, 2023

POLICY STATEMENT:

Lac La Biche County encourages Elected Officials to promote the interests of the County by hosting meetings with Third Parties or distributing County branded materials. While promoting the County, it is understood that reasonable expenses may be incurred as a matter of courtesy or protocol.

DEFINITIONS:

“Hosting” means meetings when an Elected Official chooses to pay for the expenses of a Third Party while conducting Council business.

“Elected Official” means the Mayor and Councillors of Lac La Biche County.

“Third Party” means guests of Elected Officials who are not otherwise employed by Lac La Biche County, and may include representatives of other governments or businesses, or are County stakeholders.

PRINCIPLES:

1. Elected Officials may incur reasonable Hosting and promotional expenses subject to the provisions of this policy. In doing so, the following overarching principles apply:
 - a. No expense may be incurred for any reason that provides a personal advantage to an Elected Official. This includes personal advertising and personally branded promotional products, events and services.
 - b. Elected Officials should demonstrate a prudent and responsible use of resources focusing on transparency and accountability.
 - c. Expenses should support County objectives.
 - d. Any expense that either exceeds the approved budget or falls outside of approved policy requires a Council resolution.
 - e. Hosting expenses should be able to withstand public scrutiny and be appropriate.
 - f. No expense shall be incurred under this policy after July 1 in an election year without prior approval of Council.
2. Elected Officials may use promotional budgets for Hosting a business meeting with a Third Party when it is expected that such a gesture will have a potential benefit effect for Lac La Biche County.

3. The reimbursement of Hosting expenses shall be supported by an explanation of the business conducted and be accompanied by properly itemized expense sheets, including the original receipt, a list of attendees, along with the name of the organization represented and the type of event (e.g.: breakfast, lunch, dinner, reception, refreshments, etc.).
 - a. Hosting expenses incurred under this policy are independent from the provisions of the Elected Official Remuneration Policy and Elected Official Ward Open House Policy.
 - b. If more than one Elected Official facilitates the Hosting meeting, the associated expenses may be allocated to the appropriate Elected Official budget(s), as directed by those Elected Officials. It is reasonable that County Administration may be in attendance and associated expenses of Administration would be allocated to the applicable County budget.
 - c. Hosting expenses may include alcohol, and if so, arrangements should be made to ensure the alcohol is provided in a responsible manner.
 - d. The names of individuals receiving hospitality will be treated in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*, which means these names will be disclosed unless the information is within one of the exceptions to disclosure under the Act.
 - e. Approval of Hosting expenses is the responsibility of Council; the Mayor shall review expenses for all other Members and the Deputy shall review the expenses for the Mayor. All approved Hosting expense sheets shall be forwarded to Council during a Regular Council Meeting.
4. Elected Officials may use promotional budgets to purchase County branded items for the purpose of promoting the County. Further, the promotional budget may be used to purchase County branded clothing to be worn by the Elected Official while representing the County.
 - a. Promotional items purchased under this policy may be distributed by Elected Officials, or all of Council. Elected Officials may use their discretion when considering who they are giving the promotional items to, why they are giving the promotional items, and how much the promotional items cost.
 - b. Administration shall facilitate Council's requests for County branded items, and expenses will be allocated to the appropriate Elected Official promotional budget. Elected Officials are not required to submit expense claims for promotional items.
 - c. County branded promotional items shall not be used for election campaigns and if not re-elected, Elected Officials shall return any unused promotional items to Administration at the conclusion of the term.
5. Elected Official promotional budgets are approved in the annual County budget.
6. Compliance with this policy is the responsibility of each individual Elected Official in cooperation with the Council as a whole.

“Original Signed”
Chief Administrative Officer

March 18, 2022
Date

“Original Signed”
Mayor

March 22, 2022
Date

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE: