

**COUNCIL AND SPOUSE ATTENDANCE AT LOCAL EVENTS AND FUNCTIONS POLICY**  
**Council Policy No. 80/15**

PURPOSE:

To acknowledge that Council is invited to many local functions and events hosted by either the City or an outside organization as part of their local government duties.

To recognize that Council receives many invitations to attend/participate in local events which take away from family time in the evening/weekend and some invitations do not include complimentary tickets.

To provide guidelines with respect to Council members and their spouses participation in these local functions and offset any associated expenses.

POLICY:

1. When an outside firm or organization invites Council to a dinner, function or event it is presumed to be that the invitation is extended to Council members only unless the invitation specifically states otherwise.
2. In the event of City hosted dinners, functions and/or events City Council shall indicate their intent to include spouses or not.

PROCEDURE:

1. An annual allocation of \$500 per Council member will be placed in the operating budget to offset ticket costs associated with Council members and their spouses to attend local events.
2. Council members will direct staff to obtain the tickets with the expense allocated to their individual local event account.
3. A quarterly report will be included on a Regular Council meeting agenda to reflect balances remaining in each Council member's account which provides transparency to the public.
4. Any remaining allocation left in each Council member's account at the end of each fiscal year will not be transferred to the future budget year.
5. The 2015 operating budget does not include this expense thus the \$3,500 expense will be allocated to the Council Contingency account.
6. This expense will be placed in subsequent operating budgets for future years.