



Policy Title: Fundraising and Ward Events
Policy Number:
Report Number:
Adopted by:
Effective Date:
Business Unit: Office of the Councillors/Office of the Mayor

BACKGROUND

1. Members of Council undertake fundraising activities in support of charitable and non-profit organizations, and wards.
2. When undertaking fundraising activities which involve soliciting and receiving donations, Members of Council must exhibit transparency and accountability.

PURPOSE

3. The purpose of this Council policy is to provide Members of Council with guidance and procedures with respect to undertaking fundraising activities, including in election years, accounting for donations, and administering surplus funds.

POLICY STATEMENT

4. Members of Council may organize and host fundraising activities to support charitable and non-profit organizations, and wards.
5. Members of Council may solicit and receive donations for the purposes of organizing and hosting events in support of charitable and non-profit organizations, and wards.
6. In circumstances where a Member of Council directly receives and expends donations, the Member of Council must file an annual fundraising activity statement.

DEFINITIONS

7. In this Council policy:



COUNCIL POLICY

- a. “Charitable organization” means any incorporated or unincorporated organization that is formed for a charitable purpose (adopted from the *Charitable Fund-Raising Act*, RSA 2000, Chapter C-9);
- b. “Donation” means money or in kind goods voluntarily provided in response to a fundraising activity;
- c. “Fundraising activity” means any and all activities undertaken by or on behalf of a Member of Council for the purposes of organizing and hosting an event; and
- d. “Non-profit organization” means a club, society, or association that is organized and operated solely for social welfare, civic improvement, pleasure or recreation, and any other purpose except profit (adopted from Canada Revenue Agency).

APPLICABILITY

8. This Council policy:
 - a. applies only to those fundraising activities organized and hosted by a Member of Council or on their behalf; and
 - b. does not apply to fundraising activities undertaken by a Member of Council to raise campaign contributions for the purpose of an election, nor does it supersede any provision of the *Local Elections Authority Act*, RSA 2000, Chapter L-21.

PROCEDURE

9. Fundraising Activities

- 9.1 Where a Member of Council, or a person acting on their behalf, organizes and hosts a fundraising activity they:
 - a. must advise potential donors in advance of the event of the intended use of donations;
 - b. must open an account for the purpose of receiving donations;



- c. must account for all donations received and expenditures funded by those donations;
 - d. must apply the donations only towards the event for which they were solicited and intended; and
 - e. once the donations are provided to a charitable or non-profit organization, cannot directly administer or manage the donations.
- 9.2 If an event is cancelled, donations already received by a Member of Council must be returned to the donor(s), where possible, or donated to a pre-determined charitable or non-profit organization.

9.3 Election Year

- 9.3.1 Members of Council, or persons acting on their behalf, cannot organize and host a fundraising activity to support a charitable or non-profit organization or a ward in an election year, unless the fundraising activity was organized and hosted for the same purpose in the two years preceding the election year.
- 9.3.2 Members of Council, or persons acting on their behalf, cannot organize and hold fundraising activities in support of charitable or non-profit organizations or wards during the period commencing on nomination day and ending on election day (as set by the *Local Authorities Election Act* RSA 2000 c. L-21).
- 9.3.3 Donations received as a result of fundraising activities in support of charitable or non-profit organizations or wards cannot be used by a Member of Council as campaign contributions.

10. Surplus Funds

- 10.1 Surplus funds must be donated to a pre-determined charitable or non-profit organization.
- 10.2 Despite Section 10.1, where the event is a recurring event, meaning that it occurs at the approximately same time and has the same purpose, the Member of Council may carry over an operational



surplus to fund the event in the following year. In soliciting donations, Members of Council, or persons acting on their behalf, must advise potential donors in advance of the event of the intended use of any surplus funds in the case that more donations are received than the event requires.

10.3 When a Member of Council ceases to be a Member of Council, the Member of Council will donate any surplus funds to a charitable or non-profit organization.

11. Disclosure of Donations

11.1 Members of Council must file an annual fundraising activity statement with the Manager, Office of the Councillors, or in the case of the Mayor, with the Office of the Mayor, containing the following:

11.1.1 With respect to charitable or non-profit organizations:

- a. name(s) of the charitable or non-profit organizations for which fundraising activities were undertaken;
- b. list of all individuals and/or organizations who donated;
- c. total amount of donations received;
- d. total amount of expenditures;
- e. total amount of donations provided to each charitable or non-profit organization; and
- f. any operational surplus funds.

11.1.2 With respect to ward events:

- a. name of ward event(s) held;
- b. list of all individuals and/or organizations who donated;
- c. total amount of donations received (where possible to account); and



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- g. total amount of expenditures, and any surplus funds, including their administration.

11.2 The fundraising activity statement must be posted on an annual basis to the Office of the Councillors public webpage, and in the case of the Mayor, to the Office of the Mayor public webpage.

AMENDMENTS

Date of Council Decision	Report / Bylaw	Description
New policy		

PROPOSED COUNCIL POLICY