

Document 10

Proposed amendments are noted below in ~~striketroughs~~ and **additions**.

Community, Fundraising and Special Events Policy

Approved By: City Council

Category: **Office of the Integrity Commissioner and the Office of the** City Clerk

Approval Date: May 8, 2013

Effective Date: July 1, 2013

Revision Dates: February 1, 2021 (Housekeeping revisions); **December xx, 2022**

Policy Statement

The City of Ottawa is committed to conducting City business in an open and transparent manner. The Community, Fundraising and Special Events Policy balances the role of Members of Council as civic leaders with the need to both provide transparency regarding their involvement in community and benevolent activities and carry out their community service in a manner that promotes public confidence.

Purpose

This policy provides guidance to Members of Council on soliciting and accepting donations and sponsorships for Member-organized community events and supporting benevolent events.

Application

This policy applies to all Members of Council.

Scope

This policy supplements the Code of Conduct for Members of Council and the Council Expense Policy and is not intended to affect the entitlement of a Member of Council to:

- Use **their** ~~her or his~~ Constituency Services Budget to run or support community events subject to the terms of the Council Expense Policy;
- Urge constituents, businesses and other groups to support community events staged by others in the Member's **w**Ward or elsewhere in the **c**City;
- Play an advisory or membership role in any organization staging community events in the Member's **w**Ward; and
- Participate with the City and its agencies in staging of community events.

Policy Requirements

Council Member-Organized Community Events

There are cases where Members seek and receive donations or sponsorships to organize events that benefit their ward, the city or a local charity. For the purposes of this and related policies, these are termed 'benevolent activities'. Where Members undertake a benevolent activity, Members shall:

- Open a City account with the **Program** Manager, Council Support Services;
- Account for all funds, goods and services donated, including a list of all individuals and organizations who donated;
- Account for all expenses and distributions undertaken for that activity;
- Not solicit or accept donations from lobbyists or their clients or their employees with active registrations in the **City's** Lobbyist Registry without pre-approval from the Integrity Commissioner;
- Not use any funds, goods or services received for the benevolent activity for any other purpose;
- Report on these activities as part of Public Disclosure, **in a manner and form prescribed by the City Clerk**, on an annual basis in recognition of the fact that preparation for a benevolent activity can take several months;
- In an election year, a Member of Council must not seek donations and sponsorships for any **community** event that has not been staged in the previous two years nor accept donations or stage any new **community** event supported by donations and sponsorships after **they** ~~he or she~~ **have**s filed nomination papers for election to any office in the City of Ottawa. Exemptions may be granted on a case-by-case basis with the approval of the Integrity Commissioner.

A **community** event is considered to have been staged in the previous two years if it meets the following criteria:

- has a very similar, if not the same, event name/title
- takes place at approximately the same time
- has the same general purpose;
- In the case of repeat annual events, a reasonable operational amount may carry over to a subsequent year; and
- At end of a Member's term, any funds remaining in such accounts shall revert to the appropriate charity or organization or to the Council Administration Budget in the same manner as a surplus of a Member's Constituency Budget as the case may be.

Support for Benevolent Activities and Events

Members of Council are called upon to assist and support various charities, service clubs, and other non-profit and community-based associations. For example, Members support their communities in a variety of ways including, but not limited to:

- accepting honorary roles in organizations;
- lending their names to organization and events to assist in fundraising; and
- encouraging community and corporate donations to registered charitable, not-for-profit, or other community-based groups.

As civic leaders and public office holders, Members of Council supporting community endeavours and projects must also exhibit transparency with their involvement and carry out their community service in a manner that promotes public confidence. Members of Council shall not use the influence their office for any other purpose than the lawful exercise of their official duties and for municipal purposes.

When considering whether to support a third party by organizing a fundraiser or benevolent event, Members of Council shall disclose all material facts to the Integrity Commissioner and obtain a written opinion from the Integrity Commissioner approving the activity, which concludes that the Member does not have a conflict between **their** his/her private interest and public duty.

In circumstances where the Integrity Commissioner has provided a written opinion approving the activity, the Member shall:

- Ensure that they or their staffs do not directly solicit any funds, nor that they receive any funds that are solicited by the organization;
- Ensure that all donations shall be payable directly **to** the organization and all in kind donations will go directly to the organization;
- Ensure that their commitment and support does not require significant staff time and/or City resources;
- Not participate directly in decisions on the disbursement of funds or in the determination of the beneficiaries of the funds, and remain at arm's length from the financial aspects of these external events without pre-approval from the Integrity Commissioner; and
- Ensure that if more than \$25,000 in funds net of expenses is raised, the organization is encouraged to publicly disclose audited statements, which should include a list of receipts, expenses, donors and disbursements to beneficiaries.

Responsibilities

Members of Council are required to adhere to this policy and its governing provisions.

The Integrity Commissioner will provide guidance when requested, as set out in the policy.

Monitoring/Contraventions

The Integrity Commissioner shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Integrity Commissioner shall respond to the complaint and/or concern accordingly.

Where there is a discrepancy between the Community, Fundraising and Special Events Policy and the Code of Conduct for Members of Council, the language of the Code prevails.

References

[Code of Conduct for Members of Council](#)

[Council Expense Policy](#)

[Election-Related Resources Policy](#)

[Election-Related Blackout Period Procedures](#)

[Lobbyist Registry By-law](#)

Legislative and Administrative Authorities

Section 223.3 of the *Municipal Act, 2001* authorizes City Council to assign functions to the Integrity Commissioner in respect of:

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.

Definitions

Benevolent activity: An event or cause in which funds are raised for charity and not for profit.

Donation: A voluntary gift (i.e. financial contribution) for which the donor receives no direct benefit of any kind.

In-kind donation: A voluntary gift of goods or services for which the donor receives no direct benefit of any kind.

Sponsorship: A financial contribution to an event, recognized by the Member in publications and/or in the course of the event.

Enquiries

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