

Community, Fundraising and Special Events Policy

1. 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 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 Ward or elsewhere in the City;
- Play an advisory or membership role in any organization staging community events in the Member's Ward; and
- Participate with the City and its agencies in staging of community events.

2. 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 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 lobbyist or their clients or their employees with active registrations in the 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 on an annual basis in recognition of the fact that preparation for a benevolent activity can take several months; and
- In an election year, a Member of Council must not seek donations and sponsorships for any event that has not been staged in the previous two years nor accept donations or stage any new event supported by donations and sponsorships after he or she has 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.**

An 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.

3. 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 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 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.