

Policy

Policy Name:	Member of Council Community Events Policy
Policy Owner:	Director, Financial Services/Treasurer and Director, Legislative Services/Town Clerk
Approved by:	Council
Effective Date:	upon approval by Council
Date of Last Revision:	new
Review Date:	as required

Purpose:

The purpose of this policy is to establish rules for all Community Events that ensure fairness, accountability and transparency.

Policy Principles:

1. Community Events are to be transparent and accountable.
2. Community Events are not to be directly funded from any Town budget.
3. Community Events will be consistent with the principles and rules of the Council Code of Conduct
4. Richmond Hill Resources used to support Community Events must be equally shared between all Members of Council.

Definitions:

In this Policy, the following words have the associated meaning:

“Clerk”	means the Clerk of Richmond Hill or his/her designate.
“Community Event”	means a social or fundraising event planned by a Member (or by a Member and Staff acting on behalf of the Member), that has a broad community, cultural or celebratory focus, and is not related to the business, services or decisions of Council or Richmond Hill.
“Council”	means the Council of Richmond Hill.
“Election Period”	means, in the year of a regular municipal election, the date that begins on Nomination Day and ends on Voting Day as defined in the <i>Municipal Elections Act, 1996</i> .

“Event Account”	means one or more accounts established by the Treasurer for the purpose of tracking all revenue and expenditures related to a Member’s Community Events.
“Member”	means a person who has been elected or appointed to an Office on Council, including the Mayor, a Regional & Local Councillor, or a Local Ward Councillor.
“Richmond Hill”	means the Corporation of the Town of Richmond Hill.
“Richmond Hill Event”	means an activity identified by Staff, other than a Community Event, that generally meet the following criteria: 1) the activity generally has a broad community, cultural or celebratory focus; 2) is organized and planned by Staff other than staff in the Mayor and Council; and 3) is wholly or partially supported by Richmond Hill Resources.
“Richmond Hill Facilities”	means all lands, buildings and other structures owned, leased, operated or otherwise controlled by Richmond Hill, and things growing upon or affixed thereto, including, but not limited to, all Richmond Hill administrative offices, operation centres, community centers, parks and sports fields, libraries and highways.
“Richmond Hill resources”	includes any and all Richmond Hill Facilities, Staff and tangible and intangible goods and/or services owned, controlled, leased, acquired, or operated by Richmond Hill including but not limited to furnishings, materials, equipment, monetary funds (including any budget allocated to a Member by Council), technology, information technology systems and resources, databases, intellectual property, supplies and all services provided to Richmond Hill by third parties.
“Staff”	means all full-time and part-time persons hired by Richmond Hill including the CAO, Commissioners, Directors, Managers, Supervisors, Salaried Employees’ Association Staff, Members of C.U.P.E. Local 905, members of Richmond Hill Professional Fire Fighters Association, Local 1957, Administrative Staff, contract and temporary employees, students, secondments, co-op placement Staff, volunteer, and hired contractor;

Scope

This Policy applies to all Community Events.

Policy

1. General

- 1.1. Members' are committed to complying with this policy, including the principles of this policy, in respect to all Community Events.
- 1.2. Community Events provide opportunities to create a social interaction with residents and are intended to be community focused and attract a wide range of patrons. Community Events may also provide opportunities to support community initiatives.
- 1.3. Members are committed to sharing available Richmond Hill resources equally between all Community Events. It is recognized that traditional large town-wide Community Events routinely scheduled by the Office of the Mayor will have priority in the use of Richmond Hill resources.

2. Planning and Scheduling

- 2.1. In a calendar year, Members' are permitted to hold two Community Events that are supported in whole or in part by staff other than the Member's Administrative Assistant. Community Events organized by the Office of Mayor are exempt from this section.
- 2.2. Members are entitled to host one Community Event in the year of a regular municipal election. No Community Event can be held during the Election Period.
- 2.3. Community Events will not normally be scheduled for the same day as another Community Event or a Richmond Hill Event. To avoid any conflicts, Members are committed to consulting with other Members and Staff about scheduling of Community Events well in advance of the proposed date. In the event of a conflict, Community Events will be scheduled on first come first serve basis, based on the availability of required to Richmond Hill Resources.
- 2.4. Members are responsible for all aspects of the planning and administration of a Community Event. Members' may receive assistance in planning and administering a Community Events from the Members' Administrative Assistant and other Staff (subject to availability).

3. Financial - General

- 3.1. No Richmond Hill financial resources (including any Council approved budget) shall be used to fund a Community Event. All of the expenses related to Community Events shall be fully funded through community sponsorship.
- 3.2. Members, with the assistance of staff, will develop and maintain a budget for each Community Event.

- 3.3. If the community sponsorship for a Members Event exceeds the costs incurred for the event, the surplus funds may be allocated by the Member to:
 - (a) another Community Event held within 12 months of the event with a surplus; or
 - (b) a community benefit as set out in section 6 of this policy.
- 3.4. The provisions of goods and services by external parties in support of a Community Events should not create undue risk for the Town. Any external supplier of goods and services will be required to provide insurance to the satisfaction of Staff who are responsible for administering Richmond Hill's risk management program.
- 3.5. All revenues and expenditures related to a Community Event will flow through one or more Event Accounts as determined by the Treasurer. All Event Accounts will have a zero balance at the end of each Term of Council.

4. Financial - Sponsorship

- 4.1. Members are responsible for selecting the sponsors for Community Events. Members are committed to ensuring that each sponsor selected:
 - (a) will not create a real or perceived conflict of interest for the Member or Richmond Hill;
 - (b) does not offer any financial benefit for the Members' immediate family (spouse, child, step-child, brother, sister or grand-parent);
 - (c) is otherwise compliant with the Council Code of Conduct and any other legislation; and,
 - (d) is not operating contrary to any Richmond Hill Policy.
- 4.2. A Member, or staff acting on behalf of a Member, shall not solicit sponsorship for Community Events during the Election Period.

5. Financial - Expenditures

- 5.1. Members are committed to ensuring incurred expenditures are reasonable. Only expenditures directly related to a Community Event may be charged to an Event Account.
- 5.2. The following types of expenditures are not permitted for a Community Event:
 - (a) Expenses that are normally charged to a Member's Constituency Budget;
 - (b) Expenses related to the provision of Alcohol; and
 - (c) Salaries or honorariums paid to individuals that support a Community Event.
- 5.3. Expenditures for prizes distributed at a Community Event are permitted, provided that:
 - (a) individual and total prize values are reasonable; and
 - (b) recipients shall be required to sign an acknowledgement for the prize

6. Financial - Community Support

- 6.1. Sponsorship funds that exceed the expenditures incurred for Community Events may be donated to support one or more community benefits. During the planning stage of a Community Event a Member will identify one or more community benefits that may be supported from the proceeds of the event.
- 6.2. The following types of community benefits may be supported from the proceeds of a Community Event:
 - (a) A registered charity or not-for-profit organization located in Richmond Hill; or
 - (b) A local community project sponsored by a community group or not-for-profit organization that will benefit the residents of Richmond Hill.
- 6.3. The following may not receive support from the proceeds of a Community Event:
 - (a) A corporation or any other for-profit organization;
 - (b) A community project that has limited or no benefit for the residents of Richmond Hill; and
 - (c) A community project or benefit that will create a real or perceived conflict of interest for the Member or Richmond Hill
- 6.4. No funds may be allocated to a community benefit until all event expenses have been accounted for as determined by the Treasurer.
- 6.5. In the year of a regular municipal election:
 - (a) Community support beneficiaries must be identified by a Member prior to May 1; and
 - (b) No actual allocation, payment or announcement of a payment may be made during the Election Period.

7. Financial – Approvals and Reporting

- 7.1. All expenses, revenues and community support allocations must be approved by the Clerk, Treasurer or designate. The Clerk and/or Treasurer may establish procedures and forms for the administration of Community Event sponsorship, expenditures and community support.
- 7.2. The Treasurer will prepare an annual report on all Community Events, normally by March 31 of the subsequent year. The report will only be published on the Richmond Hill website.

Roles and Responsibilities

1. Members of Council

- Members are individually responsible for ensuring that his/her Community Event complies with this Policy and the Council Code of Conduct.

- A Member is responsible for ensuring that Staff who support the Member in the performance of his/her duties, or any Staff whose work is directed by that Member, are complying with this Policy.
- A Member is responsible for authorizing all expenditures related to Community Events.
- A Member is responsible for any expenses related to his or her Community Event that exceeds the sponsorship for that event.
- A Member should be aware that non-compliance with this Policy may be considered a breach of the Council Code of Conduct and subject to review by the Integrity Commissioner.

2. Clerk and Treasurer

- The Clerk and Treasurer are jointly responsible for interpreting and administering this Policy.
- The Clerk and Treasurer are responsible for establishing procedures and forms deemed necessary to administer this policy.
- The Clerk and Treasurer are responsible for approving all expenditures that comply with this Policy.

Related Documents

- Council Code of Conduct
- Employee Code of Conduct
- Member of Council Expense Policy
- Municipal Elections Act, 1996.