



Council Policy

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| Number: | [enter policy number assigned by the Office of the Clerk after approval] |
| Title: | Council Member Event and Fundraising Policy |
| Owner: | Community Services Department, Recreation and Culture Division |
| Approved By: | Council |
| Approval Date: | October 29, 2025 |
| Effective Date: | January 1, 2027 |
| Last Revision Date: | October 29, 2025 |
| Review Date: | n/a |
| Status (New/Revised): | Replaces repealed Member of Council Event Policy approved May 5, 2021 |

Purpose:

This policy implements Council direction to eliminate Council Member Events and sets out associated restrictions on Council Member fundraising and involvement in Events.

Background:

Over the past decade, Members of Council have increasingly organized and hosted Events. A 2018 audit recommended the development of a policy to formally establish the framework and financial rules associated with provision of these Events; and, on May 5, 2021 Council approved a Member of Council Events Policy (May 5, 2021).

The May 5, 2021 Member of Council Events Policy permitted Council Members to hold two one-day events or one two-day event in most calendar years, with one, one day event in years of a regular municipal election. It prohibited use of City financial resources to cover Member Event expenses and required that Council Members solicit community sponsorships in order to fund their Events. All sponsorship funds and event expenses were processed through "Event Accounts" distinct from regular municipal business and constituency accounts. The policy required that Council Members pay for all City services and equipment used during the Events with the exception of event planning assistance from their own office staff and events team staff in the Cultural Services Section.

In 2023, Council directed staff to review use of the Event Accounts and also approved a capital budget to complete a new Festivals and Events Strategy. As a result of the review and work on the Strategy, Council directed (through approval of the recommendations of SRCS.25.11) that the practice of holding Member of Council Events be eliminated. This policy is part of the implementation of that directive.

Policy Statement / Principles:

- Richmond Hill Council will determine the selection of Events hosted by the City through approval of annual operating budgets.

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- The elimination of Council Member Events minimizes financial and reputational risks and enables staff resources previously used for Council Member Events to be directed to City Events, community-led Events, and municipal business.

Definitions:

The definitions applicable to this policy are included in Appendix “A”.

Scope:

This policy implements direction arising from SRCS.25.11, and applies to Council Member involvement in Events and Event-related fundraising. It provides policy direction that is additional to the Council Code of Conduct.

Policy:

1. Effective January 1, 2027 Council Members will not:
 - a. Host/hold Events,
 - b. Request or direct staff to assist in the planning or organization of an Event to be hosted or held by a Council Member,
 - c. Solicit or collect funds for the purpose of holding or hosting Events.

For greater certainty, Events previously held in accordance with the May 5, 2021 Member of Council Events Policy are no longer permitted effective January 1, 2027.

2. Council Members shall direct any potential fundraising opportunities associated with the sponsorship of Events to the Commissioner of Community Services.
3. Council Members may co-host, MC or otherwise attend and support Events hosted by community organizations, but Members may not manage, collect, disburse, influence or otherwise be involved in decision-making associated with the budget for these Events.
4. Council Member attendance at, or involvement with, an Event hosted by a community organization does not enable the Event to use the City logo or crest.
5. Council Members will be invited to attend City Events and the Mayor will be given the opportunity to welcome attendees and introduce other Council Members at City Events.

Roles and Responsibilities:

Council Members

- Council Members are responsible for compliance with this policy

Commissioner of Community Services

- The Commissioner of Community Services is responsible for directing potential fundraising opportunities to appropriate staff for follow-up.
- The Commissioner will ensure that Members are invited to City Events and that the Mayor is provided an opportunity to welcome attendees and introduce other Council Members

Treasurer

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- The Treasurer is responsible for ensuring that all funds remaining in Council Member Event Accounts are disbursed, and all Member Event Accounts are closed, by January 1, 2027.

Related Documents and Procedures:

- SRCS.25.11 regarding Member of Council Events
- Council Code of Conduct
- Use of Corporate Resources for Election Campaign Purposes Policy
- Member of Council Expense Policy

Appendix “A”
Definitions

In this policy:

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| “City Event” | means an Event hosted and funded by the City of Richmond Hill using operating budgets allocated by the Council of the City of Richmond Hill |
| “Council Member” | means one of the nine elected members of the City of Richmond Hill Council |
| “Event” | means a gathering of people planned for a specific time and place at which attendees engage in planned activities, and does not include meetings, workshops or information centres intended for the purposes of advancing or discussing City of Richmond Hill business, services, programs or projects. |

Appendix “B”
Revision & Review Table

| Date | Status (new, no changes required, amended, repealed, administrative changes applied) | Approved or Reviewed By (Title) |
|---------------------------|--|---|
| [Insert date of approval] | | |
| [Insert date of Review] | | |
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