

CORPORATION OF THE
JOINT ANIMAL CONTROL MUNICIPAL SERVICE Board

By-Law No. 004 / 2013

*Being a By-law to Establish the Joint Animal Control Fund Raising
Committee.*

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure of its local Boards;

AND WHEREAS the Joint Animal Control Municipal Service Board deems it expedient to establish the Fund Raising Committee for the Board to ensure that the Shelter of Hope financial, equipment and food requirements are supplemented;

NOW THEREFORE THE CORPORATION OF THE JOINT ANIMAL CONTROL MUNICIPAL SERVICE Board ENACTS A BY-LAW AS FOLLOWS:

1. That a Committee to be known as the Fund Raising Committee is hereby established.
2. That the rules and regulations of the Corporation of the Joint Animal Control Municipal Service Board Rules of Procedure By-law shall govern all proceedings of the Fund Raising Committee.
3. That the records of the Fund Raising Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Board's Records Retention practices.
4. That the Fund Raising Committee shall consist of not more than 9 members appointed by the Board as follows:
 - 1 Member of the Board
 - 8 members appointed by the Board who are residents and/or ratepayers of any of the Member Municipalities, 18 years of age, and not an employee of the Municipality

All being voting members, appointed for the term of the appointing Board or until their successors are appointed. The Board may reappoint any member whose term has expired and otherwise has discretion in filling any vacancy by appointment for the remainder of any applicable term. There shall be no limit on the number of terms a member may be appointed at the discretion of the Board to serve on the Fund Raising Committee.

A time limit of two consecutive terms consistent with the term of Council shall apply implementing an automatic sunset clause requiring Members to vacate their position on the Committee for a minimum of one year and shall be eligible to reapply after one year.

An Election of Officers shall be conducted in January of each year. The current Chair shall conduct the Election of Officers and shall not be eligible for concurrent terms thereby permitting a rotation of the Chair's role and responsibilities amongst the Membership.

5. That the Terms of Reference and Responsibilities of the Fund Raising Committee are set out in Schedule A attached hereto and forming part of this By-law.
6. That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Board and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Board shall become liable without having previously obtained the consent of the Board.
7. That this By-law shall come into force and take effect on the date of its passing.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 13th day of June, 2013.

Chair

Recording Secretary

FUND RAISING COMMITTEE
BY-LAW No. 004 / 2013
SCHEDULE A

**JOINT ANIMAL CONTROL MUNICIPAL SERVICE BOARD:
FUND-RAISING COMMITTEE - TERMS OF REFERENCE**

Purpose

Fundraising is the method of raising money to finance the Municipal Service Board (herein referred to as the Board) programs and projects. The fund-raising project must support the goals of Board and be related to the educational and Health & Safety purposes as an organization.

It should involve as many members as possible and enhance the approved project goals and the Board's image. It should not be a burden to the staff or volunteers, compete with or detract from other programs, or conflict with other Board, the Shelter, or community events. Approved fund raising initiatives should avoid selling door-to-door or exploiting to raise funds. It cannot involve commercial or advertising obligations. The Board may prescribe the ethics of fundraising that are consistent with the Board Strategic Plan and Business Plan.

The fundraising projects must have the approval of the Board in advance of the event and the vote must be recorded in the minutes. Projects must have a specific purpose. The project, if it is an on-going activity or program , must be approved each year by the Member Municipalities in the annual budget process and subsequently adopted by the Board.

Local Requirements for Fundraising

Become familiar with municipal and local requirements for fundraising. These include the policy for use of Board equipment and municipal facilities, the local permits required for any fund raising activity, municipal regulations for public gatherings fire, curfew, traffic, food sales, health and safety; and regulations governing tax-reporting requirements.

Standards for Board Fundraising:

FUNDRAISING COMMITTEE RESPONSIBILITIES

The Board fundraising activities are carried out by the Fund Raising Committee whose Chairperson is an appointed or elected member of the Board.

The major responsibility of the fund-raising committee is to raise the amount needed to meet the proposed budget requirement and to work cooperatively with the Board Chair and Treasurer in accounting for receipts and disbursements for the activity. The committee may also plan specific fundraising events and activities.

COMMITTEE PROCEDURES

Fundraising events must be approved in advance by the Board. Approval should be recorded in the minutes. Recruit enough volunteers to conduct the project. Assign each volunteer specific tasks and develop a work schedule. Solicit donated goods and services. Clear the dates with the Board and reserve needed facilities and equipment.

Make firm arrangements with vendors. Obtain all necessary permits. Be sure vendor is fully covered by his own liability insurance and Workers' Compensation. Have vendor sign a Hold Harmless Agreement (Forms) and obtain a copy of the vendor's certificate of insurance.

Noncommercial Policy

The noncommercial policy requires that the name "Joint Animal Control Municipal Service Board" or the names of Board officers not be used in conjunction with the commercial activities of other organizations, including, but not limited to, the promotion of their goods and services.

Continuing or repeat projects produced in cooperation with a commercial business may be seen as Board's endorsement of that business, as may the use of the name of Board along with the business name in promotions. The organization or members in their official capacities shall not be used to endorse or promote a commercial entity or engage in activities not related to the promotion of the purposes of the Board.

Do not make a qualitative judgment of the sponsors products or services.

Do not include comparative language or language that implies good quality in the acknowledgment. Do not permit the sponsor to write the acknowledgment of thanks. Do not ask members or the public to buy the products or services of the sponsor. Do not advertise a product or service.

Do not endorse a product or service.

SPONSORSHIP VS. ENDORSEMENT

The law permits the organization to receive corporate sponsorship and provide for Hamilton Township as a Member Municipality to provide tax receipts for same. It is reasonable for the Board to receive payments structured as sponsorship or to enter into sponsorship agreements with businesses.

For the payment to qualify, there must be no arrangement or expectation that the business will receive any substantial return benefit for its payment. The Board may not enter into a partnership with a business. Partnership implies sharing in the profit and loss of the business and would result in unrelated business income and tax liability.

The Board should acknowledge publicly the sponsorship and benefit derived. The acknowledgement of thanks can list the corporate sponsor's name, logo and products provided or amount of monetary contributions.

The Board may:

1. Hang a banner on the Shelter of Hope property with permission of the Board Chair for pre-determined length of time and no longer than two weeks.
2. Hang a banner where the event is being held after any appropriate permit is approved.
3. Place an acknowledgement in an event program book.
4. Announce to the audience the event sponsors.
5. Distribute samples of the sponsors products at the sponsored event (if not prohibited by applicable bylaws or policy relevant to allowing sponsored product distribution).

Businesses providing sponsorship and donations should:

1. Understand Board policies and procedures, especially in relation to the noncommercial, nonsectarian, and nonpartisan policies;
2. Not violate Board policies, positions, and goals;
3. Exclude all websites that sell or feature firearms, tobacco, liquor, or adult content material;
4. Have a written policy that supports education opportunities;
5. Offer a benefit to Board;
6. Encourage participation in Board sanctioned activities;
7. Protect the privacy and security of the public and sponsors;
8. Prohibits the possibility that a third party is monitoring the transaction, when users are interacting with merchants;
9. Requires individuals to provide only minimal information such as name and e-mail address collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
10. Not require mandatory registration or membership in order to participate in the program;
11. Ensure that program interface is clear, functional, and easy to use;
12. Structure payments to the Board as sponsorship or donations;
13. Specifically identify the Board unit as the separate and distinct entity receiving the sponsorship /donations, rather than just listing the Shelter of Hope site;
14. Provide a complete accounting for determining share of sponsorship / donations on a monthly basis;
15. Require a minimal amount of effort from the Board in promotional activities;

Selecting Appropriate Fundraising Activities

When considering and carrying out large fundraisers, keep the following concerns in mind:

- Is the fund-raising project related to Board's educational and Health & Safety purposes as an organization?
- Does the project violate Board's policy or Provincial legislation as it applies to lotteries and games of chance?

SAFEGUARDS FOR CONDUCTING FUND-RAISING PROJECTS

To protect the Board and its volunteers against loss, theft and mismanagement of funds, the following procedures must be followed:

1. Ensure that the proceeds of the project are designated for a specific purpose that meets the Purposes of the Board.
2. Have all contracts vetted by the Recording Secretary or legal Counsel to the Board and all contracts must be authorized by By-law at a Board meeting.
3. Ensure that the contract is signed by two officers of the Board, one of whom must be the Chair, after the Board has voted to conduct the project.
4. Follow the financial procedures required by the Province and the Board policies and procedures and relevant insurance program.
5. Ensure that money is always counted by at least two Committee members in a secure location.
6. Plan for the safe-keeping of money until it is deposited in the bank.
7. Follow correct financial procedures as prescribed by the Board and oversight shall be by the Board's appointed Treasurer:
 - Deposit receipts promptly.
 - Keep accurate, current records.
 - Provide Treasurer with a written report.
 - Use prescribed forms and procedures identified by the Treasurer

- The Treasurer shall pay bills by check (not cash) after approval of the Board.
- The Treasurer shall file appropriate financial reporting on behalf of the Fund Raising Committee in accordance with the provisions of the Municipal Act, applicable Provincial legislation, Board established policies and procedures.

Alcohol and Board Events

Selling Alcohol shall be prohibited at Board sanctioned events. Board events may not sell alcoholic beverages under any circumstance.

In accordance with the Board's insurance program, the Board may not engage in the sale of alcoholic beverages. The Board may hold annual silent auctions and dinners as fundraisers, at which bottles and/or cases of wine are donated for use as auction items. These donated bottles and/or cases of wine may be used as auction items provided the auction is held at a non-municipal site location and the contents are not decanted during the event or on the premises. The Board may auction donated alcoholic beverages but may not sell alcoholic beverages under any circumstance.

Board policy and Provincial legislation restricts the Board from serving alcoholic beverages at Board functions. If alcoholic beverages are served at a Board function, it shall be by appropriate permit, and the Board may not serve them. Any alcoholic beverages must be provided and served by a licensed establishment or catering company that has the appropriate permits and insurance. When the Board is planning an event that will include alcoholic beverages, the Board may not collect for the cost of the alcoholic beverages through ticket sales. This cost must be paid separately to the licensed establishment or catering company with the valid permits and insurance.

Under no circumstances may the Board funds be used to purchase alcoholic beverages or bottles of alcohol. Remember, the purpose of the Board is to work on activities consistent with the Board's mandate, and Board funds and efforts should be used to further their purpose.

BOARD INELIGIBILITY FOR RAFFLES / LOTTERY LICENSES AND RECEIVED PROCEEDS

The Board is created under the authority of the Municipal Act, and as such does not qualify as an eligible organization to conduct raffles, nor is the Board or the Shelter of Hope eligible to receive monies garnered from lottery / raffle proceeds.

The Board and the Shelter of Hope are permitted to host galas, dinners, and special occasions and host a Silent Auction for items donated to the event. The proceeds of the Silent Auction may be retained by the Board and applied to the equipment and animal food needs of the animal control program and that of the Shelter of Hope.

Obtaining Grants

Grants are specific funds given to an organization to perform specific functions. The Board, Member Municipal Councils may apply for grants in order to fund many of their projects and programs. Businesses, foundations and corporations give grants to causes they consider worthwhile. When applying for grants, the Board may want to stress the points that the Board donations or gifts are tax deductible. Organizations like the American Cancer Society, March of Dimes, Kiwanis, and Lions Clubs will make funds available for projects that fulfill their goals..

The project for which a Board is seeking grant funds must be one that promotes the Purposes of the Board, is relevant to the Board's goals, and has been approved by a vote of the Board. The project should be one that will not commit the participation or financial obligations of the succeeding Board.

If the Board when seeking grants, shall utilize the Treasurer and / or the Municipal Staff Advisory Group with expertise in writing grant proposals. Seek the guidance of people who are knowledgeable about the intricacies of writing proposals.

The first step is to gather information about possible sources of funding. These include the federal and provincial governments, private foundations, community foundations, private individuals, and public sector funds such as United Way. The Board, municipal councils may apply for grants in order to fund many of their projects and programs.

GRANT WRITING

The Treasurer can be appointed by the Chair to coordinate Board grant writing efforts. The Treasurer shall be tasked to look for sources of funding and to prepare the proposal at the direction of the Board for Board approved projects and within the approved budget .

PROPOSALS

The Treasurer, with assistance as required from the Board and / or the Municipal Staff Advisory Group, shall write the proposal, provide detailed information about the proposed project. Most grant proposals have a distinct format, but the information sought by funders is often the same:

- An introduction that describes the Board organization and its purpose;
- An overview of the project and its specific goals;
- A statement that defines the problem the project seeks to solve;
- Statistics that substantiate problem identification;
- The target population;
- The project's value to Board and to the community;
- The proposed outcomes of the project.
- An explanation of the activities the grant will fund;
- A timeline for completion of the project;
- A description of how the project will be evaluated; and
- A proposed project budget that includes both expenses and in-kind services.

The Treasurer should maintain a file of completed applications, individuals who are resources, and possible sources of funds to assist future committees. If the grant is awarded, the Treasurer is responsible for complying with the donors reporting requirements, including providing the sponsor with a taxation receipt.

The Treasurer is responsible to ensure all expenditures are tracked carefully; this information is a requirement in all grant funder reports. Keep the Board aware of the progress of the grant application process, and use the reports submitted to the funder to inform the Board of the project's implementation progress.

All action taken on grant applications or project implementation must be recorded in the Board minutes.