

**TOWN OF MINTO**

DATE: October 24, 2016
REPORT TO: Mayor and Council
FROM: Chris Harrow
SUBJECT: Minto Fire Cares Foundation

STRATEGIC PLAN:

8.4 Facilitate private business or non-profit groups bringing small, medium and large sized events to Town facilities and spaces that attract visitors, develop local talent and culture, fundraise for local groups and enhance local business

BACKGROUND:

For many years now, Minto Fire has been running various events to support our legislated mandate of public education of fire safety. These events include the Touch-a-Truck, Minto 91Run and our Movember campaign. They bring in significant money which is ear-marked for various projects around the municipality.

In the past, treasury staff tracks money coming in and out for the events. As well, staff assists with issuing tax receipts for various donors. This is added workload for Treasury staff faced with ever increasing reporting requirements.

Staff at Minto Fire proposes to establish a foundation to be the charitable arm of the fire department. It would run separately from the Town and be a standalone foundation overseen by appointed Directors. It would control its own finances and be responsible for filing the proper reports and issuing tax receipts taking the burden off of town treasury staff.

COMMENTS:

The foundation's proposed name would be the Minto Fire Cares Foundation. The Foundation would be run by Directors as per the By-Laws and the initial start-up rules. Directors will include the Fire Chief, Prevention Officer and other staff. Volunteer Firefighters would be members of the Foundation and have input on its operation. Over time as bylaws are established and the Foundation operates changes could be made to the Board.

The Foundation would work with Minto Fire to run some of the events currently operating. The money raised would be overseen directly by the foundation abiding by all of the rules of charitable organizations. The Foundation would issue their own tax receipts and allocated donations to "causes" set by the Directors. It is believed the public will more readily donate to Minto Fire Cares because it is representative of Minto Fire and the volunteer firefighters.

Another positive of establishing Minto Fire Cares Foundation is the ability to seek out other partnerships in the community. For example, we are currently in talks with a partner to deal with some occupational stress training and teams we could co-train together. This would be accomplished through funds donated by the Foundation and would benefit Minto Fire and their entire PTSD program.

Afterwards, through By-Laws written with the help of a local lawyer, a mechanism would be put in place to run the Foundation. We have completed the initial work to write the By-laws

of the Foundation and have met with local legal counsel to finalize the document and proper paperwork to be filed with the authorities, after receiving Council's approval.

FINANCIAL CONSIDERATIONS:

Start-up money would be used from funds raised from previous events.

RECOMMENDATION:

The Council receives the Fire Chief's October 24, 2016 report regarding Minto Fire Cares Foundation and supports the establishment of a non-profit organization Minto Fire Cares Foundation.

Chris Harrow, Fire Chief