



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/104**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 23, 2013
SUBJECT: Community Foundation

BACKGROUND

At the October 15, 2013 Council Meeting the follow-up report received from T. Drysdale, Rainy River Future Development Corporation re: Community Foundation was referred to the Administration & Finance Executive Committee for their recommendation.

Tannis Drysdale, Rainy River Future Development Corporation EDAC, participated in the Community Foundation discussion via telephone conference call for the Administration & Finance Executive Committee Meeting held on October 22, 2013.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that T. Drysdale, Rainy River Development Corporation be invited to make a Community Foundation presentation at the November 12, 2013 Council Meeting.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation that T. Drysdale, Rainy River Development Corporation be invited to make a Community Foundation presentation at the November 12, 2013 Council Meeting.

REPORT TO MAYOR AND COUNCIL

RE: COMMUNITY FOUNDATION
FROM: T DRYSDALE, S DARBY RRFDC EDAC

The Town of Fort Frances Strategic Plan sets out that EDAC should investigate the Community Foundation model and make a recommendation to Council on if and how this model for charitable funding would work within the Town of Fort Frances.

What is a Community Foundation?

A Community Foundation is an independent, volunteer-driven, charitable organization which partners with donors to build permanent endowments. These funds are then invested back into the community in the form of grants to support community projects. A Community Foundation is governed by a board of directors featuring influential and experienced members with an active interest in the community. An initial community donor is generally also needed to provide the first endowed funds to make grant-making possible.

The first Canadian Community Foundation originated in Winnipeg in 1921, and since that time the Winnipeg Foundation has built to a multi-million dollar organization. However the concept is applicable to smaller communities as well. The Killarney Foundation located in Killarney, Manitoba, hosts assets of \$2.2 million for a population of 2,500. Across the country, these foundations are united by Community Foundations of Canada which provides guidance to ensure success.

What advantages would the creation of a Community Foundation bring to Fort Frances?

A Community Foundation stimulates a mindset of philanthropy and leadership on issues of broad community concern. It is a joint community effort which nurtures relationships within a community, creating a sense of belonging, "social capital," and improved community and individual well-being. A Foundation enables donors to achieve their charitable goals within their home community.

In Fort Frances, a community foundation will provide resident donors the opportunity to give locally in a reliable and secure manner. Local community groups will be able to apply for beneficial grants from the foundation for their activities, operations and to encourage increased membership. A Fort Frances Community Foundation has the potential to touch the lives of residents across the community, whether through involvement in the organization, endowment of funds or participation in recipient community groups.

Previous Recommendation

EDAC reviewed the concept of Community Foundations in the Winter/Spring of 2011/12. As a committee they decided, based on the experience of other communities of a similar size, that they should investigate creating a Foundation for Fort Frances. The following recommendations were to Council:

That the Town of Fort Frances proceeds with the creation of a Foundation and that the Town:

- Purchase the start up pkg from the Community Foundation Network.
- Appoint an adhoc committee who will become the initial Board of Directors.
- Budget for the cost of registration and legal filings if required.
- Budget for the cost of initial marketing materials.
- Provide administrative and in kind support.
- Make a long term commitment to absorb all accounting and administrative costs for the first five years of the foundations existence.

Council then requested further information on more specific costing to begin and run a foundation.

The following budget is being submitted back to Council to assist with their decision making process. This budget is prepared based on quotes from vendors, discussions with other foundations and information provided by Community Foundations of Canada.

Fort Frances Community Foundation Proposed Operating Budget (\$)

<u>Expenses</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Legal Fees	1,450		
Incorporation Fees	960		
Promotional Marketing	3,000	10,000	5,000
Website Development*	1,200	440	440
Annual report/newsletters	200	250	300
CFC* Membership	250	250	250
Audit	3,000	3,000	3,000
Insurance	1,900	1,900	1,900
Annual meeting		300	400
Total	11,960	16,140	11,290
<u>In Kind</u>			
Administration/Bookkeeping*	7,800	11,700	11,700
office supplies/postage	1,000	1,000	1,000
telephone/internet	600	650	650
Total	9,400	13,350	13,350

Notes:

*website based of FF Times Webdesign, with graphic design, four static pages and an email address

* CFC stands for Community Foundations of Canada

*Administration/bookkeeping based on one person at \$15/hr for 10 hr/wk year 1, and 15hr/wk year 2

Administration & Finance Division
Civic Centre

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THE TOWN OF FORT FRANCES



FORT FRANCES, ONTARIO
CANADA

Planning & Development Division
Civic Centre

Community Services Division
740 Scott Street P9A 1H8
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320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

www.fort-frances.com

December 18, 2012

Rainy River Future Development Corporation
Attn: G. Gillon, Regional Economic Developer
608 Scott Street,
Fort Frances, Ontario
P9A 1H6

Dear Sir:

At their meeting December 17, 2012, Council approved the report dated December 11, 2012 from M. McCaig, CAO re: Request for Community Foundation.

A copy of the report from Mr. McCaig is attached for your reference.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. M. McCaig, CAO
T. Drysdale, Consultant
L. Witherspoon, Treasurer

December 11, 2012

REPORT TO: Mayor and Council
FROM: Mark McCaig, CAO
SUBJECT: Request for a Community Foundation

At the Administration and Finance Executive Committee meeting of December 11, 2012, a report from Tannis Drysdale of the Rainy River Future Development Corporation and Economic Development Advisory Committee requesting the formation of a community foundation was discussed.

Although the committee appreciated the merits of a community foundation and the other information presented in the report, they require more information and are recommending that the Rainy River Future Development Corporation be tasked with providing specific financial data related to the formation and the operation of a community foundation.

Respectfully submitted,



Mark McCaig
CAO

MM/kl

Council approval of this report will direct that Rainy River Future Development Corporation be tasked with providing specific financial data related to the formation and operation of a community foundation.

REPORT TO MAYOR AND COUNCIL

RE: COMMUNITY FOUNDATION
FROM: T DRYSDALE RRFDC EDAC

The Town of Fort Frances Strategic Plan sets out that EDAC should investigate the Community Foundation model and make a recommendation to Council on if and how this model for charitable funding would work within the Town of Fort Frances.

EDAC reviewed the concept of Community Foundations in the Winter/Spring of 2011/12. As a committee they decided, based on the experience of other communities of a similar size, that they should investigate creating a Foundation for Fort Frances. EDAC created a sub committee consisting of Gray Rogozinski, Shauna DeGagne, Jim Cummings and Theresa Hazel. The committee met three times and reported back to EDAC twice. The committee after the second meeting decided to request the inclusion of Councillor Tibbs as she had suggested that the Foundation be created.

A major point of discussion has been the geography that the Foundation would cover and if it should be just the Town or also include the District. The recommendation was to create a Fort Frances Foundation and begin within the Town and over time as the Foundation develops expand, if prudent, to a larger geography.

EDAC received advice from the committee created a recommendation to Council is:

That the Town of Fort Frances proceeds with the creation of a Foundation and that the Town:

- Purchase the start up pkg from the Community Foundation Network.
- Appoint an adhoc committee who will become the initial Board of Directors.
- Budget for the cost of registration and legal filings if required.
- Budget for the cost of initial marketing materials.
- Provide administrative and in kind support.
- Make a long term commitment to absorb all accounting and administrative costs for the first five years of the foundations existence.

Fort Frances Community Foundation

Community Foundations

Community Foundations exist in many municipalities across Canada. At least 40 exist in Manitoba and over 60 are listed from Ontario on the Canadian Community Foundations website.

The Foundations support community work by attracting charitable investments and making grants to various good works. In most cases these funds operate on expenditures of interest only. In nearly all cases the foundations have a variety of funds that are dispersed based on either donors requested purposes or the foundations priority areas. For example the Foundation may have single bequest that is specified for a particular use such as playground equipment and another pool of money that is generally contributed to that the fund has decided to use to support arts programming.

The Foundations are run by independent Boards of Directors who may or may not be appointed by the municipal governments sponsoring the organization. The Foundations are registered Charities and as such responsible for all the legal filings and reporting's of this type of legal entity.

Fort Frances Foundation

The initial committee discussions regarding a Fort Frances Foundation revolved around the geographic scope of a local Foundation. These discussions lead to a conclusion that the Foundation should be district wide. However, while an ideal situation, when the concept is applied to the practical budgetary limits of the Towns resources the committee rethought this recommendation and have decided to recommend that the Foundation begin smaller within the Town. Over time as the organization is developed it should be encouraged to expand its mandate when requested by other partners in the region.

The Foundation Committee will require the following resources of Council:

- A small budget to cover:
 - the costs of registration and legal filings. (the committee intends to request pro-bono legal assistance)
 - the costs of community foundation start up materials (300)
 - initial marketing material expenses
- Administrative support, meeting rooms and misc materials.
- Either the authority to appoint an adhoc committee who will become the initial Board of Directors or for Council to appoint this committee.
- A long term commitment to absorb all accounting and administrative costs for at least the first 5 years of the Foundation.

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- researches further the Timiskaming model and other usual ALF's structures
- seek out funding for a simplified business plan(feasibility study) for the operation of an ALF to determine the minimum size for break even.

There is a special ALAG meeting on Monday March 26 from 8:00 a.m. to 1:00 p.m. as the Sister Kennedy Centre to develop a Strategic Plan – Gary will attend on behalf of the EDAC committee and report back to us at the next meeting.

ii) Community Fund: Tannis presented the following recommendations to the committee: a small budget will be needed to cover:

- the costs of registration and legal filings (the committee intends to request pro-bono legal assistance)
- the costs of community foundation start up materials (\$300.00)
- initial marketing material expenses
- administrative support, meeting rooms and misc materials
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- either the authority to appoint an adhoc committee who will become the initial Board of Directors or for Council to appoint this committee.
- a long term commitment to absorb all accounting and administrative costs for at least the first 5 years of the Foundation.

March 12/2012 - meeting

Dale Lawrence-Fortes – Jim Cumming: that the Economic Development Advisory Committee forward the recommendations presented by Tannis on to Town Council.

CARRIED.

iii) Alag – Invitation to a Strategic Planning Meeting – Gary will attend the Strategic planning meeting on Monday March 26 from 8:00 a.m. to 1:00 p.m. on behalf of the EDAC committee.

6. Discussion and Action Request Items:

- i) Rainy Lake Hotel – Tannis did a presentation with a brief history of the Rainy Lake Hotel and its current condition – building is unable to be saved – only course of action is to demo the building – Tannis presented

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October 16, 2013

Tannis Drysdale Consulting
601 Mowat Avenue
Fort Frances, Ontario
P9A 1Z2

Dear Ms. Drysdale:

At their meeting October 15, 2013, Council referred the Follow Up Report received October 7, 2013 from T. Drysdale, Consultant, Rainy River Future Development Corporation re: Community Foundation to Administration and Finance Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Laurie Witherspoon, Treasurer at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

- c.c. Administration and Finance Executive Committee
-Attn: L. Witherspoon, Treasurer
Rainy River Future Development Corporation
-Attn: G. Gillon, Regional Economic Developer

