



Ottawa Humane Society

# A Legacy for the Animals



PREMIERE EDITION

Taking care of the important things in life

## Preparing for our pets' future

In 1998, my husband Michael and I decided to prepare our Wills. During this time, we discussed how our pets would be cared for if Michael and I passed away at the same time.

We decided to inquire with the Ottawa Humane Society (OHS) in terms of options for our pets. We met with a representative

*Continued on page 4...*

### CONTENTS

Preparing for our pets' future.....	1
What is Planned Giving? .....	1
Dispelling the myths of planned giving .....	2
Leaving a Gift through Life Insurance .....	2
Leaving a legacy through your Will to the OHS .....	2
Glossary of terms .....	3
A very special donor .....	3
Choosing an executor/ executrix – An important decision .....	4

## WHAT IS PLANNED GIVING?

Planned giving is a term that we often hear from charitable organizations. But what is it, and how is it important to the Ottawa Humane Society (OHS)?

Simply said, it is act of *planning to give*. When you plan a gift you make a difference both for you and for the Ottawa Humane Society through a charitable gift. Planned giving sometimes is also described as *leaving a legacy*.

There are many ways to plan your gift. Some examples are: including the Ottawa Humane Society in your estate when planning your Will, or through stocks and bonds or life insurance, or through a gift or bequest of property, such as real estate, jewelry or personal effects.

The Ottawa Humane Society strongly suggests that your lawyer and/or financial advisor advise you about the methods of giving that are most beneficial and appropriate for you. Then we suggest that you contact us so that we can help you find the best way to help animals. Your gift can result in considerable tax benefits.

The Ottawa Humane Society has many programs to suit your specific needs. The **Pet Stewardship Program**, for example, ensures that your wishes for your pet's future are respected. An agreement between you and the OHS is established regarding the care and accommodations for your pet in the event of your death or inability to provide care to your best friend.

Why is planned giving so important to us? The Ottawa Humane Society depends on the generosity of the community to maintain the high level of care that we provide to the over 11,000 animals that come through our doors every year. In turn the region's injured, abused, and homeless animals depend on the Ottawa Humane Society. Planning a gift to the Society ensures that we will be able to continue this work for generations to come.

Please contact Samantha Laprade, Manager – Planned Giving, at 725-3166 ext. 268, or e-mail [samanthal@ottawahumane.ca](mailto:samanthal@ottawahumane.ca) to receive further information.

## Dispelling the myths of planned giving

When I have the opportunity to meet with donors, I often encounter three common myths regarding planned giving strategies.

### MYTH # 1

**All planned gifts are made through your Will.**

While bequests (gifts made through a Will) are the most common form of planned giving, there are many other ways of making a special charitable contribution during your lifetime – such as the gift of stocks or real estate.

### MYTH # 2

**Planned giving is a complex undertaking.**

Not true. In fact, in most cases, it is usually a very straightforward process which requires some initial planning and a few phone calls. If you're thinking of a planned gift for the Ottawa Humane Society, we can give you the information you need.

### MYTH # 3

**Planned gifts are only suitable for very large donations.**

Many people are surprised to learn that the planned gifts we receive are for a wide range of amounts – from a few hundred to several hundred thousand dollars. Every dollar to the Ottawa Humane Society represents an important contribution to the over 11,000 animals that come into our care every year.



## Leaving a Gift through Life Insurance

Charitable giving through life insurance is an alternative to bequests for leaving a legacy for the animals at the Ottawa Humane Society. When using life insurance for charitable giving, you should consider the different methods available.

There are three main ways through which you can help the Ottawa Humane Society with gifts of life insurance.

- designate the Ottawa Humane Society as the beneficiary of a life insurance policy
- name your estate as the beneficiary of a life insurance policy and leave a bequest to the Society
- transfer ownership of your policy to the Ottawa Humane Society



All of these acts of giving have specific tax credits, and we recommend that you contact your financial planner or solicitor before making any decisions regarding your policy.

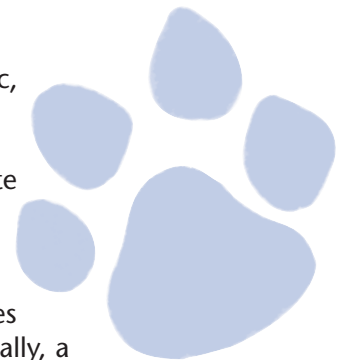


## Leaving a legacy through your Will to the OHS

A bequest is a donation made through a Will. The donor specifies in his or her Will that certain items, either cash or property, are to go to the Ottawa Humane Society. Upon receiving the bequest, the Society will issue a charitable tax receipt to the donor's estate for the amount of the bequest.

The starting point for making a decision regarding a bequest is to summarize your assets and liabilities and then prepare your Will. The OHS strongly suggests that you speak to your financial advisor or attorney regarding how best to structure your bequests.

There are three different types of bequests; specific, residual or percentage. A specific bequest is a gift of one particular piece of property, such as the stock from a certain company, a piece of real estate or a stated sum of cash. A residual bequest states that the Society will receive the full amount or part of the remaining value of an individual's estate after all debts, taxes, administrative expenses and specific bequests have been taken care of. Finally, a percentage bequest specifies the fraction or percentage of an estate to be donated.



**For more information, please contact Samantha Laprade, Manager – Planned Giving, at 725-3166 ext. 268, or e-mail [samanthal@ottawahumane.ca](mailto:samanthal@ottawahumane.ca).**

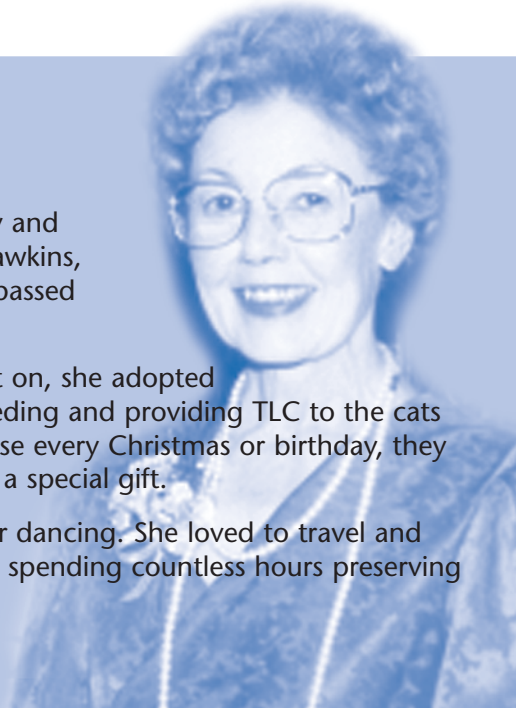
# A very special donor

The Ottawa Humane Society has many special donors. Their generosity and kindness is vital to the OHS. One donor in particular, Kathleen (Kay) Hawkins, left her legacy by donating her entire estate to the OHS. Ms. Hawkins passed away in October 2002.

Kay loved cats. As a child, Kay owned many cats, but as the years went on, she adopted the neighbourhood cats as her own. Kay's door was always open to feeding and providing TLC to the cats in her area. Kay's love for cats was obvious to friends and family, because every Christmas or birthday, they would search the stores for a cat calendar or cat figurine to give her as a special gift.

Kay also loved ballroom dancing and, in fact, won many awards for her dancing. She loved to travel and enjoyed cruises. Kay also loved to garden and is fondly remembered as spending countless hours preserving and pickling.

Kay's legacy and love for the animals will be forever with the OHS.



## Glossary of terms

**Affidavit:** A written statement of fact, sworn or solemnly affirmed under oath before a lawyer, notary public or commissioner of oaths.

**Beneficiary:** A person entitled to benefit from a Will. Also a person entitled to receive the proceeds of a trust, RRSP or life insurance policy.

**Bequest:** A gift (transfer) by Will of personal property; a legacy.

**Estate:** Everything a person owns.

**Execute a Will:** The act of validly signing a Will.

**Executor:** A person appointed in a Will to carry out the terms of the Will. Sometimes the term executrix is used to mean a female executor.

**Fair Market Value:** The price that an asset would bring on the open market between well-informed buyers and sellers.

**Gift:** A transfer of property without anything in return; the distribution of an estate to beneficiaries.

**Planned Giving:** The act of *planning to give* to a charitable organization. Planned giving is also described as *leaving a legacy*. Some examples are: including a charitable organization in your estate when planning your Will, or through stocks and bonds or life insurance, or through a gift or bequest of property, such as real estate, jewelry or personal effects.

**Probate:** The process of proving the validity of a Will in court. The court is referred to as the probate court. A Will needs to be probated before the executor can use it to transfer or sell assets.

**Power of Attorney:** A legal document where a person can appoint another (the attorney) to manage their affairs.

**Public Trustee:** A provincial official appointed to look after the affairs of those who have no one else to do so, either during lifetime or after death. The public trustee also administers the inheritance of minors if a proper trust has not been created by a Will.

**Residue, Residuary Estate:** Everything left over in the estate of a deceased person after the payment of all debts and taxes and any cash gifts or specific gifts of property have been made.

**Spouse:** Includes legally married spouses and common law spouses.

**Testator:** A person who makes a valid Will. Sometimes the term Testatrix is used to mean a female Testator.

**Will:** A written statement of a person's wishes concerning the disposal of his or her property after death that has been signed in accordance with the strict rules for making a Will.

# Choosing an executor / executrix

## – An important decision

An important aspect of planning your estate is choosing an Executor (male) or an Executrix (female). The executor is responsible for disbursing the belongings to the beneficiaries, as well as managing your estate after your death.

The executor is your personal representative; therefore, you are entrusting this person with a large amount of responsibility. There are a few basic guidelines to consider when you choose your executor. It is important to choose someone who is a resident of Canada to avoid possible tax problems. It is also suggested that you choose someone who is reliable and trustworthy and someone who you expect to outlive you. Always confirm your executor before you make your Will, as you want to ensure that he or she is willing to take on this important role. It is also recommended that you name an alternative executor in case your first choice of executor is unable to take on the responsibilities.

The executor's job is not simple. The executor has a three-year timeframe in which to complete all that is outlined in your Will. The duties of an executor include making funeral arrangements, locating and verifying the Will and paying off any outstanding debts. Filing taxes, setting up a bank account and selling any remaining assets are also the role of the executor, as is locating and distributing bequests to family members and any charitable organizations named in the Will.

- I have left a gift to the Ottawa Humane Society in my Will.
- Please provide me with more information on how to leave a gift to the Ottawa Humane Society in my Will.
- Please provide me with more information regarding the Ottawa Humane Society's Pet Stewardship Program.
- Please contact me to establish a time to meet to discuss Planned Giving options at the Ottawa Humane Society.

Name (please print)

Address

City

Prov.

Postal Code

Phone (Home)

Phone (Office)

E-mail Address

Please cut out and mail back to:

**Ottawa Humane Society**

101 Champagne Avenue South, Ottawa, Ontario K1S 4P3  
Attn: Samantha Laprade, Manager – Planned Giving



*Preparing for our pets' future  
continued from page 1...*

at the OHS to discuss the possibility of setting aside some money to ensure that our pets would be cared for in the event of our deaths. We were delighted to learn that the Ottawa Humane Society had just established the OHS Pet Stewardship Program.

The OHS Pet Stewardship Program ensures that upon our deaths or inability to care for our pets, they are adopted into loving homes that best suit their needs. This program was exactly what we were looking for to ease our minds.

To initiate our plans, we met with the agent of an insurance company and an OHS representative to make arrangements for a life insurance policy. We signed a 10-year, \$25,000.00 life insurance policy of which the Ottawa Humane Society is the beneficiary and which is to be used in part for the future care and adoption of any pets we may have upon our deaths. The monthly deduction, roughly a \$1/day, is only \$36.25 per month.

We would recommend that anyone who is concerned about their pet's welfare after their demise should contact the Ottawa Humane Society regarding the OHS's Pet Stewardship Program.

**Doris and Michael Ilnycky,**  
OHS Pet Stewardship  
Program Participants

### Don't Forget



#### Remember them when planning your estate

The Ottawa Humane Society has established our Pet Stewardship Program to take the worry out of your pet's future. This program was created to ensure that your pet is cared for in a loving home in the event of your death or inability to provide care to your best friend.

Samantha Laprade  
**725-3166 ext 268**



Ottawa Humane Society  
[www.ottawahumane.ca](http://www.ottawahumane.ca)