



Policy Section: Corporate

Policy Name: Donation Policy

122.DO

DONATION POLICY

I. OBJECTIVES

The Objectives of the Policy are:

1. To allow for donations from the Corporation in a timely manner.
2. To allow specified organizations to use property or facilities of the Corporation at a reduced fee rate.

II. DEFINITION(S)

In this Policy:

“Charitable Organization” – shall mean a charity registered with the Canada Revenue Agency.

“Clerk Treasurer Administrator” – shall mean the Clerk Treasurer Administrator of the Township of Ear Falls.

“Corporation” – shall mean the Corporation of the Township of Ear Falls.

“Corporation Boards and Committees” – to include the groups listed in the *Township of Ear Falls Boards and Committees Appointments* under Municipal Departments – Committees and Boards.

“Council” – shall mean the Council of the Corporation of the Township of Ear Falls.

“Department” – shall mean one of the principal branches of the Corporation that provides a service for the municipality.

“Municipal Associations” – shall include the Kenora District Municipal Association (KDMA), Northwestern Ontario Municipal Association (NOMA), Association of

Cross Reference: **Date Approved: May 7th, 2008**
 Last Reviewed: May 7th, 2008
 Last Revised: May 7th, 2008

Committee Responsibility: **Review: 2012**



Policy Section: Corporate

Policy Name: Donation Policy

122.DO

Municipalities of Ontario (AMO) and the Association of Municipal Clerks and Treasurers of Ontario (AMCTO).

“Religious Organization” – shall mean a faith-based association located within the boundaries of the Township of Ear Falls.

“Seniors Organization” – shall mean a group limited to senior citizens

“Service Club” – shall mean a voluntary, non-profit organization where members meet regularly to perform charitable works either directly or by raising money for other organizations.

“Youth Organization” – shall be defined as a group limited to individuals under the age of 18 that is designed to engage young people in physical, academic, and/or social activities.

III. TOWNSHIP PROPERTY AND FACILITIES

Departments may utilize Corporation property and/or facilities upon completion of an “Application for Use of Facilities Form” and are required to pay the fees as specified in the Township of Ear Falls Fee Schedule. This will be completed through an internal charge and will assist the municipality to track facility usage.

Corporation Boards and Committees will not be charged a fee; however these groups will be required to complete an “Application for Use of Facilities Form” for the use of Corporation property and/or facilities in advance of their event.

Upon receipt of a written request, the following groups may utilize Corporation property and/or facilities at the reduced charge as specified in the Township of Ear Falls Fee Schedule:

- a. Charitable Organizations
- b. Religious Organizations
- c. Seniors Organizations
- d. Service Clubs
- e. Youth Organizations

Cross Reference: **Date Approved: May 7th, 2008**
 Last Reviewed: May 7th, 2008
 Last Revised: May 7th, 2008

Committee Responsibility: **Review: 2012**



***Policy Section:* Corporate**

***Policy Name:* Donation Policy**

122.DO

All other individuals and organizations will be required to pay the fee(s) specified in the Township of Ear Falls Fee Schedule.

IV. DONATIONS – SOUVENIRS / PROMOTIONAL ITEMS

Requests for donations of souvenirs / promotional items by the following organizations will be at the discretion of the Clerk Treasurer Administrator:

- a. Charitable Organizations
- b. Religious Organizations
- c. Seniors Organizations
- d. Service Clubs
- e. Youth Organizations
- f. Departments
- g. Municipal Associations

Requests will be evaluated on:

- Benefit to residents in the community
- Quantity of donations received in the calendar year

V. DONATIONS – CASH

Requests for donations of cash by the following organizations will be at the discretion of the Clerk Treasurer Administrator up to a maximum of \$250.00:

- a. Charitable Organizations
- b. Religious Organizations
- c. Seniors Organizations
- d. Service Clubs
- e. Youth Organizations

Cross Reference: **Date Approved: May 7th, 2008**
Last Reviewed: May 7th, 2008
Last Revised: May 7th, 2008

Committee Responsibility: **Review: 2012**



***Policy Section:* Corporate**

***Policy Name:* Donation Policy**

122.DO

Requests will be evaluated on:

- Benefit to residents in the community/district
- Quantity of donations received in the calendar year

VI. REPORTING

The Clerk Treasurer Administrator will report all donations to Council on a quarterly basis.

Cross Reference: **Date Approved: May 7th, 2008**
 Last Reviewed: May 7th, 2008
 Last Revised: May 7th, 2008

Committee Responsibility: **Review: 2012**