



COUNCIL POLICY MANUAL

Subject: Donations	Approval Date: June 20, 2016	By-Law No. 44-2016 <i>Amended by By-Law No. 87-2017</i>
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1.5 GENERAL/PREAMBLE

The Municipality of Red Lake recognizes the many benefits that various groups, organizations, volunteers and events within the Municipality provide by promoting and improving upon the cultural, social, environmental and economic well-being of the community. It is for this reason that the Municipality is committed to treating all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities and Council's approved budget.

Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending. The granting of Municipal donations demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Municipality's ability to provide funding to these groups.

EXCLUSIONS

This policy does not apply to in-house or inter-departmental donations including but not limited to municipal staff events. The CAO is authorized to approve all in-house or inter-departmental donations.

1. PURPOSE

The purpose of this policy is to establish funding criteria and application procedures for requests for financial assistance from groups and organizations in the Municipality of Red Lake and to provide Council and Staff with clear direction when considering and responding to requests for assistance at the same time, ensuring consistency, fairness and transparency in the process.



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2. TYPES OF DONATIONS

2.1 Monetary Donations

Monetary donations are the gratuitous transfer of cash funds.

2.2 Non-Monetary Donations

Non-monetary donations are the gratuitous donations that do not involve the transfer of cash funds and can include, but are not limited to, the provision of promotional items, the provision of insurance coverage and the reducing or waiving of fees.

Although non-monetary donations do not include the transfer of cash funds, it is recognized that such donations involve either an expense or foregone revenue for the Municipality. The estimated value of non-monetary donations will be considered as part of the approval process.

2.3 In-Kind Donations

In-kind donations are the gratuitous donations that do not involve the transfer of cash funds. In-kind donations and can include, but are not limited to, the provision or supply of municipal property/facilities, materials or resources (including staff support and equipment).

Although in-kind donations do not include the transfer of cash funds, it is recognized that such donations involve either an expense or foregone revenue for the Municipality. The estimated value of in-kind donations will be considered as part of the approval process.

3. RESPONSIBILITY & AUTHORITY

3.1 A donation budget is to be established each year as part of the current budget for that year, and is the responsibility of Council.

3.2 All monetary donation requests not identified in the approved budget, shall be evaluated and approved by the CAO or designate.



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3.3 The CAO or designate is authorized to approve monetary donation amounts up to \$2,000.00. Any request beyond \$2,000.00 shall be presented to Council for its review and consideration.

3.4 All in-kind donation requests shall be evaluated and approved by the CAO or designate.

3.5 The CAO or designate is authorized to approve in-kind donation amounts up to \$2,000.00. Any request beyond \$2,000.00 shall be presented to Council for its review and consideration.

3.6 All donation requests beyond the approval thresholds of the Clerk, Parks, Recreation and Facilities Supervisor, Treasurer and CAO shall be approved by Council Resolution.

3.7 The Clerk or designate is authorized to approve non-monetary donations (promotional items only) under a dollar value of \$150.00 per occasion or event, not to exceed a maximum budget amount of \$1,000.00 per year.

Requests for non-monetary (promotional items) to be used for public resale will not be considered.

Requests from Municipal Staff/Council for the purchase of promotional items will be considered.

3.8 The Parks, Recreation & Facilities Supervisor or designate is authorized to approve donations per occasion or event specific to the Recreation Department, up to a dollar value of \$40.00 per occasion or event, not to exceed a maximum budget amount of \$300.00 per year.

Requests for non-monetary donations specific to the Recreation Department to be used for resale would not be considered.

3.9 The CAO or designate is authorized to reduce the rate or waive rental fees for the use of municipal facilities for events up to a dollar value of \$400.00 per occasion or event, not to exceed a maximum budget amount of \$2,000.00 per year. A rental agreement shall be completed and copies of same shall be forwarded to the Treasurer and the Parks, Recreation & Facilities Supervisor.



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3.10 The Treasurer or designate is authorized to approve the provision of insurance coverage for occasions or events up to a dollar value of \$500.00 per year.

3.11 In the case where time is of the essence, the Mayor or designate may approve a donation (non-monetary, monetary or in-kind) outside the scope of this policy up to a dollar value of \$250.00 per occasion or event, but shall be subsequently approved through resolution of Council.

4. ELIGIBILITY

4.1 All requests for donations must meet one or more of the following criteria:

- a) Promotes the welfare of the residents and the community;
- b) Promotes the health of the residents and the community;
- c) Promotes the education and training of the residents and the community;
- d) Promotes the economic advancement of the community;
- e) Promotes the cultural, heritage, social and environmental well being of the community.
- f) Applicants must be located in the Municipality of Red Lake.

4.2 Contributions will not be made for the following purposes:

- a) Discriminatory activities or events or those that would incite hatred towards any group;
- b) Activities or events that are contrary to the Municipality; or
- c) Activities or events which are deemed to be unlawful.
- d) Applicants whose primary focus is not within the Municipality of Red Lake shall not be considered.

5. GUIDELINES

5.1 Applications for monetary donations are to be received no later than December 31st of the preceding year and will be considered in the following year's annual budget process. Applications for in-kind donations are to be received well in advance of the activity or event to ensure availability of resources.



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- 5.2 Once the annual budgeted amounts are exhausted, no further applications will be considered unless approved by Council resolution.
- 5.3 All requests will be assessed based on availability of the requested resource, potential financial impact to the Municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact (See Section 4 – Eligibility).
- 5.4 Donations made by the Municipality are not to be regarded as a commitment by the Municipality to continue such donations in the future. A completed application form must be submitted annually.
- 5.5 In making donations, the Municipality may impose such conditions and/or restrictions as it deems fit.
- 5.6 The Municipality reserves the right to limit the number of donations made to a particular organization in any given year.
- 5.7 Any in-kind donation of facilities/equipment must be returned to the Municipality in the same condition in which it was donated. Failure to do so will result in the cost of clean-up or damage repairs being invoiced to the Applicant.

6. APPLICATION PROCESS

- 6.1 All donation requests shall be submitted by way of the “Municipal Donation Application Form” (Appendix “A”) and received by the Clerk’s Office. The completed application shall be forwarded to the Treasurer and the CAO who will review and compile all applications for inclusion in the following year’s annual budget deliberations.
- 6.2 Late or incomplete applications may or may not be considered.
- 6.3 Applications for in-kind donations will be forwarded to the respective department for review. The respective department will prepare a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind donations provided in a calendar year and provide this information to the Treasurer.



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- 6.4 All successful and unsuccessful applicants will be notified accordingly.
- 6.5 Council may consider applications outside the annual application process, subject to the availability of funds.
- 6.6 Final approval of any donations shall be subject to final budget approval by Council. Requests for donations outside the budget process shall be approved by resolution of Council.
- 6.7 Applicants should ensure approval is received prior to proceeding with the event.

8. POST PROJECT REPORT

- 8.1 Any applicant who receives a donation of \$2,000.00 or greater is required to submit a post-project report to Council within two (2) months after the completion of the activity or event. Such report shall clearly articulate the success of the event or activity and detail how the funds were spent. The report shall also include information regarding any other organizations that contributed to the activity or event. If the report is not submitted, further requests for financial support may not be considered.

9. COMMITTEES OF COUNCIL

- 9.1 Committees of Council do not fall within the parameters of this policy. Committees of Council requesting municipal funds will be asked to submit a written request for funding. The request will be brought forward by the Committee Chair and/or Staff Resource and dealt with during regular budget deliberations or by resolution of Council.

10. REQUESTS FOR ASSISTANCE OUTSIDE THE SCOPE OF POLICY

Nothing in this policy prohibits Council from considering a donation outside the scope of this policy. Council will consider each application on its merits and any assistance provided will be without precedent.

Any requests for donations outside the scope of this policy shall be forwarded to Council for approval by resolution.



Municipality of Red Lake Municipal Donation Application Form

Notes:

- *A donation in any one year or over several years is not to be interpreted as a commitment of future year's funding. Approval of any request is not guaranteed and is subject to availability of funds.*
- *Applicants should ensure approval is received prior to proceeding with the Event/Project/Program.*

Name of Organization/Group:

Mandate/Purpose of Organization/Group:

Contact Person: _____

Mailing Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Name of Event//Project/Program: _____

Date of Event/Project/Program: _____

Brief Description of Event//Project/Program, including the objectives of the Event//Project/Program, and the Benefits to the Community:



Which of the following Eligibility Criteria apply to the Event/Project/Program?

- Promotes the welfare of the residents and the community;
- Promotes the health of the residents and the community
- Promotes the education and training of the residents and the community;
- Promotes the economic advancement of the community;
- Promotes the cultural, heritage, social and environmental well being of the community.

How will the Municipality of Red Lake be recognized for this contribution?

Type of Donation Requested:

Monetary Donation
Specify Amount: \$ _____

Non-Monetary Donation
Specify: _____

In-Kind Donation
Specify: _____

Note: Any applicant who receives a donation which equates to \$2,000.00 or greater is required to submit a post-project report to Council within two (2) months after the completion of the activity or event, in accordance to Section 8.1 of the Donations Policy

FOR MUNICIPAL OFFICE USE ONLY
Copied to Treasurer and CAO: _____ <i>(Date)</i>
Forwarded to Department for Review (In-Kind): _____ <i>(Date)</i>
Approved within Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Resolution No.: _____
Approved By: _____ <i>(Signature)</i>
Dollar value of In-Kind/Non-Monetary Donation: \$ _____