

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

BY-LAW NUMBER 2018-43

Being a By-law to establish a Donation Policy.

WHEREAS by virtue of Section 10 (2) of The Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipal council may pass by-laws relating to services and things that the municipality is authorized to provide under subsection (1).

AND WHEREAS the Council of The Township of Madawaska Valley deemed it advisable to establish a Donation Policy for The Corporation of the Township of Madawaska Valley.


NOW THEREFORE the Council of the Corporation of the Township of Madawaska Valley enacts as follows:

1. That the municipality hereby establishes a Donation Policy for The Corporation of the Township of Madawaska Valley, as outlined in **Schedule "A"** attached hereto.
2. That Donation Policy By-Law Number 2016-97 is hereby repealed.
3. That this By-Law shall take effect upon the date of enactment.

READ A FIRST AND SECOND TIME THIS 3rd DAY OF April, 2018.




MAYOR – Kim Love


Acting CLERK – Gwen Dombroski

READ A THIRD TIME AND FINALLY PASSED THIS ~~16th~~^{17th} day of April, 2018.




MAYOR – Kim Love


Acting CLERK – Gwen Dombroski

TOWNSHIP OF MADAWASKA VALLEY

DONATION POLICY

POLICY STATEMENT

The Township of Madawaska Valley recognizes the numerous benefits and valued contributions provided through various registered charitable and not-for-profit groups/organizations. The importance of volunteers and the programs, services and events that are offered by these groups contribute to promoting and improving the cultural, recreational, social and economic well-being of the community. Providing grant funding demonstrates Council's commitment in assisting these bodies in their community efforts while at the same time recognizing that there may be financial constraints and impacts to the Township.

All assistance provided for such purposes incurs a cost to the Township including expenditures associated with services provided, including the erection of signs, traffic control, removal of waste, cleaning and equipment use. Accounting for such costs enables Council to be more accountable to the community in regards to the spending of Township funds, and in being transparent regarding the level of financial support provided to community events and organizations.

In order to ensure the consistent, fair and equitable treatment of all donation requests, this policy has been developed to establish eligibility criteria and guidelines to administer such solicitations. All requests for a donation must be made through the application process as outlined in the policy. Individual departments have no authority to approve/grant donation requests.

DEFINITION

Donations under this policy shall be defined as:

- i) a direct monetary contribution;
- ii) an in-kind contribution including the provision of Township property/facilities, materials or resources to an applicant/organization, whether at no cost or a reduced cost.

It is recognized that such grants will involve either an expense or foregone revenue for the municipality and each application will include the estimated value of the application under consideration.

PURPOSE

The purpose of this policy is:

1. To establish funding criteria and application procedures for requests for financial and in-kind assistance from charitable/not-for-profit groups/organizations, and to assist with hosting programs and events within the Township of Madawaska Valley. Consideration for assistance will be given to Charitable/Not-for-Profit groups/organizations operating outside the Municipality provided the event takes place within the Township of Madawaska Valley and contributes to promoting and improving the cultural, recreational, social and economic well-being of the residents of the Township.
2. To provide Council and Staff with clarity when considering and responding to requests for financial and in-kind assistance.
3. To provide an accessible and equitable process for Charitable/Not-for-Profit groups/organizations seeking donations from the Township.
4. To provide an open, consistent and transparent decision-making process for donation requests to the Township.
5. To reinforce the Township's appreciation and understanding of residents, ratepayers, Charitable/Not-for-Profit community groups/organizations operating within the Township of Madawaska Valley as well as Charitable/Not-for-Profit groups/organizations operating outside the Municipality who contribute to promoting

- and improving the cultural, recreational, social and economic well-being of Township residents.
6. To provide a standard process that provides for a meaningful review and comparison of requests for donations.
 7. To allow for the impartial and unbiased distribution of Township donations.

ELIGIBILITY

Council recognizes that events and programs hosted by Charitable/Not-for-Profit groups/organizations benefit the Township as a whole. Although there is no guarantee that a particular donation request will be approved, generally the Township will consider requests for events and programs that:

- promotes and encourages the welfare of the community
- promotes and encourages the health of the people and the community
- promotes and encourages the education and training for people within the community
- promotes and encourages the economic advancement of the community
- promotes and encourages the cultural, heritage, recreational, social or environmental well-being of the community

Contributions will not be made for activities or events, that promote or encourage discrimination, incite hatred towards any particular group; or are religious/political in nature; which are contrary to the established policies of the Township or that are deemed to be unlawful.

CRITERIA

1. To be considered eligible for a donation, a Charitable/Not-for-Profit group/organization must:
 - submit a completed application **30 days prior to the intake period**.
 - be based within or affiliated with the Township of Madawaska Valley
 - if based outside the Township, the Charitable/Not-for-Profit group/organization contributes to promoting and improving the cultural, recreational, social and economic well-being of Township residents. In addition the hosted event/program must occur within the Township of Madawaska Valley.
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 - agree to acknowledge the Township's contribution in all publicity/promotion relating to the event or activity to which the donation applies.
 - not profit or benefit a specific individual or business. In the event of an extraordinary circumstance and in rare instances, Council reserves the right to consider a donation request which is contrary to this policy/criterion.
2. All requests for donations must be submitted to the CAO/Clerk as far in advance of the event as possible, but at minimum 30 days prior to the intake period, to allow appropriate time for consideration by Council and shall be made by submitting a completed "Application for Donation" attached as **Appendix "A"**. If felt necessary, additional details may be submitted in writing along with the application form. Applications received less than 30 days before the intake period will not be considered.
3. All applications must demonstrate the need for the specific request. In the event of an in-kind donation, the application must identify the specific resources requested and contain the date and hours required.
4. All requests will be assessed based on the availability of the requested resources, potential financial impact to the Township contribution to the well-being of members of the community, recognition of a worthwhile program/cause and overall community impact.
5. The Donation Policy is not intended to be the sole source of funding. The applicant must demonstrate a reasonable effort to raise funds from sources other than the Township of Madawaska Valley.
6. The Council reserves the right to limit the amount and number of donations made to a particular organization.
7. Council shall allocate an annual amount for donation purposes yearly within the municipal budget. The amount of funds shall be distributed based upon the evaluation of the requests received by the deadlines. Council reserves the right to increase or

decrease the allotment assigned and at their discretion may allocate additional monies for donation purposes.

8. Council at its discretion may or may not grant a donation request for a single event or number of events relating to the same cause.
9. Donations made by the Township shall not be regarded as a commitment for continued support in the future.
10. No donation will be granted unless specifically authorized by Council in the form of a resolution for support or as otherwise authorized by this policy.
11. In making donations, the Township reserves the right to impose any conditions and restrictions that it deems fit.
12. Any decisions made regarding the granting or refusal of a donation is final.
13. Nothing prohibits Council from considering financial assistance or in-kind support outside the scope of this policy.

TOWNSHIP FACILITY USE BY CHARITIES/NOT-FOR-PROFIT GROUPS

1. In-kind donations for use of the Community Centre(s) will not be considered unless a Memo of Understanding has been entered into with the registered charity/not-for-profit group/Committee of Council/Society/Local Board and a by-law to that effect has been adopted by Council. All such requests must be submitted through the donation policy process and be approved by Council.
2. Where there is a request for use of the Charitable Organization Facility Rental rate as specified in the Schedule of Fees by-law, such requests must be submitted through the donation policy process, meet the eligibility requirements of this policy and be approved by the CAO/Clerk.
3. All in-kind and reduced facility rental rates shall be accounted for through the Donations expenditure line item once the donation request has been approved.

APPLICATION INTAKE AND REVIEW PROCESS

1. Application Intake will occur during the following time periods, namely:
 - i) January to April;
 - ii) May to August;
 - iii) September to December, andthe donation request being due 30 days before the beginning of the intake period.
2. Late or incomplete applications for donations will not be forwarded for consideration.
3. Applications for In-Kind non-financial assistance will be forwarded to the respective department for review, evaluation of costs and comment prior to consideration by the Finance and Administration Committee for a recommendation to Council. All decisions of Council are final.
4. Applicants may be permitted to appear before the Committee/Council as a delegation to discuss their particular donation request.

NOTIFICATION/ANNOUNCEMENTS

1. Applications that do not qualify or which have been rejected shall be notified in writing.
2. Recipients' names and amounts, whether monetary or in-kind, donated shall be reported to the Finance and Administration Committee and publicized on an annual basis on the Municipal website. This information may also be advertised in the local media.
3. Recipients agree to publically acknowledge the Township's contribution relating to the event or activity to which the donation applies.



APPENDIX "A"

**TOWNSHIP OF MADAWASKA VALLEY
APPLICATION FOR DONATION**

NOTE: The application must be submitted 30 days prior to the intake period.

1. Applicant/Organization

Date of Request: _____

Intake Period: January to April: _____ May to August: _____
September to December: _____

Date of Event: _____

Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

E-Mail Address: _____

2. Donation Details

Monetary Donation – Amount being requested - \$ _____

In-Kind Donation – Waived Fees or Staff Assistance

Details of how donation will be utilized and describe the community benefit that will be derived from it including the number of members of public that will be participating in the event/program:

3. Information regarding your group/organization:

a) Is your group/organization based in the Township of Madawaska Valley

Yes

No

b) Is your group/organization Incorporated as a Charity or Not-for-Profit?

Yes

No

If yes, provide registration/charity #: _____

c) Describe in broad terms the principal objective of your group/organization.

d) What services or activities does your group/organization provide to members of the Township of Madawaska Valley community?

e) Has your group/organization requested financial or other type of assistance from Council in the past?

- Yes
- No

If yes, please provide details: _____

f) What other agencies has your organization requested funding from?

g) How much fundraising has your organization done in regards to this event/project?

4. Provide additional information which could assist Council in their decision regarding your request:

5. How does your group/organization plan to acknowledge the Township of Madawaska Valley donation?

Applicant's Signature: _____ Date: _____

For Office Use: Date Donation Request Received: _____

DONATION REQUEST EVALUATION CHECKLIST

(FOR STAFF/COUNCIL USE)

Criteria	Yes	No
Application Form Complete (with all necessary information provided)		
Application received 30 days prior to the intake period		
Application meets policy eligibility		
Organization/Group based and operating within Township		
Event/Program occurring within Township		
Event/Program benefitting residents of Township		
Organization/Group a registered Charity/Not-for-Profit		
Charity/Not-for-Profit # provided		
In-Kind Donation Request		
Monetary Donation Request		
Organization/Group has received prior assistance from Township		
Organization/Group receiving assistance from other sources		
Satisfactory Township acknowledgement if donation provided		

What Township resources are being requested?

Approximate donation value being requested: _____

Level of Community participation:

- _____ Less than 100
- _____ Between 100 and 200
- _____ Over 200

Will the program/event being hosted contribute to promoting and improving the cultural, recreational, social and economic well-being of Township residents?

_____ Yes _____ No