



# TOWN POLICY

## COUNCIL POLICY:

### Community Donations Policy

**POLICY NUMBER: D-25-4**

**RESOLUTION NUMBER:** 2023-213

**ADOPTED:** October 10, 2023

**REFERENCE:**

**SUPERSEDES:**

Policies: #D-25, #D-25-1, #D-25-2  
& #D-25-3

**PREPARED BY:** Chief Administrative Officer

**DATE:** June 9, 2023

**UP FOR REVIEW:** October 10, 2028

#### Policy Statement:

The Mayor and Council of the Town of Cardston (the Town) desire to establish a policy related to donations from the Town to individuals or groups. The policy exists to assist in the administration of annual donations budget and to provide guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year. For the purposes of this policy, the definition of "donation" shall be any direct monetary contribution or provision of Town services, facilities, or equipment requested by the applicant. These provisions or services include facility rental fee, Town staff support, Town owned equipment fee, or use of Town owned materials.

#### The purpose of this policy is to:

- provide Council with a consistent response to requests for donations.
- provide clear procedures for staff when responding to requests for donations.
- provide delegate authority to the CAO to determine requests for donations up to a value of \$500.
- set firm deadlines for significant contributions so Council may establish priorities and plan accordingly in the annual budget.





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## Conditions for donation requests less than \$500.00

- Council will set a maximum amount for community donations to be reserved in the budget that may be distributed at the CAO's discretion each year or forwarded to Council with recommendations.
- Requests for consideration of a donation less than \$500 will be accepted on an ongoing basis and must be in writing to the CAO on the prescribed form.
- All requests must be received a minimum of 30 days before the event to which they apply.
- The CAO and/or Council, at its discretion may or may not approve the donation.
- The CAO has the delegate authority to approve a donation for a single event up to a maximum of \$500.
- The CAO has the delegated authority to approve the donation in the form of waived fees up to the maximum of \$500, providing that no admittance fees or participation fees are charged for the event.
- The CAO may not exceed the approved yearly budget amount.
- The CAO may refer the donation application to Council irrespective of the requested amount depending on the circumstances of the application.

## Conditions for donations in excess of \$500.00

To ensure a consistent process for receiving applications, and clear guidelines for granting significant contributions within the community, donation requests exceeding \$500.00 will only be considered using the following system:

- 1) Without exception, applicants will be required to fill out an Application for Donation and submit it to the Town's Administration by no later than November 1st for consideration in the budget for the following calendar year based on Council priorities.

Any unallocated funds from the community donation allotment after Council approves the November 1st intake may be distributed at Council's discretion until it is fully spent, or be reserved as surplus to fund the budget of the following year.

## Conditions for donations in the form of waived fees or in-kind donations

- Any requests for donations in the form of fee waivers for the use of Town owned facilities will be assigned a dollar value calculated from the established rates for the respective facilities.
- Requests for in-kind donations in the form of labour or machine time will be assigned a dollar value calculated from the established hourly rates for machine time and labour.
- Requests for in-kind donations in the form of materials will be assigned a dollar value equal to the cost of materials.





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All other conditions and deadlines defined in this policy also apply to requests for fee waivers and in-kind donations.

## General Conditions

Successful Applicants must expend the funds as detailed in their application or return any unused funds to the Town within the same calendar year as they are received;

## Guidelines

### To be eligible for a municipal donation, the applicant must:

- be based within the Town of Cardston;
- demonstrate the need for the specific request;
- be an individual or non-profit service;
- use or distribute the donation wholly within the Town of Cardston through the events or activities associated with the donation;
- not be the recipient of other funds from the Town;
- not be a Federally or Provincially funded initiative;
- not be raising funds on behalf of another group who would not otherwise qualify;
- not be a registered political party, registered constituency association or registered candidate;
- agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies;
- show outcomes that positively benefit the Town and its citizens.

### Preference will be given to applicants:

- that can demonstrate strong community involvement and strong benefits to the community at-large;
- that can demonstrate a strong need for the specific donation request;
- holding community events, activities, initiatives, or programming;
- Donation requests for capital projects will be considered separately by Council and included in the budget if approved;
- who have not received previous donations from the Town.
- Donations made by the Town do not set precedent, and are not to be regarded as commitment by the Town to continue such donations in the future.

## Ineligible Requests

The following are ineligible for requests for donation:

- Applications for assistance to attend conferences.
- Sponsorships of individuals or groups attending or participating in sporting or other events.
- Waiver of fees for the Lee Creek Valley Golf Course.
- Waiver of fees for use of any other Town owned facility that is managed by a contractor or a registered society.





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- Waiver of fees for the use of a Town owned facility after the event in question has already taken place.
- Contributions of any type for an event that has already transpired.
- Contributions for any initiative that would contravene or conflict with Town Bylaws or Provincial Legislation.





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## Town of Cardston Application for Donation

Date of Application: \_\_\_\_\_ \*see note:

Date of Event: \_\_\_\_\_ \*see note:

*\*Note: All requests MUST be received a minimum of 30 days before the event to which they apply.*

### 1. Applicant Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone, Fax, Email: \_\_\_\_\_

### 2. Type of Donation

- Financial Assistance
- Fee Waiver (must indicate total cash value of waiver)
- Service Provision (explain): \_\_\_\_\_
- Other (explain): \_\_\_\_\_

Amount (value) Requested: \_\_\_\_\_

Details of how the funds will be expended:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Previous Donations

Has your organizations received donation from Town council in the past? If so, please explain the amount and use of these donations.

| Date | Amount | Use of Funds |
|------|--------|--------------|
|      |        |              |
|      |        |              |
|      |        |              |





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#### 4. Organizational Information

What services or activities does your organization provide to the Town of Cardston residents?

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Describe in broad terms the principal objective of your organization or initiative:

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How will your organization acknowledge the Town's donation?

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*By signing below the applicant acknowledges and agrees to the following:*

- That the application satisfies the guidelines outlined in the policy.**
- That the Town will be acknowledged in all publicity for their donation.**
- That the funds will be expended as detailed above or they will be returned to the Town within the calendar year which they were received.**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

