



Town of Olds

113C

Requests for Donation

Prepared By: Community Services

Council Approval Date: March 24 2014

Effective Date: Immediately

Council Resolution No.: 14-74

References: Policy 1005
Procedure 1005-01Previous Revision Date: Feb 26 2007
Next Revision Date: March 2017

Function: Strategic

Supporting Procedure: 2013P

POLICY STATEMENT

The Town may:

- a) provide a monetary donation to a not-for-profit group for an event or program they are sponsoring/hosting in the Town and that has a positive benefit to the community.
- b) lend certain furnishings to local groups that will assist them in hosting their local event.
- c) provide relief on facility user fees for newly formed youth and student groups.
- d) provide promotional items to groups.

PURPOSE

To delineate eligibility for receiving a donation from the Town.

SCOPE

This policy applies to external requests for monetary donations, borrowing of furnishings or equipment, waiving or reduction of facility user fees, and requests for Town promotional items.

MANAGEMENT RESPONSIBILITIES

The Chief Administration Officer is responsible to administer this policy within the terms and conditions established.

STANDARDS

1. Request for donations are forwarded to Administration for review.

- a) A not-for-profit group must be sponsoring the event and this group must make the written application for the funding.
- b) A detailed budget showing proposed revenues and expenditures for the event must be submitted with a statement declaring how any surplus/profits will be used.
- c) Provincial and National competitions may be eligible for a donation.

2. Request for donations shall be reviewed by Administration before presented to Council.

- a) All requests for a donation received by the Town shall be reviewed to ensure the request meets basic criteria and includes required information per policy and procedure.

3. Criteria for consideration.

- a) Benefit to the organization/individual and the community.
- b) Consistency with the Town's Strategic Plan, programs and services
- c) Duplication with other known projects/services
- d) Any budgetary and operational impact.

4. Monetary Donation.

- a) Council shall make the decision on approval of all requests for a monetary donation.

5. Facility User Fees.

- a) Council shall make the decision on approval of all requests for a donation of Facility User Fees notwithstanding existing agreements stating facility /user rates.
- b) Newly formed youth and student groups may be eligible to apply for reduced facility user fees. The reduction in fees generally shall only apply to the first season of operation for the group but based on evidence of additional need may be reduced for up to two further years.
- c) All other requests for reducing or waiving of facility user fees are not eligible. These include but are not limited to regular scheduled programs like regular season games, dance classes, playoff games, Figure Skating Carnival, local and regional dance competitions, exhibition games and special events.
- d) Notwithstanding the above, Council may give consideration to a fee reduction or waiving of fees for the use of Town Facilities for benefit games / events where funds are being raised to assist an individual or family in need.

6. Use of Town furnishings.

- a) Administration has the authority to donate furnishings, subject to availability, to groups or organizations for use during community events.

7. Town promotional items.

- a) The Chief Administrative Officer or designate has the authority to donate promotional items, subject to availability, (such as a golf shirt, hat, pen etc.) for a prize, gift, or silent auction item.

