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| POLICY NUMBER | <u>2001-2</u> |
| COVERAGE | <u>COUNCIL</u> |
| TYPE | <u>COUNCIL POLICY</u> |
| EFFECTIVE DATE | <u>FEBRUARY 12, 2001</u> |

TOWN OF WOODSTOCK

FINANCIAL DONATIONS POLICY

PURPOSE

THE TOWN COUNCIL REGULARLY RECEIVED REQUESTS FOR FINANCIAL DONATIONS AND THE PURPOSE TO THIS POLICY IS TO PROVIDE A FAIR AND CONSISTENT APPROACH TO THESE REQUESTS. OFTEN DONATION REQUESTS ARE RECEIVED AFTER THE BUDGET PROCESS HAS BEEN COMPLETED AND ARE THEREFORE MORE DIFFICULT TO ASSESS.

PREAMBLE

FINANCIAL DONATIONS MADE BY A MUNICIPALITY MAY BE PERCEIVED AS AN INAPPROPRIATE USE OF MUNICIPAL TAX REVENUES. AN ORGANIZATION MAY ALREADY BE SUPPORTED BY PROVINCIAL OR FEDERAL FUNDING AND AS WELL A TAXPAYER (INDIVIDUAL OR BUSINESS) MAY HAVE SUPPORTED THE ORGANIZATION ON A DIRECT DONATION BASIS THEREBY IN EFFECT PAYING DOUBLE.

ELIGIBILITY

TOWN COUNCIL WILL CONSIDER DONATIONS TO LOCAL ORGANIZATIONS OR INDIVIDUALS WHO ARE RAISING MONIES IN SUPPORT OF CULTURAL, EDUCATIONAL, SPORTING OR PERSONAL ENDEAVOUR ACTIVITIES. NORMALLY REQUESTS OF A PROVINCIAL AND NATIONAL NATURE WILL NOT BE CONSIDERED SUCH AS YEAR TO YEAR CAMPAIGNS HELD FOR MONTH LONG DURATION I.E. REGISTERED CHARITIES.

CRITERIA

THE FOLLOWING CRITERIA WILL SERVE AS A GUIDELINE.

1. COUNCIL MAY ESTABLISH A DONATIONS BUDGET AMOUNT DURING THE BUDGET PROCESS. THE BUDGET WOULD LIST THE APPROVED ORGANIZATION AND AMOUNT. A DISCRETIONARY BUDGET AMOUNT MAY BE INCLUDED TO ENABLE A RESPONSE TO REQUESTS OUTSIDE THE BUDGET PROCESS TIME LINE.
2. REQUESTS FOR A DONATION MUST BE RECEIVED IN WRITING INDICATING PURPOSE AND AMOUNT OF DONATION REQUESTED.
3. ORGANIZATIONS/GROUPS DO NOT QUALIFY IF THEY ARE ALSO DOING RESIDENTIAL DOOR TO DOOR FINANCIAL CAMPAIGNS. THIS RELATES TO FINANCIAL CAMPAIGNS ONLY; I.E. A BOTTLE DRIVE, YARD SALE, CAR WASH WOULD BE ACCEPTABLE.
4. REGISTERED CHARITIES ARE NOT ELIGIBLE.
5. DONATIONS MAY BE REPEATED FROM YEAR TO YEAR AT COUNCIL'S DISCRETION.
6. THIS POLICY DOES NOT APPLY TO THE USE OF TOWN FACILITIES, SERVICE IN KIND OR USE OF EQUIPMENT; SUCH AS DONATION OF THE ICE SURFACE FOR A

COMMUNITY EVENT, ASSISTANCE WITH OLD HOME WEEK, ETC.