

Town of Portugal Cove-St. Philip's

Donations Policy

Pursuant to the authority conferred in Sections 58 and 99 of the Municipalities Act, 1999 the Town Council of Portugal Cove-St. Philip's adopted the following policy on the 21st day of December, 2021.

1.0 TITLE

1.1 This document shall be known and cited as the *Donations Policy*.

2.0 DEFINITIONS

2.1 “**Council**” shall mean the Town Council of Portugal Cove – St. Philip's.

2.2 “**Town**” shall mean the Town of Portugal Cove – St. Philip's.

2.3 “**Community**” shall mean the Town of Portugal Cove-St. Philip's and those citizens who reside within it.

3.0 POLICY STATEMENT

3.1 The purpose of this policy is to establish the guidelines for the Town to consider when processing request for donations.

4.0 APPLICATION:

4.1 This policy shall apply to all donations requests received by the Town.

5.0 POLICY PROCEDURE/CLAUSES:

5.1 All requests for donations ***must be submitted in writing*** and will be judged on their own merit, but the following clauses will apply when making considerations.

5.2 An amount to be determined annually is to be set aside in each budget year, and these monies will be allocated as grants or donations for causes that will benefit the community. An amount, determined annually during budget preparation, will be set aside for causes that will benefit the community and its residents.

5.3 Donations to provincial and federal registered charities will not be permitted.

5.4 Applications seeking funding will be required to submit a "Community Grant." The application will be brought to the Recreation & Community Services Committee, and Council for a motion to approve or deny.

6.0 REPEALS

6.1 This policy rescinds all previous policies on this subject matter.

7.0 AMENDMENTS

7.1 August 30, 2011 Amendment to article 3 Motion #2011-248

7.2 September 12, 2012, Motion #2012-301 (2.3, 4.1, 5.3)

7.3 December 21, 2021, Motion #2021-399 removed 5.5-5.7

8.0 DATE EFFECTIVE/RESOLUTION

8.1 Date effective: May 10, 2011 Motion #: #2011-128