

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 10th day of May, 2011.

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 be at the discretion of Council.

- 5.4 When money is requested for travel purposes, preference will be given to individuals or teams who have won or earned the right to represent their community, region, province or country based on the following scales:

Individuals:

Individuals must be residents of the Town and donations will be given for each individual to a maximum of two individual members of a non-town team. Individual donations are as follows:

- \$50.00 for a local, community or regional event
- \$75.00 for a provincial event
- \$100.00 for a national/international event

Teams:

Teams must be representatives of the Town and be recognized as a Town based team with a majority of its members being residents of the town. Team donations are as follows:

- \$150 for a local, community or regional event
- \$200 for a provincial event
- \$250 for a national/international event

- 5.5 Community activities that are organized by groups within the Town will be supported when possible, with special consideration given to events that are organized for families and youth. Donations may be at Council's discretion in the form of a monetary donation ranging from \$25 to \$100 maximum and /or in the form of 'in kind' donations in the form of facility rentals where appropriate.

- 5.6 \$500 of the budgeted amount will be set aside annually to be used at Council's discretion for donations for educational and/or library purposes in the Town.

- 5.7 Funds will be allocated for individuals or 'special' interest groups established for the purpose of fundraising for health, medical, emergencies and/or disasters. Where deemed eligible under this clause the amount per occurrence will not exceed \$1,000.

6.0 REPEALS

- 6.1 This policy rescinds all previous policies (dated July 12, 2001) on this subject matter.

7.0 AMENDMENTS

August 30, 2011 Amendment to article 3 Motion #2011-248
September 12, 2012, Motion #2012-301 (2.3, 4.1, 5.3)

8.0 DATE EFFECTIVE/RESOLUTION

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