

To: Warden and Members of County Council

From: Director of Corporate Services

Donation Policy

RECOMMENDATION

1. That the Donation Policy 6.21, as attached to Report No. CS 2023-33, be approved and included in the County's General Policy Manual, effective September 27, 2023.

REPORT HIGHLIGHTS

- The purpose of the policy is to ensure the County's acceptance and receipting of charitable donations is compliant with the Income Tax Act and Canada Revenue Agency guidelines and standards.

Implementation Points

Upon Council's adoption of the recommendation contained in this report, the Donation policy will take effect on September 27, 2023.

Financial Impact

There are no financial implications associated with the recommendations contained in this report beyond what has been approved in the current year's budget.







Communications

The policy will be communicated to staff, in particular to those areas of service generally accepting charitable donations. Also a link will be created to Canada Helps for the public to make online donations to County services which will accompany an existing Canada Helps link for Oxford County Library services.

A webpage will be added to the County's website similar to the [Oxford County Library website](#) for the public to navigate to the Canada Helps webpages for donating to Oxford County.

Print materials will also be prepared for circulation at our 14 Library branch locations and our Customer Service reception desk for visitors expressing an interest in making a donation.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
				5.ii.	6.i.

DISCUSSION

Background

The County has been receiving increase interest in donating to County and Library services in return for a charitable donation receipt for income tax purposes. Presently, all donations with the exception of some received by Library services are manually processed, recorded and reported.

Oxford County Library has had a Canada Helps donation page for a number of years that accepts online donations with automated receipting delivered directly to the donor. Canada Helps also provides reports that are necessary for the Library to meet the annual Charitable Organization reporting requirements.

With the increase of inquiries for donating to Woodingford Lodge staff have been preparing for an additional donation page for all other County service related donations to be administered through Canada Helps as well as in-person. In preparation, it is important to have a donation policy that establishes a consistent framework for evaluating and accepting donations. It aims to help ensure that all donors are treated fairly and equally, regardless of size or significance of the contribution. Consistency will also assist in building trust with donors and avoid perceptions of favouritism.

Comments

A high-level summary of the proposed Policy provisions is provided below. A copy of the draft policy is attached to this report as Attachment 1.

Purpose

The purpose of this policy is to set out in accordance with the Income Tax Act and Canada Revenue Agency guidelines and standards for: accepting donations; issuing official income tax receipts; collection; recording; reporting; and disbursement of a donation.

Accepting Donations

The County reserves the right to accept or decline any donation. Donations must be for purposes consistent with the County’s mandate, programs, services and activities and must be deemed by the County to be in the public interest.

Gifts In-kind

Gifts in-kind must be free and clear of all encumbrances, conditions and restrictions to allow the County to use the gift at the County's discretion. An appraisal of the gift in-kind will be required for gifts anticipated to be in excess of \$1,000.

Donation of Land and Building

In the event of a proposed donation of land and building, a report will be presented to County Council in order to authorize receipt of the donation. The report will indicate the nature of any studies, investigations recommended and provide preliminary estimates of cost of obtaining outside experts/consultants in assessing the property condition. Subject to Council's approval to proceed with further consideration, an independent appraisal of the property will be completed in accordance with Canada Revenue Agency (CRA) regulations.

Official Income Tax Receipts, Records, Accounting

The Finance division will be responsible for the following:

- issuing all official income tax receipts in accordance with the Income Tax Act and CRA guidelines;
- maintaining proper books and records supporting all official income tax receipts; and
- recording the donations in the appropriate accounts and assuring the funds are disbursed only for their intended purpose.

Conclusions

A donation policy is essential for the County to maintain transparency, legality, fairness, and ethical standards in fundraising and donation acceptance processes. It serves as a guiding document that helps the County effectively manage and leverage donated resources for the benefit of the community while mitigating potential risks and ensuring public trust.

SIGNATURES

Report Author:

Original signed by

Carolyn King, CPA, CA
Manager of Finance

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 – Draft Donation Policy