



MUNICIPALITY OF TEMAGAMI POLICY MANUAL  
SECTION: ADMINISTRATION  
SUB-SECTION: FINANCE  
POLICY TITLE: **COUNCIL DONATION POLICY**  
POLICY NO: 1.3.1

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## **PURPOSE**

The purpose of this policy is to establish guidelines regarding the process of approval and of remitting of municipal donations to non-profit groups, associations and organizations.

## **GUIDELINES ELIGIBILITY**

Municipal donations are available to groups, associations and organizations that are not for profit.

Preference will be given to non-profit groups, associations or organizations that are based in The Municipality of Temagami and to events that will be held within its boundaries. Council may consider and remit donations to groups or activities that are held outside of his boundaries at their discretion.

Applicants can make only ONE request for the year (either for one event or for the years' events).

## **INELIGIBILITY**

Municipal donations will not be given to the following:

- Individuals;
- Organizations or activities of a political nature;
- Activities benefitting board members only;
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful;
- School bursaries.

## **FUNDS**

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association, organization, nor for the event.

The maximum budget for municipal donations shall be 1% of the municipal tax levy, this amount includes any cash and "In-Kind". "In-kind" donations shall be based on user charges approved in the user charge by-law and actual cost of pending services.

## **APPLICATION PROCESS**

Applicants must fully and legibly complete the application Form – see Annex "B".

If the organization received a donation in the previous year, the current year should include a report of how the past donation was used and the impact it had on the organization, event and ongoing operations. Without a report a donation would be denied.

Requests should include a financial report or year-end report of the organization.

Requests may be reviewed anytime during the year at the discretion of Council.

## **APPROVAL PROCESS**

Requests for Municipal Donations will be received by the Office. Staff will prepare a report including the value of the request including any 'In Kind' donations. This report will also include the annual budget and previously approved donations for Council's information while considering the request.

Council's approval will be by a resolution duly made, seconded and passed at a meeting of Council.

## **AFTER APPROVAL AND REPORTING**

Applicants must recognize the Municipality of Temagami contribution (for example a banner or sign at their event with the Municipality logo.

If a municipal contribution of more than \$500.00 is approved, a report detailing how the funds were spent must be sent to The Municipality Council within 60 days following the event or events.

Staff will track the value of 'In Kind' donations and add this amount to the financial donation made.

## **BUDGET CONSIDERATIONS**

If an organization has received funding for three years for the same project, Council will be asked during the budget guideline stage whether this should be included as a line item outside of the Municipal Donations.

At their discretion, Council could provide direction to Staff to include further requests in the Municipal Donation budget, include further requests in a separate area of the budget, or direct Staff to inform the potential applicant that their event will no longer be supported.

## **REQUIREMENTS**

If a donation request is received from the same organization for the same purpose on a yearly basis a secondary review will be done in the fourth year.

## **CANCELLATION**

If your event is cancelled or if the non-profit group, association or organization is disbanded and funds have been received, a full refund must be made to The Municipality of Temagami within 30 days of the notice of cancellation or closure.

Approval Date:	July 11, 2019	Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
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## **ANNEX B**

### **SECTION A – ORGANIZATION'S INFORMATION**

Name of organization:

Mailing Address:

Telephone number:

Fax or Email:

Contact Person Name:

Contact Telephone Number:

Email:

### **SECTION B – APPLICATION SUMMARY**

Is your request for:    ☐ 1 activity / Event

Note that only one donation will be given per application / organization per year.

Amount Requested: \$

Name of activity or list of activities:

Description of activity / activities' summary:

Start date / End date of activity / List of dates:

Location of activity / activities:

Is admission free? ☐ Yes/☐ No, the admission fee is: \$

Describe how The Nation will be recognized during your event(s):

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If the amount given to the organization is more than \$500.00, they are required to submit a report of how the money was spent.

If applicable, the organization consents to sending a report to The Municipality of Temagami Council:

☐ Yes/☐ No,

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Signature of applicant

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Date