

TOWN OF OLDS		POLICY STATEMENT	
DEPARTMENT:	Chief Administrative Officer	DEPT. NO.	Administration
POLICY TITLE:	Donations	POLICY NO.	1005
AUTHORITY:	CAO	Procedure	1005-01
ORIGINAL APPROVAL DATE:	June 12, 2006	MOTION NO.	06-261
AMENDED DATE:		MOTION NO.	
REVIEW DATE	January 8, 2007		

Policy Statement:

The Town may:

- provide a monetary donation to a not-for-profit group for an event or program they are sponsoring/hosting in the Town and that has a positive economic benefit to the community.
- lend certain furnishings to local groups that will assist them in hosting their local event.
- provide relief on facility user fees for newly formed youth and student groups.
- provide promotional items to groups.

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Town of Olds

PROCEDURE

Title: Donations	Policy No: 1005 Procedure: 1005-01 Supersedes: n/a
Procedure: Donations	Effective Date:
Authority: Chief Administrative Officer	June 12, 2006
Approval: Motion no. 06-261 June 12, 2006	
Amended:	
1.0 Policy Statement	
Policy Statement:	
The Town may:	
<ul style="list-style-type: none"> • provide a monetary donation to a not-for-profit group for an event or program they are sponsoring/hosting in the Town and that has a positive economic benefit to the community. • lend certain furnishings to local groups that will assist them in hosting their local event. • provide relief on facility user fees for newly formed youth and student groups. • provide promotional items to groups. 	
2.0 Purpose:	
To delineate eligibility for receiving a donation from the Town.	

KEY AREAS OF RESPONSIBILITY	RESPONSIBILITY
1. REQUESTS FOR A DONATION	
a) All requests for a donation must be made in writing and provide supporting details that the event is an economic benefit to the Town of Olds.	COMMUNITY GROUP DIRECTOR OF CORPORATE SERVICES
b) A not-for-profit_group must be sponsoring the event and this group must make the written application for the funding.	COMMUNITY GROUP DIRECTOR OF CORPORATE SERVICES
A detailed budget showing proposed revenues and expenditures for the event must be submitted with the application including an audited financial statement for the previous year.	COMMUNITY GROUP

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<p>c) Provincial and National competitions may be eligible for a donation.</p>	<p>DIRECTOR OF CORPORATE SERVICES</p>
<p>2. APPROVAL OF REQUESTS FOR A DONATION</p>	
<p>a) All requests for a donation received by the Town shall be reviewed by Administration to ensure the request includes the information required as stated in the policy (i.e. evidence they are a not-for-profit group, economic benefit is clearly stated, detailed budget includes all revenues and expenditures for the event, audited financial statement for the event from the previous year) before the request is presented to Council.</p>	<p>DIRECTOR OF CORPORATE SERVICES</p>
<p>b) Council shall make the decision on approval of all requests for a donation.</p>	<p>COUNCIL</p>
<p>2. REQUESTS FOR DONATION OF FACILITY USER FEES</p>	
<p>c) Newly formed youth and student groups may be eligible to apply for reduced facility user fees up to 15% of the current subsidized rate, provided they show a statement of need and that the registration fees are in line with similar groups in the region. The reduction in fees generally shall only apply to the first season of operation for the group but based on evidence of additional need may be reduced for up to two further years. The group may apply for reduced facility fees for up to 10% of the current subsidized rate for their second year of operation and up to 5% of the current subsidized rate for their third year of operation.</p>	<p>COMMUNITY GROUP DIRECTOR OF CORPORATE SERVICES</p>
<p>d) All other requests for reducing or waiving of facility user fees are not eligible. These include but are not limited to regular scheduled programs like regular season games, dance classes, playoff games, Figure Skating Carnival, local and regional dance competitions, exhibition games and special events.</p>	<p>DIRECTOR OF CORPORATE SERVICES</p>
<p>e) Notwithstanding the above, Council may give consideration to a fee reduction or waiving of fees for the use of Town Facilities for benefit games / events where funds are being raised to assist an individual or family in need.</p>	<p>COUNCIL</p>
<p>4. REQUESTS FOR DONATION OF FURNISHINGS</p>	
<p>a) The Town may lend tables, chairs, bleachers, and barricades to local groups for events at no charge. The local group is responsible for the pick-up, return and</p>	<p>DIRECTOR OF COMMUNITY SERVICES DIRECTOR OF OPERATIONAL</p>

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<p>replacement of any item(s) that are damaged or missing.</p> <p>b) If a local group requires the Town to deliver and / or pickup the borrowed item(s); or if the group does not return the item(s.) as agreed, the Town will pickup the item(s) and bill the group for: staff time, equipment costs, material costs and a 20% Administration Fee.</p> <p>5. REQUESTS FOR A PROMOTIONAL DONATION</p> <p>a) The Chief Administrative Officer or his designate has the authority to donate promotional items, subject to availability, (such as a golf shirt, hat, pen etc.) for a prize or gift or silent auction item.</p>	<p>SERVICES</p> <p>DIRECTOR OF CORPORATE SERVICES</p> <p>CAO</p>
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