

Section: Council

Title: Donations Policy for the Township of Wilmot

Policy Number:

Approved by: Council, By-Law 2026-31

Administered by: Corporate Services Department

Effective: April 27, 2026

POLICY STATEMENT

The Township of Wilmot acknowledges that businesses, individuals, and service organizations may choose to support financially and/or materially municipal activities through donations. Mutually beneficial donations that enrich the lives of residents by enhancing Municipal properties, programs and services are welcomed by the Township. Donations of cash and/or goods will help promote access and fairness, result in improved opportunities for healthy and active living in the community and are expected to be consistent with the Township's vision, mission, and values and support Council priorities, by-laws and policies.

PURPOSE

The purpose of this Policy is to provide clear and transparent guidelines and principles for the acceptance of donations by the Township. The Township may seek donations that are of benefit to the Township. Donations may be in the form of cash, artifacts, equipment, product and in-kind goods or services of value to the Township. The Township recognizes that external individuals, corporations, groups, organizations and associations may, from time to time, in their discretion, choose to support the Township through a Donation, and that such Donations are often of benefit to the Township.

DEFINITIONS

CAO: Chief Administrative Officer of the Township of Wilmot or designate

Department Head: Member of the Corporate Leadership Team or designate.

Donation: A voluntary transfer of cash, equipment or goods, for free, from a third party to the Township, whether solicited or unsolicited.

Fair Market Value: The highest price a seller might reasonably be expected to obtain if sold in the ordinary course of business on an open market between parties dealing at arm's length with one another.

Official Income Tax Receipt: A receipt issued by the Township as a Qualified Donee under the Income Tax Act, for a Donation made to the Township, which may be used by the Donor for tax credit purposes.

Qualified Donee: An organization that, under the Income Tax Act, may issue Official Income Tax Receipts for donations.

Township: The Corporation of the Township of Wilmot.

Treasurer: The appointed Treasurer for the Corporation of the Township Wilmot.

APPLICATION

- The Township will accept donations as an additional source of revenue generation, providing that all conditions and terms of this Policy are met.
- Donations may be solicited or unsolicited.
- Revenue generated through donations (unless otherwise specified) will be allocated towards establishing and/or improving a program, service, facility, or enterprise and may be used to offset operating costs.
- Donations will be positioned as a vehicle through which the Township and its partners can promote healthy, active living through programs and services.
- Donation towards a Municipal program, service, event, or facility will not entitle any donor to influence any policy or business decision of the Township, business, or event.
- This Policy shall apply to any and all Donations received by the Township from any external entity, which includes, but is not limited to, individuals, corporations, organizations or associations, initiated on or after the day that this Policy comes into effect.
- This Policy shall apply across all Township departments and committees of Council.
- Any individual Donation which proposes to deviate from the requirements of this Policy may be considered for approval by Council provided the purpose and spirit of this Policy is maintained.

PRINCIPLES

All Donations valued at \$25,000 or more, shall be presented to Council, in open session. Staff are hereby authorized to accept donations valued at less than \$25,000. All donations must comply with the following considerations:

- The Donation shall comply with all federal and provincial laws, rules and regulations.
- The Donation shall comply with applicable Township by-laws.
- The Donation shall largely align with, and not alter or compromise, the strategic plans, goals or policies of the Township.
- The Donation should not diminish the Township's public image.
- The Donation should benefit the Township.
- The acceptance of the Donation shall not unduly interfere with any existing contractual obligations of the Township.

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- The Donation should not create cost-prohibitive ongoing financial obligations for the Township.
- The Donation should not cause significant administrative burden for the Township.
- The Donation should only be accepted if, in the Township's sole discretion, the Township has the capacity to meet both the initial and ongoing costs and obligations of accepting the Donation.
- The Donation shall not influence, or be seen as influencing, the outcome of any pending approval, permit or licence application or result in the award of a procurement.
- The acceptance of the Donation shall not influence, or be seen as influencing, the day-to-day operations of the Township or Council.
- Donations will be confirmed in writing, or by contract/agreement where appropriate.
- Donations related to the Castle Kilbride Collection shall be governed by the Castle Kilbride Collections Management Policy.

The Township reserves the right, in its sole discretion, to undertake any necessary due diligence, as it deems appropriate, prior to approving or rejecting any Donation. The Township further reserves the right, in its sole discretion, to approve or reject any Donation presented to it, either in whole or in part.

LIMITATIONS

- The Township may elect to accept or decline any Donation. If the gift is not accepted the donor will be advised of the reason.
- All Donations shall be free and clear of all liens, encumbrances, conditions and restrictions and title must be transferred to the Township absolutely where applicable.
- The act of accepting a Donation does not constitute a partnership, joint venture, agency relationship, or any other type of business relationship between any third party and the Township.
- The Township must retain absolute and unfettered control and ownership over any Donation, once accepted.
- Donations do not imply sponsorship, naming rights, marketing or advertisement of a third party's goods or services by the Township.
- Donations must be made to the Township unconditionally, voluntarily and freely, without any expectation of return or a future benefit.
- Donations will not be accepted from any entity that, in the Township's sole discretion, will pose a reputational risk of the Township, which includes, but is not limited to, entities that: Portray, promote or condone any form of discrimination or hatred against grounds protected under the *Human Rights Code*, R.S.O. 1990, c. H. 19;; Are not currently in good standing with the Township; Are involved in litigation with the Township in which their

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position is adverse to the Township; or Whose business is derived from criminal or such other activities that might be deemed offensive.

ISSUANCE OF RECEIPTS

- Upon acceptance of the Donation, the Township will issue, through the Treasurer, an Official Income Tax Receipt and will include all the information specified in Section 3501 of the Income Tax Regulations.
- The Official Income Tax Receipt shall be in the amount of cash donated or Fair Market Value, as determined by the Township.
- If the Township requires an appraisal to be done to determine Fair Market Value, the cost of said appraisal will typically be borne by the third party seeking to make the Donation to the Township.
- The Official Income Tax Receipt shall be dated the day on which the Donation was accepted by the Township.
- All requests for an Official Income Tax Receipt must be accompanied by appropriate donor information.
- Official Income Tax Receipts shall only be issued for Donations exceeding \$100.00 or more.
- The final value of the Donation which is permitted for deductions for tax purposes ultimately rests with the Canada Revenue Agency.

RESPONSIBILITIES

Council: Municipal Council approval is required for donations that are valued above \$25,000 and delegates responsibility for oversight and control of all other departmental donations to the Chief Administrative Officer.

CAO: In cases of conflict or confusion, the Chief Administrative Officer (CAO) and/or Council of the Township of Wilmot shall be empowered to make any and all necessary clarifications needed to ensure the equitable and effective application of this policy.

Department Head: responsible for:

- Facilitating Council approval for Donations that exceed \$25,000.
- Referring offers or proposals for donations to the appropriate Department or CAO's office.
- Treating individual donors' names and amounts given and any other private or personal information, with respect and, except where the donor authorizes release of such information, with confidentiality to the extent provided by the law.
- Reasonably restricting the frequency of solicitations.
- Responding promptly to a donor's questions or concerns.

EVALUATION

This policy shall be reviewed once per term of Council or more often as required.

DOCUMENTATION/REFERENCES

- Sponsorship Policy
- Naming Rights Policy
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Act, 2001