

Policy FIN-001-016 Donations – Received and Disbursed (REVISED)**Report Purpose**

To seek Council's approval of the amendments to policy FIN-001-016 Donations – Received and Disbursed.

Recommendation

1. THAT policy FIN-001-016 Donations – Received and Disbursed, as set out in Enclosure 1 of the Corporate Finance September 24, 2019 report, be approved.
2. THAT policy PUB-001-014 Public Sponsorship, as set out in Enclosure 3 of the Corporate Finance September 24, 2019, be approved.
3. THAT policy GOV-001-026 Elected Officials Business Expense Policy, as set out in Enclosure 5 of the Corporate Finance September 24, 2019 report, be approved.

Our Prioritized Strategic Goals

Governance Requirement

Report

The proposed donations policy provides governance on receiving and disbursing donations. The policy is overdue for review as it was last updated in December 2009. In its current form it only addresses the receipt of donations.

The process to revise this policy has included a review of applicable legislation, the practices and policies of other municipalities, as well as the historical financial data of the County's donation activity. Internal stakeholders were consulted to gain an understanding of the types and frequency of donations received and disbursed (if any). The review of historical data showed that donation activity is relatively minimal within the County. Donations received typically pertain to County programs (e.g. Everybody Gets to Play, trees and park benches). The County's preference is to provide support through public sponsorship and Council approved programs rather than making donations.

The revised policy has been expanded to provide enhanced governance and clarity on the administration of donations. Updates include definitions for common terminology, approval requirements for both the receipt and disbursement of donations, and guidelines for donations disbursed.

The revised policy was presented to the Finance Advisory Committee on July 5, 2019 for review and feedback. Their feedback included:

- Add 'property' within the definitions of the donation policy;
- Consider expanding and defining 'risk factors';
- Add clarity around when things go to Council; and
- Add that donations will not be accepted from Council while elected.

All feedback received was considered and addressed in the proposed policy.

If the proposed donation policy is approved, further minor updates to the following policies are also recommended to ensure consistency and alignment:

1. PUB-001-014 Public Sponsorship – Minor wording change to the definition of Public Sponsorship.
2. GOV-001-026 Elected Officials Business Expense Policy – Minor wording change to the guideline 2B from Donations to Sponsorship.

Council and Committee History

December 8, 2009 Last review date of current policy.

Other Impacts

Policy: FIN-001-016: Donations

GOV-002-031 Mandatory Review of Bylaws and Policies

Legislative/Legal: Part 1, Section 3, of the *Municipal Government Act (MGA)* defines what the purposes of a municipality are.

Interdepartmental: All County Departments

Master Plan/Framework: n/a

Enclosure(s)

- 1 FIN-001-016: Donations – Received and Disbursed (revised policy)
- 2 FIN-001-016: Donations – Received and Disbursed (tracked changes)
- 3 PUB-001-014: Public Sponsorship
- 4 PUB-001-014: Public Sponsorship (tracked changes)
- 5 GOV-001-026: Elected Business Expense Policy
- 6 GOV-001-026: Elected Business Expense Policy (tracked changes)
- 7 Donations Policy Update Presentation