



MD OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-CO-004

TITLE: DONATIONS

Approved by Council

Date: September 23, 2008

Revised by Council

Date: May 11, 2010

Revised by Council

Date: *September 22, 2020*

PURPOSE OF THE POLICY

Council recognizes that community organizations and events contribute to the quality of life of the community. The purpose of this policy is to clarify the manner in which the Municipal District can support local organizations and events

POLICY STATEMENT

1. This policy provides a framework that Council/Administration can follow to treat all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget.

DEFINITIONS

2. For the purpose of this policy, the following definition shall apply;
 - a. "MD" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - b. "Department Heads" shall mean and refer to the following positions:
 - Director of Finance
 - Director of Development and Community Services
 - Director of Operations
 - Superintendent of Public Works

PHOTOCOPYING

3. MD photocopiers may be used by community organizations for copying of event programs; flyers, pamphlets or other similar promotional materials provided that:
 - a. The organization provides their own paper or pay a per copy fee.

MD STAFF/MATERIALS/EQUIPMENT

4. The CAO, or designate, may approve the use of MD equipment for community events:
 - a. The use of the equipment shall not interfere with or delay the regular operations or delay the carrying out of the duties of the MD.
 - b. The equipment shall be operated by a qualified MD employee.
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5. The MD Council will consider requests from individuals and community organizations for in-kind assistance if it can be provided utilizing our staff and equipment and if such support can be accommodated within the budget and *work plan*.
6. Donations of gravel, culverts, fencing materials and other items shall require Council approval. These donations will be considered as a monetary donation to individuals and community organizations for budget purposes.
7. Staff may volunteer to assist with community events, as an MD employee, providing they have *prior* permission from their department head and their absence doesn't interfere with regular business practices.

ROOM RENTAL

8. The small meeting room may be used free of charge by any area not-for-profit organization, subject to the following:
 - a. It is not required for MD related business.
 - b. It shall be booked a minimum of 24 hours in advance of intended day.
 - c. The room is available on a first come first served basis.
 - d. The organization using the room is responsible to ensure that the room is clean and all chairs, tables and other materials are put away.
 - e. Any costs incurred by the MD relating to the room usage will be charged to the organization.
 - f. The Administration reserves the right to refuse to book the room to any group or organization for any reason.
 - g. Rooms are only available Monday to Friday from 8:00 am to 4:30 pm.

POSTAGE METER

9. The MD shall not provide postage to any *outside* group or organization.

TABLES AND CHAIRS

10. MD owned tables and chairs shall not be loaned out.

MONETARY DONATIONS TO INDIVIDUALS AND COMMUNITY ORGANIZATIONS

11. Requests to the MD from community organizations for monetary donations shall be forwarded to the Joint MD and Town Funding Committee for consideration by the second Wednesday of September each year.

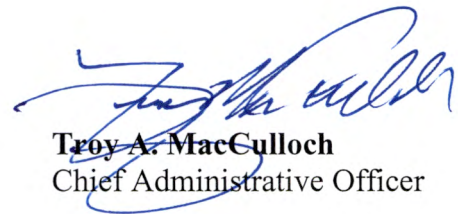
OTHER

12. MD Lapel Pins - Lapel pins are promotional items to be given away to promote the Municipal District of Pincher Creek No. 9. As there is a cost associated with the pins, they are to be distributed as follows:

- 100 pins or less – Administration
- more than 100 pins – Council approval required



Brian Hammond
Reeve



Troy A. MacCulloch
Chief Administrative Officer