

## Community Donations Policy

<b>POLICY #</b>	GOV-004	<b>VERSION</b>	1
<b>ADOPTED</b>	August 12,2019	<b>UPDATED</b>	
<b>DRAFTED BY</b>	Tanya Abramovitch	<b>TITLE</b>	City Manager

### POLICY STATEMENT

The City of Côte Saint-Luc recognizes the valuable contribution of Organizations who work to foster a sense of community and belonging, and improve the quality of life for families and individuals throughout its territory. The municipality wishes to support and facilitate the initiatives, actions, and commitments of these Organizations. It will provide financial assistance, 'in-kind' assistance, or a combination of both, to recognized, not-for-profit organizations from an annual budget established for this purpose, and which meet the criteria established in this policy.

### PURPOSE

The purpose of this policy is to enable Council to make informed and equitable decisions based on the City's priorities in matters of providing community support, and providing a precise administrative framework within which they may do so.

### SCOPE

This policy applies to all Organizations who wish to request Donations and/or Donations In-Kind, and to the municipal staff and the City Council, who apply it.

This policy is not intended to address:

- Donations made to the City of Côte Saint-Luc by individuals or companies;
- Sponsorship opportunities.

The City is respectful of the taxpaying population's capacity to pay and therefore promotes fair and proportionate distribution of community resources amongst partner organizations. Financial

assistance is provided on the basis of available funds and resource constraints for the current year.

## **DEFINITIONS**

Term: Donation

Definition: Monetary contributions from the City to an Organization.

Term: Donation In-Kind

Definition: Non-Monetary contributions from the City to an Organization, including but not limited to: waiving rental fees, lending city assets and (non-human) resources.

Term: Not-for-profit

Definition: A club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.

Term: Organization

Definition: A not-for-profit group requesting a Donation or Donation-In-Kind.

Term: Club

Definition: An independently run organization whose home base is in Côte Saint-Luc and is providing a recreational pastime for others that bring betterment to the community, along with a quality of life to our residents and/or its members.

Term: Public Facilities

Definition: Municipally-owned buildings and public spaces and their major elements, including but not limited to: City Hall, the Library, the Arena, Confederation Annex, the Public Works building, the Recreation Building, the Gym, the Aquatic and Community Centre, the Public Safety Station, all park chalets, parks, pools, lanes, playgrounds, paths, gardens, fields, plazas, green spaces, forests, parkettes, in addition to the spaces surrounding them and any rooms or halls contained within them.

Term: City Liaison

Definition: The person the City has determined will be the applicant's point of contact throughout the process.

## **RESPONSIBILITIES**

City Departments, City Management, and the City Council will ensure the application of this policy.

## CRITERIA FOR DONATIONS

In order for a request to be recognized and to qualify for Council review, an Organization must first meet the following requirements:

- a. Must be a not-for-profit entity with the ability to confirm such status to a level deemed satisfactory by the municipality.
- b. Based in the City of Côte Saint-Luc or if the organization is based outside of the territory of Côte Saint-Luc, the resident membership must be deemed satisfactory by the municipality.
- c. The benefit to the local community/public is demonstrated. Donations to Organizations that only benefit communities or causes outside of the City or in the vicinity will not be considered eligible.
- d. Be active in one of the relevant areas of activity (culture, religion, social, sports, fitness, health, and education).

## CRITERIA FOR DONATIONS-IN-KIND

- a. Must be a not-for-profit entity with the ability to confirm such status to a level deemed satisfactory by the municipality.
- b. Based in the City of Côte Saint-Luc, or if the organization is based outside of the territory of Côte Saint-Luc, the resident membership must be deemed satisfactory by the municipality.
- c. Events in outdoor spaces for which rental fees are waived must be open to the general public. If there is a fee levied by the Organization only a maximum of 50% of the rental will be waived and the City or its residents must gain a benefit, including but not limited to: profit-sharing, discounted entry fees, etc., which is agreed upon by the City.
- d. City Events and programming take priority at all times. Events, programming or activities that are considered to compete with these or disrupt regular scheduling will not be granted.

- e. All staff, regular and overtime, for any event must be paid for by the Organization. Staff requirements are pre-determined with the City and are non-negotiable. This includes, but is not limited to, Public Works, Public Security, Chalet Attendants, Blue Collar and White Collar employees.

Some deposit fees may apply, including but not limited to: clean-up fee or damage Deposit. Rates are determined via the Facility Fees of the overseeing City department that have been approved by Council. The overseeing department must provide the Finance Department with the information related to the city resources used, in order to ensure proper invoicing.

- f. In the event that damages occur the Organization will be held responsible and pay for all damages incurred during their event.
- g. A maximum of 50% can be waived from the total rental cost for a single Organization. In some cases, a full waiving of the rental cost can be given at the discretion of Council. The rental cost does not include staffing. Any additional equipment / rental items requested after Council approval do not apply unless otherwise stipulated.
- h. Organizations must respect the rules and criteria set out by the City when holding events, including but not limited to: noise levels, operating hours, designated areas, safety regulations, and cleanliness.
- i. Organizations must provide to the designated City Liaison a plan of installations and a timeline for each event two weeks in advance. In addition to this, they should also include the contact information for both the organizers and the people in charge for the duration of the event. Changes made after this date are at the discretion of the City and may not be approved.
- j. Once the Donation In-Kind has been granted the applicant will be assigned a City Liaison for the event. This liaison will serve as their point of contact prior to and including the day of the event unless otherwise stipulated.
- k. Once a Donation-in-kind has been granted the applicant is responsible to submit all payments, paperwork, documentation etc. that has been requested of them no later than two weeks prior to the event date. Failure to do so may result in the cancellation of the event. It is the responsibility of the organizer to willingly supply this information and doing so in a cooperative manner with the designated City Liaison.

- l. If the event takes place on municipal property, the Organization must add the City of Côte Saint-Luc to its liability insurance policy as co-insured for the activity or event. A minimum coverage of \$1, 000, 000 must be insured. Depending on the size of the event, Council may request a different liability coverage. Proof must be submitted at the time of the plan of installation.
- m. An Organization must have good standing in their account with the City in order to be considered for a Donation In-Kind (reviewed annually).
- n. After the event is completed, an evaluation / review will be done on the event by the City department overseeing it which will cover, but not be limited to: ease of dealing with the organization, overall turnout, public reaction (if any), and cleanliness of location after event. This evaluation / review will be submitted to Council with any future requests. This may be a determining factor for future approval.

#### **CRITERIA FOR DONATIONS TO INDEPENDENT CLUBS**

- a. If a Club would like to request a Donation, they must apply for it on an annual basis. No other monies will be automatically provided to a Club, and they must be in good standing with the City of Côte Saint-Luc.
- b. For Donations In-Kind, the Independent Clubs Policy applies.
- c. Donation requests must be accompanied with: 1) a description of the activities; 2) a breakdown of all costs, and 3) an explanation as to who and how many will benefit from the Donation. The amount requested may cover events, operating costs, etc. but should be for a full years' worth of activities.
- d. Donations are provided on the basis of available funds. The City will reserve the right to determine the amount of a Donation. Financial support is not guaranteed and must be reviewed and re-approved annually.

#### **GENERAL PROVISIONS**

- a. Donations are only made to Organizations directly, not to individuals, even if that individual is doing fundraising.
- b. Only one Donation can be given per calendar year to a single Organization, including all its branches, units, and subsidiaries. The Organization may benefit from both a Donation and Donations In-Kind.

- c. Buying ads in an Organization's fundraising book or purchasing tickets to their fundraising event qualifies as a Donation.
- d. A standard amount of money is donated for each type of Organization (e.g. local schools, religious institutions, etc.). Exceptions may be made for special circumstances such as anniversaries and/ or milestones.
- e. Donations will not be made to individuals, professional associations, for-profit organizations, or political parties.
- f. The municipality will grant financial support in accordance with the municipal Council's approval. There is no guarantee of recurrent support. All requests need to be resubmitted annually in a timely manner.
- g. All Organizations to whom the City made Donations or Donations In-Kind are expected to promote the City in their publications when possible. The City Communications and Public Affairs Department must approve any design that uses the city logo. A positive rapport and partnership agreement is expected.
- h. No official announcement (publication, social media post, etc. ) of the event is to happen before written approval is received unless the applicant is still planning on running the event without a Donation In-kind granted (paying for the full rental).
- i. Under exceptional circumstances, for humanitarian reasons, one-time Donations may be made to Organizations at the discretion of Council.

## PROCEDURES

- a. All Requests for Donations or Donations In-Kind must be made in writing, along with a completed *Request for Donations or Donations-In-Kind* application form.
- b. The initial request must include all information and be written on official letterhead or with the name of the organization clearly identified, and be addressed to the appropriate individual listed below. Applications should include as much detail as possible. Regarding Donations In-kind, the application should list all equipment and services needed in their application. Any additional changes will not be granted thereafter. If any applicant is not

aware of what equipment and services are available, before applying they should reach out to the City to inquire.

- c. Applications for Donations In-Kind should be made a minimum of 3 months in advance. It is a process to gather the information and prepare for review, and adequate time is needed. The City reserves the right to enforce deadlines.
- d. The City reserves the right to charge a non-refundable application fee which must be paid in full prior to the application review.

Applications should be submitted to:

Monetary Donations

generalmanagement@cotesaintluc.org  
City of Côte Saint-Luc  
Attn: City Manager's Office  
5801 Cavendish Blvd  
Côte Saint-Luc, Quebec, H4W 3C3

Donation-In-Kind for Library and Auditorium Space

reference@cotesaintluc.org  
Côte Saint-Luc Eleanor London Library  
Attn: Library Director  
5851 Cavendish Blvd  
Côte Saint-Luc, Quebec, H4W 2X8

Donations In-Kind for all other Public Facilities

recreation@cotesaintluc.org  
Parks & Recreation Department  
Attn: Parks and Recreation Director  
7500 Mackle Road  
Côte-Saint-Luc, Quebec, H4W 1A6

**RELATED CITY GUIDELINES & POLICIES**

This policy is meant to compliment the:

“City of Côte Saint-Luc Sponsorship, Naming Rights and Donation Guidelines” from August 21, 2007.

Côte Saint-Luc Independent Club Policy

Community Partnership Policy

Cultural Policy