

BOARD POLICY

TITLE GIFT ACCEPTANCE		PASSED February 11, 2009	CHAPTER G - 1
COMMITTEE External	REVIEW PERIOD As required.	AMENDMENT	PAGE 1 of 3

Donations and Sponsorships

The Edmonton Public Library (EPL) will encourage all gifts or sponsorships towards programming, facilities, equipment, library materials, furniture, operations and endowments so long as they comply with the Regulations of the Canada Revenue Agency governing charities. This includes gifts of cash, gifts-in-kind, securities, life insurance policies, artwork, annuities, trusts and bequests. Appraisals may be the responsibility of the donor for gifts-in-kind.

All donations shall be used to support EPL's goals, as registered with CRA.

EPL will always encourage donations and sponsorships that are general in nature before recommending donations to restricted funds, endowments, special events or capital projects.

EPL will provide reports including audited financial reports to supporters and provide additional detail regarding the use of donated funds if/when requested.

Donations of \$20 and over will be eligible for an income tax receipt.

Donor Recognition

Naming of new or existing facilities will be in accordance with the City of Edmonton *Naming Development Areas, Roadways, Parks and Municipal Facilities Policy* and *Facility Name Sale Policy*. A Memorandum of Understanding (MOU) will be available if requested by the donor or EPL. This MOU will include terms of payment, nature of the name or brand and terms regarding the length of recognition.

Donor recognition will neither be, nor perceived to be, extravagant. In accordance with Canada Revenue Agency regulations, EPL will limit expenditures for recognition devices and systems to not more than 3% of the value of the gift.

EPL will respect the wishes of persons and organizations that wish to remain anonymous in respect to being publicly identified as a supporter and/or having the amount of their contribution publicly disclosed.

Recognition devices and systems created due to a gift shall not be arbitrarily changed or withdrawn. Unless otherwise negotiated at the time of the gift or changed through a

BOARD POLICY

TITLE GIFT ACCEPTANCE		PASSED February 11, 2009	CHAPTER G - 1
COMMITTEE External	REVIEW PERIOD	AMENDMENT	PAGE 2 of 3

joint agreement between EPL and the donor or the donor's family or legal representative, the original form of the recognition device or system will be maintained under the provisions of the MOU. If the device or system cannot be physically retained, it will be changed to another consistent with the original agreement. If continuation of the device or system creates a reputational risk for EPL, it may be terminated or altered.

Gifts of Endowments

Endowment donations to EPL will be held in trust by the Edmonton Community Foundation.

Restricted Gifts

Major restricted gifts are those given for a specific purpose designated by the donor. All restricted or designated donations shall be used for the purposes for which they were given unless EPL has obtained appropriate authorization to use them for other purposes. Alternative uses will be discussed where possible with the donor or the donor's legal designate.

If the donor is deceased or legally incompetent and EPL is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent. If necessary, EPL will apply to the courts or the appropriate regulatory body to obtain legal authorization to use the donation for other purposes.

EPL reserves the right to decline a gift if the restrictions of the gift will result in excessive capital or operating costs to be incurred by EPL. In such cases, donors will be encouraged to consider alternate options.

A timeframe for the use of the restricted gift may be negotiated with the donor and incorporated into a MOU.

Unrestricted Gifts

Unrestricted gifts will be placed in the General Operating Fund. The Chief Executive Officer (CEO) will bring forward a recommendation to the EPL Board to move donated funds into a reserve account.

BOARD POLICY

TITLE GIFT ACCEPTANCE		PASSED February 11, 2009	CHAPTER G - 1
COMMITTEE External	REVIEW PERIOD	AMENDMENT	PAGE 3 of 3

Irrevocable Gifts

Gifts of stock, bonds, property or other capital assets are irrevocably given and recognized for the value of the gift on the day that the gift has been legally transferred to EPL.

Bequests

Donors may leave a donation to EPL through their will.

Artwork

EPL will follow the guidelines prescribed by the *Cultural Property Export and Import Act* and the *Income Tax Act*.

All artwork must be framed and ready for hanging. Cost associated with this may be part of the fair market value of the artwork.

The EPL Artwork Approval Committee will approve all submitted work. This committee will consist of the EPL CEO, the EPL Board Chair and the EPL Fund Development Manager or designates.

Accepted artwork will become the sole and exclusive property of EPL and can be used for any purpose deemed acceptable by the Artwork Approval Committee.

Related Board Policies

Ethical Fundraising and Financial Accountability, E - 1

Legislative and Policy Authorities

Cultural Property Export and Import Act

Income Tax Act

City of Edmonton Naming Development Areas, Roadways, Parks and Municipal Facilities Policy

City of Edmonton Facility Naming Policy