

**TOWN POLICY NAME:****Donations, Gifts In-Kind and
Employer-Supported Community Activity Policy****POLICY NO:****012/2020****RESOLUTION:**

2020-426

ADOPTED BY:

Town Council

SUPERSEDES:**RESCINDS:**
010/2005**PREPARED BY:**

Administration

EFFECTIVE DATE:

July 21, 2020

References:Personnel Policy, Section 5.6
Community Grants Policy**1. POLICY STATEMENT**

1.1 This policy defines the framework for donations provided to community groups and organizations from the Town of Rocky Mountain House, outside of budgeted supports and the Community Grant Program.

1.2 This policy also covers philanthropic activities of the Town of Rocky Mountain House, recognizing that as community members, the desire of Council to express their commitment and responsibility to society in a broader context. Such contributions are part of an activity to support the community in which we operate, and to contribute to special events, particularly those events that promote humanitarianism, community well-being and cohesiveness, and can include Employer-Supported Community Activity.

1.3 Personal integrity and sound business practices require that relationships with anyone doing business with the Town of Rocky Mountain House preserve the values of transparency and equality, preventing any favouritism or bias. This policy has been provided to set parameters of Town donations, including any Employer-Supported Community Activity.

2. SCOPE

1.4 This Policy applies to Town staff, boards, committees and volunteers.

1.5 All donations will be in keeping with the Town of Rocky Mountain House's strategic goals and will not in any way negatively impact the Town's public image.

3. DEFINITIONS

- 3.1 **"CAO"** means the Chief Administrative Officer, and the individual occupying the position of Chief Administrative Officer for the Town, or his or her delegate;
- 3.2 **"Council"** means the Council for the Town of Rocky Mountain House;
- 3.3 **"Director"** means a person holding a one of the following positions or their respective delegates:
- a. Director of Corporate Services;
 - b. Director of Recreation and Community Services;
 - c. Director of Engineering and Operations;
 - d. Director of Planning and Community Development.
- 3.4 **"Donation"** means any gift provided to an individual, group, organization, or business, and can include any form of a financial contribution, cash or in-kind, or a gift of Employer-Supported Community Activity;
- 3.5 **"Employee"** means a Full Time Employee, a Part Time Employee, a Temporary Employee or a Casual Employee;
- 3.6 **"Employer-Supported Community Activity" or "ESCA"** means any activity outside of the regular duties of an employee, whereby time, space, infrastructure and/or support is provided to community groups or organizations to encourage and support local community initiatives, at the cost of the Town;
- 3.7 **"Gift"** means any donation given freely, which includes a contribution of cash or property to an individual, group, organization or business, for which the Town receives no legal consideration in return;
- 3.8 **"Gift-in-kind"** is a non-monetary donation;
- 3.9 **"Town"** means the Town of Rocky Mountain House.

4. DONATIONS

- 4.1 Any donation provided by the Town of Rocky Mountain House to any individual, group, organization or business must be for purposes consistent with the Town's mandate, programs, services and activities and must be deemed to be in the public interest of the Town.
- 4.2 The Town may decline to provide any Donation to any individual, group, organization or business who in the opinion of Council, represents a reputational risk to the Town through involvement in activities that are contrary to the values of the Town.
- 4.3 The Town may grant funds to not-for-profit community groups, teams, organizations and associations through the Community Grant Policy, subject to the Community Grant Policy's guidelines and/or Council's discretion.
- 4.4 The Town may provide a donation of financial support to a not-for-profit community group or organization through the budgeting process and subject to Council's approval.
- 4.5 Donations of Town paraphernalia items with logo, may be given upon request to

individuals and/or organizations by a Director, up to a value of five hundred dollars (\$500.00), provided it falls under a budgeted line item. Any requests for donations of items over this amount, and up to one thousand dollars (\$1,000) in value would require the approval of the CAO and must fall under a budgeted line item. Anything over one thousand dollars (\$1,000) in value, would require Council approval. Typically, this would entail a significant event or celebration, including a private event (i.e. a town resident's 100th Birthday), Public Event (ie. visit from a Dignitary or a special community celebration) or Commercial Event (i.e. a local business's 50th anniversary).

5. EMPLOYEE- SUPPORTED COMMUNITY ACTIVITY (ESCA)

- 5.1 At the discretion of the CAO or Director, a donation of Employer-Supported Community Activity outside of the employee's regular duties, may be made for the purpose of promoting the Town or to support a community event (ie. 'Career Day" at school, Traffic Control for Grad Parade, etc.). For Employer-Supported Community Activity to be considered:
- a. the event must align with the Town's Strategic Plan;
 - b. the employee's personal talents, core business skills, experience or education must be consistent with the activity being requested;
 - c. ESCA time must be requested in advance;
 - d. ESCA time should not conflict with the peak work schedule and other work-related responsibilities;
 - e. the event must be a short-term activity that is completed within a set timeframe;
 - f. ESCA time should avoid the need to create overtime or cause conflicts with other employees' schedules; and
 - g. any ESCA must be accommodated within a program under an existing, Council-approved and applicable budget line item.
- 5.2 Any ESCA that cannot be accommodated under an existing, Council-approved and applicable budget line item, must have approval by Council resolution.
- 5.3 Any overtime spent doing ESCA will be paid out in accordance to the Town's Personnel Policy.

This policy rescinds 010/2005 Donation Policy.

Redacted under sec. 17 of the FOIP Act

Mavor Tammy Burke

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CAO, Dean Krause