



# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Administrative Policy

**Subject:** Community Services Donation Policy

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<b>Established</b>	31-10-2024	<b>Revised</b>	N/A
<b>Date:</b>		<b>Date:</b>	

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### **POLICY:**

#### **PURPOSE:**

This policy aims to cover three topic areas related to donations – requests from third parties seeking a donation from RDCK recreation services, donations being provided to the RDCK to support the delivery of recreation services and advertising in exchange for donations.

#### **SCOPE:**

The RDCK Community Services Department is committed to supporting local organizations through a donation program. Recognizing the unique role the Castlegar & District Recreation Complex, the Nelson & District Community Complex and the Creston & District Community Complex play in their respective communities and in the delivery of recreation services within the region, this donation program aims to meet outcomes:

- Support local non-profit organizations or community groups in their fundraising efforts
- Create consistency and standardization in how requests are administered
- Build relationships with user groups and community organizations
- Improve tracking, usage and reporting of donations provided through Community Services to community groups and non-profit organizations
- Create opportunities for the public to engage with RDCK recreation services in new ways
- Diversify the organizations receiving donations from the RDCK

#### **A. Eligibility**

Requests for donations will be considered from the following:

- Local registered non-profit organizations
- Local non-profit community groups
- Local schools & post-secondary institutions
- Local sports teams

For the purposes of this policy, “local” refers to community groups or organizations within the boundary of the RDCK.

#### **B. Donations Available**

The donation package options are available to be requested:

- Individual Sports Team Fundraisers/Tournaments**
    - Option 1: Three (3) single use family general admission courtesy passes
    - Option 2: Three (3) single use adult general admission courtesy passes
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# Administrative Policy

- Option 3: Five (5) single use youth general admission courtesy passes
- Option 4: Three (3) single use admission passes of any combination of the above options

## ii. Schools, Post-Secondary School or Non-profit Organization Fundraisers

Any of the above options or:

- Option 1: Five (5) single use admissions of any combination of family, youth or adult passes
- Option 2: One - One month youth pass to one RDCK recreation facilities
- Option 3: One - One month adult pass to one RDCK recreation facilities

Donation requests are limited to one request per calendar year per non-profit organization, community group, sports team, or school. Courtesy passes issued under the noted options will have an expiry date of 6 months from the date of the request. Month long passes issued under this policy must be activated within 6 months of issuance.

Within each year, donations available are subject to the funding approved in the RDCK financial plan.

## C. Application Principles & Process

Groups or organizations making requests & the activity being supported through the request for donations should align with the following principles:

- Promote health & wellness
- Promote inclusivity & diversity
- Provide the RDCK with positive community exposure

To receive a donation:

1. Requests must be made in writing through the online Donation Request Form.
2. Applicants must provide at least 30 days' advance notice of their request from the date the donation is needed.
3. The primary contact will be notified via email of the status of their application and where to pick up the donation once approved.
4. Only if requested through the application process will a letter outlining the value of the donation be provided.

## D. Exclusions

The following exclusions will apply to donations issued under this policy:

- Requests for cash donations or gift cards will not be considered
- Requests for reduced costs on rental fees of RDCK facilities will not be considered
- Passes must be redeemed on or before the indicated expiry
- No extensions will be granted on pass expiry dates
- Passes are non-negotiable, non-refundable and have no cash value
- Lost passes will not be replaced



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Administrative Policy

### E. Exceptions

Regional Manager of Recreation & Client Services, the Regional Manager of Operations & Asset Management, and the General Manager of Community Services, at their discretion can make exceptions to the level of donation granted for unique circumstances. Requests for exceptions to the donation policy must be received in writing with a detailed outline as to why the exception is being requested. This letter must be accompanied by a completed Donation Request Form.

### F. Larger Volume Requests

Larger volume requests for single admission passes can be made directly in writing to the Regional Manager of Recreation & Client services. Larger volume requests will only be considered if the following conditions are met:

- The event supports youth (18+ or younger) and is sport, health and/or wellness related.
- The event has a draw of participants from across BC or greater.
- RDCK recreation facilities are booked as part of hosting the event or activity.
- The agreement that the single admission passes, if issued, with only be valid during the dates of the actual event or activity.

Larger volume requests must be made at least two months in advance from when they are needed.

## DONATIONS TO RDCK COMMUNITY SERVICES

### a. Equipment & Supplies

Sometimes, unsolicited donations or supplies or equipment may be offered to the RDCK to support services or program. This could include, but is not limited to, program equipment (soccer balls, frisbees, etc.), office equipment (tables, chairs, etc.), or home goods (plants, dishware, etc.). These types of donations typically have a low-cost value and could come from individuals, community organizations or businesses.

These types of items can be accepted on the following conditions:

- Once accepted by the RDCK, the RDCK has the right to manage the donated items at their sole discretion. This includes, but is not limited to, maintenance, disposal or replacement of the donated item(s).
- Item(s) is new or in a like new condition and is in good working order.
- Donation(s) of the item were not solicited by RDCK staff to support programs or services.
- There is no expectation of acknowledgment by the donor. Should the RDCK choose to acknowledge the donor, it will be subtle in nature and at the sole discretion of the RDCK. For example, "Basketballs generously donated by "x"." as part of a program write-up and/or on promotional materials at the discretion of RDCK staff.
- Value is perceived to be less than \$250.



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Administrative Policy

- Approval to accept the donation has been given by the Regional Manager of Operations & Asset Management, the Regional Manager of Recreation & Client Services or the General Manager of Community Services.

### b. Monetary Donations

Monetary donations from individuals, organizations or businesses to support service delivery will be administered according to the following guidelines:

- If the goal is to offer a “free” activity (ie. A free swim or skate session) **AND** there is no expectation of any recognition, staff will work with the donor to identify what level of service can be provided based on the value of the donation. The activity or event will be promoted as free with no donor acknowledgement.
- If the goal is to offer “free” activities (ie. A free swim or skate session) **AND THERE IS** an expectation of recognition, the RDCK Sponsorship policy will apply. Staff will work with the donor to identify what level of service can be provided based on the value of the donation.
- If a donor wishes to pay for services on behalf of a client (ie. Pay for registration fees or a membership), staff will work with the parties in question to try and support the intent of the donation. This can include the purchase of gift cards and putting them on a client's profile.
- If a donor wishes to support a specific service or program area (ie. Summer camps), where reasonable staff will work to use that donation to offset the costs of providing the service for users/registrants so long as it is administratively possible and reasonable to do so.
- Non-targeted monetary donations will be applied to general revenue for the service with which they were donated if the value is under \$500. Non-targeted monetary donations over \$500 will be reported to the appropriate Recreation Commission.
- Tax receipts are not able to be provided for monetary donations.

### ADVERTISING IN EXCHANGE FOR DONATIONS

Often organizations ask all levels of Community Services to place an ad in printed programs, calendars, jerseys or other forms of marketing materials to help their organizations fundraising effort. These types of advertising requests typically have levels of monetary support that offer a range of different opportunities for advertising and could come from individuals, community organizations or businesses.

#### A. Eligibility

Requests for advertising in exchange for donations will be considered from the following:

- Local registered non-profit organizations
- Local non-profit community groups
- Local schools & post-secondary institutions
- Local sports teams

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## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Administrative Policy

### B. Application Principles

Groups or organizations making requests & the activity being supported through the request for donations should align with the following principles:

- Promote health & wellness
- Promote inclusivity & diversity
- the RDCK with positive community exposure

### C. Evaluation Process

- Review the eligibility and ensure the organization aligns with the criteria
- Review the Application Principles and ensure the organization aligns with the criteria
- Check with the Communication and Community Engagement Lead to ensure there are funds in the advertising budget

### D. Exclusions

The following exclusions will apply to Advertising requests in the form of a donation issued under this policy:

- Requests for cash donations over a value of \$250 will not be considered
- Requests for reduced costs on rental fees of RDCK facilities will not be considered

At its sole discretion, the RDCK can choose whether or not to participate in these requests.

## **DEFINITIONS:**

**Local: Community groups or organizations within the boundary of the RDCK.**

## **POLICY:**

**500-01-11**

## **RELATED LEGISLATION:**

- RDCK Park Amenity Donation Program (includes park benches, memorial trees and other amenities) <https://rdck.jotform.com/210417559870864>
- RDCK Finance Access & Inclusion Policy (includes donations to specific social service agencies supporting vulnerable populations)