

**Policy Title: Donations of Assets to the City of Mississauga**

**Policy Number: 05-07-01**

Section:	<b>Property and Facilities</b>	Subsection:	<b>Donations</b>
Effective Date:	<b>April 10, 2013</b>	Last Review Date:	<b>January 2021</b>
Approved by: <b>Council</b>		Owner Division/Contact: <b>For information on making a Donation to the City, contact the particular operating area or Facilities &amp; Property Management, Corporate Services Department. For more information on tax receipts, contact Financial and Treasury Services, Finance Division, Corporate Services Department.</b>	

## Policy Statement

The City of Mississauga accepts and acknowledges Donations of assets from members of the public, on behalf of the citizens of Mississauga.

## Purpose

The Corporation recognizes that individuals or organizations may wish to make Donations to the community and that those Donations should be acknowledged appropriately. This policy establishes a method for accepting and acknowledging Donations of assets to the City.

## Scope

This policy applies to Donations of assets such as books, furniture, equipment, materials of historical interest, shrubs/trees, etc. and does not apply to monetary donations or donations of art.

For information on monetary donations refer to Corporate Policy and Procedure – Fund-Raising Campaigns and Monetary Donations to the City of Mississauga. For information on donations of art refer to Corporate Policy and Procedure – City Acquired Art. For information on donations of historical objects that are suitable for the Museums of Mississauga’s permanent collection, refer to Corporate Policy and Procedure – Museums Collections and Exhibitions. For information on donations of real property refer to Corporate Policy and Procedure – Acquisition and Disposal of Interests in Real Property.

For information on making a contribution of a single tree to a City park as a tribute to an individual or organization, refer to Corporate Policy and Procedure – Tree and Bench Donation Program.

Sponsorship does not qualify as a Donation. This policy does not apply to sponsorships. Contributions of skills or time through volunteer service may be accepted as a donation but do not qualify as donations for the purpose of income tax receipts.

## Definitions

For the purposes of this policy:

“Commissioner” means the Corporation’s Commissioner of Corporate Services, Chief Financial Officer and Deputy Treasurer and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.

“Corporate Donation” means a Donation of items that are not Division-Specific, but can be utilized or displayed in more than one area (such as furniture and furnishings, equipment, etc.).

“Director” means the head of any division receiving Donations or his or her designate. When referring to Donations that are not Division-Specific, “Director” means the Director of Facilities and Property Management or their designate.

“Division-Specific Donation” means a Donation of equipment or materials that are intended for use in a particular program or to assist in delivering a particular service (such as books for the Library, supplies for a recreation program, etc.)

“Donation” means a gift which has been given voluntarily and without compensation or non-monetary consideration (e.g. advertising, promotion, services, etc.)

## Receiving Donations

Division-Specific Donations are to be referred to the Director of the operating area responsible for the program or service. Division-Specific Donations having a value in excess of \$2,000 must be reviewed by the commissioner responsible for the department to which the Donation is offered.

Corporate Donations are to be referred to the Director of Facilities and Property Management. Corporate Donations having a value in excess of \$2,000 must be reviewed by the Commissioner.

The Director will ensure that the proposed Donation is considered by the appropriate staff. The City reserves the right to decline any Donation. Once accepted, the item will be used at the discretion of the City.

The Mayor and Members of Council will be advised of all decisions to accept or decline Donations having a value of \$2,000 or more in a memo to Council.

The Director is responsible for notifying the individual or organization proposing the Donation of the Corporation's decision to accept or decline a Donation and may invite the donor to present the Donation at a meeting of Council. The attendance of a City of Mississauga official at a function to present the Donation may be requested through the Director.

The Director is responsible for ensuring that the Manager, Financial and Treasury Services, is advised of all accepted Donations having a value of \$20 or more; and that the Manager, Risk Management is advised, where appropriate, to make arrangements for insurance.

## **Appraisals**

All donated items will be appraised at the time of donation and, if necessary or appropriate, re-appraised periodically.

All donated items must be appraised to establish the fair market value to be shown on the official tax receipt. If the item is valued at \$1,000 or less, the item may be appraised by a staff person qualified to make the appraisal. If the item is valued at more than \$1,000 an outside professional appraisal is required, unless there is a ready market for the item from which the fair market value can be readily ascertained.

## **Agreement**

When an item is donated an agreement between the City and the donor may be appropriate to effect transfer of ownership. The applicable Director should consult with Legal Services to determine the appropriate form of agreement to be used.

## **Signing Authority**

The following staff are authorized to accept donations and to sign appropriate agreements and/or other relevant documents, in a form acceptable to Legal Services. For Donations with a:

- A. Value of \$2,000 or less - Director of the applicable division
- B. Value of \$2,001 to \$10,000 - the applicable commissioner

For Donations with a value over \$10,000, Council authority is required.

## **Documentation**

Any documents pertaining to the ownership of the item must be transferred to the City. Where the City maintains an inventory of the same or similar items, the Director is responsible for ensuring that the inventory is updated and that all documentation is filed appropriately.

## **Associated Costs**

At the discretion of the Director, the donor may be responsible for any of the following costs (where applicable):

- Transporting the item
- Appraisal or evaluation by a certified agency
- Photographs for inventory and insurance purposes
- Conservation treatment, if required, and
- Annual maintenance costs

## Acknowledgement

Once the donor has signed the appropriate agreement and all applicable certificates have been received by the Corporation, the donor will receive written acceptance of the item from the Director.

## Receipts for Income Tax Purposes

Official receipts for income tax purposes, issued by the Manager, Financial and Treasury Services, can only be issued when the Donation qualifies under Canada Revenue Agency (CRA) guidelines and the donated item has a fair market value of \$20.00 or more.

The Director is responsible for requesting an official receipt for income tax purposes from the Manager, Financial and Treasury Services when requested by the donor, and must provide all relevant documentation. The Manager, Financial and Treasury Services will determine whether the Donation qualifies for a tax receipt. If the Donation qualifies, the tax receipt will be provided to the Director for forwarding to the donor.

If an official receipt for income tax purposes is being issued the Donation receipt must include the following information in accordance with CRA guidelines:

- The day on which the Donation was received
- A brief description of the property transferred to the qualified donor
- The name and address of the appraiser, if applicable, and
- The fair market value of the property at the time the gift was made

## Revision History

Reference	Description
GC-0561-2006 (2) – 2006 10 11	
GC-0803-2008	Amended to exclude Donations of real property
LT – April 09, 2012	Administrative revision approved to add CRA Guideline information and other minor housekeeping changes

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Reference	Description
GC-0195-2013 – 2013 04 10	Art removed from policy
August 25, 2014	added reference to Museums Collections policy
August 2015	Revised policy to reflect definition of Commissioner in By-law 0188-2015.
June 13, 2016	Scheduled review – housekeeping only
January 14, 2021	Scheduled review – minor edits; added reference to Acquisition and Disposal of Interests in Real Property policy.