

<p>6. DONATIONS TO THE CITY FOR COMMUNITY BENEFIT POLICY</p> <p>POLITIQUE EN MATIÈRE DE DONNÉS À VOCATION COMMUNAUTAIRE DESTINÉS À LA VILLE</p>

COMMITTEE RECOMMENDATION

That Council approve the Donations to the City for Community Benefit Policy attached as Document 1.

RECOMMANDATION DU COMITÉ

Que le Conseil approuve la politique en matière de dons à vocation communautaire destinés à la Ville, ci-jointe en tant que document 1.

DOCUMENTATION/DOCUMENTATION

1. General Manager's report, Recreation, Cultural and Facility Services Department dated 13 April 2018 (ACS2018-RCF-GEN-0001).

Rapport du Directeur général, Direction général des loisirs, de la culture et des installations, daté le 13 avril 2018 (ACS2018-RCF-GEN-0001).

2. Extract of draft Minutes, Finance and Economic Development Committee, 1 May 2018.

Extrait de l'ébauche du procès-verbal, Comité des finances et du développement économique, le 1 mai 2018.

**Report to
Rapport au:**

**Finance and Economic Development Committee
Comité des finances et du développement économique
1 May 2018 / 1er mai 2018**

**and Council
et au Conseil
9 May 2018 / 9 mai 2018**

**Submitted on April 13, 2018
Soumis le 13 avril 2018**

**Submitted by
Soumis par:**

**Dan Chenier, General Manager / Directeur général, Recreation, Cultural and
Facility Services Department / Direction général des loisirs, de la culture et des
installations**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2018-RCF-GEN-0001

SUBJECT: Donations to the City for Community Benefit Policy

**OBJET: Politique en matière de dons à vocation communautaire destinés à la
Ville**

REPORT RECOMMENDATIONS

That the Finance and Economic Development Committee recommend that Council approve the Donations to the City for Community Benefit Policy attached as Document 1.

RECOMMANDATIONS DU RAPPORT

Que le Comité des finances et du développement économique recommande au Conseil d'approuver la politique en matière de dons à vocation communautaire destinés à la Ville, ci-jointe en tant que document 1.

BACKGROUND

As part of the Finance and Economic Development Committee's (FEDCO) November 1, 2016 consideration of the 2014-2018 Mid-term Governance Review report, by way of a motion introduced by Councillor Deans on behalf of Councillor Brockington, Committee directed:

“That staff be directed to review how a policy with respect to donations to the City of Ottawa for community benefits would complement the City's existing regulatory tools and policies, including the Delegation of Authority By-law, the Public Engagement Strategy and the Accountability and Transparency Policy, and report back to the Finance and Economic Development Committee and Council no later than Q2 2017 with recommendations and a draft policy for consideration.”

Staff have undertaken research to identify existing donation policies in other municipalities and public bodies, to gather informal practices already in place at the City, and to understand Canada Revenue Agency provisions relating to donations. Members of Council received a project update in July 2017 that included interim practices for any donations coming forward before approval of a policy and timeline for completion of the policy.

DISCUSSION

Donations to the City have the potential to greatly enhance programs and facilities, as well as its ability to meet residents' needs. Donations also provide citizens with the opportunity to contribute to the well-being of their City and support services they believe

in. The City has a long history of accepting donations that benefit the community through various informal processes and will benefit from a formal policy that sets up directives for soliciting, accepting, managing and recognizing these donations.

The recommended Donations to the City for Community Benefit Policy reflects, and is consistent with, the City's well-established decision-making process. It provides clear parameters and delegated authorities to ensure that every aspect of considering a donation offer is carried out in accordance with parameters approved by Council.

The policy establishes clear and comprehensive directions and guidance for departments by streamlining the defining processes and ensuring that staff are aware of the legal requirements and limitations imposed by Canada Revenue Agency (CRA) and City policy provisions. In circumstances where a donation receipt is requested, Departments must follow the Donations Receipt Policy. Donation receipts will not be issued when a donor receives a benefit that is not of nominal value.

To foster public engagement and transparency, the new policy outlines the requirement to consult prior to accepting a donation with relevant community associations, stakeholders, and Councillor(s) in accordance with the City's Public Engagement Strategy. The policy also requires internal consultation with Departments that may be impacted by or have a responsibility relating specifically to a donation.

The policy identifies donor recognition standards to ensure the value of a benefit or recognition does not exceed the market value of the donation. The thresholds for donor recognition ensures that the City is truly receiving a gift and that any recognition is appropriate. These thresholds protect staff by allowing them to work under delegated authority within preset benefit values.

As the policy sets out clear and comprehensive guidance for staff in soliciting, considering, and accepting donations, it also provides staff delegated authority to authorize the following:

- The use of capital funds that are in bulk provisions under their authority and not already assigned by Council to specific projects;
- To make minor reallocations up to \$100,000 towards funding a donation project;
- Provide benefits to a donor valued at up to 50% of the market value of the donation;

- Recognition for donations, where the benefit does not exceed 50% of the market value of the donation and to a maximum of \$10,000 for a one-time recognition, or \$10,000 annually to a maximum total value of \$100,000 for multi-year recognition requests.

The policy allows departments to bring any offer of a donation to Council for approval, even if the offer does not meet the guidelines of the policy. Other scenarios contemplated by the policy that require Council approval include:

- Any benefit to a donor valued at more than 50% of the market value of the donation, and that exceeds the \$1,000 nominal value threshold;
- Reallocation of funds over \$100,000 towards funding a donation project from capital accounts that have a Council approved project spending priority;
- A benefit to a donor that extends beyond the lifespan of the donation, or for more than 20 years;
- Any benefit to a donor that exceeds \$10,000 annually or \$100,000, over the term of an agreement.

The implementation of the Donations to the City for Community Benefit Policy will ensure fair, clear and transparent application of all donations accepted by the City.

RURAL IMPLICATIONS

There are no specific rural implications to this report.

CONSULTATION

The Donations to the City for Community Benefit Policy has been developed with the input, guidance and direction from:

- Community consultation with the Federations of Citizens' Associations of Ottawa (FCA) on February 21, 2018
- Consultations with the Arts, Culture, Heritage and Recreation Advisory Committee on November 28, 2017 and Feb 27, 2018
- City staff from Business Support Services Branches across departments

COMMENTS BY THE WARD COUNCILLOR(S)

This is a City-wide report.

ADVISORY COMMITTEE(S) COMMENTS

The Department received unanimous support for Staff's approach and the following motion was approved:

That the Arts, Culture, Heritage and Recreation Advisory Committee support Staff's approach as presented and the overall intent of the Donations to the City for Community Benefit Policy.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendations in this Report.

RISK MANAGEMENT IMPLICATIONS

There are no risk implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with this report.

TERM OF COUNCIL PRIORITIES

The report has direct impact on the City's Strategic Priority – Healthy and Caring Communities: Strategic Objective HC2 Improve Recreation Services

SUPPORTING DOCUMENTATION

Documents 1 – Donations to the City for Community Benefit Policy (*Held on file with the City Clerk*)

DISPOSITION

The Recreation, Cultural and Facility Services Department will implement the recommendations as outlined in the report.