

**Village of Port Clements
Donations of Gifts Policy
Policy No. 11, 2015**

Prepared by Deputy Clerk/Treasurer Sharon Ferretti
Adopted: JULY 6, 2015


Policy: It is the policy of Council to provide a means for individuals, businesses or organizations to make donations of funds, outside structures and benches or plant items to the Village for the enhancement of the Village.

Background: From time to time the Village of Port Clements receives inquiries from various sources requesting to donate or bequeath to the Village on behalf of themselves or a deceased relative, benches or funds for the purchase and install as a special commemorative gift.


Goal: It is the goal of this policy to accept outside structures and benches, plant or monetary donations for the enhancement of the Village, and when deemed applicable, to clearly set out where the maintenance and responsibility of liability rests.

Objectives: To set guidelines for the acceptance of donations in the form of outside structures and benches, plant or monetary gift items, and to clarify the responsibility of any maintenance/upkeep of the donation.

1. To accept donations from donors in the form of outside structures and benches, plant or monetary value, who wish to contribute to the enhancement of the Village.
2. That the Village will take a picture of the donated item and record all information pertaining to the donation. This record is then to be submitted to the Port Clements Historical Society (museum) within thirty (30) days of the completed donation being installed for the Village's enjoyment.
3. That the Village is to provide an appropriate commemorative plaque, which at the time of deterioration of the donated item, will be removed and re-installed on the back of a pew at St. Mark's church.
4. That the Village is to issue an income tax receipt for all donations if requested.
5. That the donator be in consultation with the Village concerning installation of the item.
6. To limit the final decision on site location and the style of structure, bench or type of plant, to the Village.
7. To provide a line item in the Public Works Budget to provide funds to assist with the installation of the donated item to the Village under this policy.
8. That at the onset of needing repair or attention concerning unsightliness to include vandalism, and public safety the donator will be notified in writing by the Village of Port Clements, the notification to include a deadline date of not less than sixty days with action to be completed within thirty days by the donator to bring the item back to its original condition or it will be removed by the Village.
9. That the Village of Port Clements shall not be held liable in connection to the donated item as specified in Appendix 'A'.



Ian Gould
Mayor



Sharon Ferretti
Deputy Clerk/Treasurer

Village of Port Clements
Donation of Gift(s) Form
Appendix A

Item(s) Donated:

Donation Made By:

Organization/Business/Individual

Representative/Contact Individual:

First and last name

Address and Contact Information:

Mailing address + phone/cell number(s)

Email:

As the representative/contact person for the above noted donation,

I _____ (individual's legal name) shall assume full responsibility for any maintenance/repair requirements as deemed necessary by the Village of Port Clements in keeping with beautification which includes vandalism, and public safety.

Date: _____

Donator/Representative's Signature

Village Of Port Clements