

Title: Fundraising Policy for the ACT		Policy No: 5.61
		Supersedes:
Effective Date:	Amended Date: n/a	Review Date:
Policy Statement: The City of Maple Ridge is committed to enhancing its programs and services through responsible and transparent fundraising activities for the ACT. This policy outlines the framework for conducting fundraising that aligns with the City’s strategic objectives.		
Purpose: The purpose of this Policy is to establish a standardized approach for fundraising activities, and to ensure transparency and accountability in all fundraising efforts.		
Scope: The scope of this Policy applies to all fundraising activities undertaken by the City of Maple Ridge for the ACT.		
Definitions: Fundraising means the process of soliciting and collecting voluntary financial contributions to support the City’s ACT programs, initiatives, and projects. City means the City of Maple Ridge. Donor means any individual, business, or organization that provides funds, resources, or support through fundraising initiatives.		

Policy:

1. Directors are responsible for developing and conducting fundraising activities, subject to Council policy, for the purpose of supporting local government initiatives and projects.
2. Fundraising activities for the ACT conducted under this delegation must align with:
 - (a) Council approved initiatives.
 - (b) Projects that advance the strategic priorities of the City.
 - (c) Community programs that are consistent with the City’s objectives and policies.
 - (d) Federally and provincially regulations.
3. Fundraising activities must be conducted ethically, respecting donor privacy and avoiding conflicts of interest.
4. Contributions must not be accepted that could compromise the integrity or reputation of the City.
5. Funds raised must be utilized for approved projects and initiatives, as specified at the time of fundraising.
6. Detailed records of sources and usage of funds must be maintained and available for audit and review.
7. Where permitted, CRA guidelines donation receipts may be issued for amount of \$50.00 or more.
8. Annual reporting to Council is required, detailing fundraising activities, sources of funds, and their allocation.

Administration:

This Policy will be maintained and administered by the Director of Recreation.

(Administration Only)

Signature

Date Signed

Resolution No.:
