



Policy Title:	In-Kind Assistance Policy		
Department:	Finance		
Policy No.:	FIN-1	Resolution No.:	19457
Approved By:	Council	Approval Date:	October 11, 2022

1. PURPOSE AND SCOPE

As authorized by the *Community Charter*, the District of Elkford is committed to supporting community groups who aim to enhance the community through programs, events or services by way of in-kind assistance.

This policy specifies criteria for the consideration of in-kind assistance requests, and the authorization for approving or denying requests for assistance.

2. DEFINITIONS

“In-Kind Assistance” means contributions of labour, equipment or branded promotional items or services other than cash. It does not include free facility use, which is provided for in the Fees and Charges Bylaw.

3. RESPONSIBILITIES

The Chief Administrative Officer (CAO) and the Director of Financial Services and are responsible for administration of this policy.

4. GUIDING PRINCIPLES

Council recognizes that community groups and organizations offer events, programs and services that benefit the community. Generally, council and/or staff will consider requests for in-kind assistance that:

- Promote good will,
- Encourage volunteerism,
- Are sponsored by a local, registered non-profit organization,
- Are sensitive to the needs of the community,
- Promote recreational, cultural and social understanding,
- Are inclusive in nature,
- Encourage environmental awareness, and/or
- Are well-publicized within the community.

5. APPLICATIONS FOR IN-KIND ASSISTANCE

All requests for donations must be made in writing to the District of Elkford at least two weeks in advance so that requests can be processed and directed to the applicable department and/or regular meeting of council.

6. ELIGIBILITY

Applicants must be registered not-for-profit organizations in good standing within Canada—individuals are not eligible.

Organizations whose primary focus is within the District of Elkford shall be given preference over those whose primary focus is not within the District of Elkford.

7. CONSIDERATION AND APPROVAL/DENIAL OF IN-KIND ASSISTANCE REQUESTS

In-kind donations will be made in accordance with the annual maximum amounts in the table below or as otherwise approved in current agreements between the District of Elkford and non-for-profit organizations.

All requests will be assessed based on the availability of the requested resource(s) and the guiding principles listed in section 5 above.

In approving in-kind assistance, council or staff may impose conditions and/or restrictions as deemed fit. Decisions regarding in-kind assistance are final.

In-kind assistance decisions made by the district are not to be considered as commitment by the district to continue such assistance in the future.

Approval of a request is not guaranteed.

In-Kind Assistance Requests for Labour and Equipment*	
Value	Authority for Approval
Up to \$1,500	Director of Financial Services and/or CAO
Over \$1,500	Council

* District equipment must be operated by a District employee.

In-Kind Assistance Requests for Branded Promotional Items for Events	
Value	Approval Threshold
Up to \$500 annual maximum*	Approved per Policy for a local event
Up to \$250 annual maximum*	Approved per Policy for an out-of-town event
Over \$500	As approved by council resolution

* Annual maximum applies to each not-for-profit organization

8. SPONSORSHIP ACKNOWLEDGEMENT

The District of Elkford requires acknowledgment and recognition for in-kind donations made. This expectation may be met by one or more of the following methods:

- Verbal recognition of the District at an event,
- Inclusion of logo and acknowledgement in print materials,
- Extension of an invitation for the Mayor or designee to make representation at an event, and/or
- A letter of appreciation to council.

9. REVIEW DATE

This policy shall be reviewed once every five years or resulting from changes to provincial or federal legislation.

Repealed Policies:	Financial and In-Kind Assistance Policy No. 2004-06
Related Legislation, Bylaws, etc.:	District of Elkford Five-Year Financial Plan Bylaw (as adopted annually)

POLICY ADOPTION AND AMENDMENT LISTING DETAILS		
Amendment Date:	Resolution No:	Amended Section(s):
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