

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Administration
Policy Number	AF-3102-01
Policy Title	Gifts to Salt Spring Island Fire Protection District

**POLICY OBJECTIVES**

The Salt Spring Island Fire Protection District, valuing contributions from our community, welcomes gifts of materials, equipment and funds to the *District*.

**DEFINITIONS**

“*Administrator*” as established in the *District’s* “Officer Positions Establishment Bylaw NO. 85”;

“*Board of Trustees*” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“*Chair*” means the Chair of the Board of Trustees Salt Spring Island Fire Protection District;

“*District*” means the Salt Spring Island Fire Protection District;

“*Donations in-kind*” means donations that are tangible property other than cash;

“*Employee*” for purposes of this policy will be understood to include career members, exempt employees, paid-on-call members, trustees and volunteers who are acting on behalf of the District;

“*Fire Chief*” means the person appointed by the Salt Spring Island Fire Protection District, to be in charge of the Salt Spring Island Fire Rescue, its equipment and the firefighting personnel of the Salt Spring Island Fire Protection District, or their designate;

“*Gift*” means the voluntary transfer of tangible property including cash and/or donations in-kind;

“Gifts and Personal Benefits” means items or services of value received by an employee(s) for their personal use and include, but are not limited to, cash , gift cards, tickets to events, and food and beverages;

“*Major Gifts*” means a gift valued at \$2,000 or greater.

## **SCOPE**

This policy applies to all employees of the District

## **STATEMENT OF POLICY**

### Solicitation of Gifts

Excepted as authorized by the *Board of Trustees*, employees will not actively solicit gifts from the community. Employees are permitted to solicit gifts from the community for charitable causes sanctioned by the Salt Spring Island Fire Fighters’ Association.

### Ownership

All gifts of materials, equipment and money, when accepted, will become the property of the *District*. The donor may designate a program or activity for which purpose the gift will be given.

### Approval

All offers of gifts must be approved by either the *Fire Chief* or *Administrator* prior to the acceptance of the gift. If there is a concern as to the usefulness or appropriateness of the gift, or that the *District* may incur additional costs for liability as a result of the gift, the gift may be declined.

*Donations-in-kind* intended to be utilized by the *District* in the course of normal operations must meet the same standard selection criteria applied to all *District* purchases.

*Donations-in-kind* and *gifts* and personal benefits intended for employees that cannot be reasonably shared amongst members, will be distributed by random drawing.

Non donor directed Gifts under \$2,000.

The *Fire Chief* will have sole discretion as to how a gift of cash of \$500 or less, not otherwise directed by the donor, is to be spent. Monies will be spent to support public

education programs, community initiatives related to fire prevention and support of members not otherwise funded from public resources.

Except as specifically authorized by the *Board of Trustees* non directed cash donations greater than \$500 but not a *major gift* will accumulate is a “notational fund” to be spent on capital projects that benefit *District* programs and activities not otherwise budgeted/funded by public resources. Capital projects proposed by the *Fire Chief* must be approved by the *Board of Trustees*.

### Major Gifts

The *Chair* of the Board will be advised if a major gift is received or being considered. *Major gifts* not otherwise directed to a specific program or activity by the donor, will be spent as decided by the *Board of Trustees* on programs activities and capital projects that are not otherwise funded by public resources.

### RESPONSIBILITIES

All gifts will be acknowledged by *District* staff when accepted and if appropriate in the circumstances by the *Chair* and/or *Fire Chief*.

If requested, official donation receipts for tax purposes will be issued in accordance with District policy.

### BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the *Board of Trustees*.

### RELATED DOCUMENTS

### APPROVALS

Approval date:	2017-09-18	Approved by:	
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	