
Policy Type: Operational

Policy No: OP-GHPL-2023-06

Policy Title: Donations and Fundraising Policy

Effective: November 22, 2023

Review Date: November 2027

The Grey Highlands Public Library (GHPL) is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA).

All donations constitute a complete transfer from the previous owner to the Library unless a mutual agreement between the Library and the donor is achieved. If the owner is unwilling to transfer full ownership and rights, then the gift will kindly be declined. The Library also reserves the right to refuse any gift.

GHPL has no obligation to inform donors of the disposition of donated materials to retain intact or to reserve special space for unsolicited gifts.

This policy outlines the criteria for donating to or fundraising for the Library.

Note: This policy does not supersede prior agreements and commitments. This includes memorial gifts of art which may not normally be disposed of unless the donor or donor's representative has given approval.

Section 1: Cash Gifts

Gifts of cash are accepted and are used to enhance Library services. Both designated and undesignated donations are welcomed. For designated donations, the Library will direct the donation to a specific purpose as outlined by the donor.

GHPL reserves the right to use undesignated donations in the best interest of the Library, and shall make decisions regarding the investment, disposition, and disposal of all donations.

The Board will be informed of individual cash donations of \$500 or more. Staff will advise the Board of such donations and bring forward a recommendation for use. The circulation desk may accept cash donations of up to \$500. All donations over \$500

should be accepted by the CEO at the Flesherton branch only. Donations should be reported to the Board monthly.

Cash gifts can be made as follows:

- **Cash or cheque donations:** In person at any Grey Highlands Public Library branch or by mail to:

Grey Highlands Public Library
101 Highland Drive, Flesherton ON, N0C1E0

- Online through [canadahelps.org](https://www.canadahelps.org), a non-profit organization that facilitates online donations for charities, including the Grey Highlands Public Library. Donations are gratefully accepted and can be made directly to GHPL at: <https://www.canadahelps.org/en/charities/grey-highlands-public-library/>

Section 2: Gifts In-Kind

Gifts-in-kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property.

A contribution of service, that is, of time, skills, or efforts, is not property and, therefore, does not qualify as a gift or gift-in-kind for purposes of issuing official donation receipts. See the [CRA Charities Giving & Glossary](#) for more information.

Art

The Library accepts artwork of historic/documentary value related to the history of Grey Highlands as appropriate.

- The Library does not act as a repository of the works of local artists or of portraits of local persons.
- The Library does not actively collect, seek, or accept unsolicited donations or purchase art for decorative, artistic, or commemorative purposes. The Library may commission art for a new or existing building.
- The Library Board reserves the right to refuse to accept any artwork considered by it to be inappropriate and/or unsuitable for a Library environment.

Valuable Papers/Collections

The Library accepts gifts of papers/collections of historic/documentary value related to the history of Grey Highlands as per [the Library's Local History Policy \(27-06-18\)](#).

Material Donations

Material donations such as books, equipment, and magazine subscriptions are accepted, but the Library does not have a use for all formats and materials. GHPL accepts technology donations that align with the Library's overall Technology Plan and



IT ecosystem. Donors are required to confirm compatibility with existing systems and should directly contribute to current or planned programs and initiatives.

The Library does not accept VHS, cassettes, vinyl records, CDs, encyclopedias, textbooks, physical magazines, out-of-date manuals, textbooks, or large quantities of used items.

Property

Gifts of property, that cannot be used by the Library, will be converted to cash at fair market value.

Deferred Gifts including Bequests/Life Insurance

A deferred gift is arranged now but is not available for use by the Library until some future time, usually after the death of the donor. With a deferred gift, a portion or all of a donor's assets may be designated by bequest to benefit the Library. Such gifts may be made by Will or beneficiary designation. Persons interested in making deferred gifts are encouraged to contact the Library CEO/Chief Librarian.

Section 4: Fundraising

Staff will develop fundraising targets while maintaining awareness and respect for fundraising activities undertaken by others within Grey Highlands.

The Library may approve special fundraising ventures that it deems suitable for fulfilling its mission, values, goals, and objectives. All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library in the fundraising strategy.

Library Support Groups & Friends of the Library

Library Support Groups (such as Friends of the Library groups) wishing to financially support and/or advocate on behalf of GHPL will have their terms of reference and governance by-laws approved by the Grey Highlands Public Library Board. Annual reports will be made to the Library Board summarizing their activities.

Should a Library Support Group or Friends of the Library group disband all funds in their possession will revert to the Grey Highlands Public Library Board following the discharge of any outstanding debts.

Section 5: Recognition

The Grey Highlands Public Library Board will maintain a donor recognition program in support of this policy, to thank donors, encourage others to give, and steward healthy long-term relationships between the Library and its donors. Every effort is made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable. Recognition of donors will conform to established guidelines.



A donor recognition wall at the Flesherton and Walter Harris Memorial libraries is used to highlight past gifts.

Recognition programs will honour individuals, corporations, service clubs, community organizations, and philanthropic foundations that make monetary and/or gifts-in-kind donations, as well as government agencies that provide direct cash grants to GHPL for the purpose of enhancing library services.

Donor recognition programs for special fundraising initiatives, such as capital campaigns, will be developed as a part of the campaigns.

The formal recognition of government grants or corporate partners in library programs and/or services is normally dictated by the terms of the grant or agreement and may include the inclusion of government or partners' logos in print or electronic publications relating to the grant or agreement.

Use of funds raised and fundraising operating expenses will be in accordance with Canada Revenue Agency guidelines and every effort will be made to maximize dollars raised in relationship to dollars spent.

All records pertaining to established and potential donors will be held confidentially and in accordance with relevant legislation and Library policies.

The Library will also respect the wishes of any donors wishing to remain anonymous.

Section 6: Charitable Tax Receipts

Charitable receipts are issued for cash donations of \$25 or more, appraised donations of art and valuable papers, as well as in-kind donations. Charitable receipts cannot be issued for more than the fair market value as determined by an independent appraiser.

Deadlines may be applied to ensure that donations are received in time to be receipted in the current tax year. Receipts cannot be backdated. Receipts can only be issued by the Library and not on behalf of Library Support Groups and Friends of the Library.

Definitions

Cash - Cash includes cheques, money orders, bank drafts, and money (bills and coins). Donations made by debit card and by credit card are also considered cash gifts.

Donation- A donation is a gift, contribution of cash, or goods given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit. A designated donation is one that is to be used for a specific purpose. An undesignated donation is one that has no stipulations on use.

Gifts In-Kind - Gifts-in-kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property. A contribution of service, that is, of time, skills, or effort, is not property and,



therefore, does not qualify as a gift or gift-in-kind for purposes of issuing official donation receipts. See the [CRA Charities & Giving Glossary](#).

Approved by the Grey Highlands Public Library Board:
Motion Number: #101-23

Related Documents

[Local History Policy \(27-06-18\)](#)

[CRA Charities & Giving Glossary](#)