



Town of Erin

Corporate Report

Department: Corporate Services

Business Unit: Finance

Presented/

Prepared By: Wendy Parr, Director of Finance & Treasurer

Report Number:

F2025-09

Meeting Date:

5/8/2025

Subject

Donation Policy

Recommendation

That report number F2025-09 “Donation Policy” be received for information;

And that Council adopts the Donation Policy as presented in Appendix A of this report.

Background

The Finance Department has developed the proposed Donation Policy to clarify and outline guiding principles for the eligibility and definition of the various types of donations made to the Town of Erin, the eligibility for donation receipts and the amount to be recognized. This policy is applicable where an income tax receipt is requested for a donation. If adopted, staff will reference this policy to ensure that all qualifying donation processes are followed and, where accepted, will include an official receipt from the Town of Erin.

This policy applies to all departments, committees and other organizations falling within the financial reporting requirements of the Town. The policy also supports the Town’s commitment to meet the requirements for issuing donation receipts according to the Canada Revenue Agency (CRA). All donations will be in line with the Town’s strategic goals. The Town reserves the right to reject any gift or donation in whole or in part.

The policy will be posted on the Town’s website as a reference for residents who are searching for general donation information. Staff and residents will now have clear and concise directions that will address details of the donation process.

Strategic Pillar

Good Governance and Organizational Management

Financial Impact

There is no direct financial impact.

Conclusion

That Council adopts the Donation policy as presented in Appendix A.

Attachments

Appendix A – F2025-01 Donation Policy

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Director of Finance & Treasurer

[Rob Adams](#)

Chief Administrative Officer