EDMONTON PUBLIC LIBRARY

TITLE: Gift Acceptance			*POLICY:* B-2013
COMMITTEE:	Finance & Audit	*PASSED:*	February 11, 2009
		AMENDED:	March 24, 2026
TOPIC:	Fund Development	*REVIEW PERIOD:*	Every 3 years.

The purpose of this Policy is to define the types of gifts the Edmonton Public Library (EPL) may accept and to establish the principles, conditions, and processes governing their acceptance, ensuring compliance with applicable legal and ethical standards, alignment the Library's mission and values and protection of EPL's independence, public accountability and fiduciary responsibilities.

Principles of Gift Acceptance

Gift Acceptance

The Library may accept the following types of gifts:

- Cash
- Publicly traded stock and securities
- Bequests
- Registered Retirement Savings Plans (RRSPs) and Registered Retirement Income Funds (RRIFs)
- Life Insurance
- Gifts-in-kind

1. The Chief Executive Officer (CEO) is authorized to make decisions related to gift acceptance in accordance with this policy.
2. All donations must be in the best interest of the Library and align with the Library's mission, strategic plan, and mandate.
3. The Library will not accept gifts that could compromise, or be perceived to compromise, its independence, integrity, or public accountability.
4. EPL will abide by all laws governing the charitable sector and to demonstrate its commitment to donors, endorses the principles outlined in:
    a. The Donor Bill of Rights,
    b. Imagine Canada Ethical Code of Standards and
    c. Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice.
5. The Library reserves the right to decline any gift that does not meet these principles.
6. All gifts will be considered unrestricted unless accompanied by a written agreement explicitly specifying restrictions. Unrestricted donations will be applied to current year events, programs or capital projects. Any unexpended funds will be transferred to

the Reserve Fund or EPL's endowment fund, at which point the EPL's Financial Reserve Policy would apply.

7. While EPL greatly appreciates the generosity of its donors, it may not always be in the interests of the Library to accept a particular gift. Specific gifts are considered on their merits, and final decisions are made by the Chief Executive Officer (CEO).
8. Donors may not have undue influence on the Library, regardless of the size or type of gift.
9. Additionally, gifts will not be accepted if they:
    a. Compromise, or may be perceived to compromise, the integrity, philosophy or autonomy of EPL.
    b. Include donor restrictions that are incompatible with EPL's mission, or Canada Revenue Agency's requirements.
    c. Originate from individuals or entities involved in illegal activities.
    d. May reasonably be expected to have an adverse effect on the reputation of EPL.
    e. Create unacceptable financial, legal, operational or long-term maintenance risk including gifts that are unmarketable, inaccessible, impractical, or may bring liability to the EPL.

Gifts-in-Kind

1. Gifts-in-Kind are non-cash donations, including goods, services, or property.
2. Accepted materials will become the sole and exclusive property of EPL and may be used or disposed of at the Library's discretion.
3. Charitable tax receipts for gifts-in-kind will be issued only in exceptional circumstances approved by the CFO and must be valued and documented in accordance with established valuation guidelines.

Endowments

1. Endowment donations to EPL will be held in trust by the Edmonton Community Foundation.
2. Fundraising and donations may also be transferred to EPL's endowment fund to support long-term sustainability and strategic priorities.

Gift Receipting and Donor Recognition

1. EPL will issue charitable tax receipts in accordance with Canada Revenue Agency regulations.
2. Naming rights of facilities will be aligned with the provisions of the City of Edmonton Naming Municipal Assets Policy (Policy #C509C).
3. EPL may provide naming and recognition opportunities associated with interior facility spaces, Library events and programs.
4. Naming rights for gifts of $1 million or more will be communicated to the Board in advance.

5. All naming and recognition opportunities require a signed agreement between the Library and the donor, outlining the terms and conditions of the arrangement.

Related Policies

- Code of Ethical Standards (Association of Fundraising Professionals - AFP)
- Donor Bill of Rights
- Income Tax Act (Canada)
- Sponsorship, B-2022
- Ethical Fundraising and Financial Accountability Code, B-2015