

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE
MEETING AGENDA
TUESDAY, APRIL 16, 2019 @ 7:00 PM
ARTHUR COMMUNITY CENTRE – UPPER HALL**

MANDATE / TERMS OF REFERENCE

The mandate of the Ad Hoc Advisory Committee (“the Committee”):

Develop a recommendation to Council of the Township of Wellington North related to the possible development of a BMX/Skateboard Park in Arthur.

The recommendation will involve the following aspects:

- Background and history
- Needs re-confirmation
- Community involvement and input
- Fundraising and grant opportunities
- Capital Costs
- Operating cost projections
- Replacement of facility cost projections
- Determine design/recommendations based on need and funding availability

To operate in accordance with the timeline in order to move forward with the mandate of the Committee as efficiently as possible.

COMMITTEE COMPOSITION/STRUCTURE

The Committee shall be comprised of the following:

Minimum of three (3) Council representatives

Maximum 4 (four) citizen members, representative of the community stakeholders including:

- 3 Lions members
- 1 youth member

Recreation or other Township staff may be asked to attend where required.

The Committee will appoint from its members a chair person to chair the meetings of the Committee and a secretary to record the actions of the Committee

Quorum for meetings is 50% of the membership plus one.

AUTHORITY

The Committee shall adhere to the communications plan developed by the municipality in order to involve and receive public input and to keep the public informed on the progress of the plan.

The Committee members shall only be appointed for the specific purposes of making a recommendation to the Council of the Township of Wellington North on options regarding the BMX/Skateboard Park.

BUDGET

The Committee is not authorized to expend or commit municipal funds to the recommendation.

All Committee members are volunteer and will receive no remuneration for their time, outside of municipal employees.

REPORTING

The Committee shall report directly to Council under the signature of the Chair or designate and reports and communications are directed to Council through the Chief Administrative Officer (CAO). The Committee may appear before Council as a delegation to present their final recommendation

ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE AGENDA

**PAGE
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CALLING TO ORDER

ADOPTION OF AGENDA

Recommendation:

THAT the agenda for the April 16, 2019 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

- February 19, 2019 – received by Council February 27, 2019 001

ITEMS FOR CONSIDERATION

1. Fundraising
 - a. Responsibilities
 - b. Goals
 - c. Charitable Donation Receipt Policy 004
2. Process to secure a provider
3. Signage update
4. Name discussion

OTHER BUSINESS

NEXT MEETING

ADJOURNMENT

Recommendation:

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Comm. meeting of April 16, 2019 be adjourned.

001

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
ARTHUR BMX/SKATEBOARD PARK AD-HOC ADVISORY COMMITTEE MINUTES
FEBRUARY 19, 2019 AT 7:30 PM**

The meeting was held in the Upper Hall at the Arthur Community Centre.

Committee Members Present:

Lisa Hern, Councillor, Chair
Andrew Lennox, Mayor
Al Rawlins, Lions Member
Wayne Horton, Lions Member

Committee Member Absent:

Steve McCabe, Councillor
Glen Cheyne, Lions Member

Staff Present:

Michael Givens, CAO
Mandy Jones, Community Recreation Coordinator
Catherine Conrad, Deputy Clerk

Arthur Agricultural Society Members Present:

Lianne Kaminski, President

Arthur Optimist Club:

Nick Hansen, President
Nick Epoch

CALLING THE MEETING TO ORDER

The Chair called the meeting to order at 7:31 pm.

PASSING AND ACCEPTANCE OF AGENDA

RESOLUTION ABSP 2019-03

Moved by: Mayor Lennox

Seconded by: Al Rawlins

THAT the agenda for the February 19, 2019 Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee be accepted and passed with the deletion of Moment of Silence and the addition of Introduction of New Member.

CARRIED

INTRODUCTION OF NEW MEMBER

The Committee welcomed Lions Member Wayne Horton to the group. His membership on the Committee will be formalized at a future Council meeting.

DISCLOSURE OF PECUNIARY INTEREST(S) AND THE GENERAL NATURE THEREOF

No declarations of pecuniary interest were declared.

MINUTES OF PREVIOUS MEETING

The minutes of the January 7, 2019 Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting were received by Council on January 14, 2019.

ITEMS FOR CONSIDERATION

1. Project Discussion: Scale, Scope and Overview

Michael Givens, CAO, provided a history of the project. The Lions Club approached the municipality in November 2017 with the idea of installing a BMX/Skateboard Park for the 150th Anniversary of the Village of Arthur in 2022. At a previous meeting a provider presented ideas and the Committee started the discussion about location and involving more people in that decision. Moving forward, once a location is approved by Council signage can be placed and fundraising can begin.

Councillor Lisa Hern commented that this park is greatly needed in the community and was recognized in the Recreation Master Plan as something the youth could utilize

Al Rawlins, Lions Club Member, indicated that the scale and design of the project will depend on the location.

2. Location Discussion

Discussion took place regarding the pros and cons of several locations on the Community Centre grounds. Areas behind the arena may present issues with emergency vehicle access. Using space near the splash pad could restrict future expansions of the aquatic's facilities. Between ball diamond A and B, concerns were raised about safety and the risk of vandalism to the pavilion. Spectator netting has been purchased for the left field of ball Diamond A to protect people in the area and the pavilion. Security cameras and additional lighting could be installed to deter vandalism.

The Committee was reminded that the location will ultimately be Council's decision.

3. Next Steps

- Council will approve a location
- Signage for the proposed park will be installed
- Engagement of youth through the school visit program to determine features to be installed
- Fundraising by the Arthur Lions Club
- Develop process for Request for Proposals

NEXT MEETING

To be determined.

ADJOURNMENT

RESOLUTION ABSP 2019-04

Moved by: Mayor Andrew Lennox

Seconded by: Al Rawlins

THAT the Township of Wellington North Arthur BMX/Skateboard Park Ad-Hoc Advisory Committee meeting of February 19, 2019 be adjourned at 8:46 pm.

CARRIED



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CHARITABLE DONATIONS RECEIPT POLICY

DEPARTMENT	FINANCE	POLICY NUMBER	01.17
EFFECTIVE DATE	JANUARY 1, 2017	LEGISLATIVE AUTHORITY	Canada Revenue Agency (CRA)
APPROVED BY:	RESOLUTION 2017-009		

Policy Statement: The Township of Wellington North will issue official donation receipts that qualify as charitable donations. If requested, the Township will issue official receipts to donors for eligible donations with a net cash value or net fair market value of \$25 or more.

Purpose: The policy formalizes the charitable donations receipts program, including accounting for donations of cash or in-kind made to the Township.

This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency (CRA) guidelines.

This policy will serve as the foundation for standard operating procedures for issuing official charitable donation receipts (official receipts) to donors for income tax purposes.

Scope: The policy applies to all departments within the Township of Wellington North; to all agreements between the Township and organizations and individuals that contribute either financial or in-kind to the Township's operations, programs, services or facilities.

Definitions:

Charitable donations – voluntary transfers of tangible property, including cash.

Donations in-kind – tangible property, other than cash, that are eligible donations.

Fair Market Value (or Valuation) – The highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid;

taxes are costs incurred by the purchaser.

Net Amount of Donation – The fair market value of the donation less any advantage/benefit received or to be received as a result of the donation.

Non-Qualifying Donations – donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

Policy Guidelines:

To be eligible for an official receipt, the donation has to:

- Be made payable to the Township of Wellington North, and
- Be in cash or in-kind; and
- Be voluntary; and
- Be supportive of Township's mandate or beneficial to the community of the Township of Wellington North;

Donations in-kind may be accepted only after the following has been assessed:

- Compliance with Township by-laws and/or policies
- Compliance with the laws, conventions and treaties of the other levels of government
- Consistency with the Township's priorities, mandates and strategic and business plans
- Associated risks (e.g. financial risks, political risk, health and safety issues)
- Condition of the donation
- Value of the donation
- Usefulness of the donation to the Township
- Cost/benefit analysis, if determined by the Treasurer to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs;

Written valuation of donations in-kind, done within the last 6 months, shall be submitted with the requests for official receipt and is to meet the following requirements:

- \$1,000 or less:
 - appraisal by knowledgeable internal staff; plus
 - valuation from online auction and shopping website
- Over \$1,000:
 - external appraisal by an independent and arm's length competent individual is required;
 - responsibility and costs associated with obtaining a qualified appraisal shall be borne by the donor.

Authority for acceptance or denial of donations in-kind with appraised value of:

- Under \$5,000 – Department Head and Treasurer
- Under \$25,000 – Senior Management Team
- \$25,000 and more – requires a written agreement of the value of the donation developed in advance by the Department Head of the lead department in consultation with the Township Solicitor and approved by Council

Non-Qualifying Donations that cannot be acknowledged with official receipts for income tax purposes, in accordance with CRA guidelines:

- Intangibles such as services, time, skills, effort;
- Donations that are given to the Township intended as a flow through to a specified recipient who does not have charitable organization status;
- Donations of business marketing products such as supplies and merchandise;
- Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in its target market and/or the community. Sponsorships are reciprocal arrangements benefiting both parties. Usually the cost to the sponsor is categorized as a business expense.

References:

Under Income Tax Act, 1985, the Corporation of the Township of Wellington North is classified as a “qualified donee” for charitable donations, and as such is afforded the same privileges as a charitable organization without a registered charity number.

According to sections 110.1 (1) (a) and 118.1 (1) of the Income Tax Act, Canadian municipalities are permitted to issue receipts for charitable donations. These donations may come in the form of cash or in-kind.

Roles:	
Accountability:	Treasurer
Signing Authority:	<p>Donations up to \$10,000 – Deputy Treasurer to sign official donation receipts on behalf of the Corporation of the Township of Wellington North with Treasurer as backup.</p> <p>Donations over \$10,000 – Treasurer to sign official donation receipts on behalf of the Corporation of the Township of Wellington North with Chief Administration Officer as backup.</p>
Responsibilities:	<ul style="list-style-type: none"> • Treasurer – for maintaining the Charitable Donations Receipt Policy and related standard operating procedures, communication of policy and procedures to departmental staff, advising staff on eligibility of charitable donations and review donation accounts analysis prepared by staff. • Deputy Treasurer – responsible for issuing official donation receipts in compliance with the CRA guidelines and maintaining records according to CRA requirements. • Departmental staff accepting donations – responsible for compliance with the Charitable Donations Receipt Policy and any related standard operating procedures; ensuring process has been followed; in-kind donations are properly assessed; donation accounts are reconciled; and official donation receipt requests are accompanied by necessary documentation with proof of valuation.