



Policy

Title: Charitable Contributions and Attendance at Partisan Political Fundraising Events

Policy Statement:

As a publicly funded institution and registered charity, the College will not reallocate funding to support other charities, charitable events, or political fundraising endeavours.

Approved: Original copy signed by the Chair of the Board
(Daniel Vandermeulen, Chair of the Board)

November 14, 2016
(Date)

Sponsorship: Finance

To Be Reviewed: November 14, 2021

Review and Revision Date(s): April 17, 2012; November 14, 2016.

First Approval Date: April 17, 2012

Stakeholders Consulted (Date):

Senior Management Team - February 17, 2012

Policy Review Committee - October 18, 2016

Reference to other Documents: Charitable Fund-Raising Act; The Federal Income Tax Act; the Province of Alberta Elections Finances and Contributions Disclosure Act.

Guidelines:

As a registered charity, the College will comply with the Charitable Fund-Raising Act, Federal Income Tax Act, and the Province of Alberta Elections Finances and Contributions Disclosure Act, and ensure compliance with all legislation governing the use of operational and charitable funds directed to partisan political activities, other charities or charitable events.

1. College funds cannot be used to contribute to a registered political party, a registered

constituency association, or a registered political candidate. Registered charities are not permitted to carry on partisan political activities; therefore, attendance by College Board members or employees in their official capacity at a fundraising event for a politician is not permitted.

- A. College officials or staff may attend partisan political fundraising events as individuals who do not represent the College, at their own expense and on their own time.
 - B. As official representation at partisan political fundraising events is prohibited, the College will not reimburse any College official or staff member for any expenses related to attendance at such events.
2. The College is not permitted to make official donations to other charitable events or causes. This does not preclude participation in community events or activities when appropriate.
- A. Attendance by employees wishing to represent the College at non-partisan charitable fundraising events must be approved by the President or their designate.
 - B. The President will advise the Board of events for which attendance has been approved.
 - C. Expenses for attendance at such fundraising events may be approved if the President is satisfied that payment of expenses does not contravene any current legislation. Supporting documentation which includes the external organization's charitable registration number must be attached to the expense claim form. Personal donations made to charitable organizations will not be reimbursed as expenses.