



Charitable Contributions and Attendance at Partisan Political Fundraising Events Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

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. Members of the Board of Governors and employees are not permitted to attend political events in their official capacity.

Sponsor:	Finance
Policy Owner:	President & CEO
Policy Administrator:	Executive Director, Finance Services
Approved By:	Board of Governors
Approval Date:	December 14, 2022
Effective Date:	December 14, 2022

Objective:	To create a clear guideline regarding Northern Lakes College’s charitable contributions and participation in political events.
Guidelines:	<p>As a registered charity, the College will comply with the Charitable Fund-Raising Act (Alberta), Income Tax Act (Canada), and the Election Finances and Contributions Disclosure Act (Alberta), and ensure compliance with all legislation governing the use of operational and charitable funds directed to political fundraising, other unrelated charities or charitable events.</p> <ol style="list-style-type: none"> 1. College funds cannot be used to contribute to a political party, a constituency association, or a political candidate. The College, as a registered charity is not permitted to directly or indirectly support or oppose any political party or political candidate for public office; therefore, attendance by College Board members or employees in their official capacity at a fundraising event for a political party or political candidate is not permitted. <ol style="list-style-type: none"> A. College officials or employees may attend 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 political fundraising events is prohibited, the College will not reimburse any College Board member or employee 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. <ol style="list-style-type: none"> 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

	<p>has been approved.</p> <p>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.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	N/A
Related External Information:	Charitable Fundraising Act (Alberta) Income Tax Act (Canada) Election Finances and Contributions Disclosure Act (Alberta)
Stakeholders Consulted:	<p>Policy Review Committee: Feb 17, 2012 (defunct)</p> <p>President’s Advisory Team: Dec 7, 2022</p> <p>Senior Leadership Team: Nov 9, 2022; Nov 23, 2022</p> <p>Senior Management Team: Oct 18, 2016 (defunct)</p>
Next Review Date:	December 13, 2027
Revision History:	<p>April 17, 2012: New</p> <p>November 14, 2016</p> <p>February 14, 2020: New template</p> <p>December 14, 2022: Update to reflect legislation and applicable persons</p>