
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: B-5 Planned Giving Policy

Page 1

OBJECTIVE: To provide guidelines for planned giving.

DATE OF APPROVAL: March 15, 2007

MOTION: 07-29

DATE OF AMENDMENT AND MOTION: April 28, 2016, Motion 16-35

Policy Statement

Planned giving is a philanthropic program by which the donor can arrange a substantial gift to the Library for the future. The emphasis is on planning and is focused on matching the objectives of the Township of Uxbridge Public Library with the needs and objectives of the donor.

Policy Practices

1. The Township of Uxbridge Public Library will encourage donors to make both outright and deferred gifts. The types of deferred gifts to be offered include bequests, gifts of life insurance and such other gift arrangements as the Board may from time to time approve.
2. All programs, solicitation plans and activities are subject to approval by the Board.
3. The Chief Executive Officer is authorized to negotiate planned gift arrangement with prospective donors within the program guidelines approved by the Board.
4. The Township of Uxbridge Public Library will adhere to planned giving ethical and standard professional practices in encouraging donors to make outright and deferred gifts including bequests, gifts of life insurance and other such gift arrangements approved by the Board.
5. The Township of Uxbridge Public Library will issue an official tax receipt for donations that qualify as charitable gifts under the Income Tax Act and

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Page 2

- Canada Revenue Agency's interpretation.
6. Donations will be transferred to a special reserve fund as approved by the Board.
 7. In accepting a donation, bequest or gift, the Board agrees to abide by any conditions, restrictions or designations associated with the gift.
 8. Donations, bequests or gifts must support the goals and objectives of the Library.