

# EMMANUEL SENIORS HOUSING SOCIETY

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## *Emmanuel Home Board Agenda*

*June 24, 2020  
Via Zoom*

1. Opening and welcome and Roll Call: Kelvin
  - a. Regrets:
2. Additions to the Agenda:
  - a.
3. **Motion to approve** minutes of the May 27, 2020 meeting.
4. Business Arising from Previous meetings/Unfinished Business
  - a. Meeting with Brad Kotowich – postponed until Fall
  - b. Board Retreat – postponed until Fall
  - c. Gift Acceptance Policy – **Motion to approve.** – *attached below.*
5. Executive Director's Report: Darren
6. Treasurer's Report: Allan
7. Strategic Growth and Development Committee: Kelvin/Allan/Mary/Bert
  - Building Committee update.
  - Neerlandia – update.
8. New Business: Kelvin
  - a.
9. Correspondence: Anko/Darren
  - a. None so far
10. Round Table:
11. Closing Prayer by Evert Vroon
12. In Camera

**A. Gift/Donation Acceptance Policy**

1. [The Society] solicits and accepts gifts/donations that are in line with its mission.  
See appendix 1, attached.
2. Gifts/Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitation.
3. In the course of its regular fundraising activities, [the Society] will accept gifts/donations of money, real property, personal property, stock and in-kind services.  
See appendix 2, attached, for details. Source: Fighting Blind Canada, Gift Acceptance Policy, pages 3-5.
4. All gifts/ donations must be reviewed prior to acceptance due to special liabilities they may pose for [the Society]. Examples of gifts/donations may include gifts of real property, gifts of personal property, and gifts of securities.

**Naming Opportunities**

Authority to accept or decline any proposal to apply a donor's name to a donated item or program, whether on a temporary or permanent basis, rests with the Executive Director in consultation with the Board of [the Society]. Each proposal will be dealt with on a case-by-case basis.

**B. Donor Bill of Rights.**

Giving is a quality to be encouraged and respected. To ensure this, [the Society] guarantees the following rights to donors:

1. That the donations are to be used in a way that aligns clearly with the mission of [the Society].
2. That the Board shall use gifts in a prudent and stewardly fashion. A donor may appeal to the Board at any time regarding how the gift/donation is being used.
3. That access to the Society's latest financial statements will be available upon request.
4. That the gifts will be used for the purpose(s) they were given. If this is not forthcoming, the donor has the right to receive the gift back within 12 months.
5. That appropriate acknowledgement and recognition will be given as per above in the Naming Opportunities section.
6. That the information about their donation will be handled with respect and with confidentiality to the extent provided by law and/or agreement.
7. That the relationship between [the Society] representative(s) and the donor will always be professional.
8. That the donor is free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

END

- 1. Our Mission:** To offer seniors a Christian environment that is safe and comfortable so they can live in dignity.
  
- 2. Our Core Values:** Integrity, Caring, Excellence.
  - a. We keep our commitments and we are accountable.
  - b. We have a “can do” attitude; we are problem solvers.
  - c. We are good stewards.
  - d. We are team players.
  - e. We treat our residents and each other with respect, without exception.
  - f. We take our jobs seriously, but not ourselves.
  - g. We communicate openly and value all opinions and views.
  - h. We celebrate our successes.
  - i. We show pride, enthusiasm and dedication in everything we do.
  - j. We look for better ways to do things.

# DEFINITION OF GIFT

*Appendix 2  
Gift Acceptance Policy*

**5.1 General.** A valid gift is a voluntary transfer of property with donative intent. Accepted gifts to the Organization may be eligible for an official donation receipt that may be claimed as a non-refundable tax credit for an individual donor or tax deductions for a corporate donor on the donor's income tax return.

**5.2 Fair Market Value.** The duty to accurately determine the fair market value of donated property lies with the Organization. The fair market value of a gift in kind as of the date of the donation must be determined before an amount can be recorded on an official donation receipt. If the fair market value of an item cannot be reasonably determined, an official donation receipt will not be issued.

Fair market value generally means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller, both of whom are knowledgeable, informed, and prudent, and who are acting independently of each other. Where the fair market value of an item can be reasonably determined and is less than \$1,000, an appraisal may not be required. However, where this is not the case, one or more independent appraisals, will be required to determine the fair market value of donated property.

**Deemed Fair Market Value.** The deemed fair market value rule provides that, in certain circumstances, a receipt issued for a non-cash gift (gift-in-kind) must be issued for the lesser of the gift's fair market value and its cost to the donor immediately before the gift is made. In other words, the Organization cannot, in certain circumstances, choose whether to use either fair market value or cost to the donor for the item; the Organization needs to work out which of the two is lower, and use the lower one.

The deemed fair market value rule applies in three (3) circumstances, namely when:

- The gift received by the Organization was initially acquired by the donor as part of a tax shelter arrangement;

- The gift was acquired less than three years before the time of donation for any reason; or
- The gift was acquired less than ten years before the time of donation, with one of the main purposes being to gift the property to a qualified donee (for example, a registered charity).

The following types of gifts are exempt from the deemed fair market value rule and are normally assessed at their fair market value:

- Gifts made as a consequence of a taxpayer's death;
- Gifts of inventory;
- Gifts of real property situated in Canada;
- Gifts of certified cultural property (special valuation procedures apply) (except when involving tax shelters);
- Gifts of certain publicly-traded securities; and
- Ecological gifts.

**5.3 Non-Gifts.** The following transactions do not constitute a "gift", are not eligible for official donation receipts and will not be accepted by the Organization:

- (a) a donation that does not meet all of the requirements for a gift as set out in Section 5.1;
- (b) pledged amounts which are not received by the Organization;
- (c) a donation of services;
- (d) the purchase of an item or service by the Organization;
- (e) the payment of sponsorship fees;
- (f) a loan to the Organization; and

(g) the provision of free use of property.

In addition, the Organization reserves the right to decline a gift in any circumstance and for any reason, including for the following reasons:

- (a) it has benefits that are directed to a specific individual or individuals;
- (b) it is outside the legal purposes or mission of the Organization;
- (c) it is too narrowly restricted to be effectively used;
- (d) the gift exposes the Organization to liability or unacceptable risk;
- (e) it has an attached potential liability that could create an undesired financial or administrative burden;
- (f) it could compromise the reputation of the Organization;
- (g) it is from an individual or organization whose philosophy and values are inconsistent with the overall philosophy of the Organization, such as a tobacco company;
- (h) it is perceived to come from illegal or unethical activities;
- (i) it in any way violates federal and/or provincial laws or regulations, voluntary standards agreed to by the Organization or internal policies of the Organization; or
- (j) the gift will be difficult to administer.