

Policy Title	Effective Date	Updated to	Policy Number
Donated Asset Policy	April 14, 2020	February 12, 2024	1.1.17

**Purpose**

The Town of Nipawin Donated Asset Policy identifies ways that the public can voluntarily contribute community benefits to the Town and provides donor conditions and guidelines.

The Leisure Services Department is responsible for administering the policy, as related to donations of park amenities.

The Corporate Services Department is responsible for administering the policy as related to any other donations.

**Policy**

**1 Existing Assets Previously Donated:**

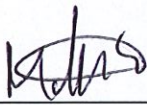
1. Fixed assets shall remain at the location previously installed.
2. Portable assets shall remain at the location for which it was donated provided that its use does not create a liability to the Town.
3. Use (if any) of any previously donated asset shall meet all Town of Nipawin Occupational Health and Safety training.
4. The Town is not under any obligation to replace those donated assets which exceed their useful life.

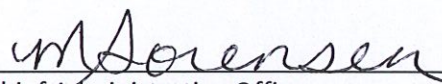
**2. Future Donated Assets (Fixed and Portable)**

1. The Town may accept or decline any donation at its sole discretion.
2. All donations must be given unconditionally and voluntarily. Town employees and officials shall not receive personal benefit from any donation, nor shall the donor expect benefit beyond what this policy provides.
3. Offers of significant gifts must be approved by Council to ensure that the potential benefits and consequences of accepting the gift are fully considered.
4. Donors will be acknowledged by a written expression of gratitude from the Town.

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5. Any cash donations must be allocated to a fixed or portable community asset (hockey rink, library, playground, etc). Donors may request designation of their cash donation to support specific approved projects, or facility development.
6. Potential donors shall meet with staff prior to donation to determine the asset's use and suitability relative to liability, on-going maintenance and training (if applicable) requirements.
7. Town staff shall assess each donation to determine the most appropriate site.
8. All proposed donated assets for which a charitable receipt is requested shall meet the requirements of the Treasurer of the Town in compliance with the Canada Revenue Agency.
9. All fixed assets shall remain at the location approved.
10. Portable assets shall remain at the approved location provided that its use does not create a liability to the Town.
11. The Town is not under any obligation to replace those donated assets which exceed their useful life.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

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**Donated Asset  
Application Form/Permit**

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIPTION OF ASSET: \_\_\_\_\_  
\_\_\_\_\_

PREFERRED LOCATION OF ASSET: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*For office use:*

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED LOCATION: \_\_\_\_\_

Donated Asset Program Inquiries:

Town of Nipawin  
P.O. Box 2134, Nipawin, SK. S0E 1E0      306-862-9866      townoffice@nipawin.com

1. All locations are subject to the approval of the Chief Administrative Officer or designate.
2. The Town of Nipawin will not be responsible for damaged or vandalized assets.
3. The Town reserves the right to move assets at any time.
4. The Town reserves the right to determine the level of maintenance required.
5. If the asset becomes unsafe or unsightly, the Town of Nipawin will give the donor the first opportunity to purchase a new item for the current fee for replacement. If the donor is not interested in continuing the donation or cannot be contacted (within six months), the asset will be removed and/or a new donor will have the opportunity for sponsorship at the site. It will be the responsibility of the donor to keep their contact information current with the Town of Nipawin.