

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-042

<b>POLICY TITLE</b> <i>Gifts and Donations Charitable Receipting</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>June 1, 2026</i>
<b>ORIGIN/AUTHORITY</b> <i>Approved by City Council on May 27, 2026 – Item 8.4.1 – Standing Policy Committee on Finance.</i>	<b>CITY FILE NO.</b> <i>CK. 421-C09- 042</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

## 1. PURPOSE

To set out guiding principles for the eligibility of donations made to the City of Saskatoon, and the amount eligible for recognition and receipting. This policy also supports the City's commitment to meet the requirements for issuing donation receipts according to the Canada Revenue Agency (CRA).

## 2. DEFINITIONS

- 2.1 Donation – means a gift, bequest, memorial contribution, financial contribution, or in-kind contributions of tangible property which has been given voluntarily and without compensation or non-monetary considerations.
- 2.2 Fair Market Value (FMV) – means the highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. See CRA guidance for FMV determination.
- 2.3 Gift In-Kind – means a gift or donation of tangible property, other than cash.
- 2.4 Qualified Donations – means donations for which an official Income Tax Receipt can be issued in accordance with Canada Revenue Agency (CRA) guidelines.
- 2.5 Qualified Donees – An organization that under the Income Tax Act may issue official income tax receipts for donations it receives from individuals, corporations, and registered charities.

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## 3. POLICY

3.1 The City of Saskatoon (City) can accept monetary or in-kind donations that further its charitable purpose as determined by using CRA guidelines.

### 3.2 Eligible Donations

- a) Donations will be aligned with the City's mandate and will not in any way negatively impact the City's public image.
- b) The City reserves the right to reject any donation in whole or in part. If the donation is not accepted, the donor shall be advised of the reason.
- c) No business advantage is sought or expected in return.

### 3.3 Qualified Donations

Registered municipalities are considered qualified donees as per the Income Tax Act and can issue official donation receipts for income tax purposes. Donations that qualify for an official tax receipt generally include:

- a) Cash;
- b) Capital, real, or depreciable property;
- c) Personal-use property, works of art, jewelry, rare books, stamps or coins;
- d) A leasehold interest or a residual interest in real property; and
- e) Donations made under a will.

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In addition, the donation must meet the following criteria:

- a) Be an actual transfer of property to the City;
- b) Be a gift of property; and
- c) Be voluntary – freely given and not because of a contractual or legal obligation.

Only the eligible amount of a donation may be recorded on a donation receipt. If the donor receives any property, services, or other advantage in consideration of his or her donation, the FMV of the advantage is deducted from the FMV of the gift to determine the eligible amount for the purposes of the donation receipt.

### 3.4 Non-Qualified Donations

The following are examples of non-qualified donations that cannot be acknowledged with an official donation receipt for income tax:

- a) Donations given with the intention of funneling to a non-qualified donee, except as noted in Section 3.6.
- b) Intangibles – non-monetary assets without physical substance, such as services, time, skills, effort.
- c) When a donor requests that the donee pay for a portion of the donation.
- d) When the donor has retained control, directing the funds to a specific person, or dictating how the resources be used within a program.
- e) A gift in-kind for which the FMV cannot be determined.

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## 3.5 In-Kind Donations

- a) At the City's discretion, donors are responsible for all related costs, including transportation, installation, and appraisal fees. These costs are not eligible for donation receipts.
- b) The City will maintain donated real property in a safe and usable condition. In cases of damage or deterioration, the City will assess and determine appropriate repair or replacement measures.
- c) Contributions of works of art will be subject to the provisions of the *Public Art Policy* (C10-025) and their final location will be at the discretion of the City.
- d) Contribution of commemorations will be subject to the provisions of the *Commemorations and Monuments Policy* (C09-038).

## 3.6 Using an Intermediary to Carry on Charitable Activities

The City may work with intermediaries to carry out charitable activities by disbursing grants to:

- a) A qualified donee; or
- b) A grantee organization, provided that:
  - i. The grant is used to further the City's charitable purpose;
  - ii. The City ensures, through documentation, that the funds are used solely for charitable activities;
  - iii. The City maintains ongoing direction and control of the activity that the non-qualified donee performs on its behalf; and,
  - iv. Council has formally approved the initiative.

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## 4. RESPONSIBILITIES

### 4.1 General Managers

- a) Approve all donations that are ineligible for a donation receipt.
- b) Create City Council reports for required approval.

### 4.2 Director of Revenue

- a) Administer and update this policy as required.
- b) Approve all donations that require a donation receipt.
- c) Ensure the City issues donation receipts in accordance with CRA guidelines.

### 4.3 Standing Policy Committee on Finance

- a) Review and provide recommendations regarding proposed amendments to this policy.
- b) Recommend approval of this policy to City Council.

### 4.4 City Council

- a) Approve this policy and all amendments.
- b) Approve in-kind donations with maintenance costs, donations of a sensitive nature, donations with a total value greater than \$100,000, or the use of an intermediary to carry on charitable activities.