

CHARITABLE DONATIONS TO NORTHERN LIGHTS COLLEGE POLICY

Policy Name Charitable Donations to Northern Lights College (NLC)	Responsible Owner VP Finance and Corporate Services	Created 1994 November
Policy Number F-3.03	Approval Body NLC Policy Committee	Last Reviewed/Revised 2010 June
Category Administration	Replaces N/A	Next Review 2031 March

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PURPOSE

To ensure that all philanthropic gifts received by Northern Lights College are managed with integrity, transparency, and in alignment with the College’s mission and strategic goals—ultimately fostering strong, ethical relationships with donors, enhancing student learning opportunities, advancing institutional priorities, and strengthening community support for public education.

SCOPE

This policy includes all charitable donations made to the College including those for which a donation receipt is issued in accordance with Canada Revenue Agency Guidelines. This policy does not include sponsorships or contributions made by the College to various community groups, not-for-profits, or associations.

This policy does not apply to donations made to the NLC Foundation.

DEFINITIONS

Cash Gift: a cash gift (bills and coins, cheque, electronic funds transfer or credit card) is a voluntary transfer of funds without consideration. A cash gift is made in any circumstance where all the conditions listed below are satisfied:

- a) Some cash is transferred by a donor to the College;
- b) The transfer is voluntary;
- c) The transfer is made without expectation of return. No consideration or benefit of any kind to the donor, or to anyone designated by the donor, may result from the transfer.

Gift-in-Kind: a gift-in-kind (GIK), also known as a non-cash gift, is a gift of property, equipment, consumables, real estate, securities, artwork, or cultural or ecological property, which normally requires appraisal or fair market valuation for tax receipt purposes.

Gift of Service: a donation or gift of service is not recognized by Canada Revenue Agency (CRA) for income tax purposes, nor is it generally accepted by the College. However, if the service would normally be purchased and paid for, payment may be made to the donor who then may donate the proceeds as a cash gift to the College.

Fair Market Value: although the term “fair market value” is not defined in the Income Tax Act, CRA requires satisfactory evidence of fair market value of the gift. Fair market value shall be interpreted to mean “the price the property would bring in an open market transaction between a willing buyer and a willing seller, acting independently of each other and each having full knowledge of the facts”. An arm’s length sale and purchase of the property, at or near the effective date of valuation, is normally considered the best proof of value at the time.

POLICY STATEMENTS or PRINCIPLES

Northern Lights College welcomes and encourages donations from individuals, foundations, and organizations to support its programs, services, and long-term development.

All donations will be received and managed in accordance with applicable legislation, including the *Canada Revenue Agency* regulations and the *College and Institute Act*.

Gifts will be accepted only when they align with the College’s vision, values, and strategic objectives. Restrictions placed on gifts must be compatible with the College’s goals, and gifts-in-kind must offer value to the institution.

The College reserves the right to decline any gift that presents legal, financial, reputational, or operational risks or is not in the best interest of the institution. All potential liabilities, conflicts of interest, and ongoing costs will be carefully reviewed before accepting a gift.

Gift acceptance will be guided by ethical principles that promote respect, clarity, and fairness. The College will engage in open communication with donors and their advisors to ensure informed and transparent decision-making.

Gifts-in-kind will be retained, used, or disposed of at the discretion of the College. The College will consider maintenance, utility, and value before integrating any non-cash donation into its operations.

All gift-related activities and decisions will be documented and subject to appropriate oversight ensuring accountability.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Donations by Northern Lights College F-6.04
- Donor Recognition F-3.08
- Naming Policy A-5.22

RELATED ACTS AND REGULATIONS

- Section 50.1 of the College and Institute Act

RELATED COLLECTIVE AGREEMENTS

- N/A