

TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on March 3, 2020 at 9:00 a.m. at the Niverville Heritage Centre. In attendance were Mayor Myron Dyck, Deputy Mayor John Funk and Councillors Kevin Stott and Nathan Dueck.

Res#63-20 Excuse	J. Funk – N. Dueck BE IT RESOLVED that Councillor Chris Wiebe is excused due to a personal commitment.	“Carried”
Res#64-20 Agenda	N. Dueck – J. Funk BE IT RESOLVED that the agenda be approved as presented.	“Carried”
Res#65-20 Minutes	N. Dueck – J. Funk BE IT RESOLVED that the minutes of the regular Council meeting held on February 18th, 2020 and Special Council meeting held on February 25, 2020 be approved as presented.	“Carried”
Res#66-20 Waive Rental Fee	N. Dueck – J. Funk BE IT RESOLVED that as per Policy No. R1-17 Facility Fee Rebate, that Council waives the rental fee for the Hespeler Park picnic shelter on May 23, 2020 for an Arbor Day Community Fun Day as requested by Niverville Communities in Bloom.	“Carried”
Res#67-20 R1-20	J. Funk – K. Stott BE IT RESOLVED that Council approves Outdoor Rink Advertising Policy R1-20 providing directives for advertising at the outdoor rink, copy of which is attached hereto as Schedule “A”.	“Carried”
Res#68-20 Liquor Approval	K. Stott – N. Dueck BE IT RESOLVED that Council approves a request from Clipper Ice Sports to serve liquor during their 4 x 4 adult hockey tournament being held March 20 – 22, 2020, subject to permit approval being granted from Liquor, Gaming and Cannabis Authority of Manitoba.	“Carried”
Res#69-20 F2-13 Amendment	K. Stott – J. Funk BE IT RESOLVED that Council approves an amendment to Donation Receipting Policy F2-13, providing further clarification on Town policy and procedures for donations, copy of which is attached hereto as Schedule “B”.	“Carried”
Res#70-20 Health Banquet	J. Funk – K. Stott BE IT RESOLVED that the Town purchase 1 table of tickets (8 x \$60 = \$480.00) for the Niverville Health and Community Foundation dinner and dance on March 7, 2020.	“Carried”

Res#71-20
HAC

N. Dueck – K. Stott

BE IT RESOLVED that as a result of the Town taking over the Niverville Medical Clinic, that the volunteer Health Advisory Committee (HAC) which was originally established December 5, 2017 is now dissolved.

“Carried”

Mayor Dyck noted that yesterday the Town hosted the Community Futures Triple R supper and membership meeting. The Mayor also noted that both he and the Deputy Mayor had recently spent 2 days in the Niverville High School as judges on the Grade 9 presentations of their ideas on potential changes to the government system. Mayor Dyck had also spent time in the Elementary School reading to Grades K- 4 as part of their “I Love To Read” month.

Res#72-20
Accounts

J. Funk – K. Stott

BE IT RESOLVED that cheque nos. 38543 to 38580 totalling \$851,745.04 be hereby approved for payment.


“Carried”

Res#73-20
Adjourn

N. Dueck – K. Stott

BE IT RESOLVED that the meeting be adjourned. (9:15 a.m.)

“Carried”



Mayor



Chief Administrative Officer

SCHEDULE "A"



TOWN OF NIVERVILLE-RECREATION

POLICY NO. R1-20: OUTDOOR ARENA ADVERTISING BILLBOARD POLICY

EFFECTIVE DATE: March 3, 2020 RESOLUTION# 67-20

REVISION DATE: _____ RESOLUTION# _____

a. Background –context

Currently the Town has the following advertising boards inside the arena:

- 1 Wall Board Advertisement 1 year 4' X 16' =\$550 + GST*
- 19 Wall Board Advertisement 1 year 4' x 8' =\$300 + GST*
- 7 Puck Board 1 year 3' x 8' =\$450 + GST*
- 1 Zamboni 2 year =\$700/year + GST*

New opportunity for 2019/2020 is advertising is the outdoor rink along the fence and inside the players bench. Signs would be up for the duration of the outdoor rink season October-March. Advertisements will be removed by Town Staff and stored inside the arena during the off season. Recreation Department seeks out business's advertisement for arena billboard advertisements through direct mailings and contact.

b. Council hereby establishes that an advertising rate for the outdoor rink:

- Wall Board Advertisement 1 year 4' X 8' =\$300 + GST *
- Players Bench Board Advertisement 1 year 2' X 8' =\$150 + GST *
- Players Bench Board Advertisement 1 year 11" x17" =\$70 + GST *

(Price includes one board on arena wall or players bench with installation. Boards are designed and produced at the cost of the advertiser.)

c. General Administration

a. Payment schedule

- Advertisement payments are due by September 30th

b. Standards

- Signs and decals are designed and produced at the cost of the advertiser.

c. Who approves advertising signs

- Advertisers to provide sample design of sign which the Town approves prior to printing.

d. Damages

- Damages to the sign are the responsibility of the advertiser if not easily fixed by Town staff

e. Donations

- Donations as form of payment will be validated solely by the town for product value and usability

SCHEDULE "B"



TOWN OF NIVERVILLE-FINANCE

POLICY NO. F2-13:	<u>DONATION RECEIPTING</u>	
EFFECTIVE DATE:	<u>March 5, 2013</u>	RESOLUTION# <u>68-13</u>
REVISION DATE:	<u>May 6, 2014</u>	RESOLUTION# <u>147-14</u>
REVISION DATE:	<u>March 3, 2020</u>	RESOLUTION# <u>69-20</u>

Definitions:

- Cash – currency, cheques, credit cards, debit cards
- Gift-in-Kind – Donation of a tangible item (Equipment, Accessories, furnishing, etc.)
- Benefit – anything of value received by a donor (tangible and non-tangible such as advertising)
- External Community Committee – Groups such as those identified in Municipal Act rule #2

CRA Rules:

1. Gifts-in-kind: What is the FMV (fair market value) of the item? EBay or other auction sites do not qualify as valuation, must be a dealer of that product or certified appraiser. It is the Charity's/Municipality's responsibility to establish the value. Businesses donating out of their inventory get a receipt for the retail value of the item.
2. Is the gift eligible for a tax receipt? It must be a voluntary donation, title must be transferred and it must be property – cash or tangible items (services do not qualify for a receipt).
3. Has the donor received something in return for their gift (an advantage)? (see #4)
4. What is the amount to be receipted? The amount of the donation less any advantage unless the advantage is nominal (less than 10% of the value of the gift). **Advertising given in return for the gift would be considered an advantage.** (Business name published in recognition of the contribution is considered advertising.)
5. Receipts must be issued in the name of the actual donor. Example – a gift from a business or from a business's inventory cannot be issued in the name of the individual owning or owning shares in the business.
6. Receipts for Gift-In-Kind donations are to be receipted for the retail value of the item not including taxes (less any advantage that may have been received by the donor).

Municipal Rules (Manitoba Municipal Act):

1. Donations can be subject to a general direction, that is, for use in a program or project. However, decisions regarding the use of the donations are the exclusive responsibility of the municipality. (However, Council has always considered the request.)
2. Receipting donations for projects of another organization: The program or project must operate under the authority of the municipality (committee established by municipal by-law or funded by the municipality, be of interest to a substantial portion of the municipality's population and serve all residents of the municipality).

Town Policy & Procedures:

1. Gifts must be \$20.00 or greater to be receipted as a tax-deductible donation. (Cash or gifts-in-kind)

2. Payment types accepted for cash donations is cash currency or cheque. Debit and Credit Card transactions are subject to convenience fees payable by the donor or the project committee.
3. Acceptance of donations to the Town are at the discretion of the Town. (Donors should be aware that the gift may not be accepted.)
4. Value of Gifts-in-Kind to be determined by the Town at their sole discretion. Where donors provide a receipt for the gift, the receipt may be considered if it is dated within 1 year of the donation. Costs for appraisals, if required, reduce the value for the Gift receipt.
5. Valuation of benefits included in donations (meals, advertising, etc.) to be determined by the Town at their sole discretion. Supporting documents (detailed description of benefit, receipts or other supported valuation method) required.
6. Please see Memorial Bench Policy for policy information on Bench donations to the Town.
7. Donations for a Community Project which is located off-site and managed by a Town established Committee and where donations are received off-site, require an Excel worksheet (See Appendix A for Sample) for tracking each donation and must include all of the headings indicated in Appendix A, F2-13 Appendix A Committee Project Donation Receipting Template.xlsx and:
 - All cheques are to be made payable to: Town of Niverville
 - Cheques issued to the Town for third party donations must be accompanied by proof of the original donor. (i.e. Credit Card transaction receipt clearly identifying the donor)
 - Worksheet must be reconciled to the cheques and cash for deposit, cheques must be sorted in the same order as listed on the worksheet.
 - All donations, receiptable or not must be reported.
 - Any cheques with issues will be returned to the Committee to be rectified.
8. Community Project Funds are held in General Trust until the end of the campaign. Funds are then released in one lump sum, by resolution of Council by way of a Grant to the Project Committee.
9. Donation receipting for Large Community Projects exceeding 1 hour of staff time to process is subject to an hourly administrative fee for each hour exceeding 1 hour, under the current Fee Schedule item "A011 – General Administrative Services – Finance".
10. Community Gift-in-kind donations to the Niverville Heritage Centre or Niverville Heritage Personal Care Home do not require Council approval/acceptance but are delegated to NHC or NHPCH to accept and are subject to review by Town Administrative Staff to determine eligibility for donation receipting.
11. Donations must be received by December 1, X1 to be receipted as 20X1 to allow for processing time unless it goes to a Council approved Town campaign in progress.