

GIFT ACCEPTANCE POLICY  
BLUE ECOLOGY INSTITUTE FOUNDATION (BEIF)

### I. Policy statement

The purpose of BEIF's gift acceptance policy is to provide guidance to the board of directors and staff on which gifts can be accepted and how they should be handled. The policy also serves as a source of information for potential donors who are interested in supporting BEIF's activities.

### II. Types of gifts

BEIF accepts gifts, donations, grants and funds from individuals, foundations, organizations, associations, employee groups, corporations, and other donors. According to the Canada Revenue Agency (CRA), a gift is "a voluntary transfer of property without consideration." The following types of gifts are deemed eligible for acceptance by BEIF:

- Outright gifts of cash, cheques, and cash equivalents.
- Publicly traded securities (including stocks, mutual funds, and bonds).
- Gifts of property (including real estate, art, computer equipment, jewelry).
- Bequests, life insurance policies, gifts of residual interest and annuities.

BEIF may seek third-party and/or legal advice in matters relating to acceptance of gifts when appropriate.

In the case of publicly traded securities, BEIF's practice is to sell immediately upon receipt and convert to cash. A charitable tax receipt will be issued for the fair market value at the date of transfer.

All proposals for gifts-in-kind to BEIF exceeding \$1,000 shall be reviewed by the CEO in conjunction with the Board of Directors, a third-party consultant, or legal counsel as necessary. Gifts of property will be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the use of the gift.

Gifts of property valued at or over \$1,000 given to BEIF with the intent of the donor to receive a tax receipt, must receive an independent external appraisal.

### III. Ecological Gifts

BEIF shall apply for the [Ecological Gifts Program \(EGP\)](#) to accept [Ecologically Sensitive Land](#) as defined by the Government of Canada for the purpose of conserving and protecting property that has ceremonial or refugium significance, such as having within its boundaries a sacred spring, bathing pool, or wetland.

For the purposes of receiving Ecologically Sensitive Land, the CEO shall engage an *Ecological Sensitivity Manager* to make sure BEI adopts national or provincial guidelines to direct its land acquisition and management practices. Such Ecological Sensitivity Manager must collaborate with First Nations and other government agencies with an interest in creating and implementing conservation and reverence plans.

### IV. Charitable tax receipting

BEIF issues charitable tax receipts for all eligible donations, in accordance with Canada Revenue Agency regulations. Please refer to *MEMO Re: Charity Registration and Tax Receipts, Blue Ecology Institute Foundation* ([ANNEX A](#)).

#### V. Ethical guidelines for gift acceptance

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

- It has benefits that are directed to a specific individual or individuals.
- It is outside the legal purposes or mission of the organization.
- It is too narrowly restricted to be effectively used.
- The gift exposes BEIF to liability or unacceptable risk.
- It has an attached potential liability that could create an undesired financial or administrative burden.
- It could compromise the reputation of BEIF.
- It is from an individual or organization whose philosophy and values are inconsistent with the overall philosophy of BEIF.
- It is perceived to come from illegal or unethical activities.
- In any way violates federal and/or provincial laws or regulations, voluntary standards agreed to by BEIF or internal policies of the organization.
- The gift will be difficult to administer.

The final decision to decline a gift rest with the Board of Directors.

#### VI. Corporate partnerships

All potential partnerships are evaluated by management based on fit with organizational values, programs, and brand.

Types of partnerships include:

- Funding partner: Donation received from corporate foundation or community investment fund specifically for program work.
- Sponsorship: Specific sponsorship of BEIF program or event with clear benefits like tickets, signage, etc.
- Employee engagement partner: Employee group volunteers at BEIF event and/or offers donation.
- Third-party fundraiser: Corporate or retail partner that donates part of sales or profits to BEIF work.
- Natural program partners: Business partners that support and benefit specific program work with resources.

#### VII. Transparency and reporting

- Gifts shall be accounted for in a manner that allows donors and the public to develop a fair picture of how BEIF conducts its activities.
- BEIF will respect donors' wishes for anonymity and consult with donors to obtain their permission before public disclosure of their giving.
- BEIF will conduct itself in accordance with all applicable Federal, Provincial and Municipal legislation, as well as [Canada Revenue Agency's \(CRA\) Guidelines for receiving gifts](#).

#### VIII. Naming opportunities

Authority to accept or decline any proposal to apply a donor's name to a program within BEIF (on a temporary or permanent basis) rests with the CEO, in consultation with the board of directors.

#### IX. Delegation of authority

With the exception of naming rights, the Board of Directors may delegate authority to the CEO to evaluate, negotiate and decline gifts, and create and execute gift agreements with prospective donors in keeping with this policy.

#### X. CEO's responsibilities

The CEO will:

- Ensure that the organization adheres to the Gift Acceptance Policy.
- Seek guidance from the board for gifts that fall outside of this policy.
- Report quarterly on gift acceptance activities to the board.

## ANNEX A

### MEMO Re: Charity Registration and Tax Receipts, Blue Ecology Institute Foundation

#### Charity Registration

Blue Ecology Institute Foundation (the “Foundation”) is registered with Canada Revenue Agency’s Charities Directorate as a Private Foundation. Charities Directorate uses a business number as the official registration number. The Foundation’s business number is 79811 3866 RR0001.

#### Official Receipting

Section 3501 of the Regulations to the *Income Tax Act* stipulates that every Official Receipt must contain a statement that it is an Official Receipt for Income Tax Purposes. That statement must appear clearly on the Official Receipt in such manner that it cannot readily be altered.

The Official Receipt must also contain the Foundation’s name and address in Canada as recorded with Charities Directorate. The address, as currently recorded with Charities Directorate, is Suite 203 – 815 Hornby Street Vancouver, BC V6Z 2E6. It is imperative that the address recorded with Charities Directorate be included on the Official Receipt. If it is not, the Official Receipt may be rejected when the donor files it with his or her income tax return. You may also wish to include the local or mailing address of the Foundation on the Official Receipt. Every Official Receipt must also contain the CRA Charities Directorate website address.

Every Official Receipt must contain the Foundation’s business number assigned by Charities Directorate and show the place or locale where it was issued.

If an Official Receipt is not issued on the exact day that the donation was received, it must show both the date on which it was issued and the date on which the donation was received. If the donation is a cash donation or a series of cash donations, it is acceptable to simply show the year in which the cash donations were received on the Official Receipt. This means that it is possible to receive a series of donations from a given donor and only issue one Official Receipt after all the donations have been received for the year.

The Official Receipt must also indicate whether there is an advantage or benefit back to the donor. An example of that might be the sale of a ticket to a fundraising dinner where the ticket cost is \$100 but the value of the dinner is only \$25. The Official Receipt would show the total received as \$100; the amount of benefit as \$25; and the eligible amount of the donation as \$75. Even if there is no benefit to the donor, those three items must still appear on the Official Receipt. In the case that there is no benefit, the total received would be the same as the eligible amount and the amount of benefit would be nil. The sample tax receipts provided with this below illustrate this requirement.

Where the donation is a gift of property other than cash, the Official Receipt must show the actual day on which the property was received - not simply the year in which it was received - and must contain a brief description of the property. If the donated property has been appraised, the Official Receipt must show the name and address of the appraiser. The Official Receipt must show an amount that represents the fair market value of the property at the time that the gift was made.

We would recommend that, initially, you contact our office to assist you in preparing any Official Receipt for gifts in kind or gifts where a benefit is received by the donor. Please note that you should not issue an Official Receipt for services provided. In the event that a donor wishes to gift his services, please contact us to discuss your options.

The Official Receipt must also contain the name and address of the donor. The Regulations stipulate that in the case of an individual, the donor's first name and initial must be indicated. However, this requirement is honoured more in the breach than in the observance.

The Official Receipt must bear the signature of "a responsible individual" who has been authorized by the organization to acknowledge donations. There is no requirement that such an individual be either a director or an officer. It frequently occurs that the responsible individual is the clerk or secretary who processes the Society's mail. There can be more than one such responsible person. An Official Receipt may bear a facsimile signature of a responsible individual.

Subsection 230(2) of the *Income Tax Act* requires a registered charity to keep a duplicate of each Official Receipt containing prescribed information for a donation received by it at that address. Therefore, if you are going to have serially numbered Official Receipts, they should be printed in duplicate. As this is relatively expensive, we are enclosing some sample for your reference and use.

If it is necessary to replace an Official Receipt previously issued, the replacement should show clearly that it replaces the original Official Receipt and, in addition to its own serial number, must show the serial number of the original. Any Official Receipt will be regarded as spoiled if any of the following information was incorrectly or illegibly entered: (i) the day that the donation was received, (ii) the year during which the donation was received or (iii) the amount of the donation. A spoiled Official Receipt must be marked "cancelled" and, together with its duplicate, be retained by the Foundation as part of its records. It is important that you not send out amended Receipts.

Additionally, we would strongly recommend that you keep a photocopy of each donor's cheque and attach it to your copy of the Official Receipt. If the Foundation is ever audited by Canada Revenue Agency, they will expect to see copies of the donors' cheques.

Please note that you should NOT issue an Official Receipt for donations received from other Canadian registered charities as they are tax exempt entities. You should provide the donor organization with a letter of acknowledgment only. We have included sample acknowledgment below.

#### Canada Revenue Agency Updates

If you have an email address, we ask that you subscribe to an electronic mailing list with the Charities Directorate and they will automatically email you about additions to their website such as new webpages, guidance or advice on maintaining your registered status and general information for the charitable sector. To subscribe, go to <https://www.canada.ca/en/revenue-agency/services/e-services/canada-revenue-electronic-mailing-lists/subscription-electronic-mailing-list.html> and add your email address where indicated.

## Records

Duplicate donation receipts, with the exception of receipts issued for donations subject to a ten-year direction, must be held for a period of two years from the end of the calendar year in which the donations were made. Donation receipts for gifts made subject to a ten-year direction - that is a direction that the gift be held for a minimum of ten years - must be held for as long as the Foundation remains registered and for two years after its registration is revoked.

All other books, records and their related accounts and source documents must be kept for a minimum of six years from the end of the last fiscal year to which they relate. Where a charity loses its registration, books and records must be retained for two years after the date the registration is revoked.

S A M P L E FOR ONE TIME CASH DONATION

BLUE ECOLOGY INSTITUTE FOUNDATION

BUSINESS NUMBER 79811 3866 RR0001

RECEIPT # \_\_\_\_\_ issued at *[insert city]* on \_\_\_\_\_, 2021

RECEIVED: \$ \_\_\_\_\_ on \_\_\_\_\_, 2021

ELIGIBLE AMOUNT: \$ \_\_\_\_\_ *[\$insert same amount if no benefit back to the Donor]*

AMOUNT OF BENEFIT TO DONOR: nil *[will be NIL unless you provide a benefit to the donor – ie something of material value as an incentive]*

FROM: *[insert name and address of donor]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory

Mailing Address: [MAILING ADDRESS]

Registered Address: 203-815 Hornby Street  
Vancouver, BC V6Z 2E6

THIS IS AN OFFICIAL RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency, Charities Directorate website:  
[www.canada.ca/charities-giving](http://www.canada.ca/charities-giving)

S A M P L E FOR SERIES OF CASH DONATIONS  
BLUE ECOLOGY INSTITUTE FOUNDATION

BUSINESS NUMBER 79811 3866 RR0001

RECEIPT #001 issued at Vancouver, BC on December 31, 2021

TOTAL RECEIVED: \$15,000.00 FROM January 1, 2021 to December 31, 2021

ELIGIBLE AMOUNT: \$15,000 \$*[insert same amount if no benefit back to the Donor]*

AMOUNT OF BENEFIT RECEIVED: *[nil unless you provide something of value as an incentive to the donor]*

FROM: *[insert name and address of donor]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory

Mailing Address: [MAILING ADDRESS]

Registered Address: 203- 815 Hornby Street  
Vancouver, BC V6Z 2E6

THIS IS AN OFFICIAL RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency, Charities Directorate website:  
[www.canada.ca/charities-giving](http://www.canada.ca/charities-giving)



S A M P L E RECEIPT FOR NON CASH GIFT (“GIFT IN KIND”)

BLUE ECOLOGY INSTITUTE FOUNDATION

BUSINESS NUMBER 79811 3866 RR0001

RECEIPT # \_\_\_\_\_ issued on \_\_\_\_\_, 2021 at *[insert city]*

On *[insert date gift received]* BLUE ECOLOGY INSTITUTE FOUNDATION received by way of gift from *[insert name and address of donor]* *[insert description of gift ie. 100 shares of XY Company @ \$2/share]* hereinafter referred to as the Gift.

On *[insert date gift made]* the total fair market value of the Gift was \$*[insert amount]* and the Eligible Amount of the gift was \$*[insert same amount if no benefit back to the Donor]*

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Authorized Signatory

Mailing Address: [MAILING ADDRESS]

Registered Address: 203 - 815 Hornby Street  
Vancouver, BC V6Z 2E6

THIS IS AN OFFICIAL RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency Charities Directorate Website website:  
[www.canada.ca/charities-giving](http://www.canada.ca/charities-giving)

BLUE ECOLOGY INSTITUTE FOUNDATION  
[MAILING ADDRESS]

BUSINESS NUMBER 79811 3866 RR0001

ACKNOWLEDGMENT RECEIPT ONLY – NOT FOR TAX PURPOSES

Issued: Insert date acknowledgment issued

Received: Insert date gift received

Amount: \$

Donor Organization: Insert name and address of charity  
that made the donation to  
your organization

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Authorized Signatory

Acknowledgment issued pursuant to Canada Revenue Agency