Gift Acceptance Policy

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1. PURPOSE

This policy has been established to guide decisions about the acceptability of gifts and to outline the types of gifts that the YMCA of Hamilton|Burlington|Brantford will and will not accept.

2. SCOPE

This policy applies to all prospective and current donors to the YMCA of Hamilton|Burlington|Brantford. This policy does not apply to sponsorships or to non-philanthropic grants and contributions.

YMCA of Hamilton|Burlington|Brantford staff, board members and other volunteers can reference the content of this document as appropriate when responding to gift acceptance inquiries from donors.

3. POLICY STATEMENT

The YMCA of Hamilton|Burlington|Brantford ("YMCA HBB"), under Charitable Registration Number 108083825RR0001, solicits and accepts gifts that are consistent with its mission and that supports its core programs, special projects and capital needs.

Donations and other forms of support will generally be accepted from individuals, corporations, foundations, government agencies or other entities, subject to some limitations as outlined in this policy. Certain types of gifts, such as real property or personal property, must be reviewed prior to acceptance due to the special liabilities they pose for the YMCA HBB and Canada Revenue Agency (CRA) requirements.

The goal of this policy is to set clear boundaries and direction to allow the Philanthropy team to respond promptly to all gifts offered by prospective donors. Having a clear gift acceptance policy encourages funding of the YMCA HBB without undue burden to the organization or donors. Generally, this policy serves to:

- Ensure that informed decisions are made on the acceptance of gifts, and that such gifts are recorded and receipted in accordance with CRA requirements.
- Ensure that efficient administrative, legal and accounting practices are followed.
- Ensure gifts that are accepted maintain the reputation of the YMCA HBB.
- Ensure that gifts meet the required health and safety standards.
- Ensure that gifts fall within the operational needs and priorities of the YMCA.

It is understood that except where stated otherwise, flexibility must be maintained because some gift situations can be complex, and decisions only made after careful consideration of several interrelated factors. Therefore, in some instances, the President & CEO; the Senior Vice-President, Finance; the Senior Vice-President, Philanthropy; and Board of Directors will be convened to determine whether a gift will be accepted. The YMCA HBB reserves the right to reject any gift.

4. DEFINITIONS

Gift: A gift is any voluntary transfer of cash, securities, or in-kind from individuals, corporations, foundations, associations or other sources to the YMCA HBB. Gifts are made without expectation of return or benefit to the donor or any individual or company designated by the donor as a result of acceptance of the gift.

5. POLICY DETAILS

5.1. Factors for Gift Acceptance

The YMCA HBB considers the following factors in accepting gifts:

- Applicable federal and provincial laws and regulations.
- Economic and reputation consequences in accepting a gift.
- Preservation of the YMCA HBB's charitable status.
- Donor's alignment with the mission and values of the YMCA HBB and the ultimate benefit to the communities served by both entities.
- Any restrictions or conditions on the gift and the implications thereof on the YMCA HBB.
- Projected costs associated with accepting, administering, and eventually disposing of a gift so that it may be used by the YMCA HBB.

5.2. Authority for Gift Acceptance

The President and CEO has the authority to make decisions concerning acceptance of gifts in accordance with this policy.

In determining the acceptability of a gift, the President & CEO. May seek input and advice from the Executive Team and/or the Board of Directors.

The President & CEO may delegate responsibility for decisions under this policy for gifts of less than $1,000,000 to the Senior Vice-President, Philanthropy.

5.3. Types of Gifts that can be accepted

5.3.1. Cash

Cash gifts can include cash, money orders, wire transfers, direct deposit, electronic fund transfer, cheques, and credit/debit charges.

5.3.2. Securities

Publicly traded securities which are traded on the Toronto, New York, NASDAQ stock exchanges, or other readily marketable securities.

5.3.3. Gift-in-Kind

Gifts-in-kind are non-cash gifts of tangible or intangible property. Tangible property is derived from its physical existence: Objects, such as equipment, software, boats, automobiles etc. Intangible personal property is property that generally cannot be touched and whose value stems from non-physical elements, e.g., patents and copyrights. The acceptance of gifts-in-kind must adhere to guidelines set by the CRA.

5.3.4. Bequest

Bequest is a provision in a will, trust, or other testamentary legal document providing a gift to the YMCA HBB.

5.3.5. Life Insurance

YMCA HBB will accept a life insurance policy as a gift if it is named as beneficiary or is both the irrevocable owner and beneficiary. The tax receipt amount will be determined according to CRA guidelines.

Any premiums due are the responsibility of the donor. If the insurance policy lapses for non-payment prior to maturity, the YMCA HBB may continue to pay the premiums, convert the policy to paid up insurance, or surrender the policy for its current cash value.

When a life insurance policy is absolutely assigned to the YMCA HBB, any consent that is required by provincial regulations to change a beneficiary must be signed before the transfer represents a valid charitable donation.

5.3.6. Registered Retirement Savings Plan (RRSP) and/or Registered Retirement Income Fund (RRIF)

Where the YMCA HBB is named as a beneficiary by the donor.

5.4. Gifts Subject to Review

The following types of gifts are subject to review by the President & CEO and the Senior Vice-President, Philanthropy:

- Gifts of real estate
- Charitable remainder trusts
- Charitable gift annuities
- Cryptocurrencies

5.5. Declining a Gift

There may be occasion where the YMCA may choose to decline a gift. The following conditions justify such an action, although other situations may also occur:

- If the gift constitutes a non-gift as per CRA guidelines.
- If the gift in any way limits or compromises the values, integrity, or mission of the YMCA HBB.
- The gift could jeopardize YMCA HBB's charitable status or relationship with the donor community.
- The gift would expose either the YMCA HBB to an uncertain or potentially significant liability.
- The gift could financially or morally jeopardize the donor and/or the YMCA HBB and its reputation.
- Gifts where the YMCA HBB is unable to honour the donor's terms, or where the YMCA HBB is unable to make use of the gift.
- Gifts where the donor requires that the gift be tied to an exclusive supplier agreement. Such agreements can only be negotiated through the YMCA HBB's procurement process.

- Gifts that require the YMCA HBB to give special consideration for employment, board influence or service to the donor or any individual or company designated by the donor or allow the donor to influence inappropriately any aspect of the YMCA HBB's operations.
- Gifts that will confer an unwarranted or unmanageable expense.
- Gifts that are known or suspected to have come from illegal activities.
- Gifts for awards that designate a specific recipient, or require the exclusion of, or discriminate against a group or class, unless such exclusion has the effect of favouring one or more designated groups as provided for in an approved equity plan.
- An appropriate fair-market value cannot be determined or will result in unwarranted or unmanageable expense to the YMCA HBB.
- There are physical or environmental hazards to the YMCA HBB in accepting the offered gift.
- The gift involves false promises on the part of either party.
- The gift could improperly benefit any individual or entity.

6. ROLES AND RESPONSIBILITIES

All professional staff, volunteers, and representatives doing fundraising for the YMCA HBB will conduct themselves in accordance with accepted professional standards of accuracy, truth, and integrity, as set out in both the Association of Fundraising Professionals (AFP) and the Imagine Canada Codes of Ethics. Staff will inform, guide, and otherwise assist donors, but will not pressure or unduly persuade. YMCA HBB Philanthropy staff will ensure, to the best of their ability, that donors receive informed and ethical advice about the value and possible tax implications of potential gifts from qualified external advisors.

7. RELATED POLICIES OR REFERENCES

See Canada Revenue Agency Gift Definition:
https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/receiving-gifts/what-a-gift.html

8. COMMUNICATION AND IMPLEMENTATION

8.1. The policy will be shared through appropriate internal/external channels, including the MyHBB intranet and other internal communications as required to support awareness and understanding.

8.2. Questions about this policy may be directed to the Policy Owner.

9. REVIEW/REVISION HISTORY

Date	Revision No.	Revision Type	Reference Section(s)
04/08/2026	2.0	Updated Policy	Full policy rewrite and modernization

02/27/2015	1.0	New Policy	Prior Policy Title: Gift Acceptance & Fundraising Practices

10.DOCUMENT CONTROL

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