



Donation Policy

INITIAL EFFECTIVE DATE:
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DOCUMENT #0016

Purpose

The Lake Bonavista Homeowners Association Ltd. ("LBHA") may accept voluntary donations from individuals, households, businesses, and community partners to support the enhancement, preservation, and enjoyment of the Association's facilities, programs, and natural environment.

Donations may support initiatives such as park enhancements, environmental improvements, trees, benches, commemorative installations, or other projects approved by the LBHA Board of Directors.

All donations are voluntary and are separate from any required membership fees or assessments.

Legal Status and Tax Receipts

LBHA is not a registered charity under the *Income Tax Act (Canada)*.

As a result:

- Donations made to LBHA are not tax deductible.
- LBHA cannot issue official charitable tax receipts.
- Donors may receive a confirmation or acknowledgment letter only, which cannot be used for income tax purposes.

Donors are encouraged to consult their own financial advisors regarding the tax implications of any donation.

Acceptance of Donations

LBHA reserves the right to accept or decline any donation at its sole discretion.

Donations may be accepted in the following forms:

- Monetary contributions
- Sponsorship contributions
- In-kind goods or materials
- Approved infrastructure contributions (e.g., benches, trees, plaques)

Donations must align with LBHA's mission, operational needs, and community values.



Lake Bonavista Homeowners Association

LBHA will not accept donations that:

- Create legal or financial liability for the Association
- Require commitments beyond LBHA's operational capacity
- Conflict with LBHA policies, bylaws, or land encumbrances
- Attempt to influence governance decisions or operational management

Donations and Preferential Treatment

Donations to LBHA are voluntary contributions intended to benefit the community as a whole.

Donations must not be tied to, or given in expectation of, any form of preferential treatment, including but not limited to:

- Preferential access to LBHA facilities or programs
- Exceptions to LBHA policies, rules, or encumbrances
- Preferential consideration for approvals (e.g., docks, shoreline works, or other requests)
- Influence over operational or governance decisions
- Any form of personal benefit for LBHA staff, Board members, contractors, or volunteers

LBHA will not accept donations that are conditional upon receiving special treatment or influence within the Association.

Acceptance of a donation does not create any entitlement or influence over LBHA operations, policies, or decisions.

Designated Donations

Donors may request that a donation support a specific project (for example a memorial bench or tree dedication).

However:

- All donations remain subject to LBHA approval.
- LBHA retains final authority over project design, placement, implementation, and installation standards.
- If a designated project cannot proceed, LBHA may redirect the donation toward a similar community improvement initiative consistent with the donor's intent where reasonably possible.



Recognition of Donations

At the discretion of LBHA, donors may be recognized through methods such as:

- Commemorative plaques
- Website recognition
- Community acknowledgements
- Dedication signage where appropriate

LBHA reserves the right to determine:

- Plaque format and wording
- Design standards and materials
- Location and installation requirements
- Duration of recognition

Recognition must remain consistent with the Association's aesthetic standards and community values.

Ownership and Maintenance

Any infrastructure, improvements, or installations funded through donations become the property of LBHA upon installation.

LBHA retains full authority over:

- Maintenance
- Repair
- Relocation
- Replacement
- Removal due to safety, redevelopment, or operational needs

Donations do not guarantee permanent placement or perpetual recognition.

Duration of Recognition

Memorial or recognition installations such as benches, trees, plaques, or other commemorative items may remain in place for the reasonable lifespan of the asset, as determined by LBHA.

Over time, infrastructure may deteriorate, require replacement, or be removed as part of park improvements or safety requirements.



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LBHA may:

- Repair or replace installations where practical
- Remove installations that have reached the end of their useful life
- Relocate installations due to operational needs or redevelopment

Recognition associated with a donation is therefore not guaranteed to be permanent.

Staff and Volunteer Gifts

To maintain transparency, fairness, and public trust:

- LBHA staff, contractors, and volunteers are prohibited from accepting personal gifts, cash, gratuities, gift cards, or donations from members, residents, vendors, or the public in connection with their role at LBHA.
- Any individual wishing to make a contribution must direct the donation to the Lake Bonavista Homeowners Association as an organization, not to an individual employee or volunteer.
- If a gift or donation is offered personally to a staff member or volunteer, it must be politely declined or redirected to the Association.

Nominal Items of Appreciation

LBHA recognizes that members may occasionally wish to express appreciation for staff or volunteers.

Accordingly:

- Nominal items of appreciation of minimal value, such as thank-you cards or small homemade food items, may be accepted provided they are shared among staff or the workplace and are not retained as a personal benefit.
- Staff and volunteers should use reasonable judgment to ensure that accepting such items does not create a perception of favoritism, obligation, or influence.
- If there is uncertainty about whether an item is appropriate to accept, the matter should be referred to management or the Board of Directors for guidance.

This provision allows simple expressions of appreciation while preventing conflicts of interest or undue influence.

Refunds

Donations are voluntary contributions and are non-refundable.

Refunds may only be considered in exceptional circumstances and at the discretion of the LBHA Board of Directors.



Lake Bonavista Homeowners Association

Transparency and Record Keeping

LBHA will maintain internal records of all donations received.

Donors may receive:

- A written acknowledgment of the donation
- Confirmation of the supported project where applicable

Donation funds will be applied toward the intended purpose or related community improvements as determined by LBHA.

Policy Review

This policy may be amended by the LBHA Board of Directors at any time to ensure compliance with applicable legislation, governance practices, and operational requirements.