

GIFT ACCEPTANCE

Approval Authority	President
Responsible Executive	Vice-President, Community Engagement
Related Policies/Legislation	Arts Acquisition an Exhibition (4) Donor and Gift Anonymity (153) Board Policy Direction on Philanthropy and Gift Management (BPD-210) Board Policy on Naming of Buildings, Space and Facilities (BRP -215.02) Library Collection (72) Board Policy on Controlled Entities (BRP-200.04) Investment Policy of the Board (BRP-215.01)

PURPOSE

This policy is to ensure that:

- The University of the Fraser Valley (hereafter, UFV) meets all legislative (e.g. the Income Tax Act), regulatory (e.g. Revenue Canada), and UFV Policy requirements (see ufv.ca/secretariat/policies) as they relate to all matters involved with the acceptance of gifts to the University.
- Appropriate direction is provided regarding all aspects of the acceptance of and administration of gifts to UFV, and all risks associated are mitigated in the process, including maintaining the integrity of institutional collections and ensuring public confidence in the University's collecting activities.

SCOPE

This policy applies to all departments or individuals who are accepting gifts on behalf of the University or negotiating with donor prospects regarding potential gifts.

DEFINITIONS

In this policy, the following definition applies:

Gift: A donation that is offered to and accepted by the University. A gift or donation is a voluntary and irrevocable transfer of ownership of money or property including but not limited to gifts of cash, planned gifts, and gifts-in-kind for which the donor expects and receives nothing in return either personally or for the benefit of a third party. Gifts to the university are, by definition, eligible for a charitable tax receipt. Examples of gifts include: outright gifts of cash, cheques, or publicly traded securities; gifts of real estate, shares, or annuity contracts; gifts of residual interest, bequests, gift-in-kind, etc.

POLICY

UFV may solicit and accept a variety of gifts whereby university priorities are recognized, applicable laws and regulations are followed, and the risk to the University is minimized.

As part of the commitment to this, UFV:

- seeks to be transparent, accountable, and hold to the highest standards of integrity and ethical conduct for all matters related to gifts and gift acceptance;
- retains the final right to decision making on all gift matters and retains ownership of all gifts;
- ensures all gifts and solicitation of gifts to UFV are focused on and consistent with UFV's strategic directions, education plan, strategic enrolment management plan, and other plans or priorities as established by the University's governing bodies and senior management;
- requires that gift acceptance and administration be managed in an orderly way, ensuring compliance with all applicable regulations;
- takes responsible steps to ensure it is protected against potential liabilities; and
- ensures donors are treated consistently and equitably when they make gifts to UFV and donor preference is accommodated, except where it is inconsistent with other principles listed above.

REGULATIONS

In order to ensure these principles are upheld, UFV employs the following measures:

1. Where necessary, the Vice-President, External or designate consults with appropriate individuals, organizations, or regulatory bodies to ensure compliance on all gift acceptance related matters.
2. In any instance where University personnel are considering, planning negotiations, or wishing to solicit or accept a gift on behalf of UFV and such plans are not covered by guidelines as described in Regulations 3.a. below, or when uncertain how to interpret and apply said guidelines, University personnel must consult with the Vice-President, External or designate regarding procedures on a gift's acceptability.
3. The Vice-President, External or designate will:
 - a. establish and maintain guidelines for acceptance of gifts at UFV that are consistent with legislative, regulatory, and policy requirements. These guidelines should include, but are not limited to, the following: reporting structures, types of gifts, donor preference, gift receipting, acceptance and refusal of gifts, gift agreements, value of donated gifts, de-accession of gifts, and processes for managing gifts. The Executive Director or designate will consult with relevant groups or individuals as appropriate in the development of these guidelines;
 - b. ensure guidelines are published on the University website (and other places as appropriate) and the UFV community is educated on gift acceptance requirements; and
 - c. report to the President and Board of Governors on any issues necessitating they be informed or requiring approval.
4. The President will report annually to the Board of Governors on gifts solicited and accepted and will provide the Board with other periodic updates as appropriate.