

Name: **Gift Acceptance Policy**

Policy Number: 11-1001

Approving Authority: Assigned by University Secretary

Approved: April 27, 2018

Responsible Office: Office of Advancement & External Affairs

Responsibility: Vice-President, Advancement & External Affairs

Revision Date(s): October 20, 2023

Supersedes: Not applicable

Next Required Review: October 20, 2028

of ethical conduct, in its own co
and in all its external relationships and interactions – with alumni, friends and don
businesses and commercial

Saint Mary University in Halifax, Nova Scotia is a registered charity under the Canada Revenue Agency (CRA). Its charitable registration number is 11918 9900 RR0001.

4. Definitions

- **Gift:** A gift is a voluntary transfer of property without valuable consideration, as defined by the Canadian Revenue Agency. Generally, a gift is made if all three of the conditions listed below are satisfied: a. some property — usually cash — is transferred by a donor to a registered charity; b. the transfer is voluntary; and c. the transfer is made without expectation of return. No benefit or advantage may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value
- **Charitable donation:** A gift of cash or cash equivalent gifts (including gifts in kind, gifts of security, foundation grants, deferred gifts (including estate gifts), but excludes contract research funding) resulting in the issuing of a charitable tax receipt from the University.
- **Eligible gift:** These gifts (or portion of gifts) which the University determines meet the CRA guidelines for issuance of a charitable gift tax receipt to the donor.
- **Non-eligible gifts** – These gifts do not qualify for issuance of charitable tax receipts under CRA guidelines.
- **Designation (restricted gift):** A gift donated to the University for a defined purpose.
- **Unrestricted gift:** A gift donated to the University that is not designated for a defined purpose and can be used to support the mission of the University at its discretion.

5. Policy

This Policy governs the acceptance of gifts made to Saint Mary's University:

- All gifts will be subject to review prior to acceptance.
- The University will not accept gifts, enter relationships, or accept external support that could reasonably compromise its public image, reputation or commitment to its academic mission, principles, and values.
- Saint Mary's University values and will protect its integrity, autonomy, and academic freedom in all its activity, representing individual community members and the academic staff. (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

- the gift does not comply with the Canada Income Tax Act and Canada Revenue Agency guidelines (charitable and non-charitable) or could jeopardize the University's registered charitable status;
- the gift does not align with the University's priorities or objectives;
- the donor applies unacceptable restrictions or conditions on the gift;
- the gift will be difficult to administer;
- the gift exposes the University to unacceptable risk or liability, including but without limitation, violation of the Nova Scotia Human Rights Act and the values and principles of equity, diversity, inclusion, and accessibility;
- the gift may have or actually comes from illegal activities;
- the gift could improperly benefit any person; and
- the donor and gift could pose a reputational risk to the University or does not align with the University's ethical principles and respectful workplace culture.

6. Authority to Accept Gifts

While the University may elect to accept or decline any gift, the Board of Governors has delegated authority to the President & Vice-Chancellor to make decisions concerning the acceptance of gifts and they are accountable to the Board of Governors for such decisions.

The President & Vice-Chancellor has the ultimate authority to make decisions to accept or reject gifts valued up to \$2 million. Board of Governors approval is required for gifts of \$2 million or more. The President & Vice-Chancellor may delegate their authority to accept or reject gifts valued at below \$250,000 to the Vice-President, Advancement & External Affairs.

7. Authority to Solicit, Negotiate and Receipt Gifts

The Office of Advancem13 .

Where appropriate, gift agreements and other documentation requiring university signature to support the gift will be recorded

reviewed as they are received and may be allocated to other projects, at the discretion of the President & Vice-Chancellor, in consultation with the Vice-President, Advancement & External Affairs.

The President & Vice-Chancellor will direct undesignated gifts by way of memorandum to the Vice-

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14. Related Policies, Procedures & Documents

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