

Township of Brock Corporate Policy



Policy Name: Donated Asset Policy

Policy Type: Administration & Personnel

Policy Number: AP17

Reference: 2015-AP-01

Date Approved: April 27, 2015

Date Revised:

Approval By: Administration & Personnel Committee

Point of Contact: Tom Gettinby

Existing Assets Previously Donated

1. Fixed assets shall remain at the location previously installed as they are not easily removed.
2. Portable assets shall remain at the location for which it was donated provided that its use does not create a liability to the Township of Brock.
3. Depending on the nature of the previously donated portable asset, the use of such shall meet all training requirements (if applicable) as determined by the Township of Brock.
4. The municipality is not under any obligation to replace those assets which exceed their useful life despite accounting for regular care and maintenance.

Future Assets (Fixed & Portable)

1. Not-for-profit groups and/or individuals shall meet with staff prior to donation to determine the asset's use and suitability relative to liability, on-going maintenance and training (if applicable) requirements.
2. All proposed donated assets shall be subject to the approval and acceptance by the Council of the Township of Brock.
3. All proposed donated assets for which a charitable receipt is requested shall meet the requirements of the Treasurer of the Township of Brock in compliance with the Canada Revenue Agency.

4. Fixed assets shall remain at the location proposed.
5. Portable assets shall remain at the location proposed provided that its use does not create a liability to the Township of Brock and that its use meets all training requirements (if applicable) as identified by the Township of Brock.
6. The municipality is not under any obligation to replace those assets which exceed their useful life despite accounting for regular care and maintenance.