



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Finance and Administration	<b>Section</b>	Donations and or Grants		
<b>Title</b>	Gifts on Behalf of the City of Corner Brook	<b>Policy Number</b>	11-04-07	<b>Authority</b>	Council
<b>Approval Date</b>	15 Oct 03	<b>Effective Date</b>	15 Oct 03	<b>Revision Date</b>	19 Dec 05

### ***Purpose:***

To provide authority for the Mayor to contribute gifts and donations on behalf of the City.

### ***Policy Statement:***

The Mayor shall have the discretion to contribute to charitable events where he/she is requested to bring greetings or to officially represent the City of Corner Brook.

### ***Reference:***

Revised: 05-213 (Dec 19, 05)

Approved: Oct 15/03 - Minute 03-173.2

CPS03-59 (c)

### ***Detailed Action Required:***

The City Clerk shall record the details of each expenditure authorized by the Mayor under this policy and shall attach the receipts provided to the Request for Cheque. A list shall be provided to Council annually of all amounts donated under this policy.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[REDACTED]  
MAYOR

[REDACTED]  
CITY CLERK