

**COMFOR MANAGEMENT SERVICES LTD.  
& SUBSIDIARY**

**POLICY 2017-2018-02  
Donations Policy**

<b>Policy Title:</b>	<b>Donations</b>
<b>Policy Number:</b>	<b>2017-2018-02</b>
<b>Date Approved:</b>	<b>February 25<sup>th</sup> 2021</b>
<b>Replaces:</b>	<b>2017-2018-01</b>

**Purpose:**

To provide guidance to the management of Comfor Management Services Ltd. and Burns Lake Community Forest Ltd. on:

- requests for donations;
- criteria to be used in evaluating the requests, and;
- monetary limits to donations.

**Donation Committee**

The Donation Committee will consist of the Manager and two Directors of the Board. These Directors will serve a six-month term on the Donations Committee and will then be replaced by two different Directors after their term ends. The intent is to have Directors from the Board serve on the Donations Committee on a rotational basis.

Decisions of the committee will be decided by a majority vote.

All Shareholder or First Nations Partner requests must be received by the full Board for consideration and decision. It is the responsibility of the Shareholder/First Nation Partner applicant to secure and provide a resolution outlining support for the funding request from the municipality, regional district, or Chief and Council.

At the discretion of the Donations Committee, requests over \$10,000 can be referred to the full Board for consideration and decision via email and/or at the next meeting.

*Multi-year requests:* At the discretion of the Donation Committee, small request up to \$10,000 annually can be awarded to organizations that meet the donation policy for maximum term of 5 years.

## **Criteria**

The Donations Committee will consider donations to individuals or not-for-profit groups that meet the following criteria:

- Local Education:
  - Scholarships and bursaries for aboriginal and non-aboriginal students attending the local high school who are going to a recognized post-secondary institution in resource management or environmental science
  - Scholarships and bursaries for aboriginal and non-aboriginal students attending the local high school who are going to a trade school
- Service clubs in the Lakes Timber Supply Area
- Outdoor recreation in the Lakes Timber Supply Area
- Recreation facilities in the Lakes Timber Supply Area
- Sporting teams and events in the Lakes Timber Supply Area

## **Application**

Small amounts, up to \$5000 per request, meeting the donation criteria will be considered by the Donations Committee on an ad hoc first come, first serve basis with a one-week period for the decision. The total amount is to derive from quarterly review of the approved Annual Budget.

Requests over \$20,000 may be approved contingent on half of the funds being secured or leveraged from other sources. Larger requests meeting the donation criteria will be financed through the interest earned by company investment funds up to one per cent (1%) of the value of the funds. A Contribution Agreement is required for donations over \$10,000.

Requests should include the name, type of organization or group, name of the primary contact, contact information, and the amount requested followed by a brief description of what the funds are intended to be used for. While all applications will be considered, requests may be denied based on the merits of the proposal and the financial position of CMSL and subsidiary. Because the mandate of the Board is to consistently provide equal contributions to similar requests, funding may be provided differently than requested.