



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	Fundraising and Tag Days	NO.	ADMIN-85
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Effective Date:	XXXX XX, 2025
Approved by:	Council
Reference:	Staff Report No. ADM-25-056
Amends:	

POLICY:

To allow for registered charities or nonprofit organizations to request permission to conduct tag days or door to door fundraising for charity within the Township of Esquimalt.

DEFINITIONS:

Door to Door Fundraiser means the act of soliciting residents for donations at their homes by a registered charity.

Registered Charity means a registered society that is a Canadian Registered Charity, as listed by the Canadian Revenue Agency.

Tag Day means a day set aside for solicitation of donations from the public by a registered charity with each contributor receiving a tag or related token.

Township means the Corporation of the Township of Esquimalt.

PROCEDURE:

General Rules:

- (1) Approval shall be given only to organizations that are registered charities.
- (2) Campaigns are to be in the name of registered charities and shall not involve commission sales by third parties.
- (3) Requests approved through this Policy are to be submitted at least three (3) weeks prior to the date of the requested Tag Day or Door to Door Fundraiser.
- (4) Tag Days or Door to Door Fundraiser events shall be allowed any day of the week.
- (5) Tag Days or Door to Door Fundraiser events shall take place from 8:30 a.m. to 4:30 p.m., unless otherwise requested and approved.
- (6) An organization shall not be permitted to solicit for a period longer than one calendar

month within a calendar year.

- (7) Every person soliciting contributions on behalf of the organization conducting the Tag Day or Door to Door Fundraiser must wear an official sign or badge identifying the organization where it may be clearly seen by the person being solicited.

Application:

- (1) All requests shall be made in writing or via email submission to the Corporate Services Department on the organization's letterhead and from the organization's official email address.
- (2) The request letter shall include:
 - a) The preferred date(s)
 - b) Times
 - c) Location(s) of event
 - d) Contact information, including email and title of applicant
 - e) A charitable registration number issued by the Canada Revenue Agency.

Responsibilities:

- (1) The Corporate Services Department staff shall be responsible for processing all requests as per the Policy.
- (2) The Corporate Services Department staff will review all applications to determine validity of the request and consistency with the Policy.
- (3) The Corporate Services Department shall draft a response letter for review and approval by the Mayor.
- (4) Final approval or denial shall be provided to the applicant on official Township letterhead from the office of the Mayor.