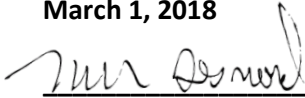


CHARITABLE DONATIONS POLICY – ENTERPRISE POLICY –

Issued By:	ENTERPRISE RISK & SUSTAINABILITY
Approved By:	Senior Executive Leadership Team
Meeting Date:	March 1, 2018
CEO Signature:	

1. PURPOSE

This Policy articulates TransLink's commitment to support the communities we serve throughout Metro Vancouver. This Policy applies to all divisions of TransLink, including its operating subsidiaries.

2. POLICY

TransLink is committed to supporting and investing in community programs that align with our Vision, Mission and Values, while contributing to the social and environmental well-being of the communities we operate in. TransLink's Charitable Donations Program (the Program) is aligned to the Mayors' Council 10-Year Vision for Regional Transportation in Metro Vancouver which establishes a Goal of making transportation decisions that foster safe, healthy and complete communities.

The Charitable Donations Program will help achieve this Goal by focusing on initiatives that:

- Assist in overcoming barriers to transportation, allowing individuals' access to community programs and services; and
- Provide access to equipment or assets to support local community or educational services.

Entities eligible for support under the Program include registered not-for-profit organizations, charitable organizations, and government agencies operating in the Metro Vancouver region.

The Program will include donations of:

- Compass Products;
- Retired fleet; and
- Retired office equipment.

The Program will exclude:

- Cash donations;
- In-kind advertising (ad cards, bus and train wraps, digital media); and
- Sponsorships to events; and
- Employee- or organization-led fundraising campaigns.

3. AVAILABILITY FOR SUPPORT

TransLink has a budget of \$50,000 to support the Program.

To ensure TransLink is able to support a variety of organizations within Metro Vancouver, there will be a cap of \$2,500 worth of Compass Products per request. Requests for retired fleet and equipment exceeding that amount will be evaluated on a case by case basis. Organizations are able to apply for support twice per year as detailed below.

4. REQUESTS AND EVALUATIONS

Organizations will be required to submit a formal application to the Program through the [online application form](#). Applicants will be required to describe their need, outline how the request aligns to supporting Safe, Healthy and Complete Communities, and identify how TransLink will be recognized for the contribution.

Applications will be accepted two times per year during the following periods

- January 15 to February 15
- August 15 to September 15

TransLink will establish a Charitable Donation Panel with representation across the enterprise to review applications and select donation recipients. All donations will require final approval from the Vice-President of Customer Communications and Public Affairs. Applicants will be advised of the status of their application within one month following the close of the application period.

5. MONITORING AND REPORTING

Within a pre-determined timeframe, successful applicants will be required to provide TransLink a report summarizing their project impacts, successes and considerations for improvements.

6. REFERENCES

- Mayors' Council 10-Year Vision for Regional Transportation
- TransLink Sustainability Policy
- TransLink Charitable Donation Policy