

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>VOLUNTARY CONTRIBUTIONS TO CHARITIES THROUGH PAYROLL DEDUCTION</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b>  February 1993
Resolution No.	Supercedes Resolution No.
Policy Number 3.18	<b>PAGE 1 of 1</b>

Only charitable organizations registered with Revenue Canada to provide for deductions of contributions under the Income Tax Act or otherwise recognized by the Town of Fort Frances are allowed under the program.

A request in writing to be included in a payroll deduction program received from a charity is to be supported by evidence that a minimum of ten Town employees are applying to participate in the plan with respect to the charitable organization.

Initial requests from charitable organizations are acceptable at any time during the months October through August subject to a one month 'window' and a review in October.

The granting of the request from the charitable organization is conditional on the payroll system having the capacity to accommodate it.