

MACKENZIE HALL – POLICY FOR ACQUISITION OF FURNISHINGS

1060/88

That the following policy for the acquisition of furnishings for use at Mackenzie Hall **BE ESTABLISHED:**

- a) An Acquisitions committee shall be formed consisting of an equal number of members from The Friends of the Court and The City of Windsor. The Acquisitions committee will prepare and maintain an agreed upon list of priorities for acquisition for Mackenzie Hall. The Acquisitions Committee shall forthwith prepare and maintain an up-to-date inventory of all items donated by or through The Friends of the Court for Mackenzie Hall showing both the description and the receipted or purchased value thereof.
- b) The Friends of the Court will seek and receive, subject to the approval of the joint Acquisitions Committee, all gifts in kind or monetary donations for Mackenzie Hall and will issue all tax receipts therefore at the fair market value of such gifts or donations.
- c) The Friends of the Court shall forthwith transfer ownership to The Corporation of the City of Windsor of all gifts in kind received by it for Mackenzie Hall and such items shall be accepted by the City of Windsor.
- d) It shall be a condition of all gifts in kind to The Friends of the Court for Mackenzie Hall and of all such gifts by The Friends of the Court to The City of Windsor, that such gifts shall be permanently housed, used or displayed in Mackenzie Hall. Provided, however, that such gifts may be stored, used elsewhere or sold by The City of Windsor on condition that the Commissioner of Parks and Recreation shall seek the advice of the joint Acquisitions Committee and if agreement cannot be reached, the matter will be referred to City Council.
- e) The Department of Parks and Recreation will arrange for an appraisal of an item to be donated, as well as transportation of the item to be donated. For the purpose of issuing a tax receipt by The Friends of the Court, an appraisal shall not be required where the Acquisitions Committee and the donor agree that the value of the gift in kind is \$100.00 or less.
- f) The Department of Parks and Recreation shall maintain an acquisitions account to be called the Mackenzie Hall Acquisitions Account and be funded by the proceeds realized on the disposition of all gifts in kind received for Mackenzie Hall both before and after the date hereof, and regardless whether such items were originally purchased by The Friends of the Court or were received through The Friends of the Court by way of its donors. Expenditures from the acquisitions account may be made for the purchase of tangible items for Mackenzie Hall upon the advice of the joint Acquisitions Committee.