

**1. Policy Statement**

The Winter Parking Forgiveness Program Policy provides a standard for how donations can be taken in exchange for forgiving a parking ticket issued between the last Monday in November and the Friday before December 21 each year.

The intention is to provide the community a channel to make a monetary or toy donation to contribute to the Fire Department's annual toy drive.

**2. Toy Donations**

The Town of Greater Napanee will accept new, non-gift wrapped, toys for children of any age. The toy must be accompanied with a receipt that shows the cost of the toy. It must total the same or more than the set fine of the parking ticket.

To make a donation with a toy to have an eligible parking ticket voided, the parking ticket, the toy and receipt need to be presented at the Legislative Services office. The toy, the receipt and the parking ticket will be received by Town staff, in exchange a receipt showing that the parking ticket has been voided as a part of this program.

**3. Monetary Donations**

In addition to toy donations, the Town of Greater Napanee will accept monetary donations, totalling the same or more than the set fine of the parking ticket, to void eligible parking tickets as part of the Winter Parking Forgiveness Program. The monetary donations can include the following:

- a. Cash in clear denominations and coin rolls;
- b. Gift cards with accompanying receipts.

To make a monetary donation to have an eligible parking ticket voided, the ticket, the donation and applicable receipts need to be presented at the Legislative Services office. The donation, the receipt and the parking ticket will be received by Town staff, in exchange a receipt showing that the parking ticket has been voided as a part of this program.

**4. Exclusions:**

The following donations will not be accepted:

- a. Toys that require batteries;
- b. Toys that promote violence;
- c. Gift cards that do not have an accompanying receipt.

The following parking violations are not eligible for this program:

- d. Parked in an Accessible Parking Permit Space – Without Permit.

**5. Reporting**

Results of the program will be collected and presented at the end of each term of this program. The information collected will reflect:

- a. The total amount of parking tickets voided as part of this program; and
- b. The total number of toys donated; and
- c. The total number of monetary donations; and
- d. The total amount of monetary donations; and
- e. The total number of each violation type.

## **6. Responsibility**

The Town Clerk and/or their designate Officers are responsible for the administration of this policy. Officers are authorized to do the following:

- a. Accept and deny donations as required; and
- b. Report on donation statistics as required.