

	Title: Request to Conduct Door-to-Door Canvassing	Number: CO-25 Section: Admin
	Authority: Council	
	Date Adopted:	
	Historical Changes:	

1. Purpose:

To provide guidelines to Council for granting permission to various organizations to conduct door-to-door canvassing.

2. Scope:

This Policy applies to all requests for door-to-door canvassing within the City of Langley.

3. Definitions:

Door-to-Door Canvassing means to conduct door-to-door solicitation on behalf of a registered charity for a fundraising campaign.

Fundraising Campaign means an initiative involving collecting or receiving money the whole or any part of which either directly or indirectly is, or is intended to be, used or disposed of for a registered charity.

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

4. Policy Statement:

The City of Langley requires door-to-door canvassers to apply for permission to do so within the municipal boundaries.

5. Principles:

- (1) Door-to-Door Canvassers must apply for permission to canvass within the City of Langley by filling out and submitting to the City at least three (3) weeks before the campaign, a Request to Conduct Door-to-Door Canvassing application ("the application") attached as Schedule "B" to this Policy.
- (2) Applications received from organizations that are not on the "List of Council Approved Campaigns", as set out in Schedule "A" to this Policy, or that propose significant changes to their campaign (ie. number of canvassers, length of campaign etc.), must be submitted to Council for consideration of approval. Applications from organizations that are included in the "List of Council Approved

Campaigns” will be reviewed by staff to ensure there are no overlaps in dates for approved canvassing campaigns in the City.

- (3) Campaigns are to be in the name of registered charities and shall not involve commission sales by third parties.
- (4) Approval shall be given only to organizations that are registered charities, and, if requested, they shall issue valid receipts for income tax purposes for all donations.
- (5) The only exception to (3) and (4) noted above are companies that do not involve commission sales and that are providing canvassers to registered charities;
- (6) Canvassing is not to take place before 9:00 am or after 8:00 pm Mondays to Saturdays and not on Sundays or Statutory Holidays.
- (7) An organization shall not be permitted to canvass for a period longer than one calendar month within a calendar year.
- (8) Copies of approved applications to canvass shall be forwarded to the Langley RCMP Watch Command.
- (9) Canvassers shall carry a copy of the approved application with them when canvassing and shall present it as proof of authorization to canvass to members of the public upon request.

References:

Policy Number:	CO-25
Policy Owner:	Corporate Officer
Endorsed by:	Senior Management Team
Final Approval:	Council
Date Approved:	April 23, 2007
Revision Date:	February 4, 2013
Amendments:	
Related Policies:	n/a
Related Publications:	n/a

SCHEDULE A

List of Council Approved Campaigns

Canadian Cancer Society

Girl Guides of Canada

Heart & Stroke Foundation

SCHEDULE B



CITY OF LANGLEY

**REQUEST TO CONDUCT
DOOR-TO-DOOR CANVASSING**

This application form is a request for permission to conduct door-to-door canvassing campaigns. Only registered charities shall be considered. Canvassing shall not be permitted before 9:00 am or after 8:00 pm Mondays through Saturdays and not on Sundays or Statutory Holidays. Canvassers are required to carry with them a copy of the approved application while they are working.

You may submit your request to the Corporate Officer in person, by mail to 20399 Douglas Crescent, Langley, BC V3A 4B3, by fax at 604-514-2838 or by e-mail to info@langleycity.ca

Name of Registered Charity:

Non-Profit Society Number: _____
(if applicable)

Duration of Canvass (exact dates to begin and end):

Will valid receipts be issued upon request for Income Tax purposes by the organization:

If No, explain:

Purpose of Proceeds:

Contact Information (telephone/e-mail):

For Office Use Only

Approval Date

Authorized Signature

cc: Langley RCMP – Watch Command