

	Title: Request to Conduct Door-to-Door Canvassing	Number: <b>CO-25</b> Section: Admin
	Authority: Council	
	Date Adopted: April 23, 2007	
	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:	<b>CO-25</b>
Policy Owner:	<b>Corporate Officer</b>
Endorsed by:	<b>Senior Management Team</b>
Final Approval:	<b>Council</b>
Date Approved:	<b>April 23, 2007</b>
Revision Date:	<b>February 4, 2013, March 11, 2019</b>
Amendments:	
Related Policies:	<b>n/a</b>
Related Publications:	<b>n/a</b>

## SCHEDULE A

### List of Council Approved Campaigns

Canadian Cancer Society

Girl Guides of Canada

Heart & Stroke Foundation