



**POLICY**  
**Council-025**  
**Donation Policy**

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<b>Responsible Department:</b>	Community Services and Recreation
<b>Council Approval Date:</b>	December 18, 2024
<b>Council Resolution Number:</b>	2024.12.18.10
<b>Statute(s) and Bylaw(s):</b>	n/a

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## **1. POLICY STATEMENT**

The Town of Diamond Valley is committed to maintaining fiscal responsibility and ensuring that taxpayer funds are utilized solely for municipal operations and services that benefit the entire community. As such, the Council will not approve financial Donations to any Organization or group, regardless of eligibility or intent, except where identified and approved by Council during the annual budget discussions.

### **1.1. Legislative Requirements**

This policy is subject to any specific provision of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time, or other relevant legislation or agreements.

## **2. PURPOSE**

To establish a clear framework that ensures the Town does not allocate taxpayer funds to external Organizations or groups for donations or in-kind support, maintaining a focus on municipal operations and services.

## **3. DEFINITIONS**

- 3.1.** *Administration* means the operations and employees of the Town, under the direction of the CAO.
- 3.2.** *Council* means the elected body of the Town of Diamond Valley.
- 3.3.** *Council Policy* means a direction or course of action authorized by Council, which primarily governs the actions of Council or Councillors, but may also direct Administration. Procedures related to Council Policy will be provided to Council for review but are established by authority of the CAO.
- 3.4.** *Donation* means financial or In-Kind Contributions made by the Town to eligible Organizations.
- 3.5.** *In-Kind Contributions* means non-monetary support such as staff time, use of equipment or supplies provided by the Town to an external party.
- 3.6.** *Organization* means a non-profit entity or community group seeking support from the Town.
- 3.7.** *Town* means the incorporated municipality of the Town of Diamond Valley.



#### 4. Responsibilities

##### 4.1. Council

- a. Adhere to the Donation Policy and ensure adherence to its principles.
- b. Maintain transparency with the community regarding the use of taxpayer funds.

##### 4.2. Administration

- a. Communicate the Donation Policy to any external party making a request for financial support.
- b. Ensure external organizations wishing to address Council as a delegation regarding donation requests first obtain approval from the Chief Administrative Officer.
- c. Ensure that all municipal budgets reflect adherence to this policy.

#### 5. Donations of Taxpayers Funds

- 5.1. Monetary support will not be provided for events, activities, or initiatives organized by external Organizations, regardless of their purpose or community benefit.
  - a. Exceptions will be made for Organizations that receive an honorarium for their volunteer contributions to Town events.

#### 6. Fiscal Responsibility

- 6.1. All taxpayer funds will be allocated solely to municipal operations and services that directly benefit the entire community.

#### 7. In-Kind Contributions

- 7.1. Non-monetary requests (e.g., staff support or equipment/supplies) are subject to the discretion of the department managers' availability.
- 7.2. All In-Kind Contributions will be given a monetary value and should not exceed \$500.
- 7.3. Facility rentals are not eligible.

#### 8. Alternative Funding Sources

- 8.1. External Organizations are encouraged to seek support from other funding bodies such as provincial programs, regional partners, or non-profit foundations.

#### 9. Monitoring and Evaluation

- 9.1. This policy will be reviewed once per Council term to ensure fiscal alignment with the fiscal priorities of the Town.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



**POLICY Revision History**

Policy Name	Revision Date	Revision Description	Approved by: Resolution	Effective Date
Donation Policy		New		

