

VILLAGE OF MYRNAM



Policy Number: 2025-02
Date of Issue: November 18, 2025
Policy Subject: Donations Policy

POLICY STATEMENT:

The purpose of this policy is to establish clear guidelines for the consideration and approval of financial donations, sponsorships, or in-kind support provided by the Village of Myrnam to individuals, groups, and organizations. This ensures transparency, fairness, and alignment with the Village's budget, strategic goals, and community benefit.

SCOPE:

This policy applies to all requests for:

- Monetary donations or sponsorships;
- In-kind support (e.g., use of municipal equipment, staff time, printing, or materials);
- Requests from individuals, community groups, or organizations within or serving the Village of Myrnam.

GUIDING PRINCIPLES:

The Village of Myrnam will review all requests for donations or sponsorships in a fair, consistent, and transparent manner. Requests must demonstrate a benefit to the community as a whole, align with budgeted allocations, and follow the submission and approval process outlined in this policy.

ELIGIBILITY:

To be eligible for consideration, applicants must:

- Be based in or provide services to the Village of Myrnam and area;
- Submit a written request outlining the purpose, amount requested, and intended use of funds;
- Identify any other sources of funding or sponsorship; and
- Submit the request at least 30 days prior to the desired date of support.

Ineligible requests include:

- Personal travel or participation costs for individuals or teams;
- Requests where there will be any personal gain—monetary or otherwise—even if connected to a community event or initiative;
- Private businesses or for-profit ventures;
- Retroactive requests (after the event or project has occurred);

VILLAGE OF MYRNAM

- Political or religious organizations (unless for a community-wide, non-denominational event).

FUNDING AND APPROVAL:

Donations and sponsorships will be limited to the annual budget allocation approved by Council.

Administration will review requests and make recommendations to Council.

Council approval is required for any donation or sponsorship exceeding \$200.00, or for any request if the budgeted funds for donations or sponsorships have already been fully allocated.

Smaller amounts within the approved donation budget may be approved administratively by the C.A.O.

CONSIDERATION CRITERIA:

Demonstrated benefit to the community or promotion of the Village;

Number of residents or organizations impacted; and

Alignment with the Village's goals, values, and available resources.

REPORTING AND RECOGNITION:

All donation and sponsorship requests, whether approved or declined, shall be included as a correspondence item at the next Regular Council Meeting, along with a brief note outlining the decision made and by whom.

Small Donations (\leq \$200 or in-kind items within budget) – Receipt and acknowledgement by the CAO; recognition in the next Council information report.

Larger Donations ($>$ \$200 or outside budget) – Council approval required; formal acknowledgement in Council meeting minutes and, where appropriate, public recognition (e.g., press release, social media, signage).

In-Kind Support – Level of recognition determined by the CAO in consultation with the requesting organization, proportionate to the value or impact of the support.

ADMINISTRATION

The Chief Administrative Officer is responsible for administering this policy, maintaining records of donations and sponsorships, and ensuring compliance with Council approvals and budget limitations.

VILLAGE OF MYRNAM

REVIEW DATE:

This policy and all associated systems shall be reviewed every four years, or sooner if required due to legislative changes or operational updates.

MAYOR

CHIEF ADMINISTRATIVE OFFICER