



GRAND VALLEY

## STAFF REPORT

**To:** Mayor and Members of Council  
**From:** Meghan Townsend, CAO/Clerk  
**Meeting Date:** December 9, 2025  
**Report Number:** 2025-226  
**Subject:** Draft Donation and Fee Waiver Policy

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### Recommendation

**THAT** Council receive Report – Draft Donation and Fee Waiver Policy,  
**AND FURTHER THAT** Council directs staff to modify the policy as follows:

### Executive Summary

#### Purpose

To present a draft policy to guide decisions regarding financial and non-monetary donations and the waiver of rental fees for Town facilities.

#### Key Findings

- Draft policy is presented.
- Council input is required.

#### Financial Implications

Financial impact will depend on the number of requests received and approved per year.

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## Report

### Background

At the February 25, 2025 meeting, Council passed the following resolution:

2025-02-45

Moved by Latam, Seconded by Jonker

**BE IT RESOLVED THAT** Staff prepare donation request for the 2026 budget from the community prior to the creation of the budget.

**CARRIED**

The Town does not have a donation and fee waiver policy (except for rental waivers for the Grand Valley and District Community Centre) to guide the presentation of these requests.

### Discussion

Each year, Council receives various requests for contributions in the form of monetary donations, staff assistance and other non-monetary assistance with community events. In 2025, Council has donated \$4475 in monetary donations and \$8698 in non-monetary support. Given that there is no policy guiding these requests, and now that the Town is operating recreational facilities for which the community may wish to request fee waivers, a policy has been developed that will assist Council with deciding whether or not to support a request for assistance.

A draft policy regarding donations and fee waiver requests is presented as Attachment 1 to this report. Monetary donations and in-kind or non-monetary donations are discussed, as are the waiver of rental fees for Town-owned facilities (excluding the Community Centre).

Staff require Council feedback on the timing for donations to be received, maximum monetary donation values, eligibility criteria and the request process. All comments will be incorporated into the draft and presented for adoption at a future meeting.

This policy will take effect upon passing; however, staff recommend that 2026 be considered a probationary period during which the Town can publicize the new policy and community groups can become familiar with the policy and plan their events and their requests accordingly for future budget years.

### Financial Impact

The financial impact of this policy will depend on the dollar values Council chooses to incorporate into the policy, and the number of requests received and approved each year.

**Consultations**

Steven Freitas, Director of Finance/Treasurer

Connor Smith, Student

**Attachments**

Attachment 1 – Draft Donation and Fee Waiver Policy

**This report was submitted by**

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**This report was approved by**

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