

Rural Municipality of Belfast, PEI
A Bylaw to Establish Municipal Grants
Bylaw # 2018-02

BE IT ENACTED by the Council of the Rural Municipality of Belfast as follows:

1. Title

- 1.1. This bylaw shall be known and cited as the “Grants Bylaw.”

2. Authority

- 2.1. Subsection 158(1) of the *Municipal Government Act* *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables council to provide, by bylaw, for the issuing of grants, including grants for service charges and fees, for any purpose that the council considers to be in the interests of the municipality.

3. Application

- 3.1. This bylaw applies to Council, municipal staff and any person, group or body for which municipal grants may be established, application may be made, reviewed and awarded.

4. Definitions

- 4.1. “Act” means the Municipal Government Act.
- 4.2. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.3. “Council” means the Mayor and other members of the Council of the municipality.
- 4.4. “Councillor” means a member of Council other than the Mayor.
- 4.5. “Application” means an application for grant funding as found in Schedule A of this Bylaw.
- 4.6. “Grant” means a sum of money given by the Rural Municipality of Belfast for a specified purpose.
- 4.7. “Fees” means payments made to the Rural Municipality of Belfast in exchange for services received.
- 4.8. “Committee of Council” refers to the Council of the Rural Municipality of Belfast as a single Committee.
- 4.9. “In Kind” means a grant paid by the Rural Municipality of Belfast in goods, commodities or services instead of money.

5. General

- 5.1. The Rural Municipality of Belfast establishes under this bylaw a grant program for groups and individuals who offer programs, activities and services in the interest of the municipality or for any purpose that the Council considers to be in the interests of the municipality.
- 5.2. Each grant program will be established by way of a written policy adopted by Council. Each policy established by Council must include, at a minimum, the following information:
 - (a) name of grant
 - (b) date grant is established
 - (c) purpose of grant
 - (d) application deadline
 - (e) eligibility criteria
 - (f) maximum amount available for grant
- 5.3. Grant programs provided by Council must be identified and described in Schedule "A" of this bylaw. Schedule "A" is considered to be part of this Bylaw and may only be altered by amendment of this Grants Bylaw.

6. Principles

- 6.1. The principles governing grant programs include:
 - (a) Council recognizes that, through the provision of grants, Council is committed to providing financial and in-kind assistance to groups and individuals offering services, activities and programs in the interests of the municipality.
 - (b) Council is committed to treating requests for grants from these groups in a consistent, fair, and equitable manner, subject to established priorities and budget.
 - (c) Council promotes public awareness of the principles and guidelines by which Council is:
 - (i) providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and
 - (ii) establishing a timeline for the submission and processing of such requests, so that Council can conduct a meaningful comparison and achieve an equitable distribution of support.
 - (d) Council advertises the Community Grants Policy and the application process through its website.

- (e) Council recognizes that there may be worthy requests which may not fit within this statement of general principles and guidelines. Nothing in the policy prevents Council from making grants to entities at times and for purposes outside the scope of the policy.
- (f) Council may, at the discretion of Council, provide grants in the form of in-kind services, or in exceptional circumstances a waiver of standard fees, where by doing so could benefit the quality of life for citizens in the community.

7. Criteria and Conditions

- 7.1. Funding will be awarded to groups or individuals offering services, products or activities in the best interests of the municipality.
- 7.2. Those eligible for funding are not required to live within the boundaries of the municipality.
- 7.3. All grants will be approved and awarded in accordance with sections 142, 143, and 158 of the Act.

8. Reporting

- 8.1. Council must ensure that adequate and accurate records of all grants awarded under this bylaw are kept on file and submitted each year during budget deliberations.
- 8.2. Council must publish the amounts awarded and the recipients of each grant on its website.

9. Restrictions

- 9.1. Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- 9.2. Grant monies allocated to an individual or organization will be used first to clear any debts owing to the municipality by the individual or organization. The balance of any remaining funds will then be forwarded to the individual or organization.
- 9.3. When grants "in kind" include the use of facilities, proof of insurance, normal security deposits and regular terms and conditions of the facility being used will apply.
- 9.4. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

10. Funding Limits

- 10.1. Grant funding to any individual, organization or event in any one year will not be capped (for both cash donations and/or grants "in kind"). Council has the discretion to set the amount of funding issued as the annual budget allows.

11. Effective Date

- 11.1. This Grants Bylaw, Bylaw# 2018-02, shall be effective on the date of approval and adoption below.

First Reading:

This Grants Bylaw, Bylaw# 2018-02, was read a first time at the Council meeting held on the 14th day of February, 2018.

This Grants Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the 15th day of February, 2018.

Second Reading:

This Grants Bylaw, Bylaw# 2018-02, was read a second time at the Council meeting held on the 15th day of February, 2018.

This Grant Services Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the 15th day of February, 2018.

Approval and Adoption by Council:

This Grants Bylaw, Bylaw# 2018-02, was adopted by a majority of Council members present at the Council meeting held on the 15th day of February, 2018.

12. Signatures

Paul MacDonald
(signed copy on file)
Mayor (signature sealed)

Janice MacDonald
(signed copy on file)
Chief Administrative Officer (signature sealed)

This Tax Rate Groups Bylaw adopted by the Council of the Rural Municipality of Belfast on February 15th, 2018 is certified to be a true copy.

Janice MacDonald
(signed copy on file)
Chief Administrative Officer Signature

February 15, 2018
Date

Schedule A:

Rural Municipality of Belfast Grant Programs

Name	Date Established	Purpose	Deadline for Applications	Eligibility	Maximum Amount Available
Financial Grant Program	February 15, 2018	<ul style="list-style-type: none">▪ To provide discretionary financial support to individuals or groups			
Grants to Organizations	February 15, 2018	<ul style="list-style-type: none">▪ To facilitate programs and services that benefit the community			