

Rural Municipality of Miltonvale Park
Bylaw to Establish Municipal Grants
Bylaw # 2017-05

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park 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*, 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 best interests of the Municipality.

3. Application

- 3.1. This bylaw applies to Council, employees of the Municipality 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 the 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 Municipality for a specified purpose.
- 4.7. "Fees" means payments made to the Municipality in exchange for services received.
- 4.8. "Committee of Council" refers to the Council of the Municipality as a single committee.
- 4.9. "In Kind" means a Grant paid by the Municipality in goods, commodities or services instead of money.
- 4.10. "Municipality" means the Rural Municipality of Miltonvale Park.
- 4.11. "Community Grants Policy" means the written policy adopted by Council for Grants.

5. General

- 5.1. The Municipality establishes under this bylaw a grant program for groups, organizations, 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 best 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; and
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 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 assistance to groups, organizations and individuals offering services, activities and programs in the best interests of the Municipality.
 - (b) Council is committed to treating requests for grants from these groups, organizations and individuals 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 assistance.
 - (d) Council advertises the Community Grants Policy and the application process through its website.

- (e) Council recognizes that there may be deserving requests which may not fit within this statement of general principles and guidelines. Nothing in the Community Grants Policy prevents Council from making grants to groups, organizations and individuals at times and for purposes outside the scope of the Community Grants Policy if the request is in the best interests of the Municipality.
- (f) Council may, at its discretion, provide Grants InKind or, in exceptional circumstances, a waiver of Fees, where by doing so could benefit the quality of life for residents in the Municipality.

7. Criteria and Conditions

- 7.1. Grants shall be awarded to groups, organizations and individuals offering services, products or activities in the best interests of the Municipality.
- 7.2. Recipients of Grants are not required to live within the boundaries of the Municipality.
- 7.3. All Grants shall be approved and awarded in accordance with sections 142, 143, and 158 of the Act.
- 7.4. Donations made to the Municipality, which are designated to the Milton Community Hall, shall be transferred to the Milton Community Hall as a Grant.

8. Reporting

- 8.1. Council shall ensure that adequate and accurate records of all Grants awarded under this bylaw are filed and submitted each year during budget deliberations.
- 8.2. Council shall publish the Grants awarded and the recipients of each Grant on its website.

9. Restrictions

- 9.1. Actual amounts allocated for Grants will be based upon budget funds available in that particular year.
- 9.2. Grants allocated to a group, organization or individual shall be used first to clear any debts owing to the Municipality by the group, organization or individual. The balance of any remaining Grant shall then be forwarded to the group, organization or individual.
- 9.3. When a Grant is In Kind and includes the use of facilities belonging to the Municipality, proof of insurance, a security deposit and the usual terms and conditions of the facility shall continue to be applicable.
- 9.4. Unless otherwise approved by Council, no Grant shall be paid until the annual budget for the Municipality has been approved.

10. Funding Limits

- 10.1. Grants to any group, organization, individual, or event in any calendar year shall be capped at a maximum cash value of \$5000.00 (including In Kind). If the annual budget of the Municipality permits, the Council has the discretion to increase this maximum cash value for an extraordinary, one-of-a-kind, activity that is in the best interests of the Municipality.

11. Effective Date

- 11.1. This Grants Bylaw, Bylaw# 2017-05, shall be effective on the date of approval and adoption below.

First Reading:

This Grants Bylaw, Bylaw# 2017-05, was read a first time at the Council meeting held on the 20th day of December, 2017.

This Grants Bylaw, Bylaw# 2017-05, was approved by a majority of Council members present at the Council meeting held on the 20th day of December, 2017.

Second Reading:

This Grants Bylaw, Bylaw# 2017-05, was read a second time at the Council meeting held on the 17th day of January, 2018.

This Grant Services Bylaw, Bylaw# 2017-05, was approved by a majority of Council members present at the Council meeting held on the 17th day of January, 2018.

Approval and Adoption by Council:

This Grants Bylaw, Bylaw# 2017-05, was adopted by a majority of Council members present at the Council meeting held on the 17th day of January, 2018.

12. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

**Schedule "A":
Rural Municipality of Miltonvale Park Grant Programs**

Name	Date Established	Purpose	Deadline for Applications	Eligibility	Maximum Amount Available
Financial Grant Program	March 27, 2007	To provide discretionary financial support to residents of the Municipality representing the community or province in out-of-province competitions, workshops or events, or other worthwhile endeavours; and to support local fundraising initiatives such as a fundraiser for a resident with a health crisis.	Submit a letter to Council five weeks prior to event or need	Residents of the Municipality	<p style="text-align: center;">\$150</p> <p>Requests from individuals for donations will be considered on a case-by-case basis, as funds permit.</p>
In Kind Grant Program	March 2015	To provide resources and support for community organizations and groups	Submit a request at least five weeks prior to event or need.	Non-profit organizations benefitting the Municipality.	<p style="text-align: center;">\$5000</p>
Grants for Taxes and/or Fees	January 2018	To provide a rebate on property taxes for catastrophic loss.	Upon written request within one year of the loss.	Non-commercial property owners in the Municipality	Actual amount of municipal tax.

Grants to Organizations	March 27, 2007	To facilitate programs and services that benefit the Municipality and to provide discretionary financial support to groups actively benefitting the Municipality.	Submit a request before November 10 each year	Milton Community Hall, Inc. North Milton South Milton and Springvale Women's Institute Branches Other non-profit organizations operating in the Municipality	Hall -\$1500 WIs -\$200 Non-profit groups - \$500
Child Bursary Program	2000	To facilitate youth involvement in extracurricular activities.	Submit a request before December 10 each year	Parents/guardians of children living in the Municipality	\$75/child/year
Green Initiative Grants	Sept. 22, 2009	To encourage water saving initiatives.	Submit a request before December 15 each year	Residents of the Municipality	\$50/ low flow replacement toilet (maximum two per household); \$25/ low flow showerhead (maximum 2/household) and \$50 HE washer (maximum one/household)