

**Rural Municipality of North Shore, PEI**  
**A Bylaw to Establish Municipal Grants**  
**Bylaw # 2018-02**

**BE IT ENACTED** by the Council of the Rural Municipality of North Shore as follows:

**1. Title**

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

**3. Authority**

4. 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.

**5. Application**

6. 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.

**7. Definitions**

8. “Act” means the Municipal Government Act.

9. “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*.

10. “Council” means the Mayor and other members of the Council of the municipality.

11. “Councillor” means a member of Council other than the Mayor.

12. “Application” means an application for grant funding as found in Schedule A of this Bylaw.

13. “Grant” means a sum of money given by the Rural Municipality of North Shore for a specified purpose.

14. “Fees” means payments made to the Rural Municipality of North Shore in exchange for services received.

15. “Committee of Council” refers to the Council of the Municipality of North Shore as a single Committee.

16. “In Kind” means a grant paid by the Rural Municipality of North Shore in goods, commodities or services instead of money.

**17. General**

18. The Rural Municipality of North Shore 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.

## **19. Principles**

20. 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 may, at the discretion of Council, provide grants in the form of in-kind services
- (e) Funding will be awarded to groups or individuals within the Municipality that are involved in promoting and improving on cultural, recreational and economic well being of the Community. It is for this reason that the Municipality is committed to treating all requests for funding in a fair and consistent manner based on the local needs, priorities and the Municipalities budget.

21. Those eligible for funding are not required to live within the boundaries of the municipality.

22. All grants will be approved and awarded in accordance with sections 142, 143, and 158 of the Act.

23. All requests for funding from the Rural Municipality of North Shore must be submitted in writing outlining the purpose of the funding and how it will be used to help improve cultural, recreational and economic well being of the Community.

## 24. Reporting

25. 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.
26. Once an organization is approved for funding within a reasonable period after receiving the funding the organization must confirm that the funds were used as intended by submitting a written report with accompanying documentation to the Rural Municipality of North Shore.
27. Council must publish the amounts awarded and the recipients of each grant on its website.

## 28. Restrictions

29. Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
30. 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.
31. When grants "in kind" include the use of facility, proof of insurance, normal security deposits and regular terms and conditions of the facility being used will apply.
32. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

## 33. Funding Limits

34. Grant funding to any individual, organization or event in any one year will be capped at a maximum cash value of \$2,500 (for both cash donations and/or grants "in kind"). Council has the discretion to increase this maximum for extraordinary, one of a kind project if the annual budget allows.

## 35. Effective Date

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

### **37. 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 14th day of February, 2018.

### **38. Second Reading:**

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

This Grants Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the 14th day of March, 2018.

**39. 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 14th day of March, 2018.

**40. Signatures**

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**Mayor** (signature sealed)

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**Chief Administrative Officer** (signature sealed)