

Rural Municipality of Malpeque Bay, PEI
A Bylaw to Provide Grants to individuals/groups/organizations within the municipality
Bylaw # 2018-002

BE IT ENACTED by the Council of the Rural Municipality of Malpeque Bay 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 Malpeque Bay for a specified purpose.
- 4.7. “Fees” means payments made to the Rural Municipality of Malpeque Bay in exchange for services received.
- 4.8. “Committee of Council” refers to the Council of the Rural Municipality of Malpeque Bay as a single Committee.
- 4.9. “In Kind” means a grant paid by the Rural Municipality of Malpeque Bay in goods, commodities or services instead of money.

5. General

- 5.1. The Rural Municipality of Malpeque Bay 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:
- (2.a) name of grant
 - (2.b) date grant is established
 - (2.c) purpose of grant
 - (2.d) application deadline
 - (2.e) eligibility criteria
 - (2.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.

Note: Subsection 142(1) of the MGA prohibits councils from granting privilege or exemptions from the jurisdiction of the municipality and its bylaws. It also prohibits councils from providing a right or privilege to receive a bonus or an exemption from any tax, rate or rent.

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 be capped at a maximum cash value of \$500.00 (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.

11. Effective Date

11.1. This Grants Bylaw, Bylaw# 2018-002, shall be effective on the date of approval and adoption below.

First Reading:

This Grants Bylaw, Bylaw# 2018-002, was read a first time at the Council meeting held on the 14th day of March, 2018.

This Grants Bylaw, Bylaw# 2018-002, was approved by a majority of Council members present at the Council meeting held on the 14th day of March, 2018.

Second Reading:

This Grants Bylaw, Bylaw# 2018-002, was read a second time at the Council meeting held on the _____ day of _____, 2018.

This Grant Services Bylaw, Bylaw# 2018-002, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Grants Bylaw, Bylaw# 2018-002, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

12. Signatures

Mayor

Chief Administrative Officer

This Grants Bylaw adopted by the Council of the Rural Municipality of Malpeque Bay on _____ is certified to be a true copy.

Chief Administrative Officer

Date

Rural Municipality of Malpeque Bay, PEI

Schedule A

Bylaw #2018-002 (Bylaw to Provide Grants to individuals/groups/organizations within the municipality)

Graduation Bursary established in 1995 to provide a graduation gift to high school graduates from the municipality. The gift will be presented at graduation by the school. The amount of the gift is \$50.00 per graduate.

WI Signage Stipend established in 1995 to provide a small stipend to local WI's to assist the group in maintaining the Community Welcome Signs. This stipend is paid annually in the amount of \$100.00. The communities who maintain signage includes: Malpeque, Spring Valley, Baltic and Sea View. Council remits this stipend in May of each year.

Festival of Small Halls established in 2014 to provide sponsorship of the Festival operating within the municipality. The sponsorship is paid annually in the amount of \$500.00 + HST. The Festival solicits Council's support via email in March of each year.

Malpeque Bay Christmas Tree of Hope, Kensington Food Bank, QEES Home and School Association established as a donation to these organizations on behalf of area residents. The Malpeque Bay Christmas Tree of Hope and the Kensington Food Bank are provided an annual amount of \$250.00 and QEES Home and School is given \$500.00. These donations are made in December.

All requests for financial support from Council will be considered. Council may elect to provide financial support, however, the donation is not to exceed \$500.00.