



Town of Borden-Carleton, PE
A Bylaw to Establish Municipal Grants and Contributions
Bylaw # 2018-02

IT IS ENACTED by the Council of the Town of Borden-Carleton as follows:

1. Title

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

2. Authority

2.1. The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

3. Application

3.1. This bylaw applies to Council, municipal staff and any person, group or body applying for any municipal grants that may be established by Council.

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.

4.3. “Council” means the Mayor and other members of the Council of the Town of Borden-Carleton.

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 Town of Borden-Carleton for a specified purpose.

4.7. “Fees” means payments made to the Town of Borden-Carleton in exchange for services received.

4.8. “Committee of Council” refers to the Council of the Town of Borden-Carleton as a single Committee.

4.9. “In-kind” means a grant paid by the Town of Borden-Carleton in goods, commodities or services instead of money.



5. General

- 5.1. It is the policy of the Town of Borden-Carleton to provide grants and in-kind contributions, within approved budgetary limitations, that support local organizations whose efforts and mandates, in the opinion of the Council, align with the Town's objectives.
- 5.2. The Town of Borden-Carleton establishes under this bylaw, a grant, and in-kind donation, program for groups and individuals offering programs, activities or services for any purpose that the Council considers to be in the interests of the Town of Borden-Carleton.
- 5.3. Each grant, or in-kind donation, approved shall first have been the subject of an application to the Council.
- 5.4. Grant applications shall be on the form provided by the Council for that purpose.
- 5.5. Any local group or organization that provides, in the opinion of the Council, programs activities or services that are a benefit to the Town of Borden-Carleton and its residents may apply, and be approved for, grants and in-kind contributions from the Town.
- 5.6. Funds that may be disbursed under this Bylaw are subject to an annual maximum as shall be approved by Council in the annual budget process.

6. Principles

- 6.1. The principles governing grant, and in-kind contributions, programs include:
 - (a) Council is committed to providing financial and in-kind assistance to groups and individuals offering services, activities and programs in the interests of the Town of Borden-Carleton;
 - (b) Council is committed to treating requests for grants 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 this bylaw



prevents Council from making grants to entities at times and for purposes outside the scope of the bylaw; and

- (f) Council may, at their discretion, 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 Town.

7. Criteria and Conditions

- 7.1. Grants and in-kind contributions shall be awarded to groups or individuals offering services, products or activities that Council considers to be in the best interests of the Town of Borden-Carleton.
- 7.2. Those eligible for funding are not required to live within the boundaries of the Town of Borden-Carleton.
- 7.3. All grants shall be approved and awarded in accordance with sections 142, 143, and 158 of the Act.
- 7.4. Grant funding, and in-kind contributions, shall be provided to approved recipients to the extent of the funding or resources available.
- 7.5. Council may require that a recipient of grant funding, or in-kind contributions, account to the Council for that funding or in-kind contribution by the production of: invoices, receipts, financial statements or other such documentation.

8. Reporting

- 8.1. A record of all grants awarded under this bylaw are kept on file and submitted each year during budget deliberations.
- 8.2. Council shall publish any amounts awarded under this bylaw in excess of one thousand (1,000) dollars, and the recipients of each such grant, on the Town of Borden-Carleton website.

9. Restrictions

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



10. Funding Limits

10.1. Cash funding to any individual, organization or event in any one year shall be capped at a maximum cash value of five thousand dollars (\$5,000); Council may at its discretion increase this maximum for extraordinary, one of a kind projects if the annual budget allows.

11. Severability

11.1. If any provision in this bylaw is deemed to be invalid for any reason, then that provision shall be severed from this bylaw and all remaining provisions shall remain valid and in force.

12. Effective Date

12.1. This Municipal Grants and Contributions Bylaw# 2018-02 is effective on the date of approval and adoption below.

First Reading:

This Grants and Contributions Bylaw, Bylaw# 2018-02, was read a first time at the Council meeting held on the 10th day of April, 2018.

This Grants and Contributions Bylaw, Bylaw# 2018-02, was approved by a majority of Council members present at the Council meeting held on the 10th day of April, 2018.

Second Reading:

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

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

Approval and Adoption by Council:

This Grants and Contributions Bylaw, Bylaw# 2018-02, was adopted by a majority of Council members present at the Council meeting held on the 12 day of June, 2018.

13.

Dean Sexton
Mayor Sexton(signature sealed)

Anytra Eterovich
Chief Administrative Officer (signature sealed)

This Grants and Contributions Bylaw adopted by the Council of the Town of Borden-Carleton on June 12, 2018 is certified to be a true copy.



Note: This Schedule forms part of this bylaw and may be changed by resolution of Council.

Schedule A:

Town of Borden-Carleton Grant Programs

Name	Date Established	Purpose	Deadline for Applications	Eligibility	Maximum Amount Available
GC Bell Bursary	2002	To facilitate learning programs that benefit the community	April 30	Must reside within Town limits & be enrolled in secondary school	\$500.00 per year
In-Kind Grants Program	2009	Provide resources and support for community groups and development	April 30	Best interest of the Town	Dependant upon proposal
Amherst Cove Consolidated Breakfast Program	2016	To ensure children start their day with a healthy meal	NA	Best interest of the Town	\$800.00 per year
Financial Grant Program	2009	Provide discretionary financial support to individuals or groups	NA	Best interest of the Town	Dependant upon proposal
Kinkora Regional High School Grant	2009	Yearbook and annual supper	April 30	Best interest of the Town	\$100.00 per year
Legion Grant	2010	Christmas Party for kids	Nov 15	Best interest of the Town	\$250.00 per year
Senior's Grant	2010	Various events	NA	Best interest of the Town	\$200.00 per year
Grants to Organizations	2010	Facilitate programs and services that benefit the community	NA	Best interest of the Town	Dependant upon proposal
Municipal Property Tax Rebate	2013	To encourage new builds within Borden-Carleton	NA	Construction of a new home \$50, 000 and up or Construct of a new apartment /duplex exceeding 100,000	NA

