

Rural Municipality of Kingston, PEI
A Bylaw to Establish Municipal Grants
Bylaw # 2018-2

BE IT ENACTED by the Council of the Rural Municipality of Kingston 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 Kingston for a specified purpose.

4.7. “Fees” means payments made to the Rural Municipality of Kingston in exchange for services received.

4.8. “Committee of Council” refers to the Council of the Rural Municipality of Kingston as a single Committee.

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

5. General

- 5.1. The Rural Municipality of Kingston 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 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 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 Community groups offering services, products or activities in the best interests of the municipality.
- 7.2. Those organizations eligible for funding are required to operate 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 \$3,000.00 (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# 2018-02, 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 10 day of April, 2018.

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

Second Reading:

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

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

12. Signatures



Mayor (signature sealed)

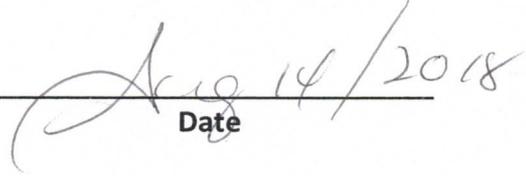


Chief Administrative Officer (signature sealed)

This Grants Bylaw adopted by the Council of the Rural Municipality of Kingston on August 14, 2018 and is certified to be a true copy.

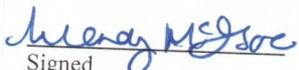
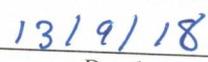


Chief Administrative Officer Signature



Date

Filed on behalf of the Minister of Communities, Land and Environment in accordance with s.129 of the *Municipal Government Act*.


Signed _____

Dated _____

Schedule A:

Rural Municipality of Kingston Grant Programs

Name	Date Established	Purpose	Deadline for Applications	Eligibility	Maximum Amount Available Per/ Grant
Grants to Not for Profit Community run halls within the community	August 2018	▪ To provide support for halls offering direct services within the Community	Prior to Budget Approval	Must be not for profit community run and located within the community	3000.00



Communities,
Land and
Environment

Communautés,
Terres et
Environnement



Municipal Affairs and
Provincial Planning Division

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Division des affaires municipales et
de la planification provinciales

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Dianne Dowling, CAO
Rural Municipality of Kingston
PO Box 648
Cornwall PE C0A 1H0

September 13, 2018

Dear Ms. Dowling,

Re: Rural Municipality of Kingston - Bylaw #2018-02 Grants Bylaw, adopted August 14, 2018)

I wish to acknowledge receipt of the following bylaw:

- Rural Municipality of Kingston – Grants Bylaw (Bylaw #2018-02, adopted August 14, 2018)

A copy of the above noted bylaw has been filed in accordance with the *Municipal Government Act*, s.129. Enclosed is the filed bylaw.

Please be advised that it is the responsibility of the municipality passing a bylaw to both ensure that the subject area covered by the bylaw is within the jurisdiction of the municipality and that the procedures for the passage of a bylaw under the *Municipal Government Act* have been complied with.

Please be aware that Kingston's Reserve Funds Bylaw is also numbered #2018-02, you may wish to give this Grant's Bylaw a new number.

Please feel free to contact me should you have any questions regarding this matter.

Regards,

Wendy McIsaac
Sr. Policy Analyst, Municipal Affairs
(902) 569-7621
wmcisaac@gov.pe.ca

Encl.