

Rural Municipality of Souris West
A Bylaw to Establish Municipal Grants
Bylaw #2019-5

BE IT ENACTED by the Council of the Rural Municipality of Souris West 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.
- 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 Souris West.

5. General

- 5.1. The Municipality 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. Grants provided by Council are to be identified in the Municipality's budget.

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 budget.
 - (c) 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 municipality.

7. Criteria and Conditions

- 7.1. Funding will be awarded to groups or individuals offering services, products or activities deemed by the council to be 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.

Council shall provide notice in its minutes of the amounts awarded and the recipients of each grant.

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. Approval

- 10.1. This Grants Bylaw, Bylaw #2019-5, shall be effective on the date of approval and adoption below.

First Reading:

This Grants Bylaw, Bylaw #2019-5, was read a first time at the Council meeting held on the ____ day of January, 2019.

This Grants Bylaw, Bylaw #2019-5, was approved by the Mayor and Council at the Council meeting held on the ____ day of January, 2019.

Second Reading:

This Grants Bylaw, Bylaw #2019-5, was read a second time at the Council meeting held on the ____ day of _____, 2019.

This Grant Services Bylaw, Bylaw #2019-5, was approved by the Mayor and Council at the Council meeting held on the ____ day of _____, 2019.

Approval and Adoption:

This Grants Bylaw, Bylaw #2019-5, was adopted by the Mayor and Council at the Council meeting held on the ____ day of _____, 2019.

11. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

Certified true copy _____, C. Williams, CAO