

Rural Municipality of West River, PEI
A Bylaw to Establish Municipal Grants
Bylaw # 2022 – 02

BE IT ENACTED by the Council of the Rural Municipality of West River 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* 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. Scope

- 3.1. This bylaw applies to Council, municipal staff and any person, group or body for which municipal grants may be established; an application may be made, reviewed and awarded.

4. Definitions

- 4.1. "Act" means the *Municipal Government Act*.
- 4.2. "Application" means an application for grant funding as found in Schedule B of this Bylaw.
- 4.3. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by the Council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.4. "Committee of Council" refers to the Council of the Rural Municipality of West River as a single Committee.
- 4.5. "Council" means the mayor and other members of the Council of the Municipality.
- 4.6. "Fees" means payments made to the Rural Municipality of West River in exchange for services received.
- 4.7. "Grant" means a sum of money given by the Rural Municipality of West River for a specified purpose.
- 4.8. "In-kind" means a grant paid by the Rural Municipality of West River in goods, commodities, or services instead of money.
- 4.9. "Municipality" means the Rural Municipality of West River.

5. General

- 5.1. The Rural Municipality of West River establishes under this bylaw:
- (a) A grant program for groups or organizations 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 as section 7 of this bylaw.
 - (b) A process to provide a grant to groups or organizations that is fair and consistently applied.
 - (c) Criteria upon which grant applications will be evaluated.

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 or organizations offering services, activities, and programs in the interests of the Municipality.
 - (b) Council is committed to treating requests for grants from these groups or organizations 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 and the application process through its website.
 - (e) The Council recognizes that worthy requests may not fit within this statement of general principles and guidelines. Nothing in the bylaw prevents Council from making grants to entities at times and for purposes outside the scope of the bylaw.
 - (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, whereby doing so could benefit the quality of life for citizens in the community.

7. Eligibility Criteria and Conditions

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

- 7.2. Eligibility Criteria and Conditions have been listed in Schedule A.
- 7.3. Contributions will not be made for the following purposes:
 - (a) Discriminatory activities or events or those that would incite hatred.
 - (b) Activities that are contrary to the policies of the Municipality.
 - (c) Activities that are unlawful.
- 7.4. Those eligible for funding are not required to live within the boundaries of the Municipality.
- 7.5. Applicants must agree to acknowledge the Municipality's contribution in all publicity/promotion relating to the event or activity to which the grant applies.
- 7.6. Each applicant must fully answer the application questions and be available to answer any additional questions the Municipality or Council has in order to be approved for a grant if selected.
- 7.7. Grant request evaluation checklist as Schedule C has summarized the eligibility criteria and conditions mentioned in section 7 of this bylaw.

8. Application

- 8.1. Those who meet the criteria and are seeking Grant must fill out the Grant Request Application as Schedule B.
- 8.2. Incomplete applications will not be accepted and will not be taken into consideration.
- 8.3. The decisions made by the Council are final. There are no appeals.

9. Grant Types

- 9.1. There are two types of Grants, Monetary and In-Kind Contributions.
- 9.2. Monetary grants may be granted as a lump sum or multiple payments spread over a set period as decided by Council.

10. Procedures

- 10.1. Council must allocate a budget for Grants through the municipal budget process. Within the determined grant budget, Council may distribute the funds under their discretion to the approved applicants.
- 10.2. Grant Request Application as Schedule B is available online or may be picked up at the municipal office.
- 10.3. Grant Request Application that meets the criteria must be reviewed by a Committee of Council according to the Grant Request Evaluation Checklist as Schedule C and recommended to Council for approval or denial.

- 10.4. Receiving a Grant does not guarantee that the group/organization will be approved again in the future.
- 10.5. The Municipality and Council reserve the right to impose any conditions or restrictions upon granting Grants.
- 10.6. If approved, there is no guarantee that the full amount or services requested will be granted.
- 10.7. Any unused funding must be reported to the Municipality with an explanation of why it went unused. Council will determine if the unused funds must be returned to the Municipality.

11. Reporting

- 11.1. 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.
- 11.2. Council will include an annual summary of grants in response to requests for information in accordance with section 147 of the Act.
- 11.3. Recipient's names and amounts granted shall be made available in a report to Council, also available on the municipal website, public posting and media. Recipients and amounts may also be advertised in the media.
- 11.4. All applicants will be notified regarding Council's decision about the application in writing.

12. Restrictions

- 12.1. Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- 12.2. Grant monies allocated to a group or organization will be used first to clear any debts owing to the Municipality by the group or organization. The balance of any remaining funds will then be forwarded to the group or organization.
- 12.3. 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.
- 12.4. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

13. Funding Limits

- 13.1. Grant funding to any group or organization in any one year will not be capped (for both cash and/or grants "in-kind"). Council has the discretion to set the amount of funding issued as the annual budget allows.

14. Appendices

- 14.1. Schedule A, Schedule B, and Schedule C are considered appendices to this Bylaw and may be updated by council resolution.

15. Repeal of Existing Bylaw

- 15.1. On adoption, this bylaw replaces Rural Municipality of West River- Municipal Grants Bylaw # 2021-10.

16. Effective Date

- 16.1. This Municipal Grants Bylaw, Bylaw# 2022-02, shall be effective on the date of approval and adoption below.

First Reading:

This Municipal Grants Bylaw, Bylaw# 2022-02, was read a first time at the Council meeting held on 10th day of March, 2022.

This Municipal Grants Bylaw, Bylaw# 2022-02, was approved by a majority of Council members present at the Council meeting held on the 10th day of March, 2022.

Second Reading:

This Municipal Grants Bylaw, Bylaw# 2022-01, was read a second time at the Council meeting held on the 14th day of April, 2022.

This Municipal Grants Bylaw, Bylaw# 2022-01, was approved by a majority of Council members present at the Council meeting held on the 14th day of April, 2022.

Approval and Adoption by Council:

This Municipal Grants Bylaw, Bylaw# 2022-02, was adopted by a majority of Council members present at the Council meeting held on the 14th day of April, 2022.

17. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

BE IT RESOLVED THAT: Bylaw No. 2022-02 being a bylaw related to the rules and procedures for municipal to regulate Grants of Council and appointees, is hereby enacted as a bylaw of the Municipality and the Mayor and Chief Administrative Officer be and they are hereby authorized to sign the Bylaw and apply the Municipality's seal thereto.

Dated the 14th day of April, 2022.

Mayor (signature sealed)

Chief Administrative Officer
(Signature sealed)

Bylaw #2022-02
Schedule A
Grant Eligibility Criteria and Conditions

1. Public Benefit - The program/service/event is broad-based and open to all members of the public (versus a special interest group event open to specific individuals).
2. Municipality's best interests - Funding will be awarded to groups or organizations offering services, products, or activities that align with the Municipality's Vision, Mission, Values and Principles.
3. Financial Need - The application demonstrates financial need.
4. Community Showcase – Offers an opportunity to showcase the Municipality and aids in creating awareness of the area with the intent of attracting participants from the Municipality and beyond.
5. Economic Development – The program/service/event proposes to have a positive economic development impact on the Municipality.
6. Community Development – The program/service/event proposes to have a positive impact on the community in that it will bring the community together.
7. Tourism – The program/service/event proposes to highlight a geographic area of the Municipality.
8. Prior Fundraising effort - Applicants must demonstrate a reasonable effort to raise funds from sources other than the Municipality. Proof of this must be included in the application.

**Bylaw #2022-02
Schedule B
Grant Request Application**

A - Applicant Information:

- Group/ Organization Applying*: _____
- Contact Person(s) *: _____
- Address*: _____
- Phone Number*: ____ - ____ - ____ Email Address*: _____
- When was your group/organization established? * _____
- Is your group/organization Not-For-Profit or Non- Governmental*:
 Yes No
- Is your group based in the Rural Municipality of West River? *:
 Yes No

b – Grant Type:

- What type of Grant is being requested? *
 Monetary Grant In-Kind Grant
- Requested Grant Amount (If Monetary Grant Requested) *: _____ (CAN\$)
- Identify the requested goods, commodities, or services (If In-Kind Grant Requested) *:

**Bylaw #2022-02
Schedule B (Continued)
Grant Request Application**

C - Reasoning for Request:

- How will the grant be used? * (up to 100 Words)

- How has your group/organization fundraised prior to this request for the purpose stated above? * (Please attach any receipts or proof of this with your application)

___ Yes

___ No

- How does your group/organization contribute to the community and its residents? (Up to 100 Words) *

- Does your group/organization agree to acknowledge the Municipality's contribution in all publicity/promotion relating to the event or activity to which the grant applies? *

___ Yes

___ No

**Bylaw #2022-02
Schedule B (Continued)
Grant Request Application**

I Hereby Affirm and Declare to the Municipality That:

- (a) By signing this application, I am confirming that all information stated above is true and accurate.

- (b) By signing this application to the Municipality, I consent to the collection, use, and disclosure of the personal information in this application by the Municipality for the purposes of processing this application, making a decision, and publishing public notice of the decision in relation to this application. I understand that the personal information contained in this application is being collected, used, and disclosed by the Municipality in accordance with Bylaw #2021-05 – Access to Information and Protection of Personal Information – and the Municipal Government Act, including the Access to Information and Protection of Personal Information Regulations. I also understand that, if I have any questions about the collection, use, disclosure, or correction of the personal information, I can contact the Chief Administrative Officer of the Municipality at 902-675-7000 or admin@westriverpe.ca.

Applicant Name (Print) *:

Applicant Signature *:

Date of Application *: _____

**Bylaw #2022-02
Schedule C
Grant Request Evaluation Checklist**

- Date Application Received: _____
- Group/ Organization Applying: _____

Criteria Part one		Yes	No
Application form completed with all necessary information provided			
The applicant agreed to acknowledge the Municipality's contribution publicly			
Evaluation:	Go to Part 2 of Evaluation: _____	Not Recommended to The Council: _____	
If any of the answers are "No," the application will not be recommended to the Council			

Criteria Part two		(1)	(0)			
Applicant registered Charity/Non-Profit/Non-Governmental						
Applicant based within, operating within the Municipality						
Organization/Group receiving assistance from other sources						
All requested attachments are included with the application form						
Scores	1 = Yes	0 = No				
Total Score Part Two (I)						
Criteria Part Three		(4)	(3)	(2)	(1)	(0)
Grant's reasoning clearly indicated						
Public Benefit						
Municipality's best interests						
Financial Need						
Community Showcase						
Economic Development						
Community Development						
Scores	4 = A Great Deal	3 = Quite a Bit	2 = Somewhat	1= Very Little	0= Not at All	
Total Score Part Three(II)						
Evaluation:	Recommended to The Council: _____	Not Recommended to The Council: _____				
The application will be forwarded to the Council if it receives 50% of the maximum scores of the criteria of sum of Part Two and Part Three [(I) + (II) ≥ 16]						

**Bylaw #2022-02
Schedule C (Continued)
Grant Request Evaluation Checklist**

- Does this application meet all criteria necessary to be forwarded to Council?

___ Yes

___ No

- Recommended Grant for approval:

Monetary Grant: \$ _____

In-Kind Grant: _____

Committee Chair (Print Name)

Chief Administrative Officer (Print Name)

Signature

Signature

Date of Evaluation: _____