

Town of Montague, PEI
A Bylaw to Establish Municipal Grants
Bylaw # 2018-07

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

5. General

- 5.1. The Town of Montague establishes under this bylaw a grant program for groups which offer programs, activities and services in the interests of the municipality or for any purpose that the Council considers to be in the interests of the municipality.
- 5.2. Grant programs provided by Council are 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 the value created by small organizations and the issue of carrying out important functions with limited resources.
 - (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 posts information pertaining to its grant programs and the application process on its website.
 - (e) Council recognizes that there may be worthy requests which may not fit within this statement of general principles and guidelines. Nothing herein prevents Council from making grants to entities at times and for purposes outside the scope of the policy.
 - (f) Council may, at its discretion, provide grants in the form of in-kind services whereby doing so is expected to benefit the quality of life for citizens in the community.

7. Criteria and Conditions

- 7.1. Funding will be awarded to groups, organizations, or events which carry out activities of benefit to the Town of Montague. The group, organization, or event must be registered as non-profit or not-for-profit and located in the Town of Montague or supported by the surrounding community in which it is found.

- 7.2. The group, organization, or event must have a broad mandate servicing a wide cross-section of citizens within the Town of Montague.
- 7.3. The group, organization, or event must provide a service not currently provided by another body.
- 7.4. The purpose of the group, organization, or event is to enhance social, cultural, environmental, recreational, or heritage initiatives.
- 7.5. Notwithstanding any of the above, the Montague Municipal Revitalization Tax Incentive Program is available to businesses and individuals meeting the criteria established by the Montague Municipal Revitalization Tax Incentive Program policy.
- 7.6. All grants will be approved and awarded in accordance with sections 142, 143, and 158 of the Act.

8. Reporting

- 8.1. Adequate and accurate records of all grants awarded under this bylaw shall be kept on file.
- 8.2. The amounts awarded and the recipients of each grant shall be listed on the municipality's website.

9. Restrictions

- 9.1. Actual amounts allocated for municipal grants in a given year will be based upon budget funds available that year.
- 9.2. Grant monies allocated to any organization will be used first to clear any debts owing to the municipality by the organization. The balance of any remaining funds will then be forwarded to the organization.
- 9.3. When grants "in kind" include the use of facilities, then 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 group, organization or event in any one year will be capped as indicated in Schedule A. Council has the discretion to increase this maximum for an extraordinary, one of a kind project if the annual budget allows.

11. Effective Date

- 11.1. This Grants Bylaw, Bylaw# 2018-07, shall be effective on the date of approval and adoption below.

First Reading:

This Grants Bylaw, Bylaw# 2018-07, was read a first time at the Council meeting held on the 9th day of April, 2018.

This Grants Bylaw, Bylaw# 2018-07, was approved by a majority of Council members present at the Council meeting held on the 9th day of April, 2018.

Second Reading:

This Grants Bylaw, Bylaw# 2018-07, was read a second time at the Council meeting held on the 14th day of May, 2018.

This Grant Bylaw, Bylaw# 2018-07, was approved by a majority of Council members present at the Council meeting held on the 14th day of May, 2018.

Approval and Adoption by Council:

This Grants Bylaw, Bylaw# 2018-07, was adopted by a majority of Council members present at the Council meeting held on the 14th day of May, 2018.

12. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

Minister of Communities, Land & Environment

**Schedule A:
Town of Montague Grant Programs**

Name	Date Established	Purpose	Deadline for Applications	Eligibility	Maximum Amount Available
Minor Grant Program	December 23, 2017	<ul style="list-style-type: none"> ▪ To assist small organizations carrying out important functions within the community 	Ongoing application process	Per the Montague Minor Grants Policy	\$200
Major Grant Program	December 23, 2017	<ul style="list-style-type: none"> ▪ To assist small organizations carrying out important functions within the community 	December 31 of the year prior to the commencement of the fiscal year during which funding is requested	Per the Montague Major Grants Policy	\$10,000
Wellness Centre Grant Program	December 23, 2017	<ul style="list-style-type: none"> ▪ To ensure sufficient operational funding is available for the Wellness Centre facility 	December 31 of the year prior to the commencement of the fiscal year during which funding is requested	Organization running the Town-owned Wellness Centre	\$80,000
Garden of the Gulf Museum Grant Program	December 23, 2017	<ul style="list-style-type: none"> ▪ To provide for building maintenance and other needs at the Garden of the Gulf Museum 	December 31 of the year prior to the commencement of the fiscal year during which funding is requested	Organization running the Town-owned Garden of the Gulf Museum	\$30,000

<p>Montague Municipal Revitalization Tax Incentive Program</p>	<p>December 23, 2017</p>	<ul style="list-style-type: none"> ▪ To encourage the attraction and/or expansion of commercial properties on or within view of Main Street 	<p>At the time of application for a Development Permit</p>	<p>Per the Montague Municipal Revitalization Tax Incentive Program Policy</p>	<p>Per the Montague Municipal Revitalization Tax Incentive Program Policy</p>
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