

**Rural Municipality of Eastern Kings  
A Bylaw to Establish Grant Programs  
Bylaw #2021-01**

**BE IT ENACTED** by the Council of the Rural Municipality of Eastern Kings (RMEK) 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 annual grants for any purpose that the council considers to be in the best 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 described in Schedule A of this Bylaw.

4.6. “Grant” means a sum of money given by the Rural Municipality of Eastern Kings for a specified purpose.

4.7. “Committee of Council” refers to the Council of the Rural Municipality of Easter Kings as a single Committee.

**5. General**

5.1. The RMEK establishes under this bylaw grant programs 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. 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. Objectives**

- 6.1. The RMEK Grant Programs are designed to help the community of Eastern Kings by supporting those individuals and groups who have small but powerful ideas and programs to bring people together and enhance the growth of youth, senior, recreational, artistic and cultural events and activities. Projects proposed for funding are required to meet at least two of the following objectives:
- (a) Connect and engage the residents of Eastern Kings;
  - (b) Provide opportunity(ies) for local residents to share their skills and knowledge with other residents;
  - (c) Celebrate and showcase local talents, public and private spaces, art, culture and local food;
  - (d) Make meaningful contributions or give back to the community of Eastern Kings;
  - (e) Highlight diversity within the community and develop learning experiences;
  - (f) Provide events that are accessible and socially inclusive for all residents; or
  - (g) Develop events and activities that may occur on an annual basis.

## **7. Principles**

- 7.1. The principles governing RMEK Grant Programs include:
- (a) Council recognizes that, through the provision of grants, Council is committed to providing financial assistance to individuals and groups offering services, activities and programs in the interests of the municipality.
  - (b) Council is committed to treating requests for grants from these groups and individuals in a consistent, fair, and equitable manner, subject to available 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 Grants Programs and application process through its website and FaceBook page.
  - (e) Council recognizes that there may be worthy requests which 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 this bylaw.

## **8. Conditions**

- 8.1. Funding will be awarded to groups or individuals offering services, products or activities in the best interests of the municipality.
- 8.2. Those eligible for funding are not required to live within the boundaries of the municipality but the project/activity must take place within the municipality.

- 8.3. All grants will be approved and awarded in accordance with sections 142, 143, and 158 of the Act.
- 8.4. Businesses are not eligible to apply.
- 8.5. Applicants are eligible for only one Small Grant per year.
- 8.6. All applicants are required to submit a detailed application meeting all criteria by the established deadline.
- 8.7. All projects must be completed within the fiscal year in which the funding was granted. If there are circumstances that slow or halt a project, applicants must make a report to Council on the funds that were released for that project. The Council will set a new deadline for project completion and ensure that funds are appropriately allocated.
- 8.8. All projects approved under the Grants Programs may be promoted on the municipality's Facebook or website.
- 8.9. All recipients of the Grants Program are required to publicly acknowledge the donation through their own promotional materials, social media or websites. Use of the Municipal logo must be approved through the RMEK CAO.
- 8.10. Any unused funding previously approved under this bylaw must be returned to the Municipality unless subject to Section 8.7.

## **9. Reporting**

- 9.1. 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.
- 9.2. Council must publish the amounts awarded and the recipients of each grant on its website.
- 9.3. Project Coordinators or representatives are expected to attend the Financial Plan Meeting (usually held in March) to share their project report.

## **10. Restrictions**

- 10.1. Actual amounts allocated for grants will be based upon funds available in that particular fiscal year.
- 10.2. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.
- 10.3. 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 project.

## **11. Funding Limits**

- 11.1. Municipal grant funding to any individual, organization or event in any one year will be based on available funds recognized and approved during the annual budget process. Council has the discretion to increase the grant budget for extraordinary, one-of-a-kind projects.

**11. Effective Date**

11.1 This Grants Bylaw, Bylaw #2021-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This RMEK Municipal Grants Bylaw, Bylaw# 2021-01, was read a first time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

This RMEK Municipal Grants Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Second Reading:**

This RMEK Municipal Grants Bylaw, Bylaw# 2021-01, was read a second time at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

This RMEK Municipal Grants Bylaw, Bylaw# 2021-01, was approved by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Approval and Adoption by Council:**

This RMEK Municipal Grants Bylaw, Bylaw# 2021-01, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**12. Signatures**

\_\_\_\_\_  
Grace Cameron, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sonya Martin, Chief Administrative Officer

\_\_\_\_\_  
Date

This RMEK Municipal Grants Bylaw adopted by the Council of the Rural Municipality of Eastern Kings on (date) is certified to be a true copy.

\_\_\_\_\_  
Sonya Martin, Chief Administrative Officer

\_\_\_\_\_  
Date

**Schedule A:**

**Rural Municipality of Eastern Kings Municipal Grant Programs**

<b>Name</b>	<b>Date Established</b>	<b>Purpose</b>	<b>Deadline for Applications</b>	<b>Eligibility</b>	<b>Maximum Amount Available</b>
Small Grants		To provide discretionary financial support to individuals or groups	April 30	As outlined in this bylaw	\$4000
Community Centre	2017	To provide resources and support specifically for the Eastern Kings Community Centre	Approval by Resolution of Council	EKCC only	As determined by Council annually

DRAFT for 1st Reading