

CITY OF CHARLOTTETOWN

GRANTS BYLAW

BYLAW # 2023-GB-01

BE IT ENACTED by the Council of the City of Charlottetown 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 advances the priorities of the City’s Strategic Plan.

3. Application

- 3.1. This bylaw applies to Council, City of Charlottetown 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. “Application” means an application for grant funding as found in Schedule A of this bylaw.
- 4.3. “Chief Administrative Officer” (CAO) means the administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.4. “City” means the City of Charlottetown.
- 4.5. “Committee of Council” refers to the Council of the City of Charlottetown as a single Committee.
- 4.6. “Council” means the Mayor and other members of the Council of the municipality.
- 4.7. “Councillor” means a member of Council other than the Mayor.
- 4.8. “Fees” means payments made to the City of Charlottetown in exchange for services received.
- 4.9. “Grant” means a sum of money and/or “in kind” assistance provided by the City of Charlottetown to advance the priorities of the City’s Strategic Plan.

- 4.10. "Strategic Plan" refers to the current City of Charlottetown Strategic Plan.
- 4.11. "In Kind" means a grant paid by the City of Charlottetown in goods, use of City assets, commodities, or services, instead of money.

5. Exclusions (City Funded programs which are not considered under this bylaw)

- 5.1. Donations
- 5.2. Event Hosting Fees

6. General

- 6.1. The City of Charlottetown establishes under this bylaw grant programs for organizations, groups, and individuals who assist the City in advancing the priorities of the Strategic Plan.
- 6.2. 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 program;
 - (b) date grant program is established;
 - (c) purpose of grant program;
 - (d) application deadline;
 - (e) eligibility criteria;
 - (f) reporting requirements.
- 6.3. 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.

7. Principles

- 7.1. Council recognizes that, through the provision of grants, Council is committed to providing financial and "in-kind" assistance to organizations, groups, and individuals who assist the City in advancing the priorities of the Strategic Plan. These principles governing grant programs include:
 - (a) Council is committed to treating requests for grants in a consistent, fair, and equitable manner, subject to established priorities and budget;
 - (b) 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.
- (c) Council advertises the Grants Bylaw, Policies, and the application process through its website.
- (d) 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 at times and for purposes outside the scope of the Bylaw.
- (e) Council may provide grants in the form of in-kind services, or in exceptional circumstances a waiver of standard fees, whereby doing so advances the strategic priorities of the City.

8. Criteria and Conditions

- 8.1. Funding will be awarded to organizations, groups, or individuals offering services, products, or activities to advance the priorities of the City's Strategic Plan.
- 8.2. Those eligible for funding are not required to live within the boundaries of the City; however, grants provided must advance the priorities of the City's Strategic Plan.
- 8.3. All grants will be approved and awarded in accordance with City's Grant Policies and sections 142, 143, and 158 of the Act.

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.

10. Restrictions

- 10.1. Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- 10.2. When grants "in kind" include the use of facilities or City assets, proof of insurance, normal security deposits and regular terms and conditions of the facility or City asset being used will apply.
- 10.3. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

11. Annual Support Limits

- 11.1. Council may set an annual financial ceiling or cap for all community support contributions during its annual budget deliberations. Council may establish a ceiling using any one of the following:
 - (a) a percentage of the General Fund Budget;

- (b) an average of prior year’s totals;
- (c) use a per capita calculation; or
- (d) set an absolute dollar amount.

12. Repeal of Bylaw

12.1. The City of Charlottetown Grants Bylaw which was initially approved and adopted by City Council on December 4, 2018, to be repealed and replaced.

13. Effective Date

13.1. This Grants Bylaw #2023-GB-01 shall be effective on the date of approval and adoption noted below.

First Reading:
 This Grants Bylaw, #2023-GB-01, was read a first time and approved by a majority of members present at the Council meeting held on the 11th day of December 2023.

Second Reading:
 This Grants Bylaw, #2023-GB-01, was read a second time and approved by a majority of members present at the Council meeting held on the 3rd day of January, 2024.

Approval and Adoption by Council:
 This Grants Bylaw, #2023-GB-01, was adopted by a majority of Council members present at the Council meeting held on the 3rd day of January 2024,

Witness the corporate seal of the City.

Mayor

Chief Administrative Officer

This Grants Bylaw #2023-GB-01 adopted by the Council of the City of Charlottetown on 3rd day of January 2024 2023 is certified to be a true copy.

Chief Administrative Officer

Date

*“This document is an office consolidation of this Bylaw (**amending bylaw #2023-GB-01A adopted 03-January-2024**) It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Procedure & Records Coordinator”*

Note: This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

**Schedule A:
City of Charlottetown Grant Programs**

Name	Date Established	Purpose
Grant Program	2018	To provide discretionary financial or “in-kind” support to organizations, groups, or individuals that help advance the City’s Strategic Plan.
Grants for Taxes	2018	To provide a rebate on property taxes
Tax Incentive Strategy	2009	To provide a development incentive strategy that will encourage the expansion and/or rejuvenation of commercial properties within the City of Charlottetown
Affordable Housing Incentive Program	2021	To encourage and assist the private and non-profit sectors to come forward with various housing projects under the various provincial funding programs, that will assist the City of Charlottetown in meeting its residents housing demands
Arts and Culture Grants Program	2014	To provide financial support to arts and culture organizations, groups, or individuals to maximize the economic and social impact of the arts.
Event Grants Program	2004	To provide financial support to events that stimulate economic, tourism, social, and cultural prosperity and that have a profound impact on the community at large.
Minor Sport Subsidy Program	2004	To offer a Minor Sport Subsidy Program to non-profit minor sport organizations which have a mandate to deliver sport-related activities to resident youth at City owned and operated sport facilities.
Community Sustainability Micro-Grant Program	2011	To provide funding support to community groups and individuals that are planning an event or project which works towards City’s sustainability and climate action goals.