

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

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| <b>TOPIC:</b>         | <b>Council Special District Grants Policy</b> |
| <b>POLICY NUMBER:</b> | <b>34</b>                                     |
| <b>DATE APPROVED:</b> | <b>November 19, 2013 (#2013-147)</b>          |
| <b>DATE REVISED:</b>  | <b>November 20, 2018 (#2018-163)</b>          |

**TITLE:**

This Policy may be cited as the “Council Special District Grant Policy” of the Municipality of the County of Antigonish.

**PREAMBLE:**

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed.

Councillor's often receive requests for assistance from individuals and local community groups that are either ineligible, too small or time-sensitive to be handled in an effective manner by Community Partnership Grants, administered by the Municipality of the County of Antigonish (*herein referred to as the Municipality*). Flexibility is required to address such local requests. Therefore, an amount is allocated in the Budget for Council Special District Grants (*herein, referred to as “Grants” or “Grant”*), to provide a simple, effective method of providing funding for use within each district.

This policy is intended to assist members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to *Grants*.

**POLICY:**

**1.0 Purpose**

- 1.1 Generally, *Grants* focus on local activities related to social welfare; culture; community development, engagement or support; charitable fund-raising by a recognized institution or community group; civic events; environmental protection; and, community-based educational initiatives.
- 1.2 In all cases, *Grants* can only be used for the intended purpose for which it was authorized.

**2.0 Parameters for Awarding Grants:**

- 2.1 The amount allocated to *Grants* will be established annually through the Municipal budget.
- 2.2 The fiscal year starts April 1 and ends March 31. No expenses shall be claimed or reimbursed after March 31 for the ending fiscal year.
- 2.3 There shall be no *Grant* over-expenditures.

- 2.4 *Grant* funding may be carried forward to future fiscal years.
- 2.5 Multi-year commitments of *Grants* are not permitted.
- 2.6 Any *Grant* request in excess of \$2000 shall be approved by consensus of all members of Council.
- 2.7 *Grants* may be awarded to individual persons or families in emergency situations only.
- 2.8 Any *Grants* to parishes, individual churches or religious groups in excess of \$1000 shall be approved by consensus of all members of Council.
- 2.9 Staff is not to encourage individuals or groups in lobbying members of Council. If a request for *Grant* funding is received, staff are expected to relay the request to members of Council. Such information should be relayed in writing.
- 2.10 *Grants* are not intended for use in fund-raising activities that are of direct benefit to a department, program, project or service of the Municipality of the County of Antigonish.
- 2.11 Funding requests for individuals participating in sporting, cultural or educational events shall be referred to the Recreation Department for consideration under the Community Partnership Grants for Travel Assistance or Leadership Development.
- 2.12 *Grants* expenditures shall be suspended 3 months prior to Nomination Day in an election held pursuant to Section 54(4) of the Municipal Elections Act. Once an incumbent has officially declared their candidacy in a government election, their use of *Grants* shall cease. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.
- 2.13 *Grants* shall not be spent on election related costs.
- 2.14 In the event of an incumbent's acclamation to Council, access to *Grants* shall not be suspended.

### **3.0 Accountability Requirements:**

- 3.1 Each member of Council is responsible for making a clear determination if expenditures are permissible and shall be expected to award all *Grants* in accordance with this policy.
- 3.2 Written authorization shall be required for all *Grant* expenditures in the form of an invoice, fax, email, letter or cheque requisition. Where written authorization cannot be provided in advance of the expenditure, the councillor awarding the *Grant* shall sign the cheque requisition.
- 3.3 Written authorization for *Grant* expenditures shall include the name of the recipient, the amount supported by an invoice or receipt and a clear and concise description of the purpose of the *Grant*.
- 3.4 A donation to a registered charitable organization or event shall be recognized with a receipt. Members of Council shall receive no personal tax benefit. All receipts for such

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donations are to be written out to the Municipality of the County of Antigonish and submitted to the Finance Department.

- 3.5 In the case of uncertainty, the authority and responsibility for the determination of a permissible award is that of the Committee of the Whole. The Committee's determination is final.
- 3.6 *Grants* are included in the annual audit. Any audit shall check for complete and appropriate documentation, compliance with policy, the fair and consistent application of policy, accurate reporting, and any other issues determined relevant by the audit team.

#### **4.0 Reporting Requirements:**

- 4.1 The Finance Department shall be responsible for processing *Grant* awards, the maintenance of financial records including all original receipts, invoices, and cheque requisitions, and shall oversee the auditing of accounts as required.
- 4.2 Staff shall prepare for Municipal Council a quarterly, itemized report of *Grant* expenditures by electoral district, recipient and amount. A clear and concise rationale for the expenditure shall also be provided. An example of this report can be found in Annex A.

#### **5.0 Policy Review:**

- 5.1 This policy shall be assessed after one (1) year of implementation to evaluate its scope, relevance and effectiveness. Thereafter, the policy shall be reviewed:
  - 5.1.1 Every five (5) years, or
  - 5.1.2 Upon request of Council, or
  - 5.1.3 To reflect substantive changes in legislation.

**Annex A**

**Council Special District Grants**  
*Report to Council*

| <b>District</b> | <b>Recipient</b> | <b>Amount</b> | <b>Date</b> | <b>Rationale</b> |
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