

Town of O'Leary, PEI

A Bylaw to Establish Municipal Grants (Bylaw 2025-01)

BE IT ENACTED by the Council of the Town of O'Leary as follows:

1. Title

This bylaw shall be known and cited as the "Grants Bylaw."

2. Authority

(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. Application

(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

Act means the Municipal Government Act.

Bylaw means the Town of O'Leary Grants Bylaw.

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.

Council means the Mayor and other members of the Council of the municipality.

Councillor means a member of Council other than the Mayor.

Application means an application for grant funding as outlined in Schedule A of this Bylaw.

Grant means a sum of money given by the Town of O'Leary for a specified purpose.

Fees means payments made to the Town of O'Leary in exchange for services received.

In Kind means a grant paid by the Town of O'Leary in goods, commodities or services instead of money.

5. General

- (1) The Town of O'Leary establishes under this bylaw a grant program 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.
- (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;
 - (b) date grant is established;
 - (c) purpose of grant;
 - (d) application deadline;
 - (e) eligibility criteria;
 - (f) reporting requirements.
- (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.

6. Principles

- (1) Council recognizes that, through the provision of grants, Council is committed to providing financial and in-kind assistance to groups and individuals offering services, activities and programs in the interests of the municipality. These principles governing grant programs include:
- (2) Council is committed to treating requests for grants from these groups in a consistent, fair, and equitable manner, subject to established priorities and budget.
- (3) Council promotes public awareness of the principles and guidelines by which Council is:
 - (a) providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and
 - (b) 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 Brants 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 policy prevents Council from making grants to entities at times and for purposes outside the scope of the Bylaw.
 - (e) 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, where by doing so could benefit the quality of life for citizens in the community.

7. Criteria and Conditions

- (1) Funding will be awarded to groups or individuals offering services, products or activities in the best interests of the municipality.

- (2) Those eligible for funding are not required to live within the boundaries of the municipality, except where otherwise specified in policy. Grants provided must, however, advance the Town's priorities.
- (3) All grants will be approved and awarded in accordance with sections 142, 143, and 158 of the Act.

8. Reporting

- (1) Council shall ensure that adequate and accurate records of all grants awarded under this bylaw are kept on file and submitted each year during budget deliberations.
- (2) Council shall publish the amounts awarded and the recipients of each grant on its website.

9. Restrictions

- (1) Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- (2) 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.
- (3) When grants "in kind" include the use of facilities or Town assets, proof of insurance, normal security deposits and regular terms and conditions of the facility or Town asset being used will apply.
- (4) Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

10. Annual Support Limits

- (1) Council may set an annual financial ceiling or cap for all community support contributions during its annual budget deliberations.
- (2) Council may establish a ceiling using any one of the following:
 - (a) a percentage of the annual financial plan;
 - (b) an average of prior year's totals;
 - (c) a per capita or percentage calculation; or
 - (d) an absolute dollar amount.

11. Repeal of Existing Bylaw

- (1) On adoption, this bylaw replaces Bylaw 2018-02.

12. Effective Date

- (1) This Grants Bylaw, Bylaw 2025 -01, shall be effective on the date of approval and adoption below.

13. Adoption and Approval by Council

First Reading:

The Town of O'Leary Grants Bylaw (Bylaw 2025-01) was read and approved a first time at the Council meeting held on January 9, 2025.


Second Reading:

The Town of O'Leary Grants Bylaw (Bylaw 2025-01) was read and approved a second time at the Council meeting held on January 14, 2025.

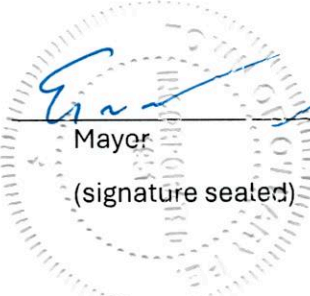
Adoption and Approval by Council:

The Town of O'Leary Grants Bylaw (Bylaw 2025-01) was adopted by a majority of council members present at the Council meeting held on January 14, 2025.

The Town of O'Leary Grants Bylaw (Bylaw 2025-01) was declared to be passed on January 14, 2025



Mayer
(signature sealed)



Chief Administrative Officer
(signature sealed)



This Grants Bylaw (Bylaw 2025-01), adopted by the Council of The Town of O'Leary on January 14, 2025. is certified to be a true copy.



Chief Administrative Officer
(signature sealed)



Schedule A

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

Property Development Incentive Program

Grant Name	Eligibility/Criteria and Purpose	Date Established
Property Development Incentive Program	New or expanding commercial, institutional and industrial properties, as well as new residential developments within the Town boundaries Excludes all low rental government-subsidized housing and financial institutions.	May 14, 2015

Institutional Tax Rebate

Program Name	Eligibility/Criteria and Purpose	Date Established
Institutional Tax Rebates	Institutional facilities such as the Sports Centre, Curling Club and Museum, to support ongoing institutional activity in the Town	March 22, 2001

Boundary Change Tax Rebate

Program Name	Eligibility/Criteria and Purpose	Date Established
Boundary Changes	Properties owners whose municipal taxes are increased by any amount annually as a result of a Town boundary expansion and annexation	November 12, 2015, amended Dec. 10, 2015

Gifts, Donations & Compensation Grants

Grant Name	Eligibility/Criteria & Purpose	Date Established
Contributions, gifts, and donations for Council, Staff and Firefighters	Nominal supports for firefighters, council and staff members such as donations or contributions to fundraising benefits, serious illnesses, fires, etc., reimbursements for damages, or life events	July 7, 2009
Travel Grants	Non-profit organizations, teams or individual residents travelling to competition or special events	February 11, 2016
Fundraiser events	Reimbursement for town representatives to attend events for charitable organizations located within the Town	September 13, 2007
Requests for Donations - General	Services or event that contributes a public benefit to the community or region.	March 24, 1992 & January 12, 2012
Building /Renovation Assistance	Institutions and places of worship located within Town boundaries, for major renovation projects only.	August 1, 2018

Housing Acceleration Grant Programs

Grant Name	Eligibility/Criteria & Purpose	Date Established
Accessory Dwelling Unit Grant	Grant to support the development of accessory dwelling units in the Town.	January 9, 2025
Affordable Housing	Grant to support the renovation, maintenance and building	January 9, 2025

Grant Name	Eligibility/Criteria & Purpose	Date Established
Grant	of affordable housing units	
Commercial Conversation Grant	Grant to support the re-development of underutilized commercial spaces for residential and mixed commercial/residential uses	January 9, 2025
Growing Home Equity Grant	Grant to support the development of rent-to-own and growing home equity programs and units	January 9, 2025
Land Disposal Grant	Grant to cover the costs of acquiring surplus municipal lands for the development of affordable housing	January 9, 2025
Tiny Homes Grant	Grant to support the development of tiny home dwellings in the Town.	January 9, 2025