

THE CORPORATION OF THE  
TOWNSHIP OF LANARK HIGHLANDS

---

BY-LAW NO. 2013-1217

BEING A BYLAW TO AMEND MUNICIPAL GRANT POLICY

---

**WHEREAS** Section 8 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

**NOW THEREFORE** the Corporation of the Township of Lanark Highlands enacts as follows:

1. **THAT** Schedule "A" attached hereto shall form part of this By-law:
2. **THAT** all former By-laws inconsistent with this By-law or previously adopting such Policies as outlined in Section 1 shall be repealed.
3. **THAT** this By-law shall come into force and effect upon the passage thereof.
4. **ULTRA VIRES**

Should any sections of this by-law, be declared by a court competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

5. **EFFECTIVE DATE**

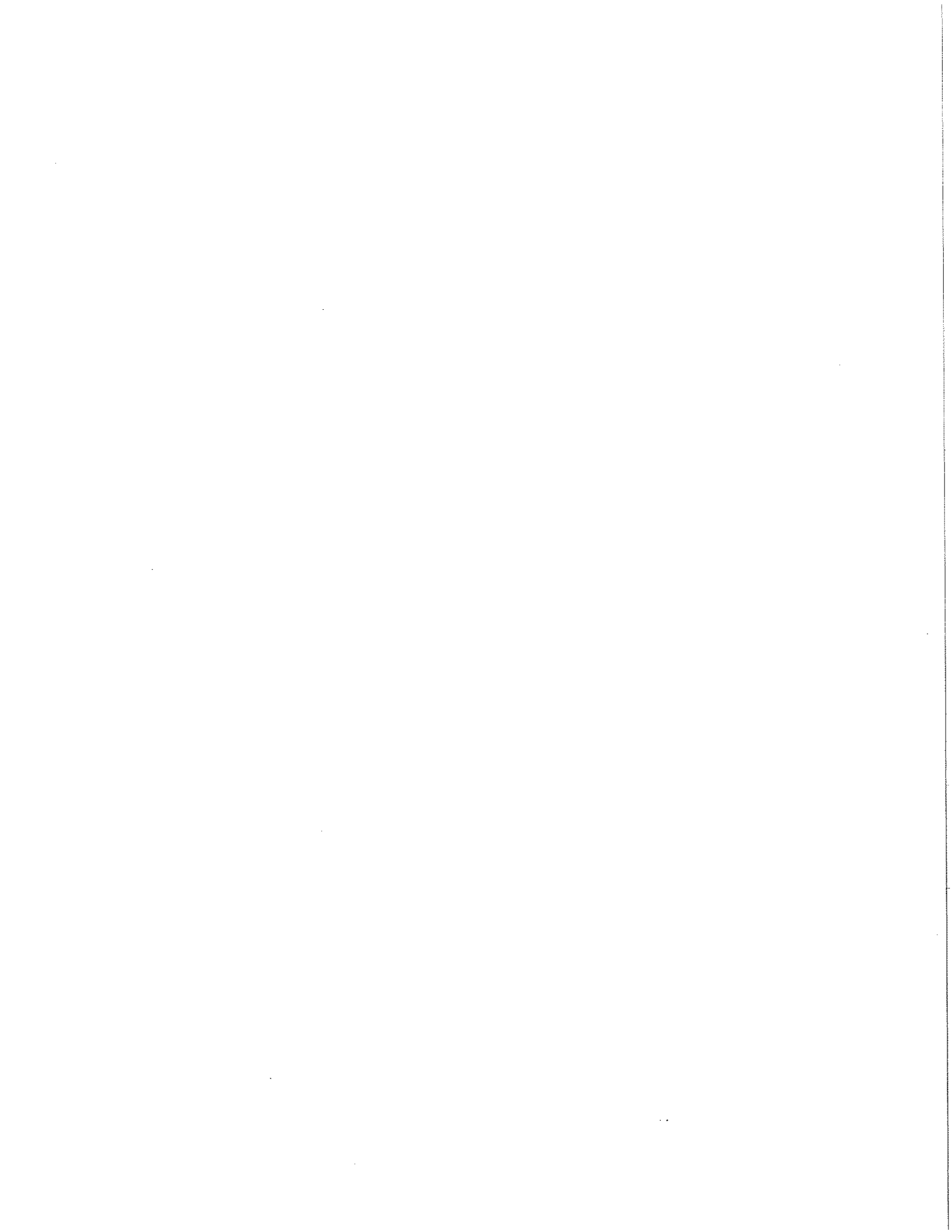
ENACTED AND PASSED this 19<sup>th</sup>, day of February, 2013.

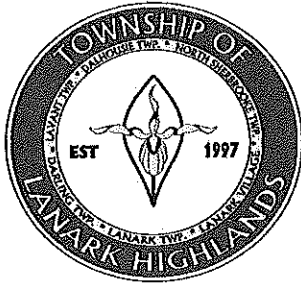


Peter McLaren, Mayor



Ross Trimble, Clerk





**Subject:** *Municipal Grants Policy*

**Policy No.:** *FI-20-2005-mun*

**Date:** *Sept 27 2005*

**By-Law No.:** 2005-632

**Page No.:** 1 of 4

**Amendment:** 2013-1217

## 1. POLICY STATEMENT

This policy sets out the procedure to be followed by groups / organizations making application for a grant from the Township of Lanark Highlands.

## 2. SCOPE

This policy applies to all groups / organizations requesting a grant from the Township including includes Municipal groups / organizations. However this policy does not apply to the annual operating grant provided by Council to Community Centres or other recreation facilities.

## 3. PROCEDURE

### 3.01 TYPES OF GRANTS

- a) Cash donation
- b) Grants "in kind" i.e. goods and services
- c) Pins/Coins/Collectibles

### 3.02 CRITERIA REGARDING GRANT TYPE 3.01 (a) and 3.01 (b)

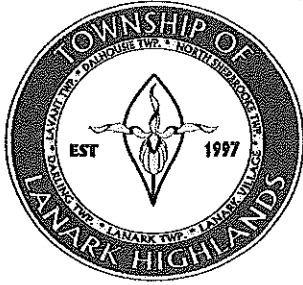
Council will only consider providing grants to groups / organizations that meet at least one (1) of the following criteria:

- 3.02.01 A not-for-profit organization that meets the criteria established in Chapter 2 "Eligibility Requirements" of the Lottery Licensing Policy Manual Issued by the Province of Ontario. See Section 2.2.0.
- 3.02.02 Any group or organization that would increase the general public's awareness of our community in a positive manner.
- 3.02.03 Any group or organization that provides a recreational or cultural service that the Township currently does not provide.

### 3.03 APPLICATION PROCESS

Prior to considering grants, Council requires the following from the group or organization:

- 3.03.01 A completed municipal grant application form detailing the use of the proposed financial commitment from the Township.
- 3.03.02 Requests for funding shall be received no later than November 1 in the year prior to the event taking place.



**Subject:** *Municipal Grants Policy*

**Policy No.:** *FI-20-2005-mun*

**Date:** *Sept 27 2005*

**By-Law No.:** *2005-632*

**Page No.:** *2 of 4*

**Amendment:** *2013-1217*

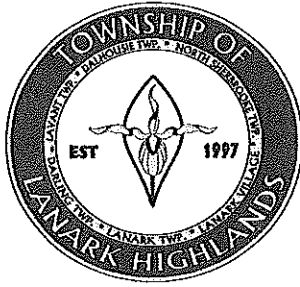
### **3. PROCEDURE (Cont'd)**

#### **3.04 CONSIDERATION**

- 3.04.01 Applications for grant funds will be considered by the Committee of the Whole and approved by Council during the yearly budget deliberations.
- 3.04.02 Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- 3.04.03 Previous years' allocations will not be a factor in consideration and each application will be reviewed on its own merit.
- 3.04.04 Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.
- 3.04.05 Grant monies allocated to an individual or organization, will be used first to clear any debts outstanding to the Township. The balance of any funds, if any, will then be forwarded to the individual or organization.
- 3.04.06 Submitting a request does not necessarily guarantee the award of any grant monies or grants in kind to the applicant.
- 3.04.07 Council will consider grants "in kind" of one (1) of the following:
  - staff time 15 hours
  - rental fee maximum one (1) day's rental fee (i.e. Municipal Complex, Road equipment etc.)for one event per year per applicant to a maximum of one (1) day.
- 3.04.08 Department heads will maintain records of any Council approved grant "in kind" issued to any individual or organization and applicable amounts will be charged back to the appropriate grant account by the Treasury Department.
- 3.04.09 When grants "in kind" include the use of facilities, proof of insurance, normal security deposits and regular terms and conditions of the facility being used will apply.

#### **3.05 FUNDING LIMITS**

Grant funding to any organization or event in any one year will be capped at a maximum cash value of \$1,500.00 (for both cash donations and/or grants "in kind"). Council has the discretion to increase this maximum for extraordinary, one of a kind projects if the annual budget allows.



**Subject:** *Municipal Grants Policy*

**Policy No.:** *FI-20-2005-mun*

**Date:** *Sept 27 2005*

**By-Law No.:** 2005-632

**Page No.:** 3 of 4

**Amendment:** 2013-1217

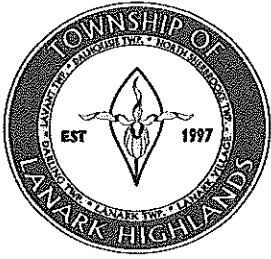
## PROCEDURE (Cont'd)

### 3.06 CRITERIA REGARDING GRANT TYPE 3.01 (c)

Pins/Coins/Collectibles shall be deemed to mean any item which reflects or portrays the image or concept of the Township of Lanark Highlands and has an individual value of \$4.00 or less. Upon receiving a written request, the CAO/Treasurer shall have the discretion, where appropriate, to authorize the issuance to any one group a maximum of twenty-five items, or to any one individual a maximum of five items per fiscal year.

### 4. RESPONSIBILITY

The Treasurer and the Chief Administrative Officer shall be responsible for ensuring compliance with this policy.



## TOWNSHIP OF LANARK HIGHLANDS MUNICIPAL GRANT APPLICATION FORM

|  |        |                                      |           |
|--|--------|--------------------------------------|-----------|
| <b>NAME OF ORGANIZATION OR INDIVIDUAL</b>                              |        |                                      |           |
| <b>ADDRESS</b>   |        |                                      |           |
|  |        |                                      |           |
| <b>PHONE #</b>   | (    ) | <b>FAX #</b>                         | (    )    |
| <b>IS YOUR ORGANIZATION INCORPORATED AS A NON-PROFIT ORGANIZATION?</b> |        | <b>YES</b>                           | <b>NO</b> |
| <b>INCORPORATION NO.</b>   |        | <b>JURISDICTION OF INCORPORATION</b> |           |

**ARE YOU REQUESTING A CASH DONATION? IF YES, HOW MUCH? \_\_\_\_\_**

**WHAT WILL THE FUNDS BE USED FOR?**

---



---



---

**OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION**

---



---



---

\_\_\_\_\_  
SIGNATURE OF PERSON SIGNING APPLICATION

\_\_\_\_\_  
DATE

**PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:**

- a. Financial statements from the previous event or fiscal year
- b. A budget for the upcoming fiscal year or event
- c. Attach information pertaining to evaluation guidelines

**APPLICATION DEADLINE:            NOVEMBER 1**