

# Municipality of the District of Lunenburg

Policy Details	
Name	Grant Disclosure
Number	099
Legislative Authority	Municipal Government Act - Section 65C
Effective Date	June 25, 2024

## Purpose

- 1 In accordance with Section 65(C) of the Municipal Government Act, the purpose of the Grant Disclosure Policy is to determine the timing and method for public disclosure of a list of Municipal Grant recipients, and the amounts distributed from the previous fiscal year.

## Definitions

- 2 In this policy:
  - a) **Municipal Grant** means any of the following:
    - i) a transfer of money to an organization, or individual, under a formal municipal grant program with established eligibility criteria; and/or
    - ii) a transfer of money to an organization, or individual, pursuant to a motion of Council outside an established municipal grant program; and/or
    - iii) a transfer of money to an organization, or individual, that was included in the budget process. This does not include payments in exchange for providing a service to the municipality.
  - b) **Municipal Subsidy** means a discretionary reduction or exemption from the following:
    - i) rebates for residential property owners providing property tax relief for low-income households; and/or
    - ii) property tax rebates awarded/exemptions for non-profit community organizations.
    - iii) reduction of the property taxes for a building that has been destroyed or partially destroyed by fire, storm or otherwise.
  - c) **Fire Service and Commission Grants** means any of the following, or a combination of:
    - i) Fire tax levies distributed; and/or
    - ii) Workers Compensation Board of Nova Scotia (WCB) payments; and/or
    - iii) Insurance Grants; and/or
    - iv) Matching Grants.

### **Applications**

3 This policy applies to all recipients of **Municipal Grants**.

### **Exemptions**

4 This policy does not apply to recipients of **Municipal Subsidy, Fire Service and Commission Grants awards**.

### **Responsibilities**

5 The following are responsible for:

- a) **Municipal Council**
  - i) Reviewing, amending, and adopting the Grant Disclosure Policy; and
  - ii) Supporting CAO in implementation of policy.
- b) **CAO**
  - i) Implementing the grant disclosure policy; and
  - ii) Supporting staff in the annual disclosure.
- c) **Staff**
  - i) Producing a master list of grant recipients for disclosure; and
  - ii) Publishing the disclosure.

### **Frequency & Timing of Disclosure**

6 The list of recipients from the previous fiscal year will be disclosed annually, on or before May 31.

### **Content of Disclosure**

7 The following information must be included in the disclosure:

- a) **For Municipal Grants to Organizations:**
  - i) Type of grant;
  - ii) Name of organization; and
  - iii) Full amount awarded.
- b) **For Municipal Grants to Individuals:**
  - i) Type of grant;
  - ii) Total number of recipients under this grant category; and
  - iii) Total amount awarded under this grant category.

**Form of Disclosure**

- 8 The content included in the disclosure must be posted on the Municipality’s official website.

<b>Policy Adoption</b>	
<b>Date of Original Passage</b>	June 25, 2024
<b>Date of Notice of Intent to Consider (7 days’ notice)</b>	June 18, 2024
<b>Date of Council Approval</b>	June 25, 2024
<b>Date of Effective Date (if different from approval date)</b>	
<b>I certify that this Policy 099 Grant Disclosure was adopted by Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b> June 25, 2024

<b>Version</b>	<b>Amendment Description</b>	<b>Approval Date</b>
<b>Original V1</b>	Policy 009, Grant Disclosure	June 25, 2024