

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.

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

Version	Amendment Description	Approval Date
Original V1	Policy 009, Grant Disclosure	June 25, 2024