

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: **MUNICIPAL DISTRICT INFRASTRUCTURE FUND**

APPROVAL DATE: **MARCH 8, 2010**

PREAMBLE:

The Municipal District Infrastructure Fund provides funding for infrastructure to each electoral district in the Municipality. The aim of this fund is to provide financial support for community infrastructure in municipal districts.

The following policy outlines how expenditures from the Municipal District Infrastructure Fund may be applied, and the record keeping and reporting requirements. The policy also contains guidance on the roles and responsibilities of Councillors and staff.

1. POLICY

- 1.1 The Municipal Government Act (1998) provides the broad framework within which policies authorizing the expenditure of public monies are developed. According to the Act, the Municipality may award a grant or make a contribution to:

Section 65(au)

- (i) a society within the meaning of the Children and Family Services Act,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural or social organization within the Province,
- (va) a Day Care licensed under the Day Care Act,
- (vi) a registered Canadian charitable organization,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality.

1.2 The Municipal Government Act also provides authority for municipalities to expend funds for specific purposes, and funding from this policy can be provided for these other specific purposes that are authorized by the Municipal Government Act.

1.3 In all cases, the funding provided can only be used for an authorized municipal purpose.

1.4 To be eligible for a grant from the Municipal District Infrastructure Fund, the following criteria must be satisfied:

- the organization or project must be eligible in accordance with the provisions of the Municipal Government Act;
- the application shall be for projects to construct, create, establish, renovate, repair, improve or enhance structures, foundations or buildings beneficial to the district and its community.

2. The basic guidelines are as follows:

2.1 District funds must be expended in the district for which they are allocated; or on a project that can be demonstrated to provide a direct benefit to the district.

- 2.2 Annual allocations, if unused in a fiscal year, will be allotted for use by that district in future years.
- 2.3 Municipal Council and staff will review each request individually, and Municipal Council must approve each individual request. The process may include legal advice.

3. PROCEDURE:

- 3.1 The applicant must provide evidence of eligibility as defined by the Municipal Government Act and this policy.
- 3.2 The group must provide the names and addresses of their officers and principal contacts.
- 3.3 The group must provide a written proposal that will provide information on the overall benefit to the community, and also illustrate the amount of community involvement.
- 3.4 Applications (copy attached) must include the following:
 - (i) a statement of objectives for the proposal or project;
 - (ii) a work plan should be included indicating starting and completion dates and number of employees in total work weeks involved.
 - (iii) a financial breakdown for the project, including materials, labour and other expenses, and other revenues from all sources. The persons responsible for monitoring the project should be identified.
 - (iv) A financial statement for the group's last fiscal year must be included with the application.
 - (v) Church groups must provide their charitable number.
- 3.5 Funding will not exceed 50% of the cost of a project or proposal. The applicant must provide information on the source of funds for the remainder of the project. "In-kind" contributions will not be considered as part of the funding of a project.
- 3.6 Municipal funds will be distributed to projects upon the applicant demonstrating that the project has been successfully completed, and providing information to the Municipality, to include at a minimum a financial statement showing the revenues and expenditures for the completed project.

- 3.7 Applicants must complete their project, and submit an application for payment from the Municipality of Richmond, within two years of project approval. Failure to disclose the financial information for the completed project, within the two year period following approval, will result in forfeiture of the grant approved by Council.**
- 3.8 Applicants must agree to present reports or information as requested by Council.
- 3.9 Applicants must agree to publicly acknowledge the municipal assistance, when commenting publicly on the funding of their project.