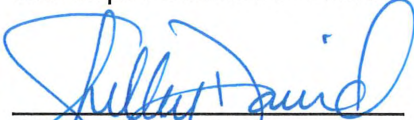




**Title Grant Disclosure Policy**

<b>Approved by Council</b>	<b>Date: October 23, 2023</b>
<b>Policy Review Notification</b>	<b>Date: October 10, 2023</b>
<b>Policy Review</b>	<b>Date: October 10, 2023</b>

I certify this to be a true copy of the **Grant Disclosure Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held **October 23, 2023**.

  
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**Shelley David**  
**Municipal Clerk**

**1. Policy Statement**

Pursuant to Section 65(C) of the *Municipal Government Act*, it shall be the policy of the Municipality of the County of Richmond that all grant funding provided each year by the Municipality to community organizations be publicly disclosed according to the conditions as set out in this policy.

**Grant disclosure policies 65C**

- (1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the amounts of those grants.
- (2) A policy adopted under subsection (1) must include the (a) frequency and timing of disclosure; (b) content to be included in a disclosure; and (c) form in which the disclosure must be made.
- (3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.

**2. Short Title**

2.1 This Policy is entitled " Grant Disclosure Policy".

### **3. Frequency and Timing of Disclosure**

3.1 Prior to June 30th of each year, the Municipality shall publicly disclose all grant funding provided in the previous fiscal year through one master list of all recipients.

### **4. Content to be Included in Disclosure**

4.1 The following information must be included in the Disclosure:

- a) The name of the recipient organization;
- b) the total granted amount; and
- c) the number of grants received by each organization, if more than 1 (organizations can apply for grants in different categories: Type 1- Infrastructure, Type 2 – Start Up Activity, Type 3 Recreation [Sponsorship Physical Activity, Instructor/Facilitator Development, Sponsorship and Canada Day], and Type 4 – Regional/Health/General).

4.2 Where any organization or agency has been approved for more than one funding program, the listing shall note in brackets the number of times when funding has been approved in that fiscal year.

### **5. Form in which the Disclosure Must be Made**

5.1 Disclosure of such grant funding shall include notification on all appropriate social media platforms that this disclosure has taken place with a link to the master list of grant recipients located on the Municipality's website.

5.2 Additional communication channels used for disclosure are listed in the Strategic Communication Plan.

**6. Responsibilities**

- a) Municipal Council will be responsible to:
  - i. review, amend and adopt the grant disclosure policy; and
  - ii. support the Chief Administrative Officer (CAO). and staff, in implementation of policy.
  
- b) The CAO will be responsible to:
  - i. implement the grant disclosure policy; and
  - ii. support staff in the annual disclosure.
  
- c) The CFO will be responsible to produce the master list of grant recipients for disclosure.
  
- d) The Municipal Clerk will be responsible to publish the disclosure as per the Communication/Dissemination of Information standard operating procedures.

**Policy Review/Amendment Schedule**

This Policy was last reviewed :

Date of Review	Formally advertised and amended by Council
New Policy	Adopted October 23, 2023

Next Scheduled Review is Fall of 2025.