



## Municipality of the County of Kings District Activity Funds

<b>Policy Category</b>	Finance	<b>Most Recent Amendment</b>	N/A
<b>First Council Approval</b>	January 6, 2026	<b>Future Review Date</b>	January 2027

### 1. Purpose

To provide Members of Council with a mechanism to support Non-Profit Organizations as defined within this policy.

### 2. Scope

This Policy applies to all Members of Council and governs the allocation and administration of the District Activity Fund to eligible Non-Profit Organizations.

### 3. Definitions

- 3.1. **District:** means the municipal electoral / polling districts as approved by the Nova Scotia Regulatory and Appeals Board in which a Member of Council is elected; for the Mayor, this includes the entirety of the Municipality.
- 3.2. **Member of Council:** means an elected Councillor or the Mayor of the Municipality of the County of Kings.
- 3.3. **Non-Profit Organization(s):** means an organization that is one of the following:
  - 3.3.1. A non-profit club, association or organization registered and in good standing with the Nova Scotia Registry of Joint Stock Companies;
  - 3.3.2. A 'registered charity' under the *Income Tax Act*; or;
  - 3.3.3. An unregistered athletic, educational, environmental, cultural, community, recreational, sporting, or social organization able to provide documentation demonstrating non-profit status, including proof of a bank account in its name, a listing of signing officers, and evidence of operations as a non-profit entity.
- 3.4. **Eligible Organization(s):** means an organization that meets one of the Non-Profit Organization criteria and is located within or provides a direct benefit to the District.

### 4. Policy Statements

#### Establishment of a District Activity Fund

- 4.1. This Policy establishes a District Activity Fund.

- 4.2. The District Activity Fund is intended to assist community-based Non-Profit Organizations with local initiatives.
- 4.3. The budget for the District Activity Fund shall be established annually as part of the Municipal budget process.
- 4.4. The total budget of the District Activity Fund shall be divided equally among all Members of Council with an annual amount not to exceed \$1,000 per Member of Council per fiscal year.
- 4.5. The District Activity Fund provides the financial means for Members of Council to support Eligible Organizations up to a maximum of \$250 per fiscal year.
- 4.6. Funds may only be awarded within the fiscal year in which they are budgeted and may not be carried forward to future fiscal years.
- 4.7. The total allocation provided to each Councillor is fixed on a fiscal year basis. Once a Councillor's annual allocation has been fully expended, no additional funds shall be provided.

## **Application**

- 4.8. Eligible Organizations seeking funding assistance for a local initiative must first contact their Member of Council to discuss the request.
  - 4.8.1. The Member of Council determines whether to support the request and the amount of funding to allocate up to the maximum allowable through this policy.
  - 4.8.2. Members of Council may allocate funds of up to \$250 per fiscal year to an Eligible Organization, pending the completion of a District Activity Fund Application Form including a signed attestation by both the applicant organization and allocating Member of Council.
  - 4.8.3. The Member of Council submits the completed District Activity Fund Application Form to the Chief Administrator Officer or designate for processing.

## **Grant Distribution**

- 4.9. The maximum amount that may be awarded through this fund to an Eligible Organization in a fiscal year is two hundred fifty dollars (\$250).
  - 4.9.1. Eligible Organizations that have received funding for the same specific local initiative through any other Municipal grant program in the same fiscal year are ineligible under this Policy.
  - 4.9.2. Eligible Organizations receiving funding through this program may still apply to Community Grant programs or other funds offered by the Municipality in the same year provided it is for a different project, event, or initiative.
- 4.10. Members of Council may only allocate funds to local initiatives that are located within, or provide a direct benefit to, their District.

- 4.11. Awards will be disbursed in full once the District Activity Fund Application Form and related attestation have been processed.
- 4.12. Should the awarded funds no longer be needed for the purpose outlined in the application, the recipient organization must notify the awarding Member of Council to discuss an alternate eligible use, or to arrange the return of the funds.
  - 4.12.1. Any returned funds will be credited back to the total allocation available to the respective Member of Council for use within the same fiscal year.

## **Accountability**

- 4.13. A listing of all organizations funded through this program will be published annually on the Municipality's website.
- 4.14. Recipients are required to acknowledge the Municipality's contributions.
- 4.15. Local initiatives funded by this program may be highlighted in Municipal reports, newsletters, or online platforms to showcase the program and the support provided to the Districts.

## **Compliance**

- 4.16. Access to District Activity Funds shall be suspended for any Members of Council offering as a candidate in a municipal, provincial or federal election as follows:
  - 4.16.1. **Municipal election:** from the date nomination papers are filed until the Councillor is sworn into office;
  - 4.16.2. **Provincial election (including by-election):** from the date the writ is issued until the return on the writ is completed;
  - 4.16.3. **Federal election (general or by-election):** from the date the writ is issued until the return on the writ is completed.
- 4.17. This Policy does not authorize Members of Council to:
  - 4.17.1. Commit the Municipality to fund any future costs of the initiative supported through the District Activity Fund;
  - 4.17.2. Undertake any administrative function that is the responsibility of Municipal staff;
  - 4.17.3. Benefit personally from District Activity Fund allocations; or
  - 4.17.4. Contravene any applicable legislation or policy, including but not limited to the *Municipal Government Act* and Council's Code of Conduct.

## **5. Responsibilities**

### 5.1 Council will:

- 5.1.1 ensure there is a current comprehensive and transparent policy for the District Activity Fund; and
- 5.1.2 consider an annual budget for the District Activity Fund.

### 5.2 The Chief Administrative Officer or their designate will:

- 5.2.1 develop procedures to support the timely and transparent administration of this Policy, that without limitation may involve forms, application requirements, accounting and reporting requirements;
- 5.2.2 implement this Policy; and
- 5.2.2 identify and recommend revisions to this Policy as required.

**6. Amendments**

Date	Amendments