

<p>MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL</p>	<p>REFERENCE NUMBER _____</p>
<p>SECTION PROCEDURE AND ORGANIZATION OF COUNCIL</p>	<p>SUBJECT FIRE SERVICES CAPITAL GRANT PROGRAM</p>

1. PROGRAM INTENT AND FUNDING

- 1.1. The aim of the Fire Services Capital Grants is a program intended to provide modest levels of support and assistance to fire departments within the Municipality of Argyle (Municipality) with the purchase of:
 - a) A vehicle required by the department to deliver emergency services, as listed in the Department’s registration with the Municipality (as per Section 294 of the MGA)
 - b) Equipment required by the department to deliver emergency services, as listed in the Department’s registration with the Municipality (as per Section 294 of the MGA).
- 1.2. The construction or purchase of a new fire department facility (building) shall not be considered under this policy.
- 1.3. The grant program is created to assist fire departments that cannot set a reasonable area rate to recover the cost of investment, due either to the high purchase cost or to the limited number of residents represented by that department.
- 1.4. The funds shall be used to partially offset the costs of borrowing for the applicable fire department and to reduce their requirement to charge an unusually high area rate to the residents.
- 1.5. The cost of borrowing may include either a formal loan from a financial institution, or the lending of internal funds towards the cost of the project., or another form of financing not listed in this policy.
- 1.6. The maximum level of funding for any one fire department will be capped at \$25,000 annually, with a maximum duration of 5 years.
- 1.7. The maximum annual cost of this program (to the Municipality) shall not exceed \$50,000 annually.

2. AUTHORITY

- 2.1. Section 294 Registration as a Fire Department,
- 2.2. Section 295 - Registration as Emergency Services Provider
- 2.3. Section 296 – Power to make policies (Fire Departments)

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3. ELIGIBILITY REQUIREMENTS & GENERAL CONDITIONS

3.1. The applicant must be a legally registered fire hall with the Municipality, in accordance with Part X, Section 294 of the Municipal Government Act.

3.2. This registration shall follow the Municipality's Fire Services Registration policy requirements.

3.3. Presuming proper registration as per Section 3.1, applicants must be from one of the below Fire Departments currently serving the Municipality of Argyle.

- a) Quinan & District Fire Department
- b) Lake Vaughan Fire Department
- c) Kemptville Volunteer Fire Department
- d) West Pubnico Fire Department
- e) Eel Brook & District Volunteer Fire Department
- f) East Pubnico Fire Department
- g) Islands and District Fire Department
- h) Amirault's Hill & Hubbard's Point Fire Department
- i) Wedgeport & District Fire Department

3.4. There is no deadline to apply, notwithstanding funding limits set by the Municipality in Sections 1.4 and 1.5 of this policy.

3.5. The grant shall not be considered as the primary source of funding for the specific project. The applicant shall detail other financial support for the project, including but not limited to local fundraising, application of an annual area rate, and/or utilization of accumulated surplus. Any application that relies solely on this grant shall be denied by the CAO or his/her designate.

3.6. The Municipality will not contribute to outstanding deficits, reserves, or to any contingency accounts for future activities or operations.

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- 3.7. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. The intent of the grant is to provide temporary support to purchase a vehicle or major fire equipment.
- 3.8. Retroactive funding for purchases already made by the department will not be considered in this policy or in any funding policy or practice led by the Municipality.
- 3.9. Grants are not awarded for the salary / wages of staff positions or board honoraria; they shall be limited to specific purchases as outlined in Sections 1.4 and 1.5.
- 3.10. Grants may be awarded with certain terms and conditions. The letter of award will state if any restrictions apply to the grant. Funding may be revoked for failure to comply with terms and conditions.
- 3.11. In rare circumstances, an applicant’s eligibility may be suspended for a specific time period for misappropriation of funds, failure to report, or misrepresentation.
- 3.12. Each application determined to be ineligible for funding will be documented for Council. The applicant will be notified, in writing and by email (if applicable) if the application is not eligible, and the reasons why.

4. APPLICATION PROCESS – FIRE SERVICES CAPITAL GRANT

- 4.1. All grant applications under this policy shall be assessed using an evaluation criterion determined by the Municipality. All grant applications shall be submitted on the form provided by the municipality and included in Appendix A of this policy.
- 4.2. There is no deadline to apply, notwithstanding financial limits highlighted in Sections 1.5 and 1.6.
- 4.3. The applicant may request a presentation to Council to support their application. Applications arriving after September 1st will be brought for decision to council in September of the following year.

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5. ACCOUNTABILITY

- 5.1. Funds granted under this program are not transferable between fire departments without prior council approval and must be used for the specific purposes outlined.
- 5.2. Funding shall be disbursed in equal parts annually. For example, an approved grant of \$80,000 may be disbursed as \$20,000 per year for four years.:
- 5.3. Fire departments shall remit their financial statements to the Municipality annually, which is normal practice. They shall ensure that a financial summary of how this grant was spent in that year is included in that report.
- 5.4. The Fire Department shall supply the Municipality with a copy of the invoice(s) for the purchase at the request of the Municipality or provide pictures or proof of ownership to confirm the purchase.

6. GRANTS REVIEW PROCESS

- 6.1. The applicant shall receive an acknowledgement letter or email, which shall be prepared by the Municipality. Should an application be missing information, additional information may be requested by the CAO or his/her designate.
- 6.2. Applications are evaluated by the CAO or his/her designate.
- 6.3. As the grants are haphazard by nature, the role of the staff is to evaluate the grant when received and recommend to Council if and when an amount can be paid to the department.
- 6.4. The Municipality reserves the right to reject or defer an application due to financial limitations.
- 6.5. There is no appeal process for a denial or deferral of funding under this policy.
- 6.6. The list of awards is public information and is published annually in accordance with the requirements of the MGA

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**FIRE SERVICES CAPITAL GRANT PROGRAM
APPLICATION FORM**

(Please complete in full. Please use additional paper if necessary.)

Contact information

Fire Department: _____ Reg. of Joint Stock reg number _____
Mailing address _____ City/Town _____
Postal Code: _____
Home Phone: _____ Cell Phone: _____ Business Phone: _____

Funding application

Project Description:

Estimated date of purchase: _____

Annual Request for funding under the capital grant program _____ per year for _____ years

(Grant cannot exceed \$25,000 per year for 5 years)

Why are Municipal funds required for this project:

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<u>Project Funding Revenues and Expenses</u>	
<i>Source</i>	<i>Amount</i>
a. Municipality of Argyle – Capital Grant Program (Amount Requested)	
b. Fire Area Rate (At ____ cents per \$100 of assessment)	
c. Other Government Grant – Please Specify:	
d. Prior Surplus/Transfer from Capital Fund	
e. Fundraising/Ladies’ Auxiliary	
f. Other	
Total Revenues (Add A through F)	
Total Cost, including total HST	
Minus HST Refundable (71.42% of total HST)	

Total cost should include net revenues. Please attach quote if applicable.

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<u>Source of Planned Financing/Borrowing</u>
<i>Financial Institution (please state “capital fund” if funds are internal):</i>
<i>Total Amount Borrowing:</i>
<i>Interest Rate:</i>
<i>Term of Borrowing (number of years):</i>
<i>Other information that is considered important to share with the Municipality:</i>

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Financial Statement Requirement:

We the _____ Fire Department, have attached with this application, the most recent income statement and balance sheet for the year ended _____, and it includes all funds and accounts, including both operating and capital activities.

Signed _____

Consent

I hereby certify that all statements made herein are, to the best of my knowledge, accurate true and complete. I also consent to be reached via information included in this application in case additional questions, information or clarification is required by the Municipality. I understand that any information later determined to be false, or misleading may disqualify the fire department from this funding application.

Signature _____ Date: _____

For office use only

Date application received _____

Date assessed by CAO/Designate _____

Date proposed for acceptance or rejection by Council _____

Date proposed for deferral of project _____

Authorized Signature _____
Date

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: April 26, 2022

Date of Passage of Current Policy: May 10, 2022

I certify that this Policy was adopted by Council as indicated above.



Warden

May 10, 2022
Date



Chief Administrative Officer

May 10, 2022
Date