



PURPOSE

To financially support non-profit community-based beautification and enhancement efforts.

SCOPE

Application to the Community Beautification/Enhancement Grant is initiated by the district Councillors who are free to award their allocated grant monies, in whole or in part, to any community organizational effort that meets the guidelines outlined below.

POLICY

POLICY STATEMENT

It is the policy of the Municipality of East Hants to financially support non-profit community-based beautification/enhancement efforts for the following approved uses:

Approved Uses

- Grass cutting/mowing
- Brush cutting
- Landscaping
- Planting of shrubs/trees/flowers
- Signage
- Garbage clean up
- Other uses which fall under the intent of community beautification/enhancement, as determined appropriate by the district Councillor

Non-Eligible Expenditures

- Property repairs and maintenance
- Work on real property not owned by a non-profit group or public property



GUIDELINES

- Each district Councillor is allocated \$2000 per annum for the purpose of funding initiatives related to community beautification and enhancement.
- Councillors are free to award their funds to any approved project in their district or any other district.
- Any unused funds will accumulate in a Beautification Reserve Fund for each district.
- Councillors are at liberty to spend up to the limit of \$2000 per annum or the accumulated amount in the Beautification Reserve Fund for their district if greater than \$2000.
- Monies should not be awarded for recreational activities that fall within the mandate of the Parks, Recreation and Culture Department or to the benefit of an individual taxpayer.
- Payments should be made in the name of a non-profit organization wherever possible and not to an individual, unless deemed appropriate by the district Councillor and Chief Administrative Officer.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
District Councillor	The District Councillor is responsible for ensuring the community initiative is appropriate under the Community Beautification/Enhancement Grant Policy prior to submission of an application through the Community Beautification/Enhancement Process
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk

Title/Role	Responsibilities
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Community Beautification/Enhancement Grant Process		Business Process
Community Beautification/Enhancement Grant Application Form		Form
Community Beautification/Enhancement Grant Receipt Form		Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Formalize a policy for the previously established Community Beautification/Enhancement Grant	Assistant Municipal Clerk	Chief Administrative Officer	Council	May 24, 2017