



**Policy Title:** Funding and Grants Policy #2026-01

**Approval Date:** March 26, 2026

**Replaces:** N/A

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## **Preamble**

The Town of Stewiacke (Municipality) recognizes that many public entities and registered societies maintain their financial records.

The Town also recognizes that the public's expectation regarding accountability for how all tax dollars are spent is steadily increasing. The Town of Stewiacke acknowledges that it has a legal accountability for spending public funds which extends to both Municipally elected and appointed officials, Staff and Directors / Agents of Volunteer Groups.

All parties have a responsibility to make sure that public dollars are being spent in a responsible, open, and transparent manner and that said funding is properly accounted for and reported.

## **Policy Objective**

The following policy will outline the requirements of the Town of Stewiacke for funded agencies where the Town of Stewiacke has provided annual funding or a grant in excess of \$10,000 per year.

## **General Statement:**

This policy shall capture the financial reporting requirements of all agencies or societies funded (funded agencies) by the Town of Stewiacke which includes but is not limited to the Colchester East Hants Public Library, Royal Canadian Mounted Police (RCMP), Stewiacke & District Volunteer Fire Department and others. Such entities will be defined as "funded agency / funded agencies" within this policy.

Town Council may require proof of compliance with its policies before advancing any funds.



## Policy

### 1) General Provisions:

- 1.1 **Municipal Government Act** - In all activities and undertakings, the Town of Stewiacke and their funded service providers (i.e agency or society etc.) to which this Policy applies, shall also be subject to requirements of the Municipal Government Act (MGA) and other pertinent legislation.
- 1.2 **Registration** - This policy requires that all entities funded by the Town of Stewiacke be a registered society under the Societies Act of Nova Scotia, a company under the Companies Act of Nova Scotia, or a body corporate pursuant to other legislation.
- 1.3 **Joint Stocks** - This policy requires that all entities funded by the Town of Stewiacke be in good standing with the “Registry of Joint Stock Companies” of Nova Scotia.
- 1.4 **Funding Requirements** - All public agencies, societies or volunteer groups that receive annual funding in excess of \$10,000 annually must provide the following:
- Audited financial statements
  - Annual budget requests to the Town by January 1<sup>st</sup> each year
  - One report to Council approximately halfway through each fiscal year (October)
- 1.5 **Proof of Compliance** – Upon request the funded agency shall be required to provide proof of compliance with any legislation or policies of the Municipality before advancing funds.
- 1.6 **Withholding Funds** - Any funded agency failing to comply with any applicable legislation, the Policy, and/or the conditions set out in the resulting funding agreement shall have future instalments from the Municipality withheld until such time as all conditions are met.
- 1.7 **Procurement** – Funded agencies shall follow Nova Scotia’s procurement policies as updated from time to time. Funded agencies shall consult with the Municipality to determine how the goods or services will be tendered when the anticipated cost exceeds the greater of \$133,800,



or the current threshold amount established for Municipalities, Academic Institutions, Schools, and Hospitals (MASH) Goods under the Canadian Free Trade Agreement, unless otherwise dictated by Agreement.

- 1.8 **Capital Plan** – Any agencies that utilize public funding towards the assistance with capital expenditures, the Municipality will require the agency to submit to the Municipality a five (5) year capital plan.

## 2) Loan Guarantees

2.1 **Loans** - For capital expenditures requiring a loan, the Town of Stewiacke may consider requests for a loan guarantee to be approved by Municipal Council.

2.2 **Required Information** - The funded agency making the request is required to provide whatever information the Municipality deems necessary to consider a request for a loan guarantee. Any guarantee provided would be on conditions as stipulated by the Municipality and where the Municipality has determined that it would not create undue risk or liability for the Municipality.

2.3 **Guarantees** - The Municipality shall guarantee loans, subject to the other provisions of this Policy, and if by agreement, Council being satisfied that:

(1) **No Duplication** - The purpose of the loan is for equipment that is not unduly duplicative or available within or near the Municipality; and

(2) **Undue Risk** - The guarantee will not create undue risk or liability for the Municipality.

2.4 **Consideration** - In considering guarantees, the Municipality shall undertake financial analysis of the impact on the Municipality's obligations under the Municipal Government Act and any policies of the Municipality

The Municipality shall only consider guarantees for capital purchases in excess of the greater of \$133,800, or the current threshold amount established for MASH Goods under the Canadian Free Trade Agreement, unless otherwise dictated by Agreement.



2.5 **Fixed Term** - All loans for which the Municipality provides a guarantee, shall be of a fixed term.

2.6 **Proof of Compliance** - Council may require the funded agency to provide budgets, financial statements, proof of how the funded agency has fulfilled requirements of the Municipal Government Act, or other supporting materials for the loan guarantee request.

2.7 **Sole Discretion** - It shall be at the sole discretion of Council to limit the number of loan guarantees issued to a funded agency at any one time.

2.8 **Council Resolution** - Where there is the requirement that Municipal Council passes a guarantee resolution for receiving debentures directly from the Department of Finance and Treasury Board (formerly the Nova Scotia Municipal Finance Corporation), such resolution shall not be unreasonably denied.

**Date of Council members Review: Thursday, February 26, 2026**

**Date of Passage of Current Policy: Thursday, March 26, 2026**

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

Marc Seguin  
CAO / Clerk

March 30, 2026  
Date