

HAMLET OF TUKTOYAKTUK
BY-LAW # 393-20

A bylaw of the Municipal Corporation of the Hamlet of Tuktoyaktuk in the Northwest Territories to create a donation Bylaw to establish and manage donations provided by the Municipal Corporation, pursuant to the provisions of the *Hamlets Act, S.N.W.T., 2003, c. 22, s.125*

WHEREAS the Hamlet of Tuktoyaktuk desires to establish a donation bylaw to manage donations provided by the Municipal Corporation;

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF TUKTOYAKTUK, at a duly assembled meeting enacts as follows:

A bylaw relating to the provision of grants and donations

BE IT ENACTED by the Council of the Hamlet of Tuktoyaktuk as follows:

1. Title
 - a. This bylaw shall be known and cited as the "Grants and Donations Bylaw."
2. Authority
 - a. *The Hamlets Act S.N.W.T. 2003 c.22, s.125*
3. Application
 - a. This bylaw applies to any person, group or organization seeking a municipal grant, donation, usage of municipal owned property, usage of municipal owned materials, municipal staff support or an in-kind service.
4. Definitions
 - a. "Act" means the Hamlets Act.
 - b. "Senior Administrative Officer" or "SAO" means the administrative head of a municipality as appointed by Council.
 - c. "Council" means the Mayor and other members of the Council of the Hamlet of Tuktoyaktuk.
 - d. "Donation" means a sum of money given by the Hamlet of Tuktoyaktuk to a resident to support travel to tournaments and events.
 - e. "Grant" means a sum of money given by the Hamlet of Tuktoyaktuk to individuals, organizations or community groups for a specified purpose that, in the opinion of council, aligns with the Hamlet's objectives.
 - f. "Fees" means payments made to the Hamlet of Tuktoyaktuk in exchange for services received.
 - g. "In-kind contribution" means a grant paid by the Hamlet of Tuktoyaktuk in goods, commodities or services instead of money.

5. Guidelines

- a. All requests for donations/grants should be directed in writing to the Senior Administrative Officer of the Incorporated Hamlet of Tuktoyaktuk at least one month in advance of the event.
- b. All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.
- c. Organizations, individuals and/or charities who do NOT reside within the municipality shall not be considered for a municipal donation or grant.
- d. There will be on-going consideration given to providing recognition in the form of donations/grants to local elementary and secondary schools.
- e. Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
- f. No donation or grant will be considered unless specifically authorized by Mayor and Council in the form of a resolution of support.
- g. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations/grants are final.
- h. Council may add, delete, or revise the amounts in Schedule A at any time by resolution and the Schedule shall be revised accordingly.
- i. Grants or in-kind contributions to Community Groups, approved by the Senior Administrative Officer upon application in accordance with a policy established by Council therefore.
At a minimum, the policy must include:
 - i. eligibility criteria
 - ii. an application process
 - iii. the maximum value of a grant and/or in-kind contribution per fiscal year
 - iv. the reporting requirements to Council
- j. Donations approved by the Senior Administrative Officer, upon application in accordance with a policy established by Council therefore. At a minimum, the policy must include:
 - i. eligibility criteria
 - ii. an application process
 - iii. the value of the donation
 - iv. a detailed expense budget and revenue listing
 - v. the reporting requirements to Council

Schedule A – Continued

This Schedule forms part of the Grants and Donations Bylaw.

Municipal staff support (expertise) for an event (wages waived/reduced)

Manpower:

General Laborer	\$97.75/hour
Equipment Operator	\$109.25/hour
Mechanic	\$207.00/hour
Welder	\$207.00/hour
Maintenance Man	\$184.00/hour
Foreman	\$1725.00/hour
Vehicle Wash by Owner	\$46.00 each
Business Vehicles	\$115.00 each

Use of municipally owned equipment (rental fee waived/reduced)

TRANSPORTATION AND MUNICIPAL WORKS SERVICES

LOCAL RESIDENTIAL EQUIPMENT RENTALS:

Komatsu Dozer 8:30am – 5:00pm	\$ 345.00/hour
Komatsu Dozer after 5:00pm	\$ 395.00/hour
Cat Dozer 8:30am – 5:00pm	\$ 224.25/hour
Cat Dozer after 5:00pm	\$ 315.39/hour
Cat Grader 8:30am – 5:00pm	\$ 322.00/hour
Cat Grader after 5:00pm	\$ 372.00/hour
Cat Loader 8:30am – 5:00pm	\$ 264.50/hour
Cat Loader after 5:00pm	\$ 314.50/hour
Dump Truck 8:30am – 5:00pm	\$ 218.50/hour
Dump Truck after 5:00pm	\$ 308.78/hour

CASH DONATIONS

\$800.00 to groups travelling outside the Northwest Territories (Outside Yellowknife)

\$600.00 to groups travelling within the Inuvialuit Settlement Region and Yellowknife.

In the event that there are no funds available in the donation/grant pot groups will be allowed to fundraise up to a maximum of \$3000.00 to their cause through the Recreation department.

6. Reporting

- a. A record of all grants and donations awarded under this bylaw are kept on file and submitted each year during budget deliberations.
- b. Grants, donations, in-kind contributions, equipment donations with a value in excess of \$1000 shall be published on the Hamlet of Tuktoyaktuk website.

7. Restrictions

- a. Any debts owing to the municipality by the individual and/or organization must be cleared prior to the donation/grant being given
- b. When "in-kind" contributions include the use of municipal facilities, normal security deposits and regular terms and conditions of the facility being used shall apply, unless Council in its discretion waives this requirement.

8. Severability

- a. If any provision in this bylaw is deemed to be invalid for any reason, then that provision shall be severed from this bylaw and all remaining provisions shall remain valid and in force.

9. Effective Date

- a. This Bylaw is effective on the date of approval and adoption below.

First Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the 28 day of July, 2020.

Second Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the 28 day of July, 2020.

Approval and Adoption by Council:

This bylaw is hereby declared to be passed for a third and final time and proclaimed as a bylaw of the Hamlet of Tuktoyaktuk on this 2nd day of September, 2020.

Witness the corporate seal of the Hamlet.



Mayor



Senior Administrative Officer