



**Policy 109
COMMUNITY INVESTMENT
PROGRAM (CIP)**

1. Policy Purpose

The purpose of this policy is to provide criteria for a non-repayable grant funding program to eligible non-profit organizations and business within Kentville that provide facilities, buildings, programs, and services that serve the needs of Kentville residents through the provision of safe, inclusive, and accessible properties and amenities.

2. Policy Application

This policy shall apply solely to any registered non-profit organization or business based within the Town of Kentville. Non-profit organizations based outside Town of Kentville but can show that a majority of their members or users are Town of Kentville residents will also be considered for investment funding.

3. Definitions

- a. "Designated Staff" means Director of Parks and Recreation and Community Economic Development Coordinator, or their designates.
- b. "Non-profit organization" means a formally incorporated or legislated not for profit organization, including a charity, that carries on its activities with the goal of re-investing its people and financial resources back into the community without a profit-making goal.
- c. "Town" shall mean Town of Kentville.

4. Legislation

Section 48 of the *Municipal Government Act* states that:

- (1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.
- (3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

Section 57 of the *Municipal Government Act* states that:

- (2) A municipality shall not grant a tax concession or other form of direct financial assistance to a business or industry.

(3) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

Section 65C of the *Municipal Government Act* provides that:

- (1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the amounts of those grants.
- (2) A policy adopted under subsection (1) must include the
 - (a) frequency and timing of disclosure;
 - (b) content to be included in a disclosure; and
 - (c) form in which the disclosure must be made.
- (3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.

5. Non-Profit Organization Investments

- a. Subject to an annual budget allocation by Council, eligible non-profits can apply for investment funding of up to 50% of the total cost of facilities, programs, services, or events that are open to all persons and provide strong community benefits at little cost.
- b. Applicants must provide a copy of their most recent audited financial statements and show a financial need for the requested funding.
- c. To be eligible for facility investments, the non-profit organization must own the facility or have a long-term lease for at least 10-years beyond the application date.
- d. The maximum funding available per non-profit organization is \$2,500.

6. Business Investments

- a. Subject to an annual budget allocation by Council, eligible businesses can apply for investment funding of up to 70% of the total cost of accessibility upgrades that meet or exceed Nova Scotia Building Code Regulation accessibility standards.
- b. Eligible accessibility investments include front entrances, washrooms, seating areas, countertops and reception areas, on-site signage, written materials, website and e-commerce platforms, elevators and lifts, and other pre-approved amenities.
- c. To be eligible for facility investments, the applicant must own the business or have a long-term lease for at least 10-years beyond the application date.

- d. The maximum funding available per business is \$10,000.

6. Application Process

- a. Designated Staff of the Town will accept and review applications beginning in mid-January of each year with an initial deadline of March 15th. If funding is not all disbursed by this deadline, then the Designated Staff will continue to accept applications until all funding is exhausted each year on a first-come, first-served basis.
- b. All applications must be submitted by authorized agents of the non-profit organization or business and include all required documents noted on the application form.
- c. Approved applicants will have 50% of their approved funding paid upon approval, and the remaining 50% paid upon completion of the project and the final report submitted to the Designated Staff.
- d. Applicants must provide details in their application of where the remaining project costs will be funded from, with in-kind costs and refundable Harmonized Sales Tax not eligible for cost-sharing.

7. General Criteria

- a. Non-profit organizations may only receive funding once per fiscal year.
- b. Businesses receiving funding for accessibility upgrades or improvements may only receive grant investments once for any one building or property.
- c. In order for a business to be eligible for funding assistance, all current taxes and rates on that property must be paid in full as of the application date.
- d. At the completion of each applicant's project that is being funded, the applicant must provide a full financial and written project report on the form provided for such by the Town. Failure to provide this report will make the applicant ineligible for future project funding.
- e. All applicants receiving funding will be required to publicly acknowledge the Town's investment in the project through signage, social media platforms, website, or other positive ways to promote their development and the benefits that the upgrades or improvements will bring.
- f. Annually prior to May 31st of the ensuing year, the Town shall publish on its website a full list of all grant investments made during the previous fiscal year, highlighting the nature of the investments made and the amounts granted.

- g. Political organizations, labour unions, religious groups other than halls used for general community purposes, groups already receiving funding from the Town, general mass appeals, and other governments, are ineligible for grant investments through these programs.
- h. Any applicant prior to approval or after approval, that engages in any form of discrimination, racial intolerance, hate, or conduct that is contrary to the values of the Town may have its funding withdrawn, at the sole discretion of council.

8. Repeal

Policy G28, Request for Funding from Community Organizations, approved on the 31st day of May 2021, is hereby repealed.

Seven Day Notice of Policy: January 12, 2026

Council Approval: January 27, 2026

In Effect: January 27, 2026

This is to certify that Policy 109, Community Investment Program, was approved by Town Council on the 27th day of JANUARY, 2026



Mayor



Clerk