

Town of Portugal Cove-St. Philip's
Delegation of Community Services Authority By-Law

Pursuant to the authority conferred in sections 35 and 285 of the *Towns and Local Service Districts Act*, and section 109 of the *Urban and Rural Planning Act, 2000* the Town Council of Portugal Cove-St. Philip's has adopted the following policy on March 4, 2025.

1. TITLE

- 1.1. This document will be known and cited as the Delegation of Community Services Authority By-Law.

2. PURPOSE

- 2.1. The purpose of this policy is to properly authorize the practice of staff having designated decision making powers and responsibilities for community grant funding application, there by prioritizing Council's time and attention to other critical matters.

3. INTERPRETATION/DEFINITION

- 3.1. "**Council**" shall mean the Town Council of Portugal Cove–St. Philip's.
- 3.2. "**Employee**" or "**Employees**" shall mean any individual under an employment contract with the Town of Portugal Cove-St. Philip's including all members of staff, volunteers, contractors and members of Council.
- 3.3. "**Employer**" shall mean the Town of Portugal Cove-St. Philip's as represented by the Chief Administrative Officer or his/her designate.
- 3.4. "**Town**" shall mean the Town of Portugal Cove–St. Philip's.

4. APPLICATION

- 4.1. This policy applies to all employees of the Town of Portugal Cove-St. Philip's including, without limitation, Council, full-time, part-time, contract, seasonal, permanent, students, and volunteers.

5. AUTHORITY

- 5.1. Council appoints the following Town employee classifications to fulfill Community Services Grant responsibilities. This includes any subordinate decisions or actions required to fulfill these responsibilities.

Grant Authority	Designated Employee
<ul style="list-style-type: none"> • School Leaving or Graduation Celebrations • Team/Organized activities traveling for competitions as outlined in the Community Grant Application • Community activities organized by groups within the Town, special consideration given to events organized for families and youth – Block Parties* 	<p>Director of Community Services</p>


1. Council retains the authority to approve at their discretion the following portions of the community grant application:
 - a. Community activities organized by groups within the Town, special consideration given to events organized for families and youth.
*Applications other than block parties will be brought to council
 - b. Fundraising for health, medical, emergencies and/or disasters.

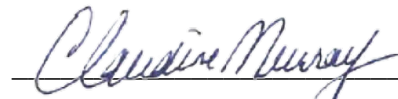
6. INELIGIBLE FUNDING

- 6.1 Use of Town Recreation Facilities will not be granted under the Community Grant Application (this includes: Recreation Centre, all fields and park buildings).
- 6.2 Funding requests from provincial or federally registered charities
- 6.3 Funding requests submitted within the same 12 month period, unless otherwise deemed acceptable by decision of Council.

7. COME INTO EFFECT

- 7.1. This policy first came into effect on March 4, 2025, through a resolution of Council, # 2025-069.


 Carol McDonald, Mayor


 Claudine Murray, Town Clerk