

# **DISTRICT OF CARLETON NORTH**

## **COMMUNITY BEAUTIFICATION POLICY**

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### **POLICY NO. A-04**

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<b>Category:</b>	<b>Administration</b>
<b>Policy Number:</b>	<b>A-04</b>
<b>Effective Date:</b>	<b>May 23, 2023</b>
<b>Approval by Council:</b>	<b>May 23, 2023</b>
<b>Supersedes:</b>	<b>Not applicable</b>
<b>Amended:</b>	<b>Not applicable</b>

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### **1. BASIC STATEMENT:**

The District of Carleton North is made up of dozens of small communities and community groups that strive to improve where they live. This policy is adopted under authority of Section 102 of the *Local Governance Act*, RSNB 2017, c. 18.

### **2. PURPOSE:**

Through the active volunteer organizations and community centres, there is an opportunity for the District of Carleton North to provide some financial support to non-profit community groups to beautify their neighbourhoods.

### **3. SPECIFIC OBJECTIVES:**

The objectives of the Beautification Grant are to:

- a) Promote the visual appeal of the communities within the District of Carleton North;
- b) Provide an opportunity for community volunteers to improve the curb appeal of their communities; and
- c) Provide guidelines for determining qualified recipients of the Beautification Grant.

### **4. ELIGIBILITY REQUIREMENTS:**

- a) Non-Profit community groups who wish to carry out a beautification project at their community centre or in greenspaces/parks including:
  - Landscaping, including flowers, shrubs, trees, flower beds, etc.;
  - Exterior painting;
  - Any other project that will have a significant impact on the appearance of the community; and
  - Projects must be completed in the current application year.
- b) The following types of organizations are not eligible to apply for Beautification Grant support:
  - For Profit Organizations and/or Businesses;
  - Federal and Provincial Government mandated service delivery responsibilities;

- Political organizations;
- Churches; and
- Cemeteries.

## 5. APPLICATION, REVIEW & PAYMENT PROCESS:

- Application: Eligible organizations shall submit a completed application to the Chief Administration Officer for their project up to a maximum of \$500. Applications will be accepted annually, with submissions due by the established deadline each year. All eligible applications will be reviewed following the deadline, and grants will be awarded once per year until the allotted annual funds are fully distributed.
- Review Process: The Chief Administration Officer will advise the status of the application within four (4) weeks of receipt of the completed application.
- Payment Process: Upon approval, funds will be processed for payment (may take up to 2 weeks). *Once the project is completed, a photo shall be posted to the organization's social media page acknowledging the District of Carleton North for their contribution.* This will allow the photos to be shared with Council, while acknowledging the Town's contribution at the same time.

## 6. GENERAL CONDITIONS:

- Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant. *Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.*
- Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
- The Chief Administration Officer shall provide to Council a summary of requests received and the amount approved.

This policy repeals all other policies addressing Beautification Grants of the former local governments of Bath, Centreville and Florenceville-Bristol.

### Certification for the District of Carleton North Policy Manual:

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

\_\_\_\_\_  
**Mayor**

May 23, 2023

**Date of Council Resolution**

\_\_\_\_\_  
**Clerk**

May 23, 2023

**Date Policy in Effect**



19 Station Road, Florenceville-Bristol, NB E7L 3J8  
T: 506.392.6763 F: 506.392.5211

## Schedule A: COMMUNITY BEAUTIFICATION APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the District of Carleton North Community Beautification Policy is available at [www.carletonnorth.com/policies](http://www.carletonnorth.com/policies) or by contacting the Town at (506) 392-6763 ext. 200.
- Please forward completed application to:

District of Carleton North  
Attn: Chief Administrative Officer  
19 Station Road  
Florenceville-Bristol, NB E7L 4L7  
Email: [amy.mcintosh@carletonnorth.com](mailto:amy.mcintosh@carletonnorth.com)  
Fax: 506-392-5211

## PART A: APPLICANT INFORMATION

Community group/organization (applicant):

Title of project:

Contact name:	Title:
Mailing address:	Telephone: Fax: Email:

## PART B: PROJECT INFORMATION

### 1. Briefly describe your organization's project.

2. What is the location of your project? (in front of community centre, at a public park, etc. ) Please provide details and address where applicable.

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3. What is the approximate total cost of your project?	\$
4. How much funding are you requesting? (\$500 max.)	\$
5. Will project be completed in the current year?	

### DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the District of Carleton North authority to verify any and all information pertaining to this application.

Application prepared by:

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Signature

Print Name

Date

Board authorization (if applicable):

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Signature

Print Name

Date

District of Carleton North approval:

Application approved for: \$ \_\_\_\_\_  Application denied

To the following organization: \_\_\_\_\_

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Chief Administrative Officer

Date