

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: *Planning and Economic Development*

POLICY NO.: 16.187

SUBJECT: Dark Sky Friendly Lighting Retrofit - Grant Funding Policy

RESPONSIBLE AUTHORITY: Planning and Economic Development

REVIEWED & APPROVED BY COUNCIL:

September 6, 2016 Regular Meeting of Council

Resolution #16-187

December 20, 2016 Regular Meeting of Council

Resolution #16-295

PURPOSE AND INTENT:

The purpose of this policy is to establish guidelines and procedures for granting funds to residents to retrofit non-compliant lighting with Dark Sky Friendly lighting, which comply with the current Light Efficient Community Standard Bylaw, within the Town of Bon Accord.

POLICY STATEMENT:

The Town will provide financial support, within the Town of Bon Accord, to retrofit non-compliant lighting to comply with the *Light Efficient Community Standards Bylaw*. The funding will be based on approved budget resources. It is expected that Applicants will meet established criteria and provide supporting documentation.

DEFINITIONS:

1. "Applicant" refers to a person, business, organization, or company who has provided formal written application in request of grant funding to the Town of Bon Accord town office.
2. "Dark Sky Friendly" means luminaires or fixtures which fully shield the light source to minimize glare and light trespass to facilitate better vision at night.
3. Eligible Applicant is a person, business, organization or company that is named on a property title that is within the Town of Bon Accord Corporate Town limits, as the property owner.
4. "Eligible lights" are lights with luminaires which comply with the current *Light Efficient Community Standards Bylaw*.
5. "Eligible Project" means a project completed on a property owned by the Eligible Applicant and is within the Town of Bon Accord Corporate Town limits, which replaces or retrofits non-compliant existing exterior luminaires or exterior light fixtures that are not Dark Sky Friendly.
6. "Grant" means a financial assistance mechanism through which money and/or direct assistance is provided to carry out approved activities.

7. "Resident" means the owner of a property in Bon Accord as identified on the Land Title.
8. "Town Council" means the duly elected officers of the Town of Bon Accord and the Chief Elected Official or Mayor.

FUNDING CATEGORIES:

1. Dark Sky Friendly Grants
 - a. Community Development, Enhancement, and Beautification – The application should support the development of community enhancement initiatives that will work to enhance Bon Accord's status as an International Dark Sky Community and protect the night sky to the benefit of the residents in the Town of Bon Accord.

ELIGIBILITY:

2. The project is within the town limits of the Town of Bon Accord.
3. The Applicant may be from outside of Bon Accord supporting a project occurring within the Town.
4. Applicants having an outstanding account balance with the Town of Bon Accord are considered ineligible.
5. Applicants who apply for funds under this Dark Sky Friendly Lighting Policy may receive an amount equal to 50% of the gross cost of Eligible Project luminaires or fixtures as shown on receipts, to a maximum of FIVE HUNDRED DOLLARS (\$500) per tax roll.
6. Council shall review and approve the annual amount through the annual budget review.
7. The Town reserves the right to reject any request for a grant from any applicant, including those applicants that meet all the conditions specified above. In addition to rejecting requests for grants that do not meet all of the conditions specified above, the Town may reject grant requests where:
 - a. The demand for grants is greater than the funding available for allocation;
 - b. The Town determines that the Applicant requesting the grant is in any way indebted to the Town; or
 - c. The Town, in its sole discretion, is of the opinion that it is in its best interests that the grant be rejected.
8. All luminaires or fixtures shall be demonstrably compliant with the current *Light Efficient Community Standards Bylaw* to be eligible for this grant.
9. All applicants who apply for funding under this grant must provide before and after pictures of the light fixtures along with copies of the original receipts and have their eligible project fully completed (installation of all new luminaires or fixtures), before funds may be applied for.
10. All luminaires or fixtures shall be demonstrably compliant with the *Light Efficient Community Standards Bylaw 2015-07* to be eligible for the grant.

RESPONSIBILITIES:

Town Council

- a) Approve by resolution this *Policy* and any amendment.

- b) Consider the allocation of resources for successful implementation of this *Policy* in the annual budget process.

Chief Administrative Officer

- a) Implement this policy and approve procedures.
- b) Ensure the *Policy* and procedure reviews occur and verify the implementation of policies and procedures.
- c) Establish format of application forms, minimum documentation required to be submitted by the applicant and application deadlines.
- d) Review, or designate a person to review, and evaluate, all applications for funding under the *Light Efficient Community Grants Policy*.
- e) Ensure “eligible lights” are identified in order to assist applicants with their projects prior to their purchase of lighting.