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Policy & Strategy Committee Meeting AGENDA

Tuesday, March 21, 2023 – 9:00 a.m.

Council Chambers, 10 Allée Champlain Drive Cookville NS

- 1. Call to Order**
- 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Approval of Agenda**
- 4. Approval of Minutes of February 21, 2023 (as circulated)**
- 5. Business Arising from Minutes - Nil**
- 6. Presentations**
- 6.1 LCLC 2023/24 Budget..... 9:15 a.m. 1-2
- 7. Consideration of Correspondence - Nil**
- 8. Referral from Council Staff Reports - Nil**
- 9. Staff Reports**
- 9.1 Finance Department**
- 9.1.1 Revisions to MODL Policy 006 – Loan Guarantees for Community Organizations 3-7
- 9.2 Engineering Department**
- 9.2.1 LaHave River Straight Pipe Replacement Program – Closing Report 8-11
- 9.3 Administration Department**
- 9.3.1 Anti-Racism Committee 12-19
- 9.4 Planning Department**
- 9.4.1 Repeal & Replace MODL Policy 065 Divestiture of Surplus Land 20-28
- 9.5 Recreation Department**
- 9.5.1 Proposed Amendments to MODL Policy 043 – Community Grants Program 29-64
- 9.5.2 Riverport & District Community Park Association Management Agreement..... 65-67
- 10. Mayor's/Deputy Mayor's/Councillors' Matters - Nil**
- 11. Added Items**
- 12. In Camera - Nil**
- 13. Adjournment**

LCLC Operating Budget 2023-24

	April	May	June	July	August	September	October	November	December	January	February	March	2023 / 2024 Budget Total	2022 / 2023 Forecast	2022 / 2023 Original	2021 / 2022 Actual
Gross Revenues																
MODL Operating Grant	60,520	60,442	61,336	58,840	59,062	52,917	51,867	52,917	54,417	52,917	50,935	55,442	671,608	640,149	527,458	630,536
TOB Operating Grant	60,520	60,442	61,336	58,840	59,062	52,917	51,867	52,917	54,417	52,917	50,935	55,442	671,608	640,149	527,458	630,536
Municipal Operating Grants	121,039	120,883	122,672	117,680	118,123	105,833	103,733	105,833	108,833	105,833	101,870	110,883	1,343,215	1,280,297	1,054,915	1,261,072
Arena	25,207	13,200	12,400	12,900	14,100	29,014	35,668	36,400	37,638	36,522	37,329	36,937	327,316	265,992	270,480	259,521
Aquatic Centre	12,651	10,394	24,335	13,064	14,487	25,890	10,030	10,918	28,748	19,286	10,753	28,235	208,791	203,258	259,804	165,044
Active Living, Room, and Equipment Rentals	3,372	19,869	9,650	19,650	13,560	3,864	8,400	6,009	9,745	8,009	8,009	9,745	119,883	120,191	121,773	94,311
Memberships	13,187	12,935	13,200	13,787	13,007	13,250	13,500	13,500	13,025	13,500	13,500	13,500	159,891	146,765	114,893	94,214
Library Rent	14,649	8,543	8,543	8,543	8,543	8,543	8,543	8,543	8,543	8,543	8,543	8,543	108,623	100,447	98,288	94,029
Café rent	800	800	800	800	800	800	800	800	800	800	800	800	9,600	9,600	9,050	
ATM and Vending	1,618	1,498	1,439	1,595	940	1,342	1,643	1,297	1,090	1,002	1,833	2,731	18,029	18,029	14,652	6,087
Advertising and Sponsorship	0	0	0	0	0	0	0	0	0	2,000	0	3,500	5,500	5,500	16,328	5,579
Miscellaneous	100	87	2	543	0		6,000	0	0	561	596	527	8,417	12,000	10,480	3,827
Outdoor Pool and Lakes				28,615	41,174								69,789	38,866		
Total Revenue	192,624	188,209	193,041	188,563	183,561	188,536	188,317	183,300	208,422	196,057	183,233	215,401	2,309,265	2,200,945	1,970,664	1,984,184
Expenses																
Advertising and Promotion	1,335	1,009	1,000	2,105	1,400	1,330	1,021	1,000	2,951	1,594	1,073	2,967	18,784	53,177	18,784	12,157
Professional Fees	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,271	2,271	2,271	2,271	2,971	26,754	26,299	25,427	24,698
Bank, Interest, Credit Card and Other Fees	1,513	1,311	1,287	1,345	1,129	1,445	1,326	1,391	1,717	2,004	1,531	1,350	17,349	16,464	11,004	26,422
Concessions Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200	1,211	1,200	2,165
Facility Maintenance and Repairs	16,513	14,641	15,793	14,624	13,022	12,664	12,517	14,996	15,594	16,666	16,262	15,401	178,692	210,472	120,961	231,730
Insurance	7,877	7,877	7,877	7,877	7,877	7,877	9,058	9,058	9,058	9,058	9,058	9,058	101,610	86,285	78,000	71,450
Housekeeping	1,808	1,180	1,124	1,156	1,100	1,170	1,107	1,550	1,198	1,195	1,243	1,028	14,859	22,813	14,859	16,659
IT Licensing, Fees and Support	5,568	4,005	5,280	6,152	4,160	4,056	4,206	3,274	3,944	3,579	5,156	5,650	55,031	75,955	52,031	35,584
Miscellaneous	412	100	100	220	100	100	122	150	220	100	100	100	1,824	1,514	1,539	13,753
Office	929	912	1,035	829	829	1,141	952	1,177	1,413	1,020	729	1,145	12,111	11,921	9,507	10,473
Pool Chemicals and Supplies	2,037	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,537	10,694	19,337	23,171
Programming	875	1,459	1,188	1,096	1,218	775	85	85	1,200	1,200	1,200	1,200	11,581	14,307	10,781	13,402
Staff Training and Courses	1,150	5,179	297	1,000	4,000	0	23	500	500	500	500	500	14,149	6,034	6,149	6,600
Telecommunications	621	627	651	651	655	635	651	855	610	610	632	632	7,829	7,048	5,280	11,761
Travel - Management Conferences	150	150	1,200	150	150	150	830	150	150	150	150	800	4,180	750	2,480	160
Uniforms	2,600	200	1,500	200	0	200	0	400	0	200	0	200	5,500	1,928	6,829	44,232
Utilities	33,047	30,080	29,268	34,525	38,608	40,549	40,735	35,020	32,154	32,106	34,907	36,154	417,154	391,154	365,779	407,423
Vending Expense	805	2,284	0	2,645	518	1,514	2,632	1,079	0	977	931	1,346	14,732	14,132	7,953	4,173
Wages and Benefits	104,785	113,098	117,326	129,700	125,198	108,605	111,425	108,749	106,686	108,052	108,059	109,908	1,351,592	1,208,207	1,191,465	1,028,169
Outdoor Pool and Lakes				21,461	32,137								53,598	30,825		
Total Expenses	184,226	187,813	188,626	207,975	203,664	185,912	190,390	183,304	181,265	182,882	185,402	192,009	2,327,065	2,191,190	1,949,364	1,984,184
Centre Ice Concessions Operations	0	500	0	0	0	600	600	600	600	600	600	600	4,700	5,022		
SURPLUS (DEFICIT) BEFORE SPECIAL EVENTS	8,398	396	4,415	-19,412	-20,103	2,624	-2,073	-4	27,158	13,175	-2,169	23,392	-13,100	14,777	-	0
Special Events Revenue		1,500	7,000	7,000	0	25,000	0	0	0	6,000	12,000	5,000	63,500	49,913	163,000	21
Special Events Expense		400	5,000	5,000	0	22,000	0	0	0	5,000	10,000	3,000	50,400	64,689	139,000	
SURPLUS (DEFICIT) FROM SPECIAL EVENTS	0	1,100	2,000	2,000	0	3,000	0	0	0	1,000	2,000	2,000	13,100	-14,777	24,000	
NET OPERATING SURPLUS (DEFICIT)	8,398	1,996	6,415	-17,412	-20,103	6,224	-1,473	596	27,758	14,775	431	25,992	0	0		

LCLC Capital Expenses 2023/24

Expense	Cost
Pool Maintenance	\$61,115
Website	\$10,500
Car Chargers x6	\$40,000
Carpet Replacement Library	\$43,000
Emergency Light Battery Replacement(s)	\$30,000
Roof Maintenance	\$25,000
Tile repair / replace	\$39,000
Office and Meeting space furniture	\$16,000
Arena and Mechanical	\$25,706
Electrical, Lighting and IT	\$37,676
Outdoor Gym Equipment	\$20,000
Total	\$347,997



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Elana Wentzell

Date: March 21, 2023

Re: Revisions to Policy 006 – Loan Guarantees for Community Organizations

Recommendation

That the Policy and Strategy Committee recommend that Municipal Council accept the changes to Policy 006 as presented and hereby gives seven (7) days' notice of its intention to approve the proposed amendments at the March 28, 2023 Council Meeting.

Executive summary

At their February 28, 2023 Council reviewed a request for financing from the Riverport Electric Light Commission and made the following motion:

“that Municipal Council direct staff to draft amendments to MODL Policy 006 Loan Guarantees for Community Organizations to include Riverport Electric Light Commission as an organization eligible for funding under the Policy, and to bring amendments back to Council for consideration”.

The Loan Guarantee Policy has been amended to address this motion. Because the policy has not been reviewed since 1999, staff are suggesting multiple changes. Please refer to the attached proposed policy revisions which are detailed below.

Discussion

1. The old policy referred to loan guarantees for community organizations such as registered charities and non-profits. There is no authority in the MGA to provide loan guarantees for these types of organizations. The Municipality supports these organizations through tax exemptions and operating and capital grants. Thus, the word

“Community” in the policy has been replaced by the word “Qualifying” in the policy title and throughout sections 1 and 2.

2. Section 1 has been titled “Eligibility”
3. “Fire Departments” in Section 1(a) has been replaced with “Fire and emergency services providers registered with the Municipality under Policy MDL 36”
4. Section 1 (b) has been added: “Riverport Electric Light Commission”
5. Section 2 has been titled “Maximum Amounts and Terms”
6. Section 2 1 (a) the total of all loan guarantees has been increased from \$500,000 to \$1 million. Staff feel that this is required to accommodate the number of qualifying organizations. Based on experience with past loan guarantees, MODL’s risk exposure is low as each qualifying organization is subject to a maximum amount based on the policy.
7. Section 2 1 (b) the loan guarantee maximum amount per qualifying organization has been increased from \$100,000 to \$250,000. Staff feel that the cost of capital projects has increased substantially since the inception of this policy, and an increase to the loan guarantee amount is warranted. The policy is clear that qualifying organizations must provide asset security to MODL by way of a first mortgage and prove that the loan is in good standing. As well, the asset purchased with the guarantee must be insured for at least the value of the guarantee, and the loan guarantee will not exceed 10 years.

Budget implications

There are no budget implications unless a qualifying organization defaulted on a loan. A note to the audited financial statements is required for each loan guarantee provided.

Alternatives

The Committee can accept the staff recommendations, can suggest other changes, or can leave the policy unchanged.

Conclusion

Based on the loan guarantee authority in the MGA and the Provincial legislated authority for Riverport Electric Light Commission, staff are recommending the changes as noted.

Report Preparation	
Department	Finance
Report Prepared by	Elana Wentzell
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Loan Guarantees for Qualifying Organizations
Number	006
Legislative Authority	MGA 294, 296 and Private Acts under Provincial Statute
Effective Date	April 1, 1999

Eligibility

- 1 (1) For the purpose of this policy, a qualifying organization includes the following:
 - a) Fire and emergency services providers registered with the Municipality under Policy MDL 036; or
 - b) Riverport Electric Light Commission.
- (2) The qualifying organizations must be incorporated by the Rural Fire District Act, The Societies Act, or a private Act of the Provincial Legislature.
- (3) The qualifying organizations must provide a current financial statement with its application.

Maximum Amounts of Loan Guarantee

- 2 (1) Loan guarantees to all qualifying organizations will not exceed one million dollars (\$1,000,000) at any one time.
- (2) A loan guarantee to a qualifying organization shall not exceed two hundred and fifty thousand dollars (\$250,000).
- (3) A guaranteed amount will not exceed sixty (60%) percent of the capital assets of a qualifying organization including any assets being bought with loan funds.

Loan Guarantee Terms

- 3 (1) The Municipality will not provide a loan guarantee exceeding ten (10) years.
- (2) A qualifying organization will provide security as determined by the Municipality by way of a first mortgage on its real or personal property.

(3) A qualifying organization for which the Municipality has provided a loan guarantee must provide a statement from its lender not later than April 15 in each year showing the balance as of December 31 of the preceding year.

(4) A qualifying organization must insure, at its expense, the assets that the Municipality has determined as a security, in accordance with section 3(2) herein, for not less than the amount of the loan guarantee. The Municipality must be shown as a named insured on the insurance policy and a Certificate of Insurance be provided to the Municipality no later than April 15 of each year that the loan remains outstanding.

(5) All expenses incurred by the Municipality to facilitate a loan guarantee including legal, appraisal, or other costs, must be paid by the qualifying community organization.

Policy Adoption	
Date of Original Passage	April 1, 1999
Date of Notice of Intent to Amend	March 21, 2023
Date of Council Approval	March 28, 2023 (tentative)
Date of Effective Date	April 1, 1999
I certify that this Policy 006 was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 006 Loan Guarantees to Community Organizations	April 1, 1999
V2	Revised "community" to "qualifying", removed charities and non-profit, add Riverport Electric Light, increase total loan amounts and individual loan amounts.	March 28, 2023



Municipality of the District of Lunenburg

Report to Council

Report To: Council
Submitted By: LaHave River Project Management Team
Date: March 21, 2023
Re: LaHave River Straight Pipe Replacement Program – Closing Report

EXECUTIVE SUMMARY

Council established a goal of eliminating all straight pipes from the lower LaHave River by March of 2023. Following the fifth and final year of septic installations under the LaHave River Straight Pipe Replacement Program (Program), a total of 357 systems were installed. The program objective was successfully achieved prior to the deadline and within the original funding application budget.

This report summarizes the achievements of the Program and discusses Municipal responsibilities moving forward.

BACKGROUND

Water quality in the LaHave River Estuary has been a longstanding issue in the Municipality. A 1993 survey identified over 800 straight pipes from along the estuary. In June of 2016, after extensive public engagement, council made application to the Federal and Provincial Government for funding to replace straight pipes in the Lower LaHave River. Also in 2016, a private donor committed \$1 million in funding towards the Program. After some extended negotiations, a three-government funding agreement and an MOU with Nova Scotia Environment regarding enforcement were secured to allow the project to proceed, and the municipality launched the replacement program during the 2018 construction season. Council created the *LaHave River Wastewater Management District (WWMD)* Bylaw to establish the program and the relevant authorities. This report satisfies the annual requirement for reporting on the progress of the Program.

PROGRAM STATUS

Total Number of Straight Pipes

The original 1993 study estimated there were 800 straight pipes in the WWMD. The Program was designed with an assumption that 600 straight pipes remained. Extensive efforts over the lifespan of the Program were required to identify what properties had straight pipes and therefore qualified for the Program.

The main tool utilized to identify straight pipes within the WWMD was our Inspection Program. Inspections launched in early 2019 and concluded at the end of 2021. A total of 884 inspections were completed over the three-year period. As shown in Table 1, of the inspections completed, 20% of properties qualified for the Program and 80% did not.

Inspection Results	#	%
Qualify for Program	174	20%
Confirmed System	710	80%
Total	884	100%

Table 1: Inspection Program Results

Another method used to locate qualifying properties was an internal records search and a call to owners to bring forward records in their possession confirming the existence of a system. Accepted proof was either a Certificate of Installation, or a Final Inspection Report. The Department of Environment, as per our MOU, also supplied records they had pertaining to properties within the WWMD. Using the above methods, a total of 670 records were identified.

With the addition of 183 property owners coming forward voluntarily to identify themselves as qualifying for the Program, a total of 357 properties participated in the program. Table 2 shows the final breakdown for properties located within the WWMD boundary:

Owner Response	#	%
Qualify for Program	357	20%
Confirmed System	1380	80%
Total	1737	100%

Table 2: Final WWMD Property Status

Installations

All 357 identified qualifying properties which enrolled in the Program had an On-Site Sewage Disposal System designed and installed. Annual targets for installation were set prior to each construction season and were achieved. The volume of systems installed during each construction year is as follows:

- Year 1 – 77 installations
- Year 2 – 73 installations
- Year 3 – 74 installations
- Year 4 – 68 installations
- Year 5 – 65 installations

Expenditures

One of Council’s key priorities for the Program was to remain within the application budget. The Program successfully remained underbudget each year.

Table 3 below illustrates actual costs in comparison to budgeted amounts for Year 5 (2022). Total Year 5 expenditures and forecasted budgeted figures were \$2,208,093 and \$2,233,000 respectively (based on 65 installs) providing a savings of \$24,907.

Expenditures	\$ 2,208,093
Forecasted Budget	\$2,233,000
Total Savings	\$24,907

Table 3: Year 5 Budget Overview

Combining the expenditures for each year, the final program expenditures were \$9,595,623.

Closing Status

While the LaHave River Program was not without its challenges, it can be regarded and celebrated as a success. The Inspection Program was an ambitious undertaking and the Municipality successfully gained access to all properties. All required installations were achieved prior to the deadline, and Program expenditures remained below the approved application budget.

MOVING FORWARD

2029 Municipal Responsibility

As per the contribution agreement with the Provincial and Federal Governments, the Municipality must retain responsibility for each system for seven years following installation.

Each year the Municipality will coordinate and manage maintenance services for the installed On-Site Sewage Disposal Systems. The property owner pays for their required maintenance services on their final tax bill in the year the maintenance is performed.

During the seven years, should any issues arise that are not the result of owner negligence, the Municipality is responsible for necessary repairs and the associated expenses.

Water Quality Testing

In 2017, Bluenose Coastal Action Foundation was retained by the Municipality to carry out water quality testing in the portion of the LaHave River Estuary that is encompassed by the WWMD. The testing was completed prior to any straight pipes being decommissioned under the Program. As such, the testing results from 2017 establish a pre-program baseline of water quality in the LaHave.

There is a proposed addition to the operating budget for Council to consider. Coastal Action could carry out water quality testing along the LaHave River now that the Program is complete. The new test results could offer insights into the effectiveness of the Program in lowering fecal bacteria levels in the Estuary.

SUMMARY

For its duration, the LaHave River Straight Pipe Replacement Program has remained on schedule and under budget, installing 357 systems and completing 884 inspections. Over the next seven years, the Municipality will ensure proper maintenance is occurring for the systems installed under the program.



REQUEST FOR DECISION

REPORT TO: Regional CAOs
SUBMITTED BY: Tara Maguire, Deputy CAO, Chester
SUBJECT: Regional EDI Shared Position
ORIGIN: Mayors and Wardens

CURRENT SITUATION

The Mayors and Wardens and the CAOs have been working with a consultant to explore a potential regional initiative to address racism and discrimination. At the January 2023 meeting of the mayors and warden's direction was given to the CAOs to provide a terms of reference for a regional Anti-Racism and Anti-Discrimination Committee and to provide a model and budget for hiring a regional coordinator to lead this work. Currently some, but not all, municipal units have active committees to address racism, discrimination, and/or equity, diversity and inclusion.

RECOMMENDATION

It is recommended that Council approve the terms of reference for a regional committee as presented and authorize staff to begin the recruitment process for a two year term shared position with the other five municipal units based on the funding formula and budget presented. Further, it is recommended that Direction be given to the CAOs to develop a memorandum of understanding to be presented to each municipality for approval.

BACKGROUND

Municipalities across the south shore have experienced a number of racist and discriminatory incidents. Some communities have moved ahead with work to address this, but it is recognized that a regional approach would be beneficial and provide diverse representation and perspectives and allow us to share our experiences and knowledge. Municipal governments, as well as other levels of government in Canada, along with local and national organizations, share responsibility and have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens.

Currently a regional approach and shared position is being employed for Accessibility work. The position is hosted by the District of Chester, and the term of the position is a twenty-month term position.

DISCUSSION

The role of the Lunenburg County Anti-Racism & Anti-Discrimination Advisory Committee (ARADAC) would be to advise the respective administrations and elected bodies of the Town of Lunenburg, Municipality of the District of Lunenburg, Municipality of Chester, Town of Bridgewater and the Town of

Terms of Reference

The Lunenburg County Anti-Racism & Anti-Discrimination Committee

Municipality of Chester

Municipality of the District of Lunenburg

Town of Lunenburg

Town of Bridgewater

Town of Mahone Bay



Section 1 - Purpose

The Lunenburg County Anti-Racism & Anti-Discrimination Advisory Committee (ARADAC) is established to advise the respective administrations and elected bodies of the Town of Lunenburg, Municipality of the District of Lunenburg, Municipality of Chester, Town of Bridgewater and Town of Mahone Bay to advance, strengthen, support, and unify the five municipal units in adopting and implementing Anti-Racism and Anti-Discrimination initiatives throughout the Region.

The ARADAC works with partners and communities to help lead and support anti-racism and anti-discrimination initiatives and promote equity, diversity and inclusion initiatives. They would work to identify and address systemic racism and inequity in government policy, legislation, programs and services.

Section 2 - Authority

The ARADAC shall be appointed by each Council upon recommendation of Mayors and Wardens by application process via the Regional Coordinator and advise the Councils, the Coordinator and Chief Administrative Officers (CAOs) for each respective organization.

The ARADAC is an advisory body and is an opportunity to provide valuable perspectives and recommendations for consideration of each respective Council. The ARADAC is supported by a Regional Coordinator who will directly report to the CAO of the host unit and will also be responsible to the CAOs of each of the five (5) Councils when working for each municipal unit.

ARADAC may submit proposed amendments or updates to the Terms of Reference to the Regional Coordinator for consideration by the five (5) Councils.

The ARADAC may be dissolved by way of resolution of majority of participating Councils.

Section 3 - Responsibilities

The ARADAC is responsible to:

- Provide ongoing advice, education, information and recommendations to the five Municipal Councils and staff on internal and external projects, initiatives, or policy via the Regional Coordinator.
- Develop and recommend to municipalities a regional action plan which will provide regional-level guidance and coordinated approaches and strategies on actions to be taken by the municipalities.
- Support the Regional Coordinator for Anti-Racism and Anti-Discrimination initiatives.
- Develop and propose an annual budget to the Regional Coordinator, to be reviewed and proposed to the five (5) Municipal Councils for consideration.
- Provide advice, when requested, on projects and policies undertaken by municipalities including municipal plans, development, human resource policies and other projects.



- Remain apprised and connected to new municipal, provincial and federal directives, regulations and initiatives that impact or intersect with Anti-Racism and Anti-Discrimination or funding opportunities.
- Collaborate with the Lunenburg County Accessibility Advisory Committee and Regional Accessibility Coordinator.
- Liaise with community members through regular engagement, maintain transparency, and provide a framework and platform for reporting back to the community.
- Collaborate and build relationships with community members and organizations that address Anti-Racism and Anti-Discrimination through events, programming, training and other forms of support.
- The Regional Coordinator may speak on behalf of the ARADAC and provide updates to respective councils. During the first year of the initiative, the Committee shall report to Councils once per quarter and thereafter, at least twice per year.

Municipalities are responsible to:

- Recruit and retain a Regional Coordinator.
- Adopt a cost-sharing model to assign budgetary commitments to each participating organization based on proposed budget from the Regional Coordinator.
- Identify and prioritize requests and recommendations and provide timelines for implementation, where applicable.
- Support and invest in the work of the ARADAC through staff and political participation.
- Consider and potentially implement recommendations from the ARADAC.
- Contribute ongoing budget and resources to the work of the ARADRC, as described in this Terms of Reference.
- Upon annual budget approval via municipalities, each CAO will work with the Regional Coordinator to identify projects that will need to be reviewed or require input from the ARADRC.



Section 4 - Membership

The ARADAC should reflect the diversity of the region, where possible, having first voice and diverse representation from youth, elders, Indigenous Mi'kmaq, African Nova Scotian, members of 2SLGBTQ+ community as well as Immigrants and Newcomers and others on the ARADRC.

With an emphasis on accessibility, it must include authentic strategic engagement – through public channels and known networks physically and digitally, via media, emails, engagements and social media and displayed on municipal websites.

The appointment process will consist of an intake document/questionnaire, to assess for alignment with the work.

The ARADAC will consist of up to fifteen (15) voting members.

- Five (5) Political Representation through appointment of one councillor from each municipality or community. Council/Commission appointments shall be for two- (2) year terms.
- Councils shall appoint each of six (6) community representatives' members, with a priority on members who live, work or are connected to the region. The appointments shall be made as follows:
 - Two (2) members to a three- (3) year term;
 - Two (2) members to a two-(2) year term; and
 - Two members to a one- (1) year term.
- Once a member has completed their term, all new terms will be for three (3) years. If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall promptly appoint a new member to the Committee to hold office for the unexpired term.
- If a Council/Commission member vacates the Committee for any reason at any time before that Council/Commission member's term would normally expire, the Council/Commission that the member represents shall promptly appoint a new member for the remainder of the term.
- The Committee will be supported by the Regional Equity, Diversity, and Inclusion Coordinator (the job description says Diversity, Equity, and Inclusion, so we should be consistent) and the Regional Staff Accessibility Coordinator and (Non-Voting)
- Two positions (voting) will also be designated for representation from Acadia and Sipekne'katik First Nation, and an invitation shall be extended to each Nation to appoint a member.

Applications will be received by the Regional Coordinator. The Regional Coordinator may request and hold interviews, after which they submit recommendations for committee members to Mayors and Wardens, or their designate, for Council consideration and appointment.

Membership to conduct annual check-in and review of status, capacity and intent to continue into the following year. This is to ensure there is enough lead time to recruit and promote for the seat to be filled.

ARADAC Chair



The Committee will be chaired by one municipal councillor from one of the municipalities. Vice Chairs will be appointed through vote of the ARADAC at the inaugural meeting. The Chair will facilitate the meetings with support from the Regional Coordinator, who will organize logistics, take minutes and support agenda development.

Membership Changes

- Members may resign at any time by giving written notice to the ARADRC Chair and the Regional Coordinator.
- Missing three consecutive meetings a year without prior discussion and approval from the ARADRC Chair is deemed equivalent to a resignation.
- Membership may be terminated by the ARADAC Chair for violating the terms of reference, if recommended by the Committee.
- Meetings will be held at a frequency that is necessary to conduct the business of the ARADAC (approximately once per month) until such time as the ARADAC is dissolved. A meeting schedule will be discussed by the Committee at the first meeting and subsequent meetings will be confirmed at each meeting. Advance notice will be provided as soon as possible. In addition to regular meetings, additional means of communication, such as email or phone calls will be necessary to conduct the business of the Committee.

Section 5 Committee Procedures

- Committee meetings will be called by the Chair, as required, to fulfill the duties outlined.
- Subject to Section 22 of the Municipal Government Act, meetings of the committee are open to the public and advertised no less than one week in advance.
- A majority of the appointed voting members of the Committee constitutes a quorum.
- Subject to the principles set out in the Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.
- The Committee may receive presentations from the public upon the approval of the Chair.
- The Committee may establish Working Groups to explore specific issues related to their workplan and/or other responsibilities. Members of a Working Group may consist of additional members of the community. A member of the ARADAC shall chair Working Groups. The Committee will be supported by municipal staff and consulting resources as required.

Membership Remuneration

Recognizing that this is a first voice, lived experience committee membership, Members will be compensated, in accordance with the approved budgeted amount.

Policy Review

- These Terms of Reference will be reviewed by each of the five (5) Councils and the Commissions at least every four years from the effective/amended date.



2 Request for Decision

Mahone Bay to advance, strengthen, support, and unify the five municipal units in adopting and implementing Anti-Racism and Anti-Discrimination initiatives throughout the Region. The ARADAC would work with partners and communities to help lead and support anti-racism and anti-discrimination initiatives and promote equity, diversity and inclusion initiatives. They would work to identify and address systemic racism and inequity in government policy, legislation, programs, and services. The work of the committee would be supported by a shared position between the five municipal units. Currently the work that is being done in each municipal unit is supported by staff in each unit but there is no one person identified to champion the work.

It is proposed that MOC host the shared position and funding for the position would be based on uniform assessment. Initially, the position would be for a twenty-four-month period. Staff will prepare a MOU for a three-year term, although the position would be proposed for a two-year term. The three-year term recognizes that the approval of the position and hiring process will take a few months. A two-year MOU would not allow enough time for a two-year term position. MOC would develop a budget for the next two fiscal years, taking the Regional work into account. Recommendation for future budgets would be made to the CAOs of the participating units who would then bring the recommendations forward to their respective councils.

The funding formula and budget for 2023-24 is based on 23-24 uniform assessment as follows:

Annual Budget

Staff Member	
Salary	\$85,000
Benefits (CPP, WCB, EI, vacation)	\$15,300
Mileage	\$2,500
Training/PD certification	\$2,000
Admin & Overhead	\$10,480
Total	\$115,280
Regional Support	
Meeting pay • 6 members, \$55 per meeting, 8 meetings	\$2,640
Room Rental etc	\$500
Mileage • 6 members, Estimated \$20 per meeting/event, 10 meetings	\$1,200
Committee Training & facilitation	\$5,000
Training for Staff & Council	\$10,000
Total	\$19,340
Total	\$134,620

3 Request for Decision

	23-24 Uniform Assessment	%	23-24 Total Contribution
Town of Mahone Bay	\$145,777,562	2.52%	\$3,390
Town of Lunenburg	\$298,368,092	5.15%	\$6,939
Town of Bridgewater	\$715,142,664	12.35%	\$16,632
Municipality of the District of Chester	\$1,741,116,861	30.08%	\$40,493
Municipality of the District of Lunenburg	\$2,887,963,821	49.89%	\$67,165
TOTAL	\$5,788,369,000	100.00%	\$134,620

OPTIONS

1. Approve the terms of the MOU as presented and authorize staff to begin the recruitment process for a two-year term shared position with the other five municipal units based on the funding formula presented and direct staff to prepare an MOU for Council approval .
2. Do not approve the MOU and provide direction to staff.

ATTACHMENTS



Municipality of the District of Lunenburg

Request for Decision

REPORT TO: Policy & Strategy Committee
SUBMITTED BY: Elizabeth Carr, Planner I
DATE: March 21, 2023
RE: Repeal & Replace MODL Policy 065 Divestiture of Surplus Land

Recommendation

That the Policy & Strategy Committee recommend to Council to hereby repeal and replace MODL Policy 065 Divestiture of Surplus Land as presented, and hereby gives seven (7) days' notice of its intention to approve the proposed amendments at the March 28, 2023 Council Meeting.

Background

Policy Purpose

The purpose of Policy 065 is:

“To provide guidance for the Municipality of the District of Lunenburg Council when proposing to divest of surplus land that is no longer required for the purposes of the municipality and to ensure an open and transparent process”.

Policy 065 is authorized by several sections of the Municipal Government Act (MGA) including sections 50; 51; 51A; 218; 271; and 273 all of which relate to the municipality's ability to acquire and sell land.

Problem

Clarity issues within MODL Policy 065 pertaining to the acceptable methods of surplus land divestiture were highlighted when Council rejected a bid on a parcel of municipal surplus land that was to be sold in accordance with Policy 065.

Reason for Rejection

Section 51A of the MGA was referenced specifically in relation to the divestiture of the property in question, and states:

“Where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the council, all or part of the land may be sold to the owner of any lot abutting that land and may be consolidated with such lot and, notwithstanding Section 51, the sale price of the land so sold may be set by council at a price that is less than market value at the time of the sale”.

Council rejected the bid citing confusion over the definition of ‘abutting property’ as the bidder’s property did not share a common boundary with the municipal surplus property. To rectify the issue, staff was directed by Council to add a definition for the term ‘abutting property’ to Policy 065.

Discussion

Council directed staff to incorporate a definition for ‘abutting property’ to Policy 065. However, staff determined that the issue with the policy had to do with the overall clarity of the policy, and specifically, the available methods of divestiture. Staff focused on clarifying the options for divesting of municipal surplus lands rather than adding a definition for ‘abutting property’ because the MGA already outlines the criteria for selling municipal surplus land to an abutting property owner.

After reviewing Policy 065, staff drafted a recommendation to repeal and replace the existing Policy 065 with an updated version that is clearer and more concise than the original policy. Changes include clearly outlining the acceptable methods of divestiture and the corresponding sections of the MGA. The MGA already permits municipalities to divest of surplus land in multiple ways depending on the size and quality of land or how it was acquired by the municipality. The issue with the bid being rejected highlighted that there was room for misinterpretation within Policy 065.

Recommendation Justification

Repealing the existing MODL Policy 065 for a new, clearer policy will reduce the risk of misinterpretation in the future and will enable the divestiture process for surplus municipal lands to be streamlined. The new policy is consistent with relevant policies of the MGA and other municipal policies.

Furthermore, the MODL2040 Project has provided opportunities for staff to investigate ways to increase diversity in the types of housing being offered across MODL. Permitting bidders outside of the abutting property owners to bid on municipal properties in the future will

increase the likelihood of new residential development, which benefits the housing market in MODL and will also increase municipal revenue from property taxes.

Increasing density in residential areas prevents sprawl and the need to build additional roads or expand municipal services. MODL should prioritize the infilling of existing residential areas rather than expanding outward to create more compact and complete communities.

Conclusion

Clarity issues within Policy 065 Divestiture of Surplus Land arose after Council rejected a bid on a municipal surplus property citing confusion over the definition of the term ‘abutting property’. Council directed staff to add a definition for ‘abutting property’ to the existing policy, but, after reviewing the policy in detail, staff drafted a recommendation to repeal and replace the existing policy in favour of a clearer and more concise version that clearly outlines the acceptable methods of divestiture and the corresponding sections of the MGA. Staff’s recommendation to the Policy and Strategy Committee is to recommend to Council to hereby repeal MODL Policy 065 and replace it with the newly drafted MODL Policy 065 and provide 7 days’ notice to Council.

Report Preparation	
Department	Planning and Development
Report Prepared by	Elizabeth Carr, Planner I
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Divestiture of Surplus Land
Number	065
Legislative Authority	Municipal Government Act s. 50; 51; 51A; 218; 271; 273
Effective Date	

Purpose

- 1 To provide guidance to the Municipality of the District of Lunenburg Council when proposing to divest of surplus land that is no longer required for the purposes of the municipality and to ensure an open and transparent process.

Definitions

- 2 In this Policy:
 - a) **Appraisal** means an opinion of the fair market value of the surplus land provided by an Accredited Land Appraiser or such other qualified person as council deems suitable.
 - b) **Divestiture** means the sale, exchange or transfer any portion of the Municipality's surplus land.
 - c) **Land Exchange** means the act of trading municipal land for private and/or public land that the Municipality deems to have value.
 - d) **Land** means the lands owned by the Municipality of the District of Lunenburg, whether vacant or not, or any other proprietary interest in lands owned by the Municipality, and, without limiting the generality of the foregoing, includes easement, rights-of-way, leaseholds and an interest in lands under an agreement of purchase of sale.
 - e) **Market Value** means the amount that the land might be expected to realize if sold in the open market by a willing seller to a willing buyer.
 - f) **Municipality** means the Municipality of the District of Lunenburg.

- g) **Notice** means the notification published in a newspaper circulating in the Municipality at least fourteen days prior to council meeting at which a decision to divest will be made.
- h) **Surplus Land** means land declared surplus by the Council of the Municipality of the District of Lunenburg that is no longer required for the purposes of the Municipality.
- i) **Immediate Family Member** means the spouse of a council member or employee of the Municipality, and any son, daughter, father, mother, brother or sister of a council member or employee or the council members' or employee' spouse; or any other person who normally resides in the same home as a council member or employee of the Municipality.

General

- 3 (1) In the event that the provisions of this Policy are inconsistent with the provision of the **Municipal Government Act** (the **MGA**), its Regulations or any other Act, the provisions of the Act or Regulations shall prevail.
- (2) This Policy shall be consistent with the Municipality's objectives, by-laws and approved policies as well as all Provincial and Federal legislation governing the operation of the Municipality.
- (3) All reports to Committee(s) and/or Council dealing with the sale price and/or negotiations related to any Municipal property shall be dealt with in-camera in accordance with Section 22(2)a of the **MGA**.
- (4) The Municipality may refuse any offer of purchase that does not meet its previously established reserved bid.
- (5) The Municipality may refuse any offer of land exchange if they deem it not in the best interest of the Municipality.
- (6) Divesting of surplus land will be subject to any pre-existing benefits, burdens and/or interests including, but not limited to easements of title.

- (7) To avoid Conflict of Interest:
 - a) a council member; or
 - b) an employee of the municipality; or
 - c) an immediate family member; or
 - d) a company in which a person referred to in clause (a), (b) or (c) has an interest are precluded from purchasing municipal surplus property.

Requests for Municipal Property

- 4 (1) The Municipality may consider divesting of lands upon the Municipal Clerk's receipt of a written request prepared by a prospective purchaser or their agents.
- (2) There may be incidents whereby Council may deem properties surplus without a request if the property is no longer required for the purposes of the Municipality.

Determination of Surplus Land

- 5 (1) Prior to divesting any land, Council shall, by resolution, declare the land to no longer be required for Municipal purposes and deemed surplus.
- (2) Before declaring a property to be surplus, a report and recommendation will be submitted for Council's consideration;
- (3) The evaluation criteria in Appendix A will be used to create a land profile prior to considering divesting of land and will form part of the report referred to in subsection 5(2).
- (4) Council determines the method of divestiture, as per Section 6 of this Policy.

Method of Divestiture

- 6 (1) Council will decide on the method of divestiture. The standard practice for undertaking a public call will follow the procedure as set out in Policy MDL-33, Purchasing and Tendering. Only under special circumstances, Council may deviate as per the **MGA**, which may include, but is not limited to:
 - a) Properties that have been deemed surplus, as per the **MGA** may be divested through any of the following processes:

- b) Selling to any member of the public per Section 50 and 51 of the **MGA**.
 - c) Notifying residents of the subdivision and selling to a member of the public per Section 273 of the **MGA**.
 - d) Selling to an abutting landowner per Section 51A of the **MGA** to consolidate the property with an existing, abutting lot.
 - e) Selling to a non-profit organization at a price less than market value that Council considers to be carrying on an activity that is beneficial to the Municipality. For greater clarity, in order for the activity to be deemed beneficial to the municipality, the organization must ensure that the property remain accessible to the public at large.
 - f) Land exchange
 - g) Real Estate Firm or broker
- (2) Prior to divesting any surplus land, the Municipality may wish to obtain or require:
- a) an appraisal; or
 - b) letter of opinion of the fair market value; and
 - c) a legal survey plan of the land

Notice

7. (1) For divestiture of lands that have been acquired outside of the open space provisions of the Subdivision By-law and later deemed surplus by Council, the Municipality shall give notice per Section 51 of the **MGA**.
- (2) For divestiture of surplus lands acquired through the open space provisions of the subdivision by-law, the Municipality shall give notice as per Section 273 (13) of the **MGA**.
- (3) For divestitures of lands of insufficient size or dimensions to be capable of any reasonable use as per Section 51A of the **MGA** no public notice is required.

Property Exempt from Policy

8. (1) There may be situations whereby the Municipality may divest in land and therefore would be exempt from this Policy, which may include, but is not limited to;
- a) The sale of lands for tax arrears which are subject to the procedures set out in Section 134 of the **MGA**;

- b) The sale of lands under the **Exploration Act**;
- c) Divesting land for economic development purposes.

Public Open Space Subdivision Acquisition Requirements

- 9. Funds from open space provisions of the Subdivision Bylaw will return to the Municipality’s Public Open Space reserve, as per section 273 of the **MGA**.

Repeal

- 10. Policy MDL-65 approved on March 24, 2015 is hereby repealed and replaced with new MODL Policy 065.

Policy Adoption	
Date of Original Passage	March 24, 2015
Date of Notice of Intent to Repeal	March 21, 2023
Date of Council Approval	
Date of Effective Date	
I certify that this Policy 065 was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Divestiture of Surplus Land	March 24, 2015
Repeal & Replace	Updated for accessible formatting and a complete review of the policy.	
V2	Divestiture of Surplus Land	

Appendix A

Surplus Land Policy Land Profile Evaluation Tool

1. Specify the location of the land (i.e. civic address, GPS Coordinates, survey)
2. Specify the monetary value of the land (assessed/appraised value)
3. Are there any restrictive covenants on the property?
4. Is the Municipality holding the property in trust?
5. Is access to the property? (public road, private road, easement) via a private road?
6. Does the property have any contamination/environmental concerns based on previous environmental studies or does an environmental assessment need to be conducted?
7. What was the intended use of the property when acquired?
8. What is the size of the property?
 - a) Does the size inhibit development?
9. Does the property have any architectural, historical or recreational interest?
10. Does the property have any ecological/conservation value?
11. Do stakeholders such as nearby landowners, subdivision lot owners, community associations and/or members of the public need to be consulted?
12. Is expert knowledge required to provide an evaluation of the property?
13. Is the land adjacent or nearby water (river, lake, ocean)?
14. What is the current condition of the land?
15. Is or could there be a special purchaser for the property?
16. How was the municipal land acquired e.g., open space provisions of the Subdivision Bylaw, land donation, purchased?
17. Is the land already in use?
 - a) Is there a management agreement in place?
18. Is the current use a duplicate of an existing service already in the area?
19. What is the estimated cost associated with divesting?
20. Are staff aware of any public concerns relating to the divestiture of the property?
21. Is there development potential?
22. Might the property be useful to the municipality in the future?
23. Are there any known environmental hazards on the property that may inhibit development e.g., flood risk, erosion?



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy & Strategy Committee

Submitted by: Trudy Payne, Director, Recreation, Parks & Tourism
Tissy Bolivar, Program Coordinator
Ruth Wawin, Tourism & Event Development Officer

Date: March 21, 2023

Re: Change to Community Grants Program and Sponsorship Request Policy
Eligible Applicant Criteria

Recommendation

Staff recommend that the eligibility criterion stating, "**Membership based, not-for-profit organizations with an annual adult membership of \$125 or less**", be removed from the Community Grants Program and Sponsorship Request Policy 043.

If approval is given to remove the above criterion from the Community Grants Program and Sponsorship Request Policy, staff recommends extending the Annual Operating and Major Recreation Capital deadline to April 28, 2023, for this fiscal only, to capture groups who may have applied but were excluded because of this eligibility criteria.

Executive summary

Staff is seeking approval to remove the eligible applicant criterion stating, "**Membership based, not-for-profit organizations with an annual adult membership of \$125 or less**," from the Community Grants Program and Sponsorship Request Policy. The inclusion of this statement is inadvertently excluding several non-profit groups that the Municipality has traditionally supported.

Discussion

Including "**Membership based, not-for-profit organizations with an annual adult membership of \$125 or less**," in the eligibility criteria deems organizations that charge adult yearly

membership fees above \$125 ineligible to apply unless they are youth or senior focused and excludes many organizations that the Municipality has traditionally supported.

The purpose of the Community Grant Program and Sponsorship Request Policy is to support community organizations that provide cultural, social, heritage, economic, and/or recreation programs, facilities, and events that benefit residents. However, with the current eligibility criteria, we are inhibiting the grant from fulfilling its intended purpose.

Organizations that the Municipality has traditionally supported through the Community Grants Program and Sponsorship Request Policy that now are ineligible to receive funding include, but are not limited to:

- Bridgewater Curling Club
- Seaside A Capella
- DMC Boxing
- Lunenburg County YMCA

These are just some of the groups that have recently come to our attention because of this policy change.

The rationale behind including this as part of the eligibility criteria was to award MODL grant funding to those groups that do not have memberships fees or charge limited memberships fees to assist with operating and capital costs. Those that charge memberships have a steady and reliable source of income as opposed to those that do not charge or have a minimal fee. An example would be a community hall facility that does not charge memberships and relies on fundraising and grants to maintain this community asset.

It is true that memberships fees often do prohibit some residents from being part of a group or facility which means they are not easily accessible by some members of the public. The same could be said about registration fees which many groups and municipal units charge when providing services or programs. Feedback that staff are receiving is that the membership fees are necessary to pay for costs to run the organization or facility and do not cover the true costs. An example would be a curling club that charges a membership fee above the \$125 but needs to in order to help cover the significant operating and capital costs. These non-profit groups apply for grant funding from all three levels of government to help offset costs. They understand that applying for a grant does not mean they may be successful but have expressed concerns over not even being able to apply.

It was noted by staff when an events grant application was submitted, that the Community Events and the Major Events Grant eligibility criteria does not align. This was an error made when presenting the policy to Council. It was always the intent that both the Community Events and Major Events Grant exclude the following: **“Membership based, not-for-profit organizations with an annual adult membership of \$125 or less.”** Mistakenly this criterion was included in the Major Events Grant. This means venues such as the Lunenburg County Lifestyle Centre (LCLC) will not be able to apply for funding to assist with large-scale events. Events that have been supported through this grant in the past include the Para Hockey Cup and The Esso

Cup. Events such as these no longer qualify to receive funding under the Major Event Grant as the LCLC charges an adult membership fee of more than \$125 per year. Leaving this criterion in the policy also excludes locations such as golf courses, yacht clubs, curling clubs, etc. that attract major events to our area that have significant economic spin-offs such international sailing events. Again, the purpose of this grant is to financially assist large-scale events that drive economic activity and increase overnight visitation in the area.

Budget implications

The change requested has no budget implications.

Strategic plan

Amending the eligible applicant criteria for the Community Grants Program and Sponsorship Request Policy 043 policy is in alignment with the Municipality’s mission of being sustainable community builders and collaborative engagers. To have sustainable communities it is necessary the Municipality provide opportunities for financial support to community organizations and events that fill gaps in programs and services within the Municipality and surrounding areas. As collaborative engagers, it is important to work with community organizations and amend our policies when they create unnecessary red tape.

Alternatives

- 1) Remove the eligible applicant criterion stating, “Membership based, not-for- profit organizations having an annual adult membership of \$125 or less.”
- 2) Do not remove the eligible applicant criterion
- 3) Remove the eligible applicant criterion stating, “Membership based not-for-profit organizations having an annual adult membership fee of \$125 or less” from the Major Events Grant only.

Conclusion

In conclusion staff recommends the criterion stating, “Membership based, not-for- profit organizations having an annual adult membership of \$125 or less,” be removed from the Community Grants Program and Sponsorship Request Policy 043 entirely. In addition, staff recommends extending the Annual Operating and Major Recreation Capital deadline to April 28, 2023, for this fiscal only to capture groups who may have applied but were excluded because of this eligibility criteria.

Report Preparation	
Department	Recreation, Parks & Tourism
Report Prepared by	Trudy Payne Director Recreation, Parks & Tourism Tissy Bolivar Program Coordinator Ruth Wawin Tourism & Event Development Officer
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Community Grants Program/Sponsorship Request
Number	043
Legislative Authority	MGA 2, 47, 48(3) 65C
Effective Date	January 10, 2023

Purpose

- 1 (1) The purpose of this Policy is to set guidelines for Council Member and Municipal Staff for the distribution of funds to not-for-profit and charitable organizations in the community.
- (2) The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.

Authority

- 2 (1) Authority is provided under Sections 2, 47, 48(3) and 65C, Municipal Government Act, as amended.

Eligibility

- 3 The following types of organizations are eligible for funding
 - (1) Charitable organizations (e.g., foundation and charities);
 - (2) Global community service organizations (e.g., VON, United Way);
 - ~~(3) Membership based, not for profit organizations with an annual adult membership of \$125 or less;~~
 - ~~(4) Membership based, not for profit organizations for Youths or Seniors;~~
 - (5) Community-based organizations (e.g., community halls, sports halls, recreation groups, social groups;
 - (6) Any funding requests from community groups who have management agreements with the Municipality and any adjacent municipal units requesting funding to support their municipally owned recreation facilities will be processed through the budget and not through grant policy.

- (7) For grant applications, organizations should ensure that any outstanding grant approvals from the previous fiscal year should be completed, unless an extension to the funding has been approved by MODL.

Grant Categories

- 4 (1) **Annual Operating** – See Schedule A for criteria
To help with an organization’s annual operating costs.
- (2) **Community Economic Development** – See Schedule B for criteria
To help with the development of projects, events or initiatives that promote the area and foster community economic growth.
- (3) **Community Event** – See Schedule C for criteria
To help with the hosting and/or delivery of a Community Event.
- (4) **Community Recreation Capital** – See Schedule D for criteria
To help with the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility, and/or equipment, for projects under \$10,000.
- (5) **Community Recreation Program** – See Schedule E for criteria
To help with the delivery of a new or expanded cultural, social, heritage and/or recreation program.
- (6) **Elite Athlete Travel** – See Schedule F for criteria
To help elite athletes in Lunenburg County with travel costs when competing at National or International events.
- (7) **Leadership Training** - See Schedule G for criteria
To help with training costs for individuals or community organizations that will continue to expand the programs, services and activities provided by community organizations.
- (8) **Major Events** – See Schedule H for criteria
To encourage new or expand existing large-scale events that create a positive economic impact for the Municipality. The Major Events grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.
- (9) **Major Recreation Capital** – See Schedule I for criteria

To help with the development, expansion or improvement of an outdoor cultural, social, heritage and/or recreation facility and/or equipment for capital projects \$10,000 or more.

- (10) **Pro Kids Program** – See Schedule J for criteria
To help individuals, who live in the Municipality, who due to lack of financial support, would not be able to benefit from recreational, sport or cultural activities.
- (11) **Sponsorship Ad/Donation of Prize(s) Request** – See Schedule K for criteria
To help with sponsorship of local, not-for-profit organization’s projects, events or initiatives that help residents of the Municipality, or to supply prize(s) to enhance the project, event or initiative.
- (12) **Youth Travel** – See Schedule L for criteria
To help individuals, teams or youth groups with travel costs when competing in provincial, national or international competitions in sport or cultural events.

General Information

- 5 (1) Municipal Council sets funding limits and annual budget allotments for each grant category.
- (2) Applicants will complete the proper Municipal application form and provide the requested information.
- (3) Application deadlines and expiry periods may apply.
- (4) Funding frequency is limited within each grant category.
- (5) Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- (6) A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- (7) The Municipality reserves the right to deny any application believed not within its mandate.
- (8) All proposed work must follow Municipal, Provincial and Federal regulations.

(9) Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).

(10) The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.

Approval Process

- 6 (1) Municipal Council approves the following grants
 - a) Annual Operating
 - b) Major Recreation Capital
 - c) Major Events Grant (request more than \$2,500)
- (2) Applications for all other grants under this Policy, and grants under the specified amounts in 6(1) c) are reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- (3) Applicants will be notified in writing of approval or denial. This communication will explain any terms and conditions that apply to the grant approval.

Evaluation Criteria

- 7 (1) The evaluation may include but is not limited to the following criteria
 - a) Project/program fits within the mandate (vision/mission) of the Municipality.
 - b) Organization is a not-for-profit group.
 - c) Program, event, facility is for public community use.
 - d) A financial need is proved.
 - e) The organization is sourcing other funding partners.
 - f) The grant proposal is practical.
 - g) The funding provided by the Municipality will enable the organization to use dollars from other funding partners.
 - h) The application has showed that they will recognize the Municipality's contribution.
 - i) The organization shows long-term sustainability.
 - j) The applicant has proved its own commitment to the project (i.e. financial, in-kind donations).
 - k) The percentage of users from MODL.
 - l) The breakdown of staff (volunteer, paid, externally funded).
 - m) Funding is being looked for from host Municipality if organization located outside MODL.

Repeal

- 8 1) Policy MDL-43 approved on June 10, 2008 and amended in subsequent years from 2008 to 2018 is hereby repealed and replaced with new policy MODL 043.

Policy Adoption	
Date of Original Passage	June 10, 2008
Date of Notice of Intent to Repeal	December 21, 2022
Date of Council Repeal	January 10, 2023
Effective Date if Different from Repeal	
I certify that this Policy 043 Community Grants Program/Sponsorship Program was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 043 Community Grants Program/ Sponsorship Requests (this repealed 013, 014, 030)	Jun. 10, 2008
V2	Add Community Economic Grant & application form	Sept. 09, 2008
V3	Schedule A replaced	Oct. 09, 2008
V4	Change eligibility requirement from municipality to region	Jan. 13, 2009
V5	Notification and Approval Authority changes, and extensions	Nov. 10, 2009
V6	Renaming Youth Subsidy to Pro-Kids	Apr. 13, 2010
V7	Provide ability for staff to evaluate sponsorship advertisement requests to ensure mandatory criteria met.	Apr. 09, 2013
V8	Replaced Budget Grant with Annual Operating & Major Recreation/Capital and three new categories, Remembrance Day, Elite Athlete Travel, and Leadership Training	Sept. 23, 2014
V9	Increase dollar amount for Canada Day from \$1000 to \$1200	Sept. 22, 2015
V10	Sponsorship Ad requests/donations authority for approving	Jan. 26, 2016
	Effective date – of version V10	Feb. 10, 2016
V12	Add Events Promotion Grant, approval authority change based on a minimum dollar amount	Jul. 25, 2017
V13	Amend Events Promotional Grant and change name from National/Provincial Event Grant to Community Grant and broaden category for both re applicants, and deleted requirement to report to council for elite athlete travel grant	Oct. 23, 2018
Repeal & Replace	Update for accessible formatting, and a complete review of the policy.	Jan. 10, 2023

Schedule A – Annual Operating

Grant Purpose

- 1 a) To help with an organization’s annual operating costs.

Funding Use

- 2 a) To be used for operational costs of organization, including, but not limited to, items such as wages and benefits, rent, insurance, utility bills, office expenses, routine maintenance and upkeep.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- c) ~~Membership based, not for profit organizations having an annual adult membership of \$125 or less.~~
- d) ~~Membership based, not for profit organizations for Youths or Seniors.~~
- e) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.
- f) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Fire Departments / Fire Halls, regardless of not-for-profit status.
- c) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete application to be received by March 1st.
- b) Late applications will be reviewed only after the regular review of those applicants that have applied on time.

Note Each year the Municipality receives more applications than it can fund, so it is important for the application to be in on time and contain correct information.

Completion Requirements & Grant Extensions

- 6 a) N/A for this grant type.

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total operating budget, to a maximum of \$5,000.

Approval Process and Procedures

- 10 a) Applications require Council's approval.
b) If approved, 75% of the approved amount will be released (usually by June 30th).
c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Annual Operating Grant in the following fiscal year.
d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
b) Organizational Profile
c) Proof of Ownership or copy of Lease (if applicable)
d) Financial information
(i) An audited financial statement from the previous operating year (as provided to the Registry of Joint Stocks) or if not available at time of application, balance sheet/income statement as at December 31st of previous year.
(ii) Proposed Income & Expense Budget (including income from all sources)
(iii) The need for financial assistance must be demonstrated.

Schedule B – Community Economic Development Grant

Grant Purpose

- 1 a) To help with the development of projects, events or initiatives that promote the area and foster community economic growth.

Funding Use

- 2 a) To be used for projects, events or initiatives that will improve or grow and contribute to the economy or community in the Municipality.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality of the District of Lunenburg.
b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.

Ineligible Applicants

- 4 a) For-profit organizations.
b) Churches / Church Halls, regardless of not-for-profit status.
c) Fire Departments / Fire Halls, regardless of not-for-profit status.
d) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) Projects, events or initiatives commenced prior to application will not be considered.

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
b) Applicants are eligible to receive a grant, provided that a clear 24 (twenty-four) months has passed between any previous grant application under this program.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total cost of the project, event or initiative to a maximum of \$1,000.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
b) If approved, 75% of the approved amount will be released upon approval.
c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval.
d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.
e) 100% of the grant may be released upon approval with sufficient documentation.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
b) Organizational Profile
c) Proof of Ownership or copy of Lease (if applicable)
d) Financial information
(i) Proposed Income & Expense Budget (including income from all sources)
(ii) The need for financial assistance must be demonstrated

Schedule C – Community Event

Grant Purpose

- 1 a) To help with hosting and/or delivery of a public Community Event.

Funding Use

- 2 a) To be used for a community event that will attract participants from both inside and outside the Municipality.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- c) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.
- d) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
- e) Fire Departments / Fire Halls with active, not-for-profit registration.

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) Approved funding can be carried over to an alternate date for the same event, within the same fiscal, in the case of bad weather.

Funding Frequency

- 7 a) Only one application can be submitted, *per event*, by an organization per fiscal year.
- b) Applicants may apply more than once in the same fiscal year, provided that the applications are not for the same event.
- c) Applicants are not eligible to receive additional Municipal grant funding for the same event.

- d) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the event budget, to a maximum of \$2,000.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 75% of the approved amount will be released following approval.
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If not received by this date, applicants may be ineligible to be considered for the Community Event Grant in the following fiscal year.
- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.
- e) 100% of the grant may be released upon approval with sufficient documentation.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Organizational Profile
- c) Proof of Ownership or copy of Lease (if applicable)
- d) Financial information
 - (i) Proposed Income & Expense Budget (including income from all sources)
 - (ii) The need for financial assistance must be demonstrated

Schedule D – Community Recreation Capital

Grant Purpose

- 1 a) To help with the expansion or improvement of an indoor / outdoor cultural, social, heritage and/or recreation facility, and/or equipment, for projects under \$10,000.

Funding Use

- 2 a) To be used for an expansion or improvement of a facility or for equipment that will improve the capacity of the organization.
- b) Items of a permanent, non-consumable *capital* nature are eligible, as are improvements and maintenance items that extend the life of a facility (e.g., external painting, roofing).
- c) General operating activities are *not* eligible (e.g., cleaning, minor repairs).

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- c) ~~Membership based, not for profit organizations providing an annual adult membership of \$125 or less.~~
- d) ~~Membership based, not for profit organizations for Youths or Seniors.~~
- e) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
- f) Fire Departments/Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.
- g) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) Projects or initiatives commenced prior to application will not be considered, except in emergency repair situations.
- b) Projects or initiatives not completed by end of fiscal year following approval, may apply for an extension. This request should be made to the Municipality no later than March 15th of the year following approval. If this request is not received by this date, applicants may not be able to extend the grant award period and may be ineligible to be considered for the Community Recreation Capital Grant in the following fiscal year.

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) Applicants operating several facilities must be endorsed by the sponsoring organization.
- b) Proposed scope of work must comply with all municipal, provincial and federal regulations.
- c) Approval of funding does not confirm compliance with regulations, the applicant is responsible for obtaining required permits and approvals.

Funding Amount Limit

- 9 a) Funding will not exceed 75% of the total capital cost of the project, to a maximum of \$2,000.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 75% of the approved amount will be released.
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year

following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Community Recreation Capital Grant in the following fiscal year.

- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Organizational Profile
- c) Proof of Ownership or copy of Lease (if applicable)
- d) Financial information
 - (i) An audited financial statement from the previous operating year (as provided to the Registry of Joint Stocks) or if not available at time of application, balance sheet/income statement as of December 31st of previous year.
 - (ii) Proposed Income & Expense Budget (including income from all sources)
 - (iii) The need for financial assistance must be demonstrated

Schedule E – Community Recreation Program

Grant Purpose

- 1 a) To help with the delivery of a new or expanded cultural, social, heritage and/or recreation program.

Funding Use

- 2 a) To be used for a new program, including associated equipment; or an improvement or expansion of an existing program and associated equipment; or the development and/or training of local leadership.
- b) Maintenance programs such as equipment repair or replacement are ineligible.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- c) ~~Membership based, not for profit organizations providing an annual adult membership of \$125 or less.~~
- d) ~~Membership based, not for profit organizations for Youths or Seniors.~~

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Churches / Church Halls, regardless of not-for-profit status.
- c) Fire Departments / Fire Halls, regardless of not-for-profit status.
- d) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) Programs commenced prior to application will not be considered.
- b) Programs not completed by end of fiscal year following approval, may apply for an extension. This request should be made to the Municipality no later than March 15th of the year following approval. If this request is not received by this date, applicants may not be able to extend the grant award period and may be ineligible to be considered for the Community Recreation Program Grant in the following fiscal year.

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) For organizations that offer multiple programs, any application for a program grant must be endorsed by the sponsoring organization.
- b) The program must have a direct link to the organization applying. The Municipality will not consider applications in which a not-for-profit group is “sponsoring” the project/program.

Funding Amount Limit

- 9 a) Funding will not exceed 75% of the total cost of the program, to a maximum of \$1,000.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 75% of the approved amount will be released.
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Community Recreation Program grant in the following fiscal year.
- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Organizational Profile
- c) Proof of Ownership or copy of Lease (if applicable)
- d) Financial information
 - (i) Proposed Income & Expense Budget (including income from all sources)
 - (ii) The need for financial assistance must be demonstrated

Schedule F – Elite Athlete Travel

Grant Purpose

- 1 a) To help elite athletes in Lunenburg County with travel costs competing at national or international events.
- b) Elite athlete is defined as a person who commits significant time to training and competing in their sport as either an individual or a team member and is recognized by their National Sporting Association as a representative of Nova Scotia/Atlantic Canada or Canada eligible to compete at the highest level nationally or internationally.

Funding Use

- 2 a) To be used only towards travel costs (e.g., flights, accommodations, meals etc.)
- b) Funds cannot be used to attend training.
- c) Funds cannot be used towards travel costs for persons accompanying the applicant.
- d) Funds cannot be used towards travel that occurred before the application was submitted.

Eligible Applicants

- 3 a) An Elite Athlete; and
- b) A resident of Lunenburg County; and
- c) A member of a National Sporting Association; and
- d) Travelling to compete at a national or international event.

Ineligible Applicants

- 4 a) Any applicant who is under suspension, sanction or investigation for any rule violation relating to the sport.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) N/A for this grant type.

Funding Frequency

- 7 a) Only one application can be submitted per athlete per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) A letter from their National/Provincial Association confirming the eligibility of the athlete.

Funding Amount Limit

- 9 a) Funding will not exceed 75% of the total travel budget, to a maximum of \$1,000 for national competitions and \$2,000 for international competitions.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 75% of the approved amount will be released following approval.
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Elite Athlete Travel Grant in the following fiscal year.
- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.
- e) Successful applicants are encouraged to provide a report to Council, in person, virtually, or in writing following their participation in the sponsored event.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Financial information
- (i) Proposed trip Income & Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.
- (ii) The need for financial assistance must be demonstrated
- c) A letter from their National/Provincial Association confirming the eligibility of the athlete and how the proposed travel and competition will assist their progression through the elite pathway in their sport.

Schedule G – Leadership Training

Grant Purpose

- 1 a) To help with training costs for individuals or community organizations that will continue to expand the programs, services and activities provided by community organizations.

Funding Use

- 2 a) To be used to pay for training of individuals or community groups that develops leadership skills in the areas of physical activity, sport, recreation, volunteerism, safety and leadership.
- b) Eligible training may include courses, workshops or seminars that will develop skills and knowledge for coaches, instructors, leaders and volunteers.
- c) The applicant must be willing to use the skills learned with the citizens of the Municipality.
- d) Hotel, travel costs, fire ground operations and/or medical first response training are not eligible for this grant.

Eligible Applicants

- 3 a) **Individual**
 - (i) Must be a resident of the Municipality.
- b) **Community Organization**
 - (i) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
 - (ii) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
 - ~~(iii) Membership based, not for profit organizations providing an annual adult membership of \$125 or less.~~
 - ~~(iv) Membership based, not for profit organizations for Youths or Seniors.~~
 - (v) 50% of the participants on the application must be residents of the Municipality.

Ineligible Applicants

- 4 a) **Individual**
 - (i) Non-MODL Resident.
 - (ii) Firefighters or Associate Fire Department Members.

b) **Community Organization**

- (i) For-profit organizations.
- (ii) Churches / Church Halls, regardless of not-for-profit status.
- (iii) Fire Departments / Fire Halls regardless, of not-for-profit status.
- (iv) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) Training commenced or completed prior to application will not be considered.

Funding Frequency

- 7 a) Only one application can be submitted by an individual/community organization, for the same training, per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement Special Conditions

- 8 a) Hotel, travel costs, fire ground operations and/or medical first response training are not eligible for this grant.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total cost of the training, to a maximum of \$500.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, the applicant will receive communication confirming the amount awarded.
- c) Applicants are responsible to pay for the initial training costs and are required to submit a copy of receipts and certifications for funding to be released. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Leadership Training Grant in the following fiscal year.
- d) Upon receipt of required information, a reimbursement cheque will be issued for the approved amount of funding.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Financial information
 - (i) Proposed Income & Expense Budget (including income from all sources)
 - (ii) The need for financial assistance must be demonstrated

PROPOSED

Schedule H – Major Events

Grant Purpose

- 1 a) To encourage new or expand existing large-scale events that create a positive economic impact for the Municipality. The Major Events Grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.

Funding Use

- 2 a) To be used for operational costs associated with delivering a new, or expanding an existing, large-scale event held in, or near the Municipality.

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- c) Other municipal units near the Municipality.
- d) Municipal corporations near the Municipality.
- e) ~~Membership based, not for profit organizations providing an annual adult membership of \$125 or less.~~
- f) ~~Membership based, not for profit organizations for Youths or Seniors.~~
- g) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.
- h) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
- i) Fire Departments / Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) N/A for this grant type.

Funding Frequency

- 7 a) Only one application can be submitted, per event, by an organization per fiscal year.
b) Applicants may apply more than once in the same fiscal year, provided that the applications are not for the same event.
c) Applicants are not eligible to receive additional Municipal grant funding for the same event.
d) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed 33% of the total project cost, to a maximum of \$20,000.

Approval Process and Procedures

- 10 a) Applications requesting more than \$2,500 require Council's approval.
b) Applications requesting \$2,500 or less will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
c) If approved, 75% of the approved amount will be released following approval.
d) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Major Events Grant in the following fiscal year.
e) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.
f) 100% of the grant may be released upon approval with sufficient documentation.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
b) Organizational Profile
c) Proof of Ownership or copy of Lease (if applicable)
d) Financial information
(i) Proposed Income & Expense Budget (including income from all sources)
(ii) The need for financial assistance must be demonstrated

Schedule I – Major Recreation Capital

Grant Purpose

- 1 a) To help with the development, expansion, or improvement of an outdoor cultural, social, heritage and/or recreation facility, and/or equipment, for projects \$10,000 or more.

Funding Use

- 2 a) To be used for the development, expansion, or improvement of a facility or for equipment that will improve the capacity of the organization.
- b) Items of a permanent, non-consumable *capital* nature are eligible as are improvements and maintenance items that extend the life of a facility (e.g., external painting, roofing).
- c) General operating activities are not eligible (e.g., cleaning, minor repairs).

Eligible Applicants

- 3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- ~~c) Membership based, not for profit organizations providing an annual adult membership of \$125 or less.~~
- ~~d) Membership based, not for profit organizations for Youths or Seniors.~~
- e) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
- f) Fire Departments / Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.
- g) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.

Ineligible Applicants

- 4 a) For-profit organizations.
- b) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete application to be received by March 1st.

- b) Late applications will be reviewed only after the regular review of those applicants that have applied on time.

Note Each year the Municipality receives more applications than it can fund, so it is important for an application to be in on time and contain correct information.

Completion Requirements & Grant Extensions

- 6 a) Projects or initiatives commenced prior to application will not be considered, except in emergency repair situations.
- b) Projects or initiatives not completed by end of fiscal year following approval, may apply for an extension. This request should be made to the Municipality no later than March 15th of the year following approval. If this request is not received by this date, applicants may not be able to extend the grant award period.

Funding Frequency

- 7 a) Only one application can be submitted by an organization per fiscal year.
- b) Applicants are eligible to receive a grant, provided that a clear 24 (twenty-four) months has passed between any previous grant application under this program.

Endorsement / Special Conditions

- 8 a) Applicants operating several facilities must be endorsed by the sponsoring organization.
- b) Proposed scope of work must comply with all municipal, provincial and federal regulations.
- c) Approval of funding does not confirm compliance with regulations, the applicant is responsible for obtaining required permits and approvals.

Funding Amount Limit

- 9 a) Funding will not exceed 50% of the total capital cost of the project, to a maximum of \$15,000.

Approval Process and Procedures

- 10 a) Applications require Council's approval.
- b) If approved, 75% of the approved amount will be released (usually by June 30th).
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may

be ineligible to be considered for the Major Recreation Capital Grant in the next award period.

- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form.
- b) Organizational Profile
- c) Proof of Ownership or copy of Lease (if applicable)
- d) Financial information
 - (i) An audited financial statement from the previous operating year (as provided to the Registry of Joint Stocks) or if not available at time of application, balance sheet/income statement as of December 31st of previous year.
 - (ii) Proposed Income & Expense Budget (including income from all sources)
 - (iii) The need for financial assistance must be demonstrated

Schedule J – Pro Kids

Grant Purpose

- 1 a) To help individuals, who live in the Municipality, who due to lack of financial support, would not be able to benefit from recreational, sport or cultural, activities.

Funding Use

- 2 a) To be used for an activity associated with a recreation, sport or cultural program offered by recognized organizations or an individual.
- b) Registration fees will be given first priority, equipment, uniform costs and travel may also be considered.

Eligible Applicants

- 3 a) Any parent or guardian may apply on behalf of the individual participant, however the participant
 - (i) Must be under 19 years old; and
 - (ii) Must be a resident of the Municipality.

Ineligible Participant

- 4 a) Non-resident of the Municipality.
- b) No team applications.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) N/A for this grant type.

Funding Frequency

- 7 a) One application can be submitted on behalf of each participant once per season (Spring, Summer, Fall, Winter) per fiscal year.
- b) Participants who have received funding in previous season(s) should not assume funding for each application.
- c) Priority will be given to new participants.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) No limit per individual and/or family

- b) Funds are available on a first come-first served basis, until the account is depleted.

Approval Process and Procedures

- 10 a) Applications will be reviewed, and provided references contacted, by the responsible staff person.
- b) If approved, the applicant will receive communication confirming the amount awarded.
- c) Approved amount will be forwarded directly to the program provider.
- d) Reimbursement of approved Equipment, uniform costs and travel will be made directly to the applicant (when applicable).

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form
- b) Financial information
 - (i) Applicant must provide a reference from a recognized agency or professional individual (clergy, teacher, coach, doctor, councillor) who is familiar with your personal and financial situation, who can verify financial assistant is required. This cannot be a relative or a friend.

Note The Municipality reserves the right to request additional proof of financial situation if needed.

Schedule K – Sponsorship Ad Request / Donation of Prizes

Grant Purpose

- 1 a) To help with sponsorship of local not-for-profit organization’s projects, events or initiatives that benefit residents of the Municipality or to provide prize(s) to enhance the project, event or initiative.

Funding Use

- 2 a) To be used for advertising of a project, event, or initiative; or
- b) To be used as a prize to enhance a project, event, or initiative

Eligible Applicants

- 3 a) Registered charity or not-for profit organization, with active registration, serving residents of the Municipality.
- b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.
- ~~c) Membership based, not for profit organizations providing an annual adult membership of \$125 or less.~~
- ~~d) Membership based, not for profit organizations for Youths or Seniors.~~
- e) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.
- f) Churches / Church Halls with active, not-for-profit status.
- g) Fire Departments / Fire Halls with active, not-for-profit status.

Ineligible Applicants

- 4 a) For profit-organizations.
- b) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before funds are needed, for processing.
- b) Requests shall be approved on a first-come, first-served bases as budget allows and upon availability of prizes.

Completion Requirements & Grant Extensions

- 6 a) Projects, events or initiatives commenced prior to application will not be considered.

Funding Frequency

- 7 a) Organizations can apply more than once per year to a maximum of \$500, which includes a combination of cash and prize value.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) N/A for this grant type.

Funding Amount Limit

- 9 a) Funding will not exceed \$500 in total, including prizes, per organization, per year.

Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 100% of the approved amount/prizes will be released.
- c) Collection of prizes will be arranged through the responsible staff person.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form (Applications under \$100 or less, can submit an email instead for review by staff).
- b) Organizational Profile
- c) Financial information
 - (i) Proposed Income & Expense Budget (including income from all sources)
 - (ii) The need for financial assistance must be demonstrated

Schedule L – Youth Travel

Grant Purpose

- 1 a) To help individuals, teams or youth groups with travel costs when competing in provincial, national or international competitions in sport or cultural events.
- b) Youth is defined as attending elementary, secondary or post-secondary educational institution.

Funding Use

- 2 a) To be used only towards travel costs (e.g., flights, accommodations, meals etc.)
- b) Funds cannot be used to attend training.
- c) Funds cannot be used towards travel costs for persons accompanying the applicant(s).
- d) Funds cannot be used towards travel that occurred before the application was submitted.

Eligible Applicants

- 3 a) **Individual**
 - (i) Youth attending elementary, secondary or post-secondary educational institution.
 - (ii) A resident of the Municipality.
 - (iii) Must be representing their club/organization in a provincial, national or international competition in sport or cultural event.
 - (iv) Must be travelling to compete at a provincial, national or international competition or event.
- b) **Team/Group**
 - (i) Youths attending elementary, secondary or post-secondary educational institution.
 - (ii) 50% of the participants must be residents of the Municipality.
 - (iii) Must be representing their club/organization in a provincial, national or international competition in sport or cultural event.
 - (iv) Must be travelling to compete at a provincial, national or international competition or event.

Ineligible Applicants

- 4 a) **Individual**
 - (i) Non-resident of Municipality.
- b) **Team/Group**
 - (i) Less than 50% of the participants are residents of the Municipality.

- (ii) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before anticipated start date for processing.

Completion Requirements & Grant Extensions

- 6 a) N/A for this grant type.

Funding Frequency

- 7 a) Only one application can be submitted per individual or team/group per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

Endorsement / Special Conditions

- 8 a) Confirmation of representation must be submitted from the sporting or competition body and/or school.

Recognition

- 9 a) Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).

Funding Amount Limit

- 10 a) **Individual**
 - (i) Funding will not exceed 50% of the total travel budget, to a maximum of \$75 for provincial events and \$200 for national and international events.
- (b) **Team/Group**
 - (i) Funding will not exceed 50% of the total travel budget, to a maximum of \$500 for provincial events and \$1,000 for national and international events.

Approval Process and Procedures

- 11 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 100% of the approved amount will be released.

Documents Required for Application to be considered complete

- 12 a) Completed and signed application form
- b) Financial information

- (i) Proposed trip Income & Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.
- (ii) The need for financial assistance must be demonstrated
- (iii) Confirmation of representation must be submitted from the sporting or competition body and/or school.

PROPOSED



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy and Strategy Committee

Submitted by: Trudy Payne, Director of Recreation, Parks, & Tourism

Date: March 21, 2023

Re: Riverport & District Community Park Association Management Agreement

Recommendation

That the Policy and Strategy Committee recommend to Council to enter into a 5-year management agreement pertaining to PID's 60456506 (5.07 acres) and 6019382 (3.21 acres), which is the former Riverport & District Elementary School property, with the Riverport & District Community Park Association for the purposes of establishing a park for community use; and that the agreement will include but not be limited to the following conditions: the agreement will be for a 5 year term with a review period by year 5; there will be no financial commitment for the concept plan, capital costs or ongoing operating costs in MODL's operating or capital budgets and that there is no guarantee of any financial assistance from MODL. This does preclude the Association from applying to the Municipality for funding through its grant program.

Executive summary

At the March 14, 2023 Council meeting the Riverport & District Community Park Association made a presentation (attached to this report) and requested that MODL Council make a commitment via a motion, that the former school be kept for community use as per community feedback; that MODL Council provide funding for design work and for RDCPA basic operational costs; and that MODL provide long-term support to develop a park on the former school grounds.

Discussion

One of the four strategic priorities of Council is to “Re-create Parks” which is about investing in our current parks to meet established standards and to make them more accessible. Council’s direction has been and continues to be that we are not creating new parks until we have addressed the needs of our current parks. Although the former Riverport & District Elementary School grounds did provide a recreation space in the Riverport area, it was not a space created by MODL but became one of MODL’s property when the school closed. The playground was deemed unsafe and thus, was removed.

To respond to the Riverport & District Community Park Association’s and the community’s request and to address the direction of Council which is to focus on investing in the parks MODL owns and manages, staff are recommending Council consider entering into a 5-year management agreement with the Park Association. The management agreement would include clauses that clearly states that MODL would not include an ongoing line item in their operating and capital budgets that would guarantee funding for the park concept plan, for the capital costs to develop the park or ongoing operating costs. This recommendation would enable the Park Association to move forward with their fund raising and in seeking grants to achieve their goal of a community park. This recommendation also enables MODL to address their strategic goal in investing in parks owned and managed by MODL. This recommendation would not preclude the Park Association from applying for grant funding through MODL’s grant program which is available to other non-profit groups.

Budget implications

There would be no budget implications.

Strategic plan

The Vision of the Municipality is “The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents’ passion for the place they call home.

With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.”

Entering in a management agreement with the Riverport & District Community Park Association would align with MODL’s vision statement in that parks in communities does make MODL a place we can live, work and raise families. Parks help make MODL a destination as people are attracted to our parks and natural spaces. The Association spoke of creating high

impact and low maintenance park which will aid in the sustainability of the park and its volunteers.

Work plan

Staff would work with MODL’s solicitor to draft the management agreement. They would continue to support this group as they would any other community group.

Alternatives

The alternative is to not to enter into a management agreement with the Riverport & District Community Park Association.

Conclusion

The recommendation being brought forth could help both the Riverport & District Community Park Association and MODL meet both of their goals.

Report Preparation	
Department	Recreation, Parks, & Tourism
Report Prepared by	Trudy Payne, Director of Recreation, Parks & Tourism
Report Approved by	
Date Reviewed by C.A.O.	