

This document was created using best practices in document accessibility. Should you need assistance reading or understanding this document, call 902-543-8181 or email info@modl.ca.

Policy & Strategy Committee Meeting Agenda

Tuesday, February 20, 2024 – 9:00 a.m.

MODL Council Chambers, 10 Allée Champlain Drive Cookville NS

1. Call to Order

1.1. Mi'kma'ki Territorial Acknowledgement

2. Announcements, Acknowledgements, Recognition

3. Public Input (15 Minutes)

4. Changes/Approval of Agenda (as circulated)

5. Approval of Minutes – January 16, 2024 (as circulated)

6. Business Arising from Minutes – Nil

7. Presentations/Scheduled Times

7.1 AIM Network – MODL Regional AT & E-Bike Share Network..... 9:15 a.m. 1-5
Study - Ian Tenhaaf, AIM Network Service Provider

8. Referral from Council - Nil

9. Staff Reports

9.1. Recreation Department

9.1.1 Re-create Parks [2023 Parks & Recreation Engagement Report](#)..... 6-27

9.1.2 Proposed Amendment to MODL Policy 043 - Community Grants Program/ Sponsorship Request 28-68

9.1.3 Proposed MODL Policy 098 – Recreation Subsidy Program..... 69-77

9.1.4 Project Volunteer 78-81

9.1.5 Anti-Racism Charter in Recreation..... 82-106

9.2 Planning Department

9.2.1 Proposed MODL Policy 097 – Anti-Idling Policy 107-111

9.3 Administration Department

9.3.1 NSCC Well Water Quality Pilot Project 112-113

10. Mayor's/Deputy Mayor's/Councillors' Matters

- 11. Added Items**
- 12. In Camera**
- 13. Adjournment**

AIM Network MODL Regional AT & E-Bike Share Network Study

Connect2 Provincial Grant Program



Atlantic Infrastructure
Management Network



1

Who We Are

- A registered not-for-profit comprising a network of asset management professionals.
- Our mandate: to guide and support infrastructure management planning for municipalities in Atlantic Canada.
- Provide free, open-source tools and resources to municipalities.
- Conduct education, awareness and training programs.
- Provide direct technical assistance to municipalities.



Ian Tenhaaf, P.Eng.

AIM Network Service Provider



Atlantic Infrastructure
Management Network



2

The Grant – Connect2

- Increasing opportunities to use active transportation throughout the province.
- Supporting community driven active transportation projects increases;
 - Connectiveness and accessibility
 - Physical activity
 - Improves quality of life
 - Reduces carbon emissions



Atlantic Infrastructure
Management Network



3

Goals and Outcomes of Feasibility Study

- Assessing existing infrastructure's accessibility and quality.
- Gathering cultural data gather public sessions.
- Identifying new routes and upgrading existing ones.
- Evaluating technical and financial aspects of expanding and connecting to AT networks.
- Developing a regional AT implementation framework and recommendations.
- Conceptualizing locations for new routes and upgrades.
- Identify 8-10 potential hubs for docking stations and bike share libraries.



Atlantic Infrastructure
Management Network



4

Why MODL

- First rural active transportation plan in Canada.
- Existing infrastructure in place to expand upon.
- In alignment with department and community goals/needs.
- Population density and proximity of urban centers.



Atlantic Infrastructure
Management Network



5

Synergy and Opportunity

- Supports recreation department grant application.
- 2010 Active Transportation Plan (Update in progress)
- 2022 Active Living Strategic Plan
- Cycling Nova Scotia Blue Route
- Investments from provincial and federal governments.



Atlantic Infrastructure
Management Network



6

Draft Program Outline

- Kick off March 2024
- Phase 1: Information Gathering March – May 2024
- Phase 2: Community & Partner Engagement May – July 2024
- Phase 3: Route Identification & Level of Service July – December 2024
- Phase 4: Compile Feasibility Report January – March 2025
- Grant Deadline March 2025



Atlantic Infrastructure
Management Network



7

Request of MODL

- Letter of support.
- Funding to a maximum of \$9,500, remaining 75% is funded through connect2.
- Minimal staff time will be requested to:
 - Provide relevant documentation and data.
 - Review and comment on project documents.



Atlantic Infrastructure
Management Network



8

Deliverables & Benefits

- Support future grant funding to enact feasibility study's plan.
- Advance existing strategies.
- Integration with asset management program.
- Actionable prioritized outcomes.
- Prepared for design and construction.



Atlantic Infrastructure
Management Network



9

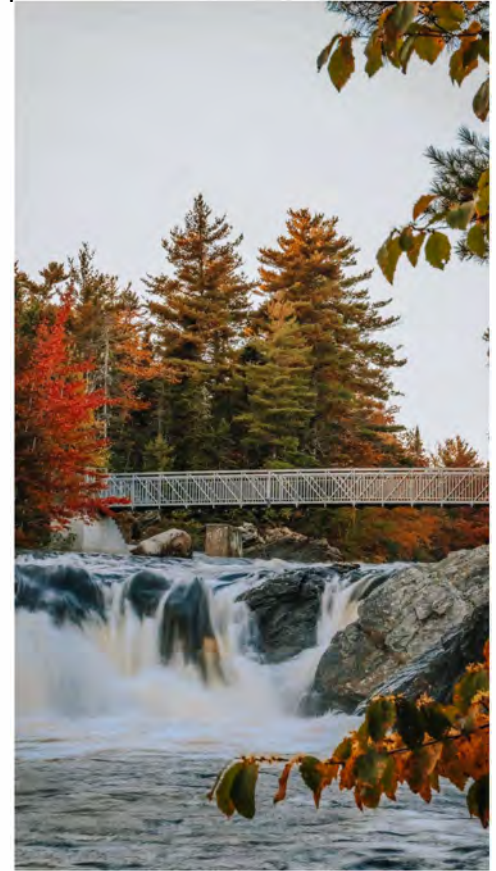


QUESTIONS?

10

Re-Create Parks Update

February 20, 2024



Agenda

- Parks & Open Space Standards & Guidelines Re-cap
- Levels of Service - Parks & Open Space Maintenance Plan
- Park Engagement Survey Results
- Accessibility Audit Report
- Capital Projects - Staff Recommendations



Parks & Open Space Standards & Guidelines



REGIONAL PARK

Large, multiuse park, active and passive rec opportunities; significant built amenities; attracts users from outside immediate neighbourhood.

AMENITIES

Minimum standard for this category:

- Open year-round
- ✓ • Washroom/outhouse
- ✓ • Waste receptacles
- ✓ • Dog waste system
- 10+ defined parking spaces
- Accessible park furnishings
- 1 accessible park
- 1 accessible playground in this category

REGIONAL PARKS

- Municipal Activity & Recreation Complex (MARC)
- River Ridge Common
- Wiles Lake Park

WAYFINDING

- Park gate
- Park beacon
- Vehicular directional
- Interior kiosk



REGIONAL PARK

Regional Parks (3)												
Park	Open Year Round	Outhouse	Waste Receptacles	Dog Waste System	10+ Defined Parking	Accessible Park Furnishings	1 Accessible Park	1 Accessible Playground	Park Gate	Park Beacon	Interior Kiosk	Vehicular Directional
MARC	✓	✓	✓	✓					✓			✓
River Ridge Common	✓	✓	✓	✓								
Wiles Lake Park		✓	✓	✓					✓	✓		



DESTINATION PARK

A park that highlights an attraction, natural feature or built amenity.

AMENITIES

Minimum standard for this category:

- ✓ • 10% open year-round
- ✓ • Seasonal washroom / outhouse
- ✓ • Waste receptacles
- Dog waste system
- 5+ defined parking spaces
- 20% in this category seasonally accessible
- Accessible park furnishings

DESTINATION PARKS

- Church Lake
- Hirtle's Beach
- Indian Falls
- Indian Path Common
- Miller Point Peace Park
- Mushamush Beach Park
- Pinegrove Park
- Sawpit Wharf

WAYFINDING

- Park gate
- Park beacon
- Vehicular directional



DESTINATION PARK

Destination Parks (8)										
Park	10% (1) Open Year Round	Seasonal Outhouse	Waste Receptacles	Dog Waste System	5+ Defined Parking	Accessible Park Furnishings	20% Seasonally Accessible	Park Gate	Park Beacon	Vehicular Directional
Church Lake		✓	✓		✓			✓		✓
Hirtle's Beach		✓	✓	✓	✓			✓	✓	✓
Indian Falls		✓	✓	✓				✓	✓	✓
Indian Path Common		✓	✓							
Miller Point Peace Park	✓	✓	✓	✓				✓	✓	✓
Mushamush Beach Park		✓	✓	✓				✓	✓	✓
Pinegrove Park		✓	✓	✓						
Sawpit Wharf		✓	✓	✓				✓	✓	✓



NEIGHBOURHOOD PARK

A smaller park that serves the open space needs of local residents; intended to be accessed by active transportation.

AMENITIES

Minimum standard for this category:

- ✓ • 25% open year-round
- ✓ • 25% with seasonal outhouse/ porta-potty
- ✓ • Waste receptacles – seasonal
- ✓ • 10% in this category will provide parking
- 20% in this category will provide accessible park furnishings

NEIGHBOURHOOD PARKS

- LaHave Sunset Park
- Molega Lake Park
- Petite Riviere Community Park*
- Rose Bay Marine Park*
- United Communities Marine Park*

WAYFINDING

- Park gate
- Park beacon
- Vehicular directional



NEIGHBOURHOOD PARK

Neighbourhood Parks (5)

Park	25% (2) Open Year Round	25% (2) Seasonal outhouse	Waste Receptacles - Seasonal	10% (1) Parking	Park Furnishings	20% (1) Accessible Features	Park Gate	Park Beacon	Vehicular Directional
LaHave Sunset Park	✓	✓	✓	✓	✓		✓	✓	✓
Molega Lake Park		✓	✓	✓	✓				
Petite Riviere Community Park**		✓	✓	✓	✓				
Rose Bay Marine Park**									
United Communities Marine Park**	✓	✓	✓	✓	✓				



PARKETTE

A small park or property that provides passive recreational opportunities. Resting/gathering spaces include landscapes, gardens or access to water.

AMENITIES

Minimum standard for this category:

- ✓ • Seasonal
- ✓ • 10% in this designation will provide parking spaces

PARKETTE

- Indian Point Rest Stop
- Masons Beach Access
- Sand Dollar Beach
- Sucker Lake Park*
- Tancook Island Park
- Westhavers Beach

WAYFINDING

- ID Sign - TBD



PARKETTE

Parkettes (6)

Park	Seasonal	10% (1) Parking
Indian Point Rest Stop	✓	
Masons Beach Access	✓	
Sand Dollar Beach	✓	✓
Sucker Lake Park**	✓	
Old Southeast Cove Wharf Day Park	✓	
Westhavers Beach	✓	



CONSERVATION LAND

Land purchased or acquired for the purpose of conserving, protecting or restoring a significant ecosystem, habitat and/or species.

AMENITIES

Minimum standard for this category:

- None

CONSERVATION LAND

- Cape LaHave Islands
- Oakland Conservation Area
- Oxners Beach
- Shaubac Lands

WAYFINDING

- ID Sign - TBD



SPORT PARK

Land developed as a venue for athletic or sports teams activities or events.

AMENITIES

Minimum standard for this category:

- ✓ • Parking
- ✓ • Washroom/outhouse/porta-potty

SPORT PARK

- Centre Soccer Field
- Municipal Activity Recreation Complex - MARC Ballfields
- Pickle Ball Courts

WAYFINDING

- ID Sign - TBD
- Vehicular directional
- Civic address sign
- Park beacon



SPORT PARK

Sport Park (3)				
Park	Parking	Outhouse	Vehicular Directional	Park Beacon
MARC Ballfields	✓	✓	✓	✓
Centre Soccer Field**	✓	✓		
Pickleball Courts				



Next Steps

- Create an implementation and evaluation strategy
- Develop an asset management strategy
- Complete life cycle audits for park amenities
 - include playgrounds in asset management/replacement plan
- Conduct a recreation use/needs assessment and gap analysis
- Establish a pest control policy
- Establish a commemorative parks program



Maintenance Standards



Maintenance Standards - Development Considerations

- Align with parks standards
- Reflection of council priorities
- Routine maintenance
- Increase presence in spaces



Maintenance Standards - Development Process

- Observe
 - Monitor
 - Test Level of Service
- Gap Analysis



Maintenance Categories



• Waste



• Sport
Park



• Playground
Inspections



• Washrooms



• Road Access
& Parking
Lots



• Signs



• Open Space
Care



• Inspections &
Checks



• Winter
Maintenance



• Trail
Maintenance



• Site Specific
Requirements



Implementation Considerations

- Resourcing
- Gaps
- Levels of service - minimum standard
- Ongoing evaluation and adjustment



Park Upgrades



Sawpit Wharf

Sand Dollar Beach



Risk Management

- Conducted park inspections with MODL Insurer
- Removal of multiple features required
- Impacted locations:
 - Pine Grove – basketball hoops, play equipment, rink, benches, power supply, walking path
 - Mushamush Beach Park – all benches and select play equipment
 - Indian Falls – stairs
 - MARC Ballfields – all bleachers and all play equipment
 - Miller Point Peace Park – select benches
 - Molega Lake Park – bench



Risk Management



Park Engagement Survey Results



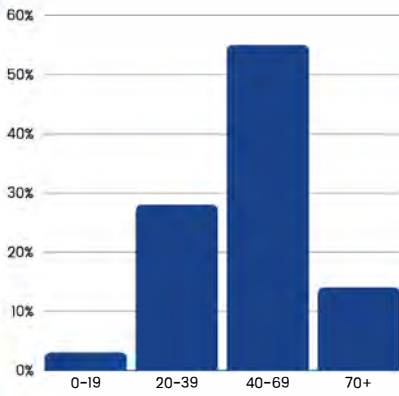
What We Did

- In-person surveys
- On-line surveys
- Response - 309 total participants
- Survey Objective
 - Spaces, Amenities, Demographics

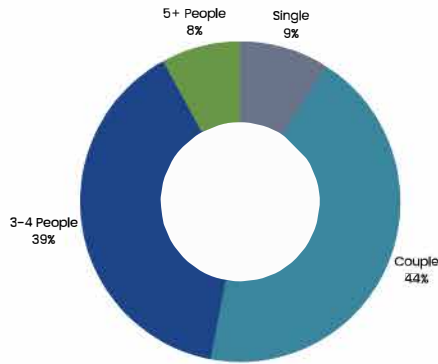


Who Responded

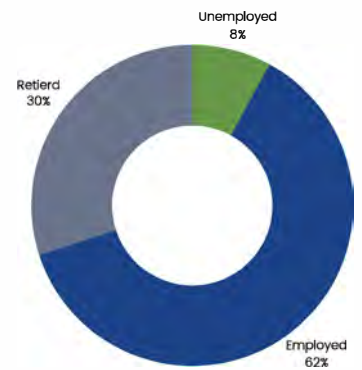
Age Range



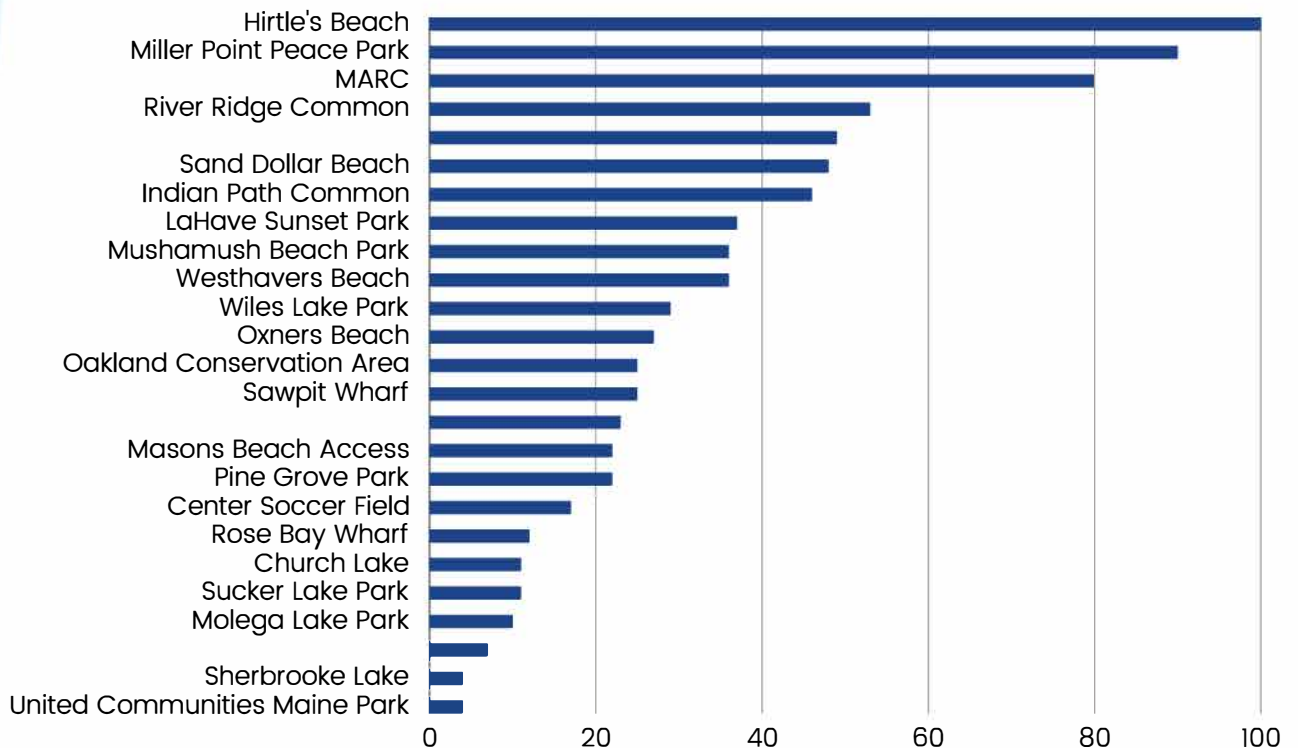
Household Size



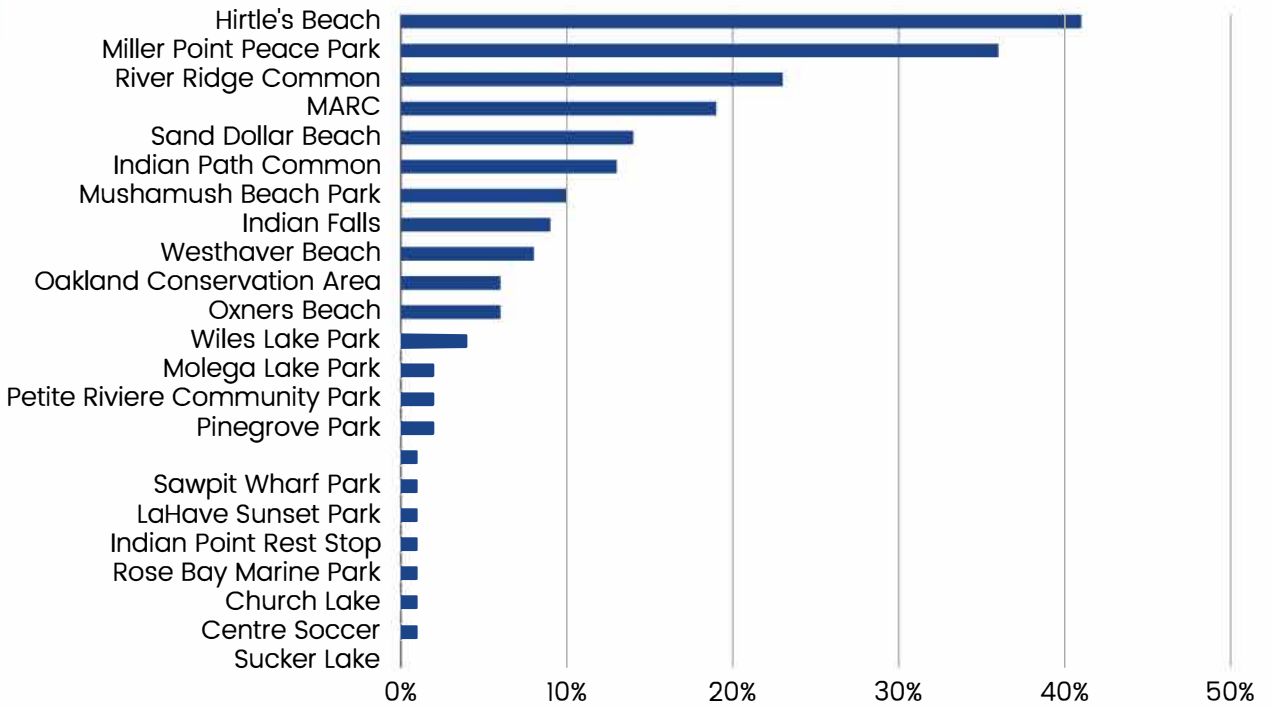
Employment Status



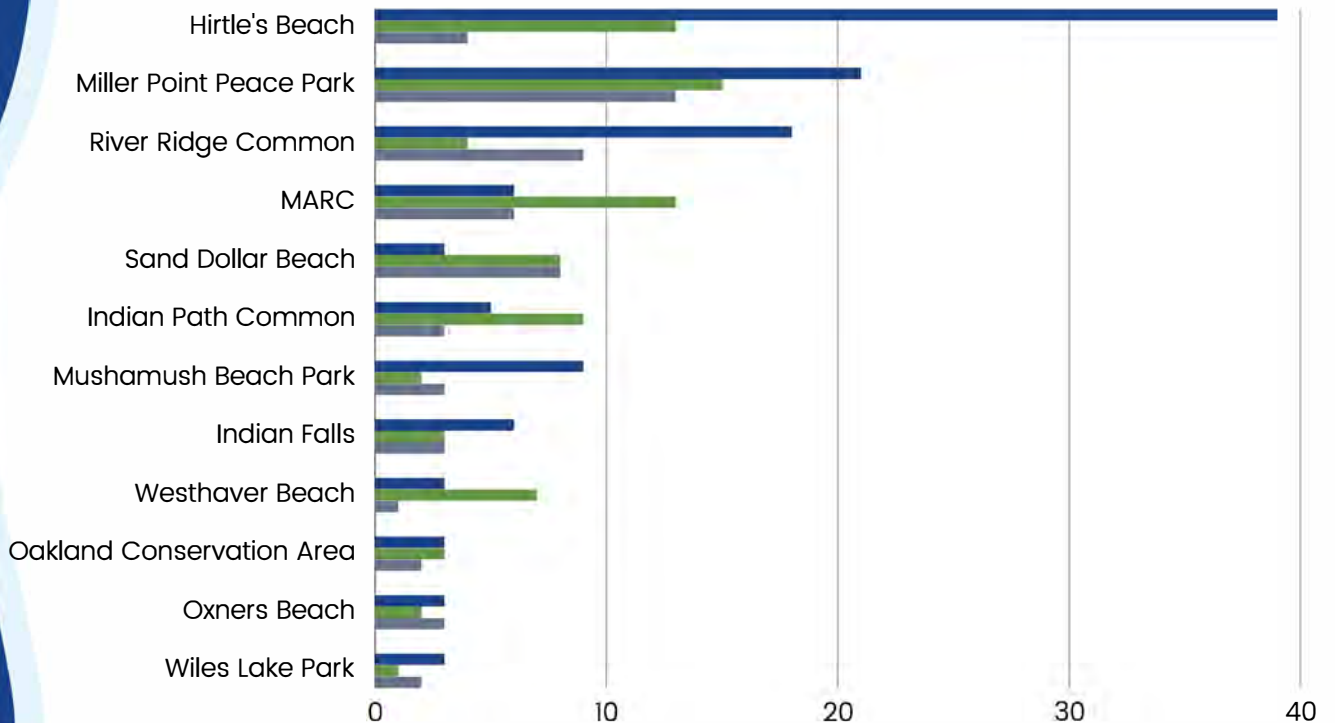
Where They Go



Favourite Places

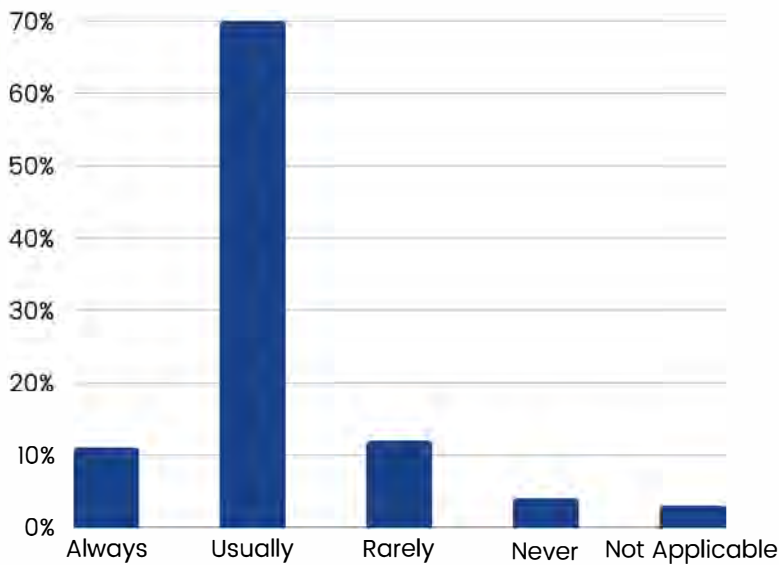


Favourite Places - Ranked

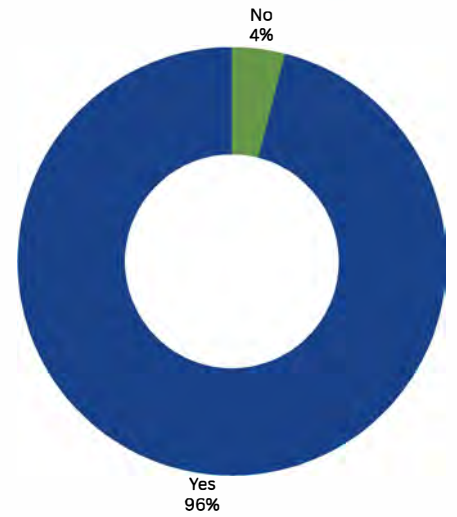




What We Heard - Parking



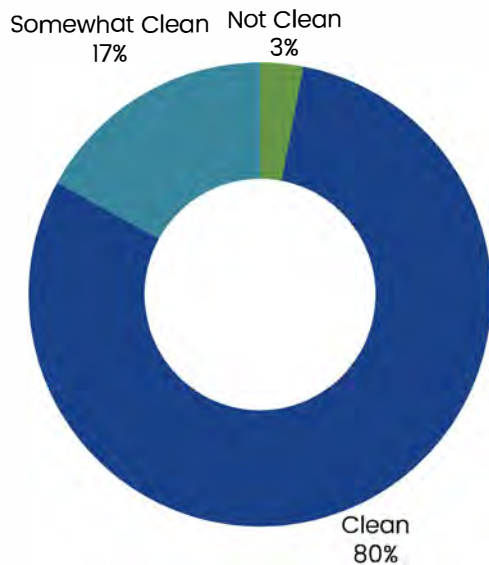
Online



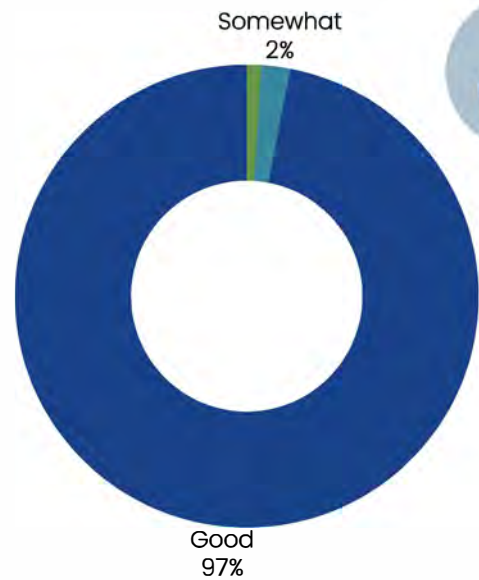
In-Person



What We Heard In-Person Bathrooms & Bins

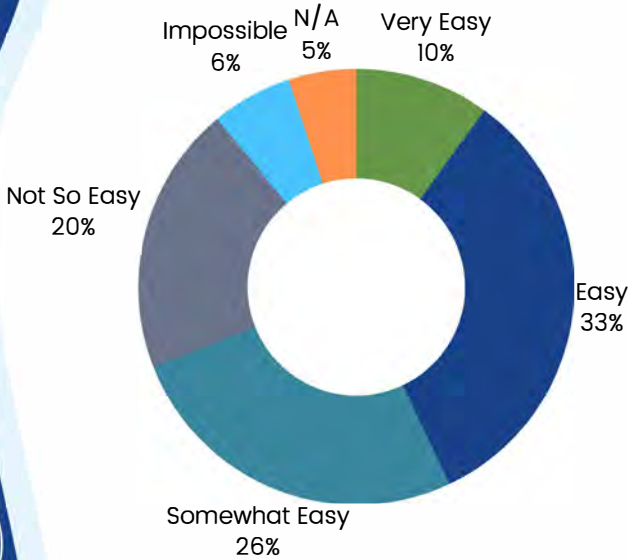


Bathrooms

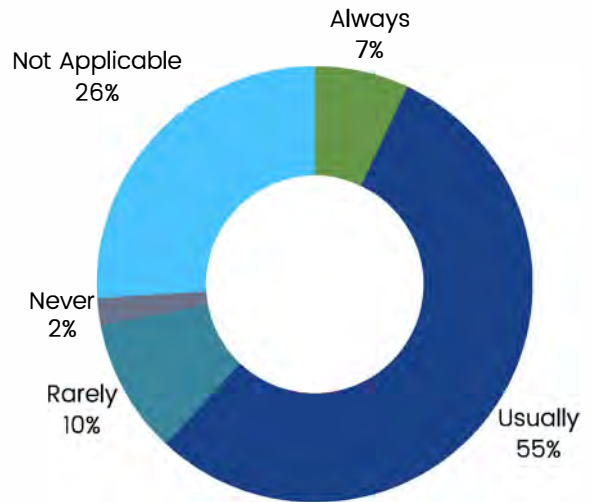


Waste Bins

What We Heard Online Bathrooms



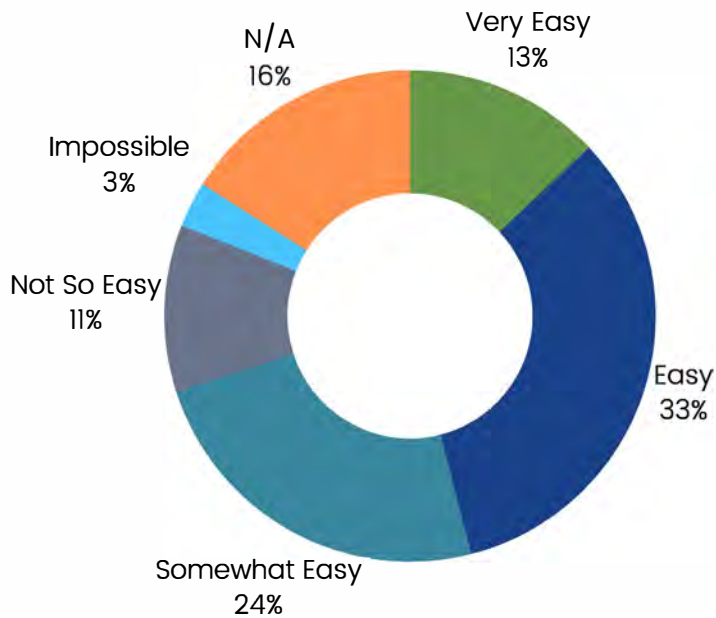
Location



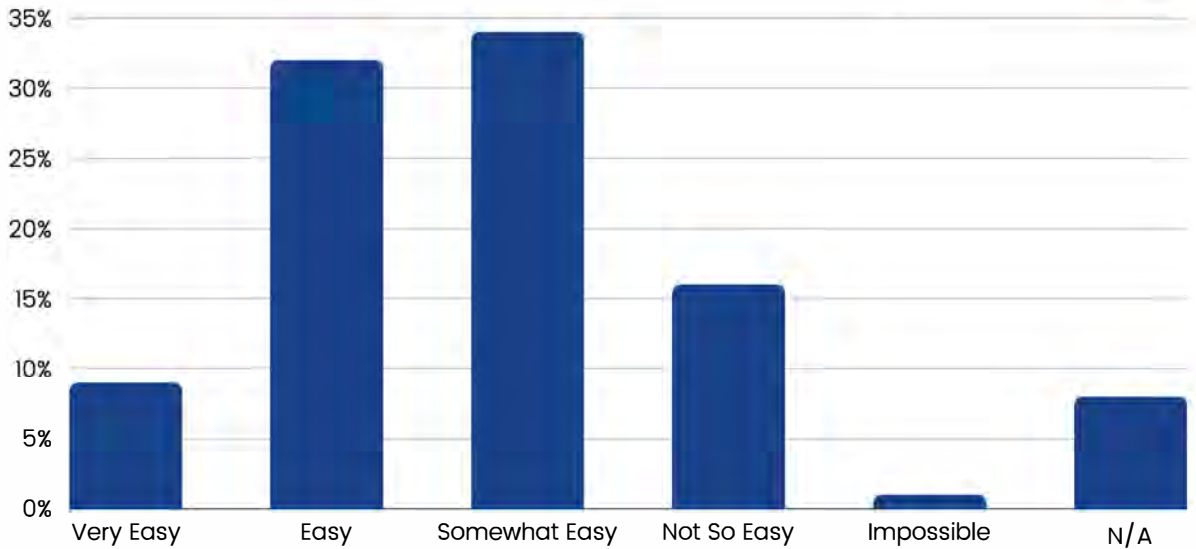
Cleanliness



What We Heard - Online Waste Bins & Dog Waste Bins



What We Heard - Seating



What We Heard Requests & Improvements



15% - bathrooms



11% - seating



10% - wayfinding & signs



9% - parking



9% - waste bins



What We Heard - Accessibility

- 13% reported accessibility challenges within MODL spaces
 - Unsafe and uneven ground
 - Seating/rest areas
 - Signage



Accessibility Audits

- Accessibility Audits completed for 5 parks
 - Hirtle's Beach
 - Mushamush Beach Park
 - Miller Point Peace Park
 - River Ridge Common
 - Indian Falls Park
- Draft report & recommendations with Class D estimates (+35%, - 25%)



Mushamush Washrooms - Costing

Option 1

- Two flush toilets with running water and onsite sewage disposal system including design services

Estimate - \$550,000

Option 2

- Two vault privy toilets within engineered structure including design services

Estimate - \$180,000



Park Standards & Capital Project Recommendations

- MARC Accessible Playground
- Indian Falls Stairs Replacement
- Furnishing Installations
- MARC Trail Upgrades
- Arthur Young Trail Upgrades
- Accessibility Upgrades - Audit



QUESTIONS?





Municipality of the District of Lunenburg

Request for Decision

Report to: Municipality of the District of Lunenburg Policy and Strategy Committee

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

Date: February 16, 2024

Re: Amend Policy MDL-043 Community Grants Program/Sponsorship Request

Recommendation

That the Policy and Strategy recommend Municipal Council amend Policy MDL- 043 Community Grants Program/Sponsorship Request as presented and that this report serves as the seven days' notice required by the MGA.

Executive summary

Council provided staff direction to develop an adult recreation subsidy policy similar to the PRO Kids Program, to better define what is classified as a community event and a major event and to look at the elite athlete grant criteria and bring any recommendations forward for council's consideration.

Section 48 (1) of the Municipal Government Act states, "Before a policy is passed, amended or repealed, the Council shall give at least seven days' notice to all council members. The seven days' notice is being provided to all council members at the February 16, 2024, Policy and Strategy Committee meeting.

Discussion

Council directed staff to develop an adult subsidy policy similar to the PRO Kids Program. Staff are recommending that a recreation subsidy policy be created separate from the Grants Policy as the funding provided is a subsidy as opposed to a grant. Thus, the recommendation is to remove the PRO Kids Program from the Community Grant Program/Sponsorship Request Policy.

Concerning defining a community event and a major event, it is staff's recommendation to use similar criteria that is used to define a community recreation capital project compared to a major recreation capital project, which is defined by the budget or cost of the project. It is recommended to define a community event as one with a budget of less than \$30,000. A major event would be defined as an event with a budget of \$30,000 or more.

Staff reached out to several municipal units concerning athlete funding support. Based on this research, discussion with the South Shore Sport NS consultant and speaking directly with the organizer of the Axe Throwing competition held in Barrington, staff are recommending the following for the elite athlete grant:

1. Funding be provided to athletes who reside in the Municipality of the District of Lunenburg as opposed to Lunenburg County.
2. Add that the athlete must have won their way or been selected to attend the national or international event.
3. Add the grant excludes professional athletes in the sport.

Staff feel the above adds to the current criteria to determine who is eligible or not.

Other staff recommendations pertaining to sporting, recreational and cultural competitions are the following:

1. Change the name of Youth Travel to the Sport, Recreational, and Cultural Travel Assistance grant and that in order for an individual/group/team to qualify they must:
 - a. Be representing their Club/organization in a provincial, national or international competition in a sport, recreational or cultural event **OR**
 - b. Provide proof of qualifying or being selected to attend.
2. Team or group is defined as 6 persons or more.

Making this grant change would enable adults who do not fall within the elite athlete criteria to seek travel assistance. Changing this grant to include all residents of MODL makes the funding more inclusive and accessible to all MODL residents for sporting, recreational and cultural competitions/events.

In reviewing Policy MDL-043 staff are presenting other recommendations to better align criteria in the grant policy. Other recommendations include:

1. Adding to the purpose that MODL offers grants for training volunteers, supporting local athletes and persons travelling to provincial, national and international competitions for sporting, recreational and cultural events.
2. Adding a line that states the funding for groups who have management agreements with MODL will go through the budget process unless otherwise stated in the management agreement.

3. Stronger language stating groups outside of MODL must request funding from the host Municipality.
4. Enabling groups to make more than one application in a fiscal year for different events, programs and facilities they own and clearly defining the maximum amount any one group can apply for in a fiscal year. This includes community events, community recreation programs and major events.
5. Removing the schedules from the policy and moving them to operations.

Other recommendations include a few word changes to better clarify the grant and the criteria.

Budget implications

Staff are recommending that the elite athlete grant budget be increased to \$6,000 from \$4,000 and decrease leadership by \$500 to reflect the demand staff saw on these two grants in fiscal 2023-2024. These changes would be incorporated in the 2024-2025 operating budget for Council's consideration. Staff are recommending the other grant categories budgets remain the same.

Strategic plan

The Municipality has several strategic plans such as the Active Living Strategy, Active Transportation Plan, Open Space Plan, and a Climate Action Plan. The non-profit groups that apply for municipal funding have goals that often align with at least one of MODL's plans or strategies. They offer valued community services and community facilities such as community halls, recreation fields and provide social and cultural programs and activities that benefit our residents.

MODL's mission states we are sustainable community builders. Providing municipal funding, which often leverages other dollars for our non-profit groups, is a strategic and sustainable way to grow our strong economy where we can live, work, and raise families and to be a destination for visitors who are attracted to our vibrant parks, beaches, and hiking trails.

Work Plan

Administering the grant program is part of the staff's regular workplan.

Alternatives

1. To not amend Policy MDL-43 Community Grants Program/Sponsorship
2. To direct staff to make additional changes to the proposed MODL 043 Policy Community Grants Program/Sponsorship and bring it back to Council seeking approval.

Conclusion

Based on Council direction staff are bringing forth recommendations that should help with providing clarity to who can apply, provide more criteria to help determine eligibility while trying to meet the needs of the community and the intent of the grant policy.

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.	

Community Grants/Sponsorship Request – Policy MDL-043

Recreation, Parks and Tourism
Department
February 2024



1

Main Changes Being Proposed

• General:

- Remove the **PRO Kids Program** from the grant policy and include this in a new Financial Assistance Policy.
- Include under the purpose of the grant policy that grants are available for training volunteers; supporting elite athletes and individuals travelling to provincial, national, and international competitions in sports, recreational, or cultural events.
- Add that unless otherwise stated in the management agreements, funding would go through the budget, not the grant policy.
- Add that proof requesting funds from the host Municipality is mandatory. This is stronger language than what is in the current policy.
- Remove schedules to operations



Municipality of the District of Lunenburg

2

Main Changes Being Proposed (Continued)

- **Community Economic Development**

- Grant would streamline with most of the other grants in that groups could apply each fiscal year.
- Suggesting removing the word event from this grant so it would fund only ED projects and initiatives.

- **Community Recreation Program:**

- Recommending groups can apply more than once in a fiscal year for different programs. Maximum amount of grant is \$1,000.
- Recommending limit per fiscal per group is set at \$1,500.



Municipality of the District of Lunenburg

3

Main Changes Being Proposed (Continued)

- **Community Event Grant:**

- Currently groups can apply more than once in a fiscal year provided it is for a different event. The maximum per event is \$2,000. Proposing the limit per fiscal year per organization is \$3,000.

- **Major Events Grant:**

- Currently groups can apply more than once in a fiscal year provided it is for a different event. Proposing the limit per fiscal year per organization is \$20,000.
- Differentiate **community event and a major event** by budget. Recommending community events is for budgets under \$30,000 and a major events is for those events with a budget of \$30,000 or more.



Municipality of the District of Lunenburg

4

Main Changes Being Proposed (Continued)

- **Community Recreation Capital**

- Recommending if an organization has more than one facility they can apply for a grant per facility. The maximum amount per grant is \$2,000. Recommending the limit per fiscal year be set at \$3,000.



Municipality of the District of Lunenburg

5

Main Changes Being Proposed (Continued)

- **Youth Travel:**

- Recommending Youth Travel be changed to Sport, Recreational & Cultural Travel Assistance. This would make adults eligible as well.
- Recommending that the individual or group must be representing their club/organization or must provide proof of qualifying for the competition or been selected to attend the event.
- Clearly state that schools are ineligible.

- **Elite Athlete:**

- Recommending elite athletes must be residents of MODL not Lunenburg County.
- Include in the definition that the elite athlete must have won their way or been selected to attend the national or international event.
- Exclude professional athletes in the sport.



Municipality of the District of Lunenburg

6

Status of Grant Categories – Forecast 2023/2024

- Sponsorship Ad – \$5,000 of \$6,000
- Community Recreation Capital – award full \$20,000
- Community Program Grant – award full \$5,000
- Elite Athlete – award full \$4,000 (first year we spent entire budget)
- Leadership – \$1,100 of \$2,500
- Annual Operating and Major Recreation Capital – \$152,625 of \$159,500
- Community Events – \$17,000 of \$20,000
- Major Events – \$15,000 of \$20,000
- Youth Travel – full \$3,000

Municipality of the District of Lunenburg



7

Impact to the Budget

- Staff Recommend increasing the elite athlete by \$2,000; decrease leadership by \$500 based on applications this fiscal.
- Maintain the budgeted amounts in the other grant categories

Municipality of the District of Lunenburg



8

Thank You!!

????



Municipality of the District of Lunenburg

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 Members 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.
- (3) The Municipality offers grants for training of volunteers to further the benefits of their volunteerism, supporting local athletes competing in national or international events and to persons travelling to provincial, national or international competitions in sports, recreational or cultural events.

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/**individuals** are eligible for funding
 - (1) Charitable organizations (e.g., foundation and charities);
 - (2) Global community service organizations (e.g., VON, United Way);
 - (3) Community-based organizations (e.g., community halls, sports halls, recreation groups, social groups);
 - (4) 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 **the** grant policy, **unless otherwise stated in the management agreement.**

(5) 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.~~

(6) Individuals who meet the necessary criteria of the grant for which they are applying for.

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, under \$30,000.
 - (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 living in the Municipality of the District of Lunenburg 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, for events over \$30,000. 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 indoor / 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.~~
- (10) **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.
- (11) **Youth Sport, Recreational & Cultural Travel Assistance** – See Schedule L for criteria
To help individuals, teams/groups or youth groups with travel costs when competing in provincial, national or international competitions in sport, (who do not meet the Elite Athlete grant criteria) or recreational and 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 shown **down** 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 **the Municipality of Lunenburg** ~~MODL~~.
 - l) The breakdown of staff (volunteer, paid, externally funded).

- m) ~~Funding is being looked for from host Municipality if organization located outside MODL.~~ Funding **must** be requested from the host Municipality if organization is located outside the Municipality of Lunenburg (proof of request is required).

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	January 10, 2023
Date of Notice of Intent to Amend	March 21, 2023
Date of Council Approval	March 28, 2023
Effective Date if Different from Council Approval	March 28, 2023
I certify that this Policy 043 Community Grants Program/Sponsorship Request was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Repeal & Replace	Update for accessible formatting, and a complete review of the policy.	Jan. 10, 2023
V2	Removed the “Membership based, not-for-profit organizations having an annual adult membership of \$125 or less and for Youths or Seniors” from the eligibility criteria.	Mar. 28, 2023
V3	Addition of training for volunteers, support for athletes, and persons travelling to Provincial, National, or International competitions in sports, recreational or cultural events to the purpose. Amended eligibility grant criteria, further defined Community Events, Major Events, clarified Elite Athlete funding, Removed PRO Kids program and revised Youth Travel to Sport, Recreational and Cultural Travel.	Jan. XX, 2024

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) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, 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.

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~~ **accurate** 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 **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.
e) Proof of financial support request made to host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

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 **the** 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
- e) Proof of financial support request made to host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

Schedule C – Community Event

Grant Purpose

- 1 a) To help with hosting and/or delivery of a public Community Event with a budget under \$30,000.

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 the Municipality, 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.~~
a) Applicants may apply more than once in the same fiscal year, provided that the applications are not for the same event.
- b) Applicants are not eligible to receive additional Municipal grant funding for the same event.

- c) 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.
- b) Funding will not exceed \$3,000 in total, 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, 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
- e) Proof of financial support request made to host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

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) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
- d) Fire Departments/Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.
- e) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, 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 facility**, 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.
- b) **Funding will not exceed \$3,000 in total, 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, 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
- e) Proof of financial support request made to host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

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.

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.~~
a) Applicants may apply more than once in the same fiscal year, provided that the applications are not for the same new or expanded program.
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.
b) Funding will not exceed **\$1,500** in total, 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, 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
e) Proof of financial support request made to the host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

Schedule F – Elite Athlete Travel

Grant Purpose

- 1 a) To help elite athletes living in the Municipality of the District of Lunenburg Lunenburg County with travel costs who are 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. The athlete must have won their way or been selected to attend the national or international event. This grant excludes professional athletes in the sport.

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 the Municipality of the District of Lunenburg Lunenburg County; and
- c) A member of a National Sporting Association; and
- d) Travelling to compete at a national or international event which they have either won their way to, and/or have been selected to attend.

Ineligible Applicants

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

Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before the 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 and 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) 50% of the participants on the application must be residents of the Municipality.

Ineligible Applicants

- 4 a) **Individual**
 - (i) Non-Municipal 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 the 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 a 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 the 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

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, **with a budget of \$30,000 or more**. 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) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, 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.
- g) 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 the 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.~~
- a) Applicants may apply more than once in the same fiscal year, provided that the applications are not for the same event.
 - b) Applicants are not eligible to receive additional Municipal grant funding for the same event.
 - c) 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.
b) Funding will not exceed **\$20,000** in total, per organization, per year.

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
 - e) Proof of financial support request made to host municipality (i.e., copy of email or letter), for organizations located outside of the Municipality.

Schedule I – Major Recreation Capital

Grant Purpose

- 1 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 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) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
 - d) Fire Departments / Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.
 - e) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, 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~~ **accurate** 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 have 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
- e) Proof of financial support request made to host municipality (i.e. copy of email or letter), for organizations located outside of the Municipality.

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 KJ – 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) Municipally, Provincially or Federally registered Heritage Property, within the Municipality, used for community purposes.
- d) Churches / Church Halls with active, not-for-profit status.
- e) 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 LK – Youth Sport, Recreational & Cultural Travel Assistance

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 recreational and 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.~~
 - (i) A resident of the Municipality.
 - (ii) Must be representing their club/organization in a provincial, national or international competition in a sport, recreational or cultural event or provide proof of qualifying or have been selected to attend the competition.
 - (iii) 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.~~
 - (i) Team/Group defined as six (6) persons or more travelling to the same sport, recreational or cultural event.
 - (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, recreational or cultural event, or provide proof of qualifying for the competition.
 - (iv) Must be travelling to compete at a provincial, national or international competition or recreational or cultural 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.~~ club/organization.
- b) If not a member of a club/organization, proof of qualifying or having been selected to attend the competition is required.

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.
- (c) **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 club/organization ~~sporting or competition body and/or school~~, or provide proof of qualifying or have been selected to attend the competition.



Municipality of the District of Lunenburg Request for Decision

Report to: Municipality of the District of Lunenburg Policy and Strategy Committee
Submitted by: Tissy Bolivar, Program Coordinator
Date: February 20, 2024
Re: Adopt Policy MDL-098 Recreation Subsidy Program

Recommendation

That the Policy and Strategy recommend to Council that Municipal Council adopt Policy MDL-098 Recreation Subsidy Program as presented and that this report serves as the seven days' notice required by the MGA.

Executive summary

At the meeting of Council on October 24, 2023, Council made the following motion to direct staff to develop an adult recreation subsidy policy like the PRO Kids Program.

“that Municipal Council accept the recommendation of the Policy & Strategy Committee and direct staff to develop a policy for Council's consideration respecting an Adult Recreation Subsidy Program, as presented”.

Section 48 (1) of the Municipal Government Act states, “Before a policy is passed, amended, or repealed, the Council shall give at least seven days’ notice to all council members. The seven days’ notice is being provided to all council members at the February 16, 2024, Policy and Strategy Committee meeting.

Discussion

Council directed staff to develop an adult subsidy policy like the PRO Kids Program. Staff are recommending that a recreation subsidy policy be created separate from the Grants Policy as the funding provided is a subsidy as opposed to a grant. Thus, the recommendation is to remove the

PRO Kids Program from the Community Grant Program/Sponsorship Request Policy and expand to include an Adult Subsidy Program (PRO Fund).

MODL has a population of 25,545, +2.7% since 2016, with a 19,245 being ages 19+ (+75% of population). Benefits of an adult subsidy program for recreation, but are not limited to include:

- Reducing barriers
- Improving accessibility
- Providing equitable opportunities
- Creating healthy communities
- Increasing individual physical, social, mental, and emotional health
- Supporting local non-profit organizations

Staff are recommending the Adult Subsidy Program have the following criteria:

- Residents of the Municipality of the District of Lunenburg
- Ages 19+
- Experiencing financial need to participate in organized recreation activities
- Use a reference or provide Notice of Assessment from previous tax year

Staff are also recommending that the PRO Kids Program include the option for families to provide their Notice of Assessment from previous tax year as well, instead of a reference, to align both programs.

Budget implications

If approved, staff would be seeking \$15,000 within the 2024-2025 operating budget to support the adult portion of the subsidy program.

Grants and donations will be sought from individuals and organizations throughout the year to supplement Municipal funding.

Once the funding from all sources is gone, applications will be denied.

Strategic plan

This policy aligns with the following:

1. Active Living Survey

Goal: Accessible and inclusive opportunities for active living that provide opportunities for social connection within MODL.

- **4.2 Reduce barriers to participation in active living and daily movement to help ensure equitable access.**

- Support low-income populations by offering free and subsidized opportunities, and assist with funding opportunities (e.g., PRO Kids, Equipment Loan, Free/Subsidized Programming)

2. MODL Value

Equity and Inclusion: We take action to change and grow to be a truly diverse, equitable, and inclusive municipality.

Work Plan

The administration of this policy is within staffs current workplan.

Alternatives

1. To not adopt Policy MDL-098 Recreation Subsidy Program
2. To direct staff to make additional changes to the proposed MODL-098 Recreation Subsidy program and bring it back to Council for approval.

Conclusion

Based on the direction of Council, staff are bringing forth a recommended policy that would provide financial assistance for all members of our communities to participate in recreation, sport, and cultural activities.

Report Preparation	
Department	Recreation, Parks, and Tourism
Report Prepared by	Tissy Bolivar, Program Coordinator
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Recreation Subsidy Program
Number	098
Legislative Authority	MGA 2, 47, 48(3) 65C
Effective Date	XXXX

Purpose

- 1 To set guidelines for Municipal Staff for the distribution of funds to support individuals in the community access recreation, sport, and cultural activities.

Eligibility

- 2 (1) The following individuals are eligible for funding:
 - (a) Individuals who meet the necessary criteria of the funding assistance category for which they are applying.

Funding Assistance Categories

- 3 (1) **PRO Kids Program** – See Schedule A for criteria
To help individuals under 19, living in the Municipality, who due to lack of financial support, would not be able to benefit from recreational, sport, or cultural activities.

(2) **Adult Program** – See Schedule B for criteria
To help individuals over 19, living in the Municipality who, due to lack of financial resources, would not be able to benefit from recreational, sport, or cultural activities.

General Information

- 4 (1) Municipal Council sets funding limits and annual budget allotments for each funding assistance category.

(2) Applicants will complete the proper application form and provide the requested information.

(3) Application deadlines and expiry periods may apply.

(4) Funding frequency is limited within each funding assistance category.

(5) The Municipality reserves the right to deny any application believed not within its mandate.

Approval Process

- 5 (1) Applications under this Policy are reviewed and approved/denied by the responsible staff person, with an annual report provided to Council.
- (2) Applicants will be notified in writing of approval or denial. This communication will explain any terms and conditions that apply to the funding assistance approval.

Evaluation Criteria

- 6 (1) The evaluation may include but is not limited to the following criteria:
 - a) The applicant is a resident of the Municipality.
 - b) A financial need is proven.
 - c) Preference will be given to applicants not registered in another program.

Use of Personal Information

- 7 In accordance with Section 485 of the **Municipal Government Act**, the personal information collected on these forms will only be used by staff for purposes relating to the administration of the Recreation Subsidy Program, including releasing necessary information to program providers.

Policy Adoption	
Date of Original Passage	XXX
Date of Notice of Intent to Amend	N/A
Date of Council Approval	XXX
Effective Date if Different from Council Approval	XXX
I certify that this Policy #098 Recreation Subsidy Program was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 098 Recreation Subsidy Program	

Schedule A – PRO Kids Program

Purpose

- 1 To help individuals, under 19, living 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 (1) To be used for an activity associated with a recreation, sport, or cultural program offered by recognized organizations or an individual.

(2) Registration fees will be given priority. Equipment, uniform costs, and travel may be considered.

Eligible Applicants

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

Ineligible Applicants

- 4 (1) No team applications.

Application Deadline

- 5 Complete applications will be received throughout the year but should be received at least 1 month before the anticipated start date of the program to allow for processing.

Funding Frequency

- 6 (1) One application can be submitted on behalf of each participant once per season (Spring, Summer, Fall, Winter) per fiscal year.

(2) Participants who have received funding in previous season(s) should not assume funding for each application.

(3) Priority will be given to new participants.

Funding Amount Limit

- 7 (1) No limit per individual and/or family

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

Approval Process and Procedures

- 8 (1) Applications will be reviewed, and provided references contacted, by the responsible staff person.
- (2) If approved, the applicant will receive communication confirming the amount approved.
- (3) The approved amount will be forwarded directly to the program provider. 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

- 9 (1) Completed and signed application form
- (2) Financial information
 - a) Applicants may provide a reference from a recognized agency or professional individual (clergy, teacher, coach, doctor, councilor) who is familiar with your personal and financial situation, who can verify financial assistance is required. This cannot be a relative or a friend. **OR**
 - b) Applicants may provide their Notice of Assessment (NOA) from the previous tax year.

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

Schedule B – PRO Fund

Purpose

1 To help individuals, over 19, living in the Municipality, who due to lack of financial resources, would not be able to benefit from recreational, sport, or cultural activities.

Funding Use

2 (1) To be used for an activity associated with a recreation, sport, or cultural program offered by recognized organizations or an individual.

(2) Registration fees will be given priority, equipment, uniform costs, and travel may also be considered.

Eligible Applicants

3 (1) Any person may apply on behalf of the individual participant, however the participant:

- a) Must be over 19 years old; and
- b) Must be a resident of the Municipality of Lunenburg.

Ineligible Participant

4 (1) No team applications.

Application Deadline

5 Complete applications will be received throughout the year but should be received at least 1 month before the anticipated start date for processing.

Funding Frequency

6 (1) One application can be submitted on behalf of each participant once per season (Spring, Summer, Fall, Winter) per fiscal year.

(2) Participants who have received funding in previous season(s) should not assume funding for each application.

(3) Priority will be given to new participants.

Funding Amount Limit

7 (1) No limit per individual

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

Approval Process and Procedures

- 8 (1) Applications will be reviewed, and provided references contacted, by the responsible staff person.
- (2) If approved, the applicant will receive communication confirming the amount approved.
- (3) The approved amount will be forwarded directly to the program provider.
- (4) 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:

- 9 (1) Completed and signed application form
- (2) Financial information
 - (a) Applicants may provide a reference from a recognized agency or professional individual (clergy, teacher, coach, doctor, councilor) who is familiar with your personal and financial situation, who can verify financial assistance is required. This cannot be a relative or a friend. **OR**
 - (b) Applicants may provide their Notice of Assessment (NOA) from the previous tax year.

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

PROJECT VOLUNTEER!



BACKGROUND

Covid-19 has had a severe impact on volunteerism in Nova Scotia.

Volunteerism and the volunteer groups in our area are what makes our communities unique and attractive to existing residents, and newcomers alike.

The drop in nominations for MODL's Volunteer Awards Ceremony, identified a need for a project to reignite Volunteerism in our region.

A project was outlined, and Council were notified in October and December of the scope of Project Volunteer.

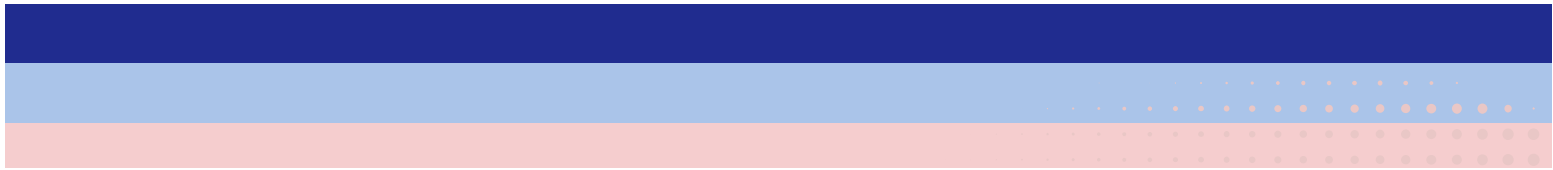
Project Volunteer was launched to the public January 3rd.





PROJECT OUTLINE

GATHER DATA	PROMOTION	WORKSHOPS	VOLUNTEER NS	EXPO?
Through a promoted survey, ask Volunteer Groups to identify problem areas.	Raise the profile of volunteerism in our communities with "Spotlights" in local media.	Based on survey results, run a series of workshops	Introduce Volunteer NS to groups and explain the benefits of funneling volunteer opportunities to one place.	Hold Volunteer Expo where potential volunteers can meet with volunteer organizations.
JAN-FEB	MAR-SEP	MAR-JUN	MAR-JUN	OCT...



OUR PARTNERS

Municipal boundaries are irrelevant to our residents with many volunteering, or enjoying the benefits of volunteer organizations regardless of which municipality they live in.

We presented the outline of the project to the Lunenburg Queens Recreation Directors Association in November 2023 (MOC, ToFB, ToL, RoFQ, ToFMB), and they all agreed to participate in Phase 1 of the Project



PHASE 1 - SURVEY

The 31-question survey asked questions to find out:

- What volunteer groups needed?
- How concerned were they about their future?
- Were they currently recruiting, and if so, how
- What municipal services they were aware of - grants, volunteer recognition awards etc.?
- If they would be interested in workshops on particular subjects?
- If they could use the services of Volunteer NS?



PROMOTION

The survey opened on January 3rd and ran until January 31st.

It was heavily promoted:

- Circulated to all council members for promotion in their own communities
- Direct email to almost 400 organizations across both Lunenburg/Queens
- 4 colour inserts in the Progress Bulletin.
- 2-week radio campaign on CKBW and Country 100.7
- Presented to organizations at MODL's Grant Information Sessions
- Social media of all municipal partners
- Landing page of Municipal website
- \$100 prize draw



INITIAL RESULTS

- 146 responses
- Almost 82% were already registered as non-profits
- Almost 90% were actively looking for new volunteer members
- Just over 62% were worried about the future of their organization
- Almost all had a website/social media presence
- Almost 70% were aware of municipal grant programs for non-profits
- Just over 65% were aware of their municipal Volunteer Recognition Ceremony
- The main areas identified where the groups needed help were:
 - Volunteer Recruitment
 - Funding
 - IDEA (Inclusion, Diversity, Equity & Accessibility)
 - Social Media/Website
- 55% were aware of Volunteer NS



WHAT NEXT?

- Detailed analysis of survey results
- Update Council on final survey results
- Present findings with recommendations for next steps to LQRDA
- Arrange series of workshops (number and location will depend on buy-in from our partners and budget assigned to project)
- Involve Volunteer NS in some of the content and delivery of workshops
- Begin Volunteer Spotlight series in Progress Bulletin and on some of our local organizations.
- Explore possibilities for Volunteer Expo event



Policy and Strategy: Anti-Racism Charter

Andrew LeBlanc
February 20, 2024



- Introductory Video
- Anti-Racism Charter
- Areas of Focus
- IDEA at MODL
- What's Next?





Anti- Racism Charter in Recreation

- Built by recreation, for everyone
- A foundation for organizations to build upon
- Any organization can sign the Charter

There are four actions/commitments outlined in the charter:

- Acknowledge and Address Racism
- Provide Ongoing Training and Educational Opportunities
- Build Racially Representative Communities
- Design Equitable and Inclusive Opportunities

Areas of Focus

ACTIONS AND COMMITMENTS

IDEA at MODL

Identified within IDEA at MODL Action Plan

- 4.1.1 MODL will become a signatory in the Recreation Nova Scotia Anti-Racism Charter

IDEA at MODL Action Plan identifies five core categories

- Employment Practices, Leadership and Accountability, Community and Culture, Service Delivery, and Learning and Development

What's Next?

- Sign the Anti-Racism Charter
 - Announce internally and externally
- Recreation representative on IDEA at MODL internal committee
- Continue executing actions in the IDEA at MODL Strategic Action Plan



Anti-Racism Charter in Recreation



Introduction

ACKNOWLEDGEMENTS

Recreation Nova Scotia is located in Mi'kma'ki, the traditional unceded territory of the Mi'kmaq people. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) Peoples first signed with the British Crown in 1725. The treaties recognized Mi'kmaq and Wolastoqiyik (Maliseet) title, and established the rules for what was to be an ongoing relationship between nations; they did not deal with surrender of lands and resources. We are all Treaty people.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.

Nova Scotia is home to many diverse communities that have shaped and enriched the province. While racism is the focus of the Anti-Racism Charter, we acknowledge that there are additional forms of discrimination that can negatively impact one's ability to participate in recreational activities. We also acknowledge that many people living in Nova Scotia have intersecting identities which may expose them to more than one form of discrimination.

Recreation Nova Scotia is grateful to all of the recreation participants, staff and volunteers involved in recreation who helped shape and bring the Anti-Racism Charter to life. Insights and feedback shared during the development of the Anti-Racism Charter has helped make it a tool created by, and for, the recreation sector in the province.

ABOUT RECREATION NOVA SCOTIA

Recreation Nova Scotia is a provincial, not-for-profit organization. In partnership with the volunteers and professional recreation community, the organization advocates on behalf of all Nova Scotians for recreation and leisure opportunities to promote the values and personal, social, economic, and environmental benefits of recreation and leisure.

Recreation Nova Scotia membership includes professionals, volunteers, educators, students, interested citizens, elected officials and commercial organizations. The organization is open to everyone who has an interest in recreation, parks, fitness, sport, facilities, aquatics, therapeutic recreation, camping, the arts, culture or other related sectors.



WHAT IS RECREATION?

Recreation Nova Scotia describes recreation as the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community well-being.¹

Here in Nova Scotia, there's a wide range of recreation activities to engage in based on our rich geography and demographics. While recreation may look different in urban or more rural settings across the province, it is the activities we engage in for leisure, enjoyment and well-being that often bring Nova Scotian communities together in unique ways.

-
1. This definition comes from the National Framework for Recreation, and has been adopted by the Shared Strategy for Advancing Recreation in Nova Scotia, <https://www.recreationns.ns.ca/shared-strategy.html>

About the Anti-Racism Charter

Why do we need a Charter specific to anti-racism in recreation?

Racism exists in Nova Scotia and it exists within Nova Scotia's recreation sector. The impacts of racist incidents on the psychological health and well-being of those affected are serious and is made worse by the lack of support available. As an organization, Recreation Nova Scotia seeks to better support individuals and communities facing racism and provide unifying guidelines for the recreation sector to address, combat and prevent systemic racism within the sector.

The Anti-Racism Charter in Recreation is needed to specifically acknowledge and address the harm and exclusion caused by racism in recreation. A proactive and systemic approach is required to make recreation welcoming and inclusive for everyone in Nova Scotia.



Some Helpful Definitions

In this section, we share a few definitions which are important to understanding the context of the Anti-Racism Charter. Thank you to the creators of The Inclusive Language Glossary & Workbook for allowing us to borrow from their excellent resource.

Racism occurs between individuals, on an interpersonal level, and is embedded in organizations and institutions through their policies, procedures and practices.

Systemic racism includes the policies and practices entrenched in established institutions, which result in the exclusion or promotion of designated groups. It differs from overt discrimination in that no individual intent is necessary.

Oppression results from the use of institutional power and privilege where one person or group benefits at the expense of another. Oppression can be a combination of bias, privilege and power.

Anti-Racism is defined as the work of actively opposing racism by advocating for changes in political, economic, and social life. Anti-racism tends to be an individualized approach, and set up in opposition to individual racist behaviors and impacts.

An **anti-racist person or organization** goes a step further than simply stating they are anti-racist. These individuals and organizations work to understand their own privilege, challenge their own internalized racism and call out racism when they see it impacting others.

An **inclusive recreation sector** means everyone believes and feels they can fully and safely participate in activities of their choosing, and that they can do so in reality.

An **equitable recreation sector** accommodates the different needs and expectations of diverse communities, particularly those that have been historically underrepresented within activities that enhance individual and community well-being.

How will the Anti-Racism Charter benefit the recreation sector in Nova Scotia?

The Anti-Racism Charter provides an opportunity to engage in dialogue, education, and actions which together will create a more welcoming and representative sector. It offers all organizations with a foundation to build upon and the ability to identify steps and actions that focus on anti-racism, equity and inclusion.

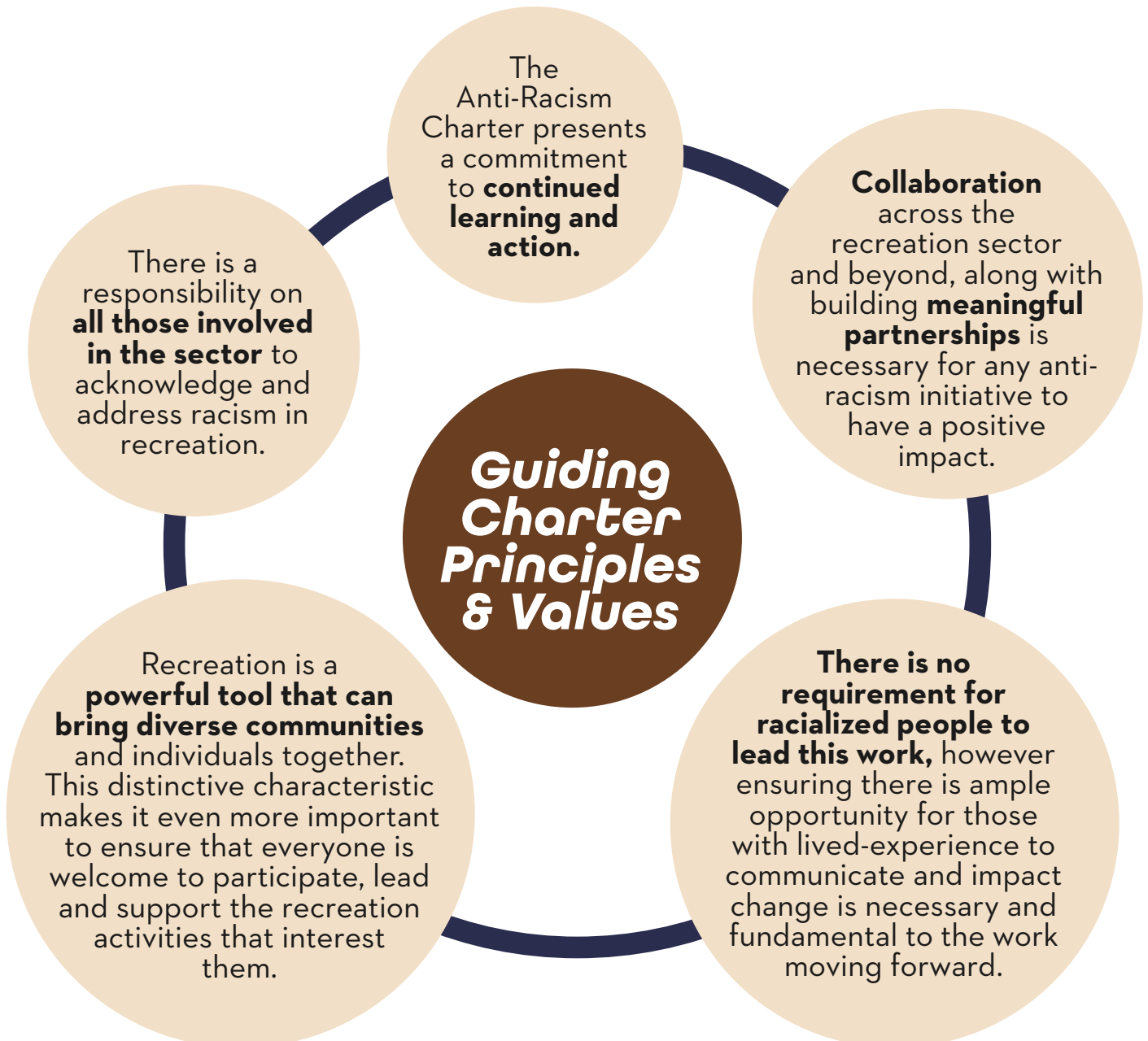
Who can adopt the Anti-Racism Charter?

The Charter is a tool that can be adopted and used by any organization in Nova Scotia, whether they are a member of Recreation Nova Scotia or not. Each path taken by signatories to acknowledge and address racism within their organization and the communities they serve will look different.

There are varying degrees of resources available across the recreation sector. Some organizations rely solely on volunteers, operate on a seasonal basis and/or have limited funds for initiatives beyond their programming mandate(s). Regardless of means, there are meaningful and purposeful actions all organizations can take to critically consider how their policies and practices perpetuate racism in recreation, and how they can meaningfully implement their decision to sign onto the Anti-Racism Charter.

Charter Mission

The Anti-Racism Charter is a practical tool, shaped by recreation employees, volunteers and participants, to engage in the work necessary to acknowledge and confront continued harms caused by racism in recreation. The tool will result in proactive steps taken by Anti-Racism Charter signatories, and a sector that is more representative of all those in Nova Scotia.



Anti-Racism Charter Actions & Commitments

Signatories to the Anti-Racism Charter will undertake the following actions and commitments:

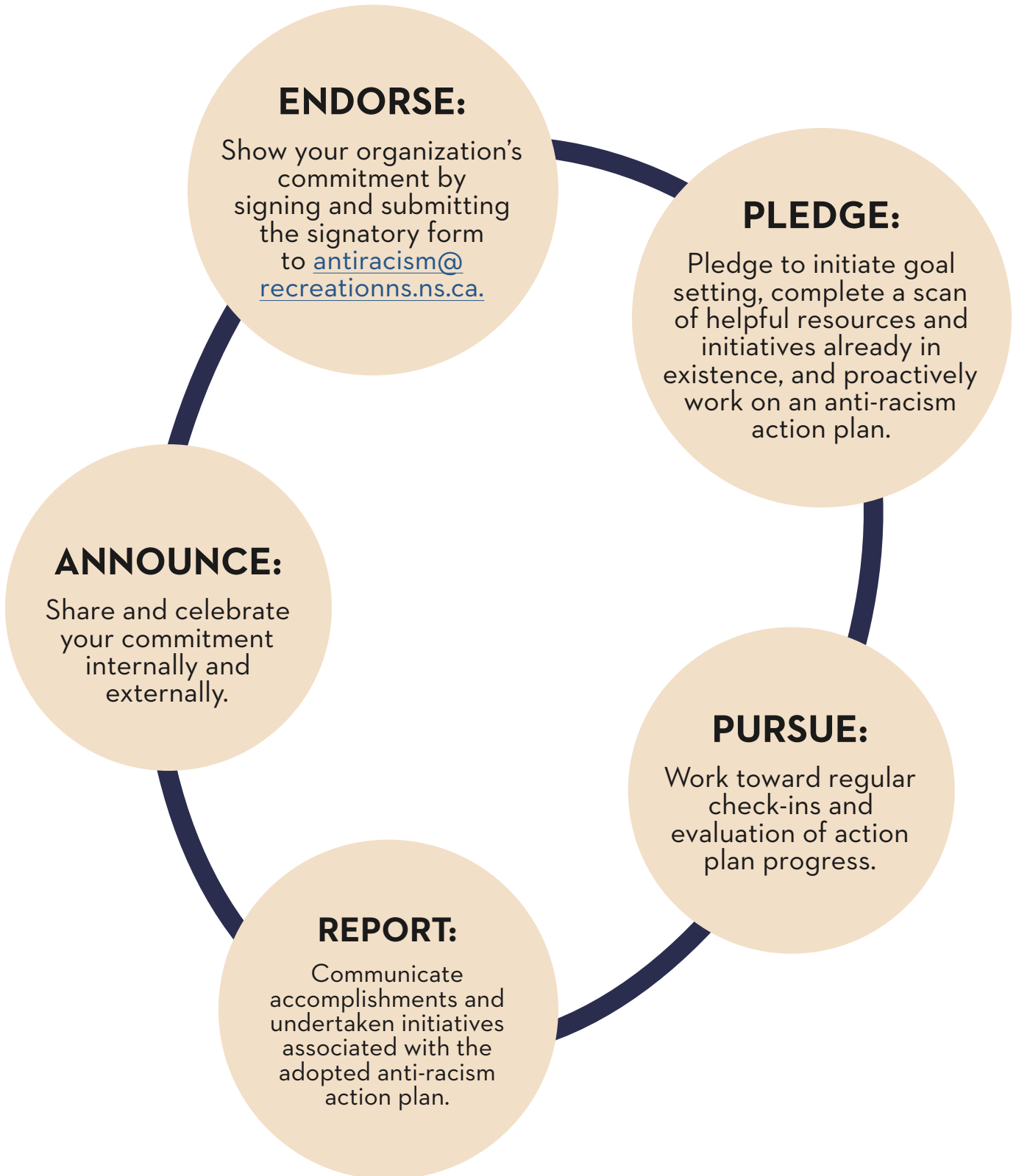
Acknowledge & Address Racism – Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.

Provide Ongoing Training & Educational Opportunities – Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.

Build Racially Representative Communities – Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.

Design Equitable & Inclusive Opportunities – Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.

5 Steps to Implementation



Action / Commitment 1: Acknowledge & Address Racism

Commit to zero tolerance of all forms of racism and develop practical processes to address racist acts and behaviours. Acknowledge and update discriminatory policies that encourage or perpetuate the exclusion of racialized populations.

Examples of inquiries, actions, and initiatives that can be undertaken:

Create or adopt an anti-racism and discrimination policy. Develop a plan to communicate the policy with the various audiences engaged by the organization.

Develop plain-language signage to be posted in facilities and/or adopted that can be read aloud during programming that clearly states the organization's commitment to zero-tolerance for racism and other forms of discrimination.

Create a process for safely reporting, addressing and acknowledging racist incidents when they occur. Communicate the processes to all those engaged by the organization.

Closely examine internal written, unwritten policies and practices to identify those that limit or exclude participation and membership of racialized populations at all levels of the organization. Review and update all language utilized in written documentation so that it is inclusive.

Identify opportunities for your organization to publicly recognize the historic and possibly continued exclusion of racialized populations from your organization or area of activity, with the goal of doing better moving forward. Capture the acknowledgement in your public organizational materials and/or policies.

Plan to revisit and update policies and practices related to anti-racism and increased equity and inclusion within your organization. Include timelines and opportunities to receive feedback from people and communities the practices and policies have been designed to support the most.

Action / Commitment 2: **Provide Ongoing Training & Educational Opportunities**

Deliver continued learning opportunities that provide practical skills to combat racism in recreation at all levels of an organization. Promote, participate in, and support external opportunities that have the same objectives, while always considering the safety of all participants.

Examples of inquiries, actions, and initiatives that can be undertaken:

- Create opportunities for the most senior members (employees and volunteers) of your organization to take part in anti-racism training and/or professional development offerings that are specifically designed for organizational leaders. Document a plan for senior members to take part in these types of offerings on an ongoing basis.
- Develop a list of free online resources, tailored to the programming or offerings your organization engages in, that deal with anti-racism, which can be shared with internal and external audiences. Update the list and re-share it on a regular and pre-determined schedule.
- If your organization engages seasonal, short-term, or part-time employees and/or volunteers, establish training and education related to anti-racism which can realistically be delivered to a group that is engaged with the organization in a more casual manner.
- Develop a policy that addresses in what situations payment and honorariums are offered to racialized people to lead training, discussions, or cultural teachings to help promote respectful and reciprocal collaborations. Create a plan to revisit the policy on a regular basis.
- Identify regularly occurring gatherings, for example annual general meetings, events, and conferences, where anti-racism training and related conversations can be meaningfully incorporated.
- Develop a protocol that offers organization-specific best practices, expectations, and ways to create safer spaces for participants of anti-racist trainings and dialogues. The protocol should specifically acknowledge how these sorts of discussions can be particularly triggering for racialized participants.

Action / Commitment 3: Build Racially Representative Communities

Meaningfully encourage participation and opportunities for racially diverse community members within your area of recreation, critically examine participation within the organization at all levels, while employing communication and engagement practices that proactively include first-voice representation.

Examples of inquiries, actions, and initiatives that can be undertaken:

Complete research or consultation to identify specific recreational programming gaps experienced by racialized populations that could be fulfilled by a partnership with your organization. Develop concrete plans to implement initiatives aimed at collaboratively addressing those gaps.

If there are racialized people already working to increase representation within the recreational activity that your organization is involved with, take steps to learn from and collaborate with those individuals.

If there are organizations not led by racialized populations, which have historically partnered with diverse communities to create programming for, and with, these populations, determine whether there are opportunities to learn from, and work with those organizations, to strengthen relationships with these communities, particularly in areas of the province which may not be very racially diverse.

Make efforts to take part in gatherings, celebrations, programming and other activities organized and hosted by community groups focused on servicing racialized populations in your area of recreation. Plan to regularly identify opportunities to support the initiatives lead by racially diverse groups and organizations.

Identify initiatives your organization can undertake to not only introduce your area of recreation to racialized communities, but to also ensure opportunities for continued and meaningful participation. Consider whether persons are able to engage in these activities with other members of their community using cohort models.

Review current communications (e.g. websites, newsletters, social media, printed materials etc.) to identify where gaps in visual representation of racialized people exist. Develop a plan to perform this sort of review on a regular basis.

Identify practical and financial barriers such as transportation, location of facilities, cost of participation, availability of appropriate nutrition and support for child and elder care responsibilities. Plan to address these barriers through such measures as fundraising, adapting budgets, organizational partnerships and lobbying funding and governing bodies.

Action / Commitment 4: **Design Equitable & Inclusive Opportunities**

Create opportunities for racialized people to take on leadership and decision-making roles at all levels of an organization, paying special attention to mentorship, business, and skill development opportunities. Mindfulness of emotional, psychological, and physical safety of racialized persons will be required, particularly in historically white and under-representative organizations.

Examples of inquiries, actions, and initiatives that can be undertaken:

Consider the racial makeup of board members, staff and volunteers, particularly among the highest levels of your organization. Put practical measures in place to actively and safely invite racialized community members into the organization and over time, increase the racial diversity of leaders and decision-makers.

When encouraging members of racialized populations to apply for board, senior staff and volunteer roles within your organization, make clear connections between their duties and their ability to engage their community in their work. Clearly state these opportunities in the posting for the position.

Adopt more equitable and inclusive practices at all stages of the recruitment and employment cycle (e.g. job posting, interviewing, onboarding and employee support).

Examine where your organization's money is spent. When identifying vendors for goods and services, employ purchasing and contracting processes that apply special consideration for businesses owned and/or operated by members of racialized populations, as a means of engaging groups historically underrepresented in the commercialization and administration of recreation. Formally adopt the policy, advertise it externally, and monitor for outcomes.

Invite racialized members of your organization to take part in (where available) opportunities that involve networking and skill development on regional, national and international levels. Adopt a policy that supports and encourages participation in training and advancement opportunities, both formal and informal, for everyone in the organization.



How to Create an Action Plan

The Anti-Racism Charter's four Actions & Commitments represent areas of focus for signatories to the Anti-Racism Charter. The examples of inquiries, actions and initiatives to be undertaken for each area of focus are suggestions to help guide implementation of each Action & Commitment and should not be seen as a prescriptive or exhaustive list.

The template Action Plan provides an outline for organizations to begin mapping out how they will take concrete steps to address and prevent racism. The template also considers implementation of timelines and evaluation measures to ensure ongoing support and resources are set aside for this work.

Signatories to the Anti-Racism Charter may want to add their own inquiries, actions and initiatives to their Action Plan and are encouraged to do so. Recreation Nova Scotia encourages signatory organizations to consider the expertise, experience, and resources readily available to help them set goals and move toward action.

Frequently Asked Questions

Who helped create the Anti-Racism Charter?

The Anti-Racism Charter is a **Recreation Nova Scotia** initiative with contributions from Recreation Nova Scotia staff and board.

Project Manager - **Graham Mounsey**

Project Consultant - **Wisdom2Action**, a social enterprise and consulting firm.

The project is funded by the **Government of Canada**.

A **Steering Committee** composed of leaders in the recreation sector, and a **Youth Advisory Council**, made up of youth with diverse lived-experience, helped inform the Anti-Racism Charter engagement activities and documents.

Steering Committee Members & Youth Advisory Council Members

- Colleen Belle
- Vanessa Hartley
- Ali Koperqualuk
- Nick Lenehan
- Fawn Logan-Young
- Heather MacNeil
- Josh Nicholas
- Crystal Watson
- Nicholas Williams

What engagement activities took place as part of the Anti-Racism Charter initiative?

- **An online survey** to understand how racism and discrimination exist and are experienced across the recreation sector, what training is needed to address racism in recreation and what should go into the Anti-Racism Charter. The survey was available in English, Arabic and Somali. Approximately 157 Nova Scotians completed the survey between April and September 2022.

- **In-person and virtual focus groups** to expand on the issues raised and feedback provided by survey respondents. A total of 10 focus groups were hosted across the province between April and July 2022. Approximately 76 recreation employees, volunteers, students and participants took part in the focus groups.
- **In-person training** that focused on addressing key themes shared via the survey and focus groups. Sessions were held in Sydney, Halifax and Birchtown with a total of 40 recreation service providers taking part.
- **Various meetings with policy makers and community members** to share details regarding the provincial consultation process and seek input on the Anti-Racism Charter development and adoption throughout the province.

Are there any other initiatives or reports that align with the Anti-Racism Charter?

- **The Truth and Reconciliation Commission of Canada: Calls to Action¹**, developed by the parties of the Indian Residential Schools Settlement Agreement. While there are no Calls to Action that are specific to recreation, the 94 recommendations address the need for changes in youth programs, sports and other recreation-related sectors to “redress the legacy of residential schools and advance the process of Canadian reconciliation”.
- **Bill No. 96: Dismantling Racism and Hate Act²**, outlines the Nova Scotia government’s approach to addressing systemic racism, hate and inequity.
- **Recreation Facility Association of Nova Scotia in partnership with the Tripartite Forum**, developed the Anti-Racism and Discrimination Policy Signage and Policy Template, developed to help recreational facilities prevent acts of racism.³

-
1. Truth and Reconciliation Commission of Canada: Calls to Action, Truth and Reconciliation Commission of Canada, 2012, https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf
 2. Dismantling Racism and Hate Act, Nova Scotia Legislature, Bill No. 96, 2022, https://nslegislature.ca/legc/bills/64th_1st/1st_read/b096.htm
 3. Recreation Facility Association of Nova Scotia, <http://www.rfans.com/resource-centre/>

Are there any costs associated with signing onto the Anti-Racism Charter?

Recreation Nova Scotia will not charge signatories with any fees for their commitment to the Anti-Racism Charter.

How will Anti-Racism Charter signatories' information be used by Recreation Nova Scotia?

Organizations that sign onto the Anti-Racism Charter could be named in Recreation Nova Scotia's newsletters, annual reports, social media and other forms of public communication.

How will signatories be supported by Recreation Nova Scotia once they sign onto the Anti-Racism Charter?

Recreation Nova Scotia commits to support organizations in creating Action Plans around the Anti-Racism Charter's Actions/Commitments and to reconvene signatories and interested parties periodically to share progress on anti-racism work. Recreation Nova Scotia also commits to house resources related to the implementation of the Anti-Racism Charter and to share and promote training and learning opportunities.

Will signing onto the Anti-Racism Charter give Recreation Nova Scotia or Canadian Heritage the authority to make decisions regarding signatory organizations?

No, organizations that sign onto the Anti-Racism Charter will oversee the creation and implementation of their own action plan.

How can I get in touch with Recreation Nova Scotia?

If you would like to get in touch about the Anti-Racism Charter, please contact:

antiracism@recreationns.ns.ca



Recreation Nova Scotia Anti-Racism Charter Signatory Commitment Form



The Anti-Racism Charter is a practical tool, shaped by recreation employees, volunteers and participants, to engage in the work necessary to acknowledge and confront continued harms caused by racism in recreation.

GUIDING CHARTER PRINCIPLES & VALUES

- The Anti-Racism Charter presents a commitment to continued learning and action.
- There is a responsibility on all those involved in the sector to acknowledge and address racism in recreation.
- Collaboration across the recreation sector and beyond, along with building meaningful partnerships is necessary for any anti-racism initiative to have a positive impact.
- There is no requirement for racialized people to lead this work, however ensuring there is ample opportunity for those with lived-experience to communicate and impact change is necessary and fundamental to the work moving forward.
- Recreation is a powerful tool that can bring diverse communities and individuals together. This distinctive characteristic makes it even more important to ensure that everyone is welcome to participate, lead and support the recreation activities that interest them.

Organization: _____

Signature of Signing Authority: _____

Date: _____ Agenda Page 105

5 STEPS TO IMPLEMENTATION

- **ENDORSE:** Show your organization's commitment by signing and submitting the signatory form to antiracism@recreationns.ca.
- **COMMIT:** Pledge to initiate goal setting, complete a scan of helpful resources and initiatives already in existence, and proactively work on an anti-racism action plan.
- **ANNOUNCE:** Share and celebrate your commitment internally and externally.
- **PURSUE:** Work toward regular check-ins and evaluation of action plan progress.
- **REPORT:** Communicate accomplishments and undertaken initiatives associated with the adopted anti-racism action plan.

ACTIONS & COMMITMENTS

- Acknowledge & Address Racism
- Provide Ongoing Training & Educational Opportunities
- Build Racially Representative Communities
- Design Equitable & Inclusive Opportunities



Recreation Nova Scotia Anti-Racism Charter Signatory Commitment Form

By completing the form below and submitting it to Recreation Nova Scotia, our organization commits to upholding the values and principles outlined in the Recreation Nova Scotia Anti-Racism Charter.

As a signatory, we commit to the implementation of actions necessary to address and acknowledge the impact of racism in recreation.

We understand that by submitting the form, our organization name will be added to a public registry of Anti-Racism Charter signatories.

ORGANIZATION INFORMATION
Organization Name:
Organization Contact Name:
Email:
Mailing Address:
Any additional contact information (e.g. the organization operates seasonally, organization email checked infrequently, phone is the best way to communicate with the organization):
COMMITMENT ADOPTION
How did your organization agree to adopt the Charter? Board Resolution Leadership Commitment Annual General Meeting Membership Vote Other:
Commitment to create an Action Plan: Within 6 months of adopting the Charter Within 1 year of adopting the Charter Other:
SIGNATORY INFORMATION
Signature of Signing Authority:
Name of Signing Authority (please print):
Title of Signing Authority:
Date (dd/mm/yy):



Municipality of the District of Lunenburg

Request for Decision

Report to: Policy and Strategy Committee
Submitted by: Kayla Winsor, Climate Action Coordinator
Date: February 20, 2024
Re: Adoption of Policy MODL-097 - Anti-idling Policy

Recommendation

It is recommended that:

“The Policy and Strategy Committee recommend the Municipal Council adopt Policy MODL-097 Anti-idling Policy, as presented, and hereby give 7 days' notice of the Council’s intention to adopt the proposed policy at the February 27, 2024, Council Meeting.”

Discussion

The creation of an Anti-idling policy for the Municipality is one of the Community Climate Actions outlined in the Local Climate Change Action Plan 2030 (LCCAP2030). Specifically, Action 6, under Low-Carbon Transportation Category, aims to establish an anti-idling policy for the municipality within the 2022-2024 timeframe. Consequently, this policy has been developed as a result. The proposed policy aims to raise awareness about vehicle idling and emphasize the importance of minimizing engine run-time during inactivity. Turning off vehicles when not in motion has substantial benefits, including reducing air pollution, safeguarding public health, and conserving energy. The policy strongly encourages all individuals operating vehicles within the Municipality, including Idle-Free Zones, to limit idling to one minute or less.

Idle-Free Zones

Upon the adoption of the policy, high-traffic sites on Municipal properties will be identified for designation as Idle-Free Zones. These zones will be presented to the Council for approval. While the general provision of the policy, limiting idling to one minute or less, remains the same in idle-free zones, there will be an additional emphasis on anti-idling practices promoted through strategically placed signage. An Idle-Free Zone Map, showcasing all designated areas, will be made available on the Municipal website for public reference and awareness. This initiative will position the Municipality as a leader, setting a precedent for proactive measures on municipal properties.

Budget Implications

A budget allocation of \$2000 has been earmarked in the 2023-24 fiscal year's operating budget for the installation of Anti-idling signage within designated idle-free zones.

Alternatives

1. The Municipal Council may choose not to adopt the proposed Policy MODL-097 Anti-idling policy.
2. The Municipal Council may direct staff to make additional changes as needed to the proposed MODL-097 Anti-idling policy.

Conclusion

In conclusion, the Anti-idling Policy provides comprehensive benefits, including enhanced air quality, improved public health, and reduced energy consumption, along with associated carbon emissions. Aligned with the Municipality's LCCAP2030, the staff recommends that the Municipal Council adopt Policy MODL-097 Anti-idling Policy, as presented below.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Kayla Winsor, Climate Action Coordinator
Report Approved by	Abhimanyu Jain, Climate Change and Sustainability Manager
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Anti-idling Policy
Number	097
Legislative Authority	Municipal Government Act – clauses 172 (1)(a) and 172(1)(d)
Effective Date	

Purpose

- 1 The primary aim of implementing this policy is to raise awareness of vehicle idling and emphasize the importance of reducing vehicle engine run-time during periods of vehicle inactivity. Turning off vehicles when not in motion offers substantial benefits, particularly in reducing air pollution, protecting public health, and conserving energy.

General Provision

- 2 All individuals operating a vehicle within the Municipality, including Idle-Free Zones, are strongly encouraged to limit idling to one minute or less.

Definitions

- 3 For the purpose of this Policy:
 - (a) **Emergency Vehicle:** Refers to vehicle used by fire departments, police, ambulances, or any other vehicle required for life-saving purposes.
 - (b) **Idling:** Refers to the practice of keeping a vehicle's engine running while stationary and not actively performing necessary functions (such as providing power for heating or cooling) for longer than one minute.
 - (c) **Idle-Free Zone(s):** In areas with high traffic volumes on Municipal properties, drivers are strongly encouraged to turn off their engines when parked or waiting, aiming to reduce emissions and promote better air quality in the surrounding environment.
 - (d) **Public Transportation:** Refers to a system of vehicles, such as buses, ferries, uber/cabs, shuttle services, or tourism related vehicles operated by public or private entities to transport passengers from one location to another.
 - (e) **Vehicle:** Includes rubber-tired or tracked machinery designed to be self-propelled by an internal combustion engine.

Exemptions

- 4 The following vehicles are exempted from the limitations on idling:

- (a) **Accessible Vehicle Features:** Vehicles may be permitted to idle when necessary to operate lift equipment or other essential mechanisms designed to accommodate persons with disabilities.
- (b) **Emergency Vehicles:** Such as ambulances, fire trucks, and police vehicles that require idling to power essential equipment and maintain readiness to respond promptly to emergencies.
- (c) **Service Vehicles:** Including utility trucks and maintenance vehicles carrying out operations requiring powered equipment.
- (d) **Public Transportation:** Refers to a system of vehicles, such as buses, ferries, uber/cabs, shuttle services, or tourism related vehicles operated by public or private entities to transport passengers from one location to another.
- (e) **Transportation Vehicles Carrying Perishable Goods:** Such as food trucks, may idle to maintain refrigeration, ensuring the preservation of cargo quality and compliance with food safety standards.
- (f) **Safety Measures:** Vehicles may be exempt from the anti-idling policy when idling is necessary for the removal of ice, snow, and moisture from the windshield to ensure safe and unobstructed visibility.

Awareness

- 5 To enhance public awareness regarding idling and responsible vehicle usage, the following measures will be implemented:
- (a) **Community Involvement:** Encouraging responsible vehicle practices through educational programs and collaborative efforts. Residents, private businesses, educational institutions, and other community organizations are invited to pledge commitment to reduce idling on their properties by turning off engines when parked or waiting for extended periods.
 - (b) **Educational Materials:** Pamphlets, brochures, and online resources will provide information on the impact of idling on air quality, greenhouse gas emissions, and public health.
 - (c) **Idle-Free Signs:** Signage will be strategically placed in idle-free zones to promote and encourage anti-idling practices.
 - (d) **Idle-Free Zone Map:** A map displaying all designated idle-free zones will be accessible on the Municipal website for public reference and awareness.

Idle-Free Zones

- 6 In areas with high traffic volumes on Municipal properties, drivers are strongly encouraged to turn off their engines when parked or waiting. The designation process in managing these zones is outlined as follows:

- (a) **Designation and Decision-making:** The designation of new anti-idling zones, removal, or amendment of existing zones will be decided by the Council.

Review and Revision

- 7 The Municipality will conduct a comprehensive review of this Anti-idling Policy every five (5) years to ensure its relevance and effectiveness. This review will consider public feedback and any notable advancements or changes in technology relevant to idling reduction measures.

Policy Adoption	
Date of Original Passage	
Date of Notice of Intent to Amend/Repeal	N/A
Date of Council Approval	
Date of Effective Date	
I certify that this Policy 097 Anti-idling was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 097, Anti-idling	
V2		



Municipality of the District of Lunenburg

Request for Decision

Report to: Council

Submitted by: Alex Dumaresq, Deputy CAO

Date: February 20, 2023

Re: NSCC Well Water Quality Pilot Project

Recommendation

Move that the Policy & Strategy Committee recommend that Council approve the proposed “Well Water Resource Management under Climate Change” pilot project with the Nova Scotia Community College.

Background

An interdisciplinary group at the Nova Scotia Community College (NSCC) are working on a low-cost sensor and data analysis system to measure groundwater water table quality and quantity and explore the predictive value of the data. Their internal working group includes the Engineering Technologies Applied Research (ETAR) lab; Applied Geomatics Research Group (AGRG); and Information Technology Applied Research group (ITAR).

NSCC staff have developed a sensor device and are looking for municipal partners to help recruit residents to host devices in their wells and examine the usefulness of the data it produces. The program is called “Well-Water Resource Management under Climate Change: Building Community Preparedness” and will directly benefit participating households in the form of real-time data on the quality and quantity of water in their well, and how it is affected by meteorological and geological conditions. The program may also provide useful data to MODL in terms of emergency preparedness, policy development or infrastructure planning.

Proposed Pilot project

Below are the steps to the three-year project as set out by NSCC staff:

- Recruit at least 10 property owners with wells from different communities in MODL;
- Install real time sensor device in the wells;
- Teach residents and municipal representatives how to interpret the data from a user-friendly mobile app;
- Record and analyze the data in conjunction with weather activity, geological information;
- Work with stakeholders to understand the usefulness and relevance of the data; and
- Finalize and publish the research.

Budget implications

No financial contribution from the municipality or participating homeowners is required. The NSCC staff developed the sensors and cover the cost of installing the devices. College staff also monitor, collect, and analyze the data.

In kind contribution of municipal staff time is required to help recruit homeowners and participate in discussions examining relevance of the study for emergency preparedness, policy development, infrastructure planning, etc., to a maximum of 50 days over the life of the 3-year project.

Alternatives & Conclusion

The project is entirely voluntary; Council has no obligation to participate. The information is directly relevant to the municipality's temporary water relief program, well financing program, and may provide useful data for MODL's emergency management and planning work.

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